

2024

Emergency Management Plan



TEXAS A&M
UNIVERSITY
KINGSVILLE

Prepared by Compliance and Risk
Management

www.tamuk.edu/compliance

1/23/2024

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Chief of Staff

Assoc. V.P. Of Marketing and Communications Procedures

Executive Director of Risk Management Procedures

Executive Director of Physical Plant Procedures

Chief Information Office (CIO) Procedures

Director of Student Health and Wellness Procedures

Asst. V.P. of Student Affairs and Dean of Students Procedures

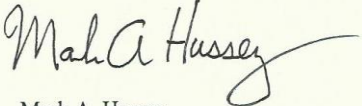
Executive Director of Human Resources Procedures

President's Statement

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 University-Kingsville has created an ***Emergency Management Team*** consisting of university administrators and staff, to respond to the needs of the university community prior to, during and after the occurrence of a critical situation.

Each student and employee is 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.



Mark A. Hussey
President

University Overview

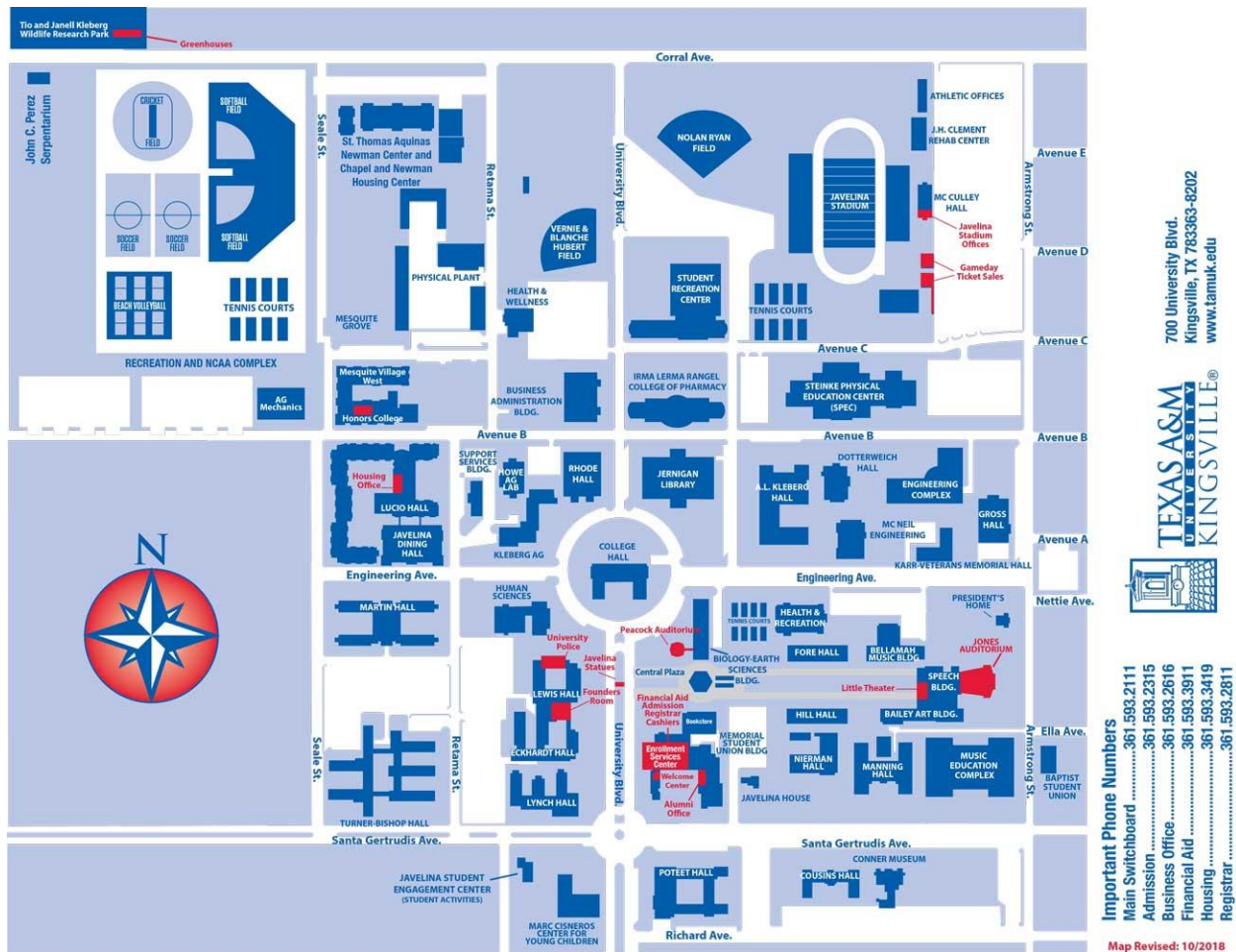
Texas A&M University-Kingsville is located in the heart of South Texas.

The campus is situated within a predominately residential area in the northwest quadrant of Kingsville. The city has a population of 26,213 people, and the university has approximately 8,700 students and nearly 1,100 faculty and staff. The main campus encompasses 257 acres and has 82 primary buildings, including six occupied residence halls.

Major thoroughfares accessing the main campus include University Boulevard, Santa Gertrudis Avenue, Armstrong Avenue, and Corral Avenue.

The nearest major industrial facilities (chemical plant and gas plant) are located approximately five miles from the university. The university would not likely be directly affected by an incident occurring at these industrial plants. Only under extreme conditions would the university be required to evacuate or conduct shelter-in-place procedures.

Campus Map



Revision Schedule

The Emergency Management 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 4th “BEM” team to Personnel Recall Procedures pg 41	Dec 2008
11	Added 4th 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

Section 1

Introduction to Emergency Management

1. To plan for and coordinate the University's response to critical incidents involving students, while paying special attention to the safety and security needs of all members of the university community;
2. To offer counseling, guidance, and 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 all those touched 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 Management Plan (**EMP**) as necessary. The team will also conduct post-incident meetings to evaluate the effectiveness of the Emergency management procedures. The **Emergency Management Team** consists of the following personnel:

- Chair
 - Chief of Staff
- Operations
 - Dir. of University Police Dept.
 - Director, Marketing and Communications
- Planning
 - Exec. Dir. of Enterprise Risk Management
- Logistics
 - Exec. Dir. of Physical Plant
 - Asst. V.P. for Student Affairs and Dean of Students
- Finance/Administration
 - V.P. for Finance: CFO

- Assoc. V.P. for Administration
- Exec. Dir. Financial Reporting and Accounting

Section 2

Authority/Purpose of Emergency

This Emergency Management Plan (**EMP**) 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 common sense 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 which 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 effective use of university and community resources.

Each emergency situation 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 in order 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 in order 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 totally self-sufficient in the event of an emergency or disaster.

Section 3

Emergency Definitions

Texas A&M-Kingsville has defined 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-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-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 first 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 **Emergency Management Team** as a whole; however, selected members of the **Emergency Management Team** may be involved as necessary, with notifications to other members.

Major Critical Incident

A major critical incident is defined as a serious emergency which completely disrupts one or more

operations of Texas A&M-Kingsville. Examples would include, but are not limited to, the following:

- Major fire
- Civil disturbance
- Widespread power outage

Outside emergency services, as well as major efforts from various university departments, would be required. Major policy considerations and decisions would usually 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-Kingsville. Examples would include a hurricane or a damaging tornado. Outside emergency services would be essential, but may not always be available. Major policy considerations and decisions would always be required, and 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 361-593-2611

On-Campus Dial 2611

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

Emergency Management Team Members Responsibilities

In the event of any critical incident, each ***Emergency Management Team*** member has the responsibility to ensure that the entire Team is aware of the incident. This shall be accomplished through the **Call Down** process using the ***Emergency Management Team*** wallet card. Upon receiving initial information pertaining to an Emergency or incident, the member shall contact the member listed below them on the wallet card. If contact with this next person cannot be established, then the next person listed on the card must be contacted and so on until another member is contacted. This process will be repeated by each member until all ***Emergency Management Team*** members have been notified, thus completing the communications cycle.

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, he EMT Chair or Alternate who will communicate with the President or the President's alternate and determine if the CrisisCom Network should be implemented. **The University's CrisisCom Network** indicates who is responsible for contacting university personnel and outside agencies:

CRISISCOM NETWORK

University Police Department

- Dial 2611 on campus
- Dial 361-593-2611 off campus

Emergency Management Team Chair

- Chief of Staff

President/CEO

Provost

Operations

- Director University Police Department
- Director of Marketing and Communications

Planning

- Exec. Dir. Risk Management
- CIO, Bob Paulson
- Coordinator, Environmental, Health & Safety

Logistics

- Exec. Dir. Physical Plant,
- Asst. VP for Student Affairs and Dean of Students

Finance / Administration

- V.P. for Finance and CFO
- AVP for Administration

Section 6

Responsibilities for Emergency

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

University President

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

V.P. for Student Affairs

1. Serves as chair of the Emergency Management Team.
2. Coordinates the activities of the ***Emergency Management Team***.
3. Ensures that all Student Critical Incident Reports are completed and submitted to the appropriate departments.

Associate V.P. for Administration

As the responsible manager for the university's facilities, the AVP, or designee, has the overall responsibility for damage control as follows:

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 Senior V.P.

University Police Director – Operations Chief

1. Serves as a member of the ***Emergency Management Team***.
2. 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.
3. Establishes an Emergency Operations Center (EOC) in Lewis Hall if necessary, and checks all lines of communications. Serves as the EOC Manager in the absence of the Associate V.P. for Administration.
4. Maintains the University Police Department in a state of constant readiness.
5. Notifies and conducts liaison activities with the Kingsville Police and Fire Departments, the Kleberg County Emergency Management Agency, 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

1. Serves as a member of the ***Emergency Management Team***.
2. Serves as Planning Section Chief, collecting, evaluating, and disseminating tactical information pertaining to the incident, 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 management plan and activation of the campus Emergency Operations Center will not suffice to meet the requirements for a full-scale exercise as provided above.

Executive Director of Physical Plant – Logistics Chief

1. Serves as a member of the ***Emergency Management Team***.

2. Serves as Logistics Section Chief, communicating with and coordinating the information systems, supplies, transportation, medical and mental health, and food and shelter functions.
3. 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.
4. Provides vehicles, equipment, and operators for movement of personnel and supplies, and assigns vehicles for emergency use as required by the Operations Chief.

Director of Marketing and Communications

The Director of Public Affairs or designee is responsible for providing the public with information during a major emergency or disaster in the following capacity:

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

Director, Facilities, Planning, and Construction

Facilities Planning and Construction assists the Physical Plant personnel in providing information concerning the university buildings. The University Engineer's responsibilities are as follows:

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.

Deans, Department Chairs, and Directors

Every dean, departmental chair or director has the following general responsibilities prior to and during a major emergency or disaster:

1. Provides employees and/or students in his/her department or area of responsibility with general information concerning Texas A&M-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

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

Dean of Students

The Dean of Students has the following general responsibilities prior to and during a Critical Incident as it relates to the Division of Student Affairs:

1. Manages the Emergency and keeps the Vice President for Student Affairs informed.
2. Initiates communication with Student Health and Wellness (if necessary).
3. Makes assessments and decides whether to go to the incident site (or hospital) or directs others to do so.
4. Maintains contact with UPD in regards to the incident.

Building Emergency Manager

Every dean, departmental chair or Director will appoint a specific person as Building Emergency Manager for each building in which his or her department has an activity. The responsibilities of this person are as follows:

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 roll 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 roll 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, takes roll to determine 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:

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

Environmental Health and Safety Manger

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

Emergency Management Team Training Requirement

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 IS200 Single Resources and Initial Action Incidents. Training Courses available through the Texas A&M System TrainTraq.

All University Personnel

Each employee is responsible as follows:

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

1. 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 Management Plan.
2. The tenant shall coordinate their emergency management 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-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 indicated on pages 28-32. Streets, fire lanes, hydrants, and walkways must be kept clear for emergency vehicles and personnel.

Building Emergency Manager 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 roll call 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.

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff

Coordinate the activities of the **Emergency Management Team:**

Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the evacuation.

OPERATIONS SECTION:

- Director of Public Safety/Chief of Police - Operations Section Chief
- Director of Marketing and Communications

Manages tactical operations directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

PLANNING SECTION:

- Executive Dir. Enterprise Risk Management- Planning Section Chief,
- Chief Information Officer,
- Coordinator of Environmental Health & Safety,

The Planning Section is responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident.

Communicates with and coordinates the following groups and functions:

- Agencies: Campus Affiliates, External Agencies, Associated Campus Agencies
- Faculty: Academic Affairs & Faculty
- Staff: Dir. HR, Non-Faculty Employees
- Students: Associate Dean of Students
- Facilities: Exec. Dir. Of Facilities, Planning, and Construction

LOGISTICS SECTION:

- Exec. Dir. Physical Plant, - Logistics Section Chief
- Asst. VP Student Affairs & Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: AVP for Information Technology/CIO
- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Student Health and Wellness
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

FINANCE/ADMINISTRATION SECTION:

- V.P. - CFO
- Exec. Director Financial Reporting and Accounting
- The Finance/Administrative Section monitors sources of funds, tracks and reports cost expenditures to ensure that statutory rules that apply are met and assures that operational records can be reconciled.
- Communicates with and coordinates the following groups and functions:
- Procurement: Contractors, Vendors
- Account reconciliation
- Campus Restoration
- Payment Card Industry, PCI/Compliance

The campus has been divided into four quadrants. The following link identifies areas for employees to assemble in the event of a building evacuation.

<https://www.tamuk.edu/compliance/risk/ehs/firesafety.html>

Section 8

Emergency Coordination

INCIDENT COMMAND SYSTEM RESPONSIBILITY AND ORGANIZATION

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 Commander

The type of incident and personal qualifications will dictate the individual assigned as the Incident

Commander and will direct and co- ordinate 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-Kingsville employees to assist the Kingsville Police Department, the Kingsville Fire Department, Kleberg County Emergency Management Agency 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, and telephone directories from Kingsville and Corpus Christi.

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 in the University Police Department. Members of the ***Emergency Management Team*** should report to the EOC.

INCIDENT COMMAND SYSTEM ORGANIZATION

President/CEO

Provost / Emergency Management Team Chair (Chief of Staff)

Operations

- Director University Police Department
- Director Of Marketing and Communication Relations

Planning

- Executive Director Enterprise Risk Management
- CIO

- Environmental Health & Safety Coordinator

Logistics

- Exec. Dir. Physical Plant
- Asst. VP of Student Affairs & Dean of Students

Finance / Admin

- V.P. CFO
- Assoc. V.P. for Admin.
- Executive Director Financial Reporting and Accounting

OPERATIONS COMMAND SYSTEM RESPONSIBILITY AND ORGANIZATION

OPERATIONS SECTION RESPONSIBILITY

The Operations Section is responsible for managing tactical operations directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions. Incidents can include acts of terrorism, wild land and urban fires, floods, hazardous material spills, radiological accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other incidents requiring an emergency response.

OPERATIONS SECTION ORGANIZATION

Director University Police Department/Director of Marketing and Communication Relations

Federal/State/Local Government Agencies

Public Information:

- Internal and External

Internal Responders

PLANNING SECTION RESPONSIBILITY AND ORGANIZATION

PLANNING SECTION RESPONSIBILITY

The Planning Section is responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident. This section maintains information and intelligence on the current and

forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares and documents incident action plans and incident maps and gathers and disseminates information and intelligence critical to the incident. The Planning Section includes a number of technical specialists to assist in evaluating the situation and forecasting requirements for additional personnel and equipment.

PLANNING SECTION ORGANIZATION

Executive Director Risk Management/CIO

Agencies:

- Campus Affiliates,
- External Agencies,
- Associated Campus Agencies

Faculty:

- Academic Affairs & Faculty

Staff:

- Executive Director Human Resources
- Non-Faculty Employees

Students:

- Asst. V.P. Dean of Students,

Facilities:

- Director Engineering, Planning, and Construction

LOGISTICS SECTION RESPONSIBILITY AND ORGANIZATION

LOGISTICS SECTION RESPONSIBILITY

The Logistics Section meets all support needs for the incident, including ordering resources through appropriate procurement authorities from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel.

LOGISTICS SECTION ORGANIZATION

Exec. Dir. Physical Plant/Asst. VP & Dean of Students

iTech (CIS): CIO

Supplies:

- Supervisor Central Receiving

Transportation

- SSC

Medical & Mental Health

- Dir. Life Services

Food/Shelter

- Dir, Food Services,
- Dir. Res. Life,
- Dir. Student Affairs Aux Ser.

FINANCE/ADMINISTRATION SECTION RESPONSIBILITY AND ORGANIZATION

FINANCE/ADMINISTRATION SECTION RESPONSIBILITY

The Finance/Administrative Section is an essential part of the ICS. Their responsibilities include: monitoring multiple sources of funds, tracking and reporting cost expenditures, coordinating with the Planning Section and Logistics Section so that operational records can be reconciled with financial documents. The Finance/Administration Section Chief will determine, given current and anticipated future requirements, the need for establishing specific subordinate units. In some of the functional areas (e.g., procurement), an actual unit need not be established if it would consist of only one person. In such a case, a procurement technical specialist would be assigned in the Planning Section instead.

FINANCE/ADMINISTRATION SECTION ORGANIZATION

CFO/Assoc. V.P. for Admin./Exec. Dir. Financial Reporting and Accounting

Procurement:

- Contractor & Vendors

Account Reconciliation

PCI Compliance

LINE OF SUCCESSION

The line of succession for the EMT/ICS is: Chief of Staff

- Asst. V.P. Student Affairs and Dean of Students
 - Associate Dean Of Students

The line of succession for the Operations Chief is:

- University Police Lieutenant
 - University Police Sergeant on Duty

The line of succession for the Planning Chief is:

- EH&S Coordinator

The line of succession for the Logistics Chief is:

- Utilities Superintendent
 - Building Maintenance Superintendent
 - Interim General Services and Grounds Superintendent

The line of succession for the Finance/Administration Chief is:

- Exec. Director of Financial Reporting and Accounting

The lines of succession for each of our department and agency heads shall be in accordance with the BCPs established by those departments and agencies.

Section 9

Personnel Recall

If the emergency or disaster occurs during normal working hours, employees should evacuate the building, assemble in the appropriate areas in accordance to the assembly locations as identified on pages 28-32 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 via Corpus Christi area television stations. Employees are advised to call the Recall Hotline at **(361) 592-0131** to receive recorded recall information. Employees may also call the University's main number **(361) 593-2111** or **UPD (361) 593-2611** to receive information in reference to the status of the crisis.

If power is available, the university will also initiate employee recall information via the internet and electronic 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-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; 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.
- **BEMs**— 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

Emergency response procedures in case of fire or explosion are divided into these categories: responsibilities of building occupants, EMERGENCY MANAGEMENT TEAM, the University Police Department, the Physical Plant dept., the Incident Support Team, and the Building Emergency Managers.

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:

F – Find:

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.

I – 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

R – Report:

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

E – 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

E – Evacuate:

If the fire cannot 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.

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff

Coordinate the activities of the ***Emergency Management Team:***

Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

OPERATIONS SECTION:

- Dir. Public Safety/Chief of Police - Operations Section Chief
- Director of Marketing and Communications

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

PLANNING SECTION:

- Exec. Dir. Risk Management - Planning Section Chief,
- Chief Information Officer,
- Coordinator of Environmental Health & Safety,

The Planning Section is responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident.

Communicates with and coordinates the following groups and functions:

- Agencies: Campus Affiliates, External Agencies, Associated Campus Agencies
- Faculty: Academic Affairs & Faculty
- Staff: Exec. Dir. HR, Non-Faculty Employees
- Students: Asst. V.P. Dean of Students
- Facilities: Dir. Of Facilities, Planning, and Construction

LOGISTICS SECTION:

- Exec. Dir. Physical Plant, - Logistics Section Chief
- Asst. VP & Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: Chief Information Officer of iTech (CIS)

- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Student Health and Wellness
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

FINANCE/ADMINISTRATION SECTION:

- V.P. CFO - Section Chief
- Executive Dir. Financial Reporting and Accounting Co-section Chief
- Associate V.P. for Admin.

The Finance/Administrative Section monitors sources of funds, tracks and reports cost expenditures to ensure that statutory rules that apply are met and assures that operational records can be reconciled.

Communicates with and coordinates the following groups and functions:

- Procurement: Contractors, Vendors
- Account reconciliation
- PCI Compliance

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.
 - a. STEP 1:
 - i. 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.
 - ii. 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.

- iii. 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.

b. STEP 2

- i. 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.
 - ii. Officers to assist in evacuating any personnel from the building.
 - iii. Officers to ensure that elevators are on the first floor and locked open.
 - iv. Officers to provide directions for Fire Department personnel entering the building.
 - v. Officers to direct traffic and provide crowd control.
 - vi. Officers to ensure that fire lanes are accessible for fire trucks.
 - vii. Officers to establish on-site radio communications with UPD.
2. The Police Dispatcher should contact the Chief of Police, the Director of Facilities Planning and Construction, Exec. Director, Risk Management and the Coordinator of Environmental Health & Safety if the alarm is a confirmed emergency.

Physical Plant Procedures

Physical Plant Department responsibilities to a fire report are listed below:

- 1. HVAC Crew to investigate source of smoke or cause of alarm if no evidence of smoke or fire is present.
- 2. Assist UPD personnel with traffic control and in evacuation procedures by dispatching members of the **Incident Support Team** with radios to the scene.
- 3. Ensure that fire hydrants are accessible to the fire department.
- 4. 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 notice.

Building Emergency Manager Procedures

Upon the activation of a fire alarm, Building Emergency Managers should follow the university's **FIRE-E** and conduct the following procedures.

Emergency Evacuation 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, first aid kits, and radios.
4. When appropriate, directs those trained in CPR to persons in need.
5. When a building is evacuated, takes roll to determine that all employees have exited building.
6. From the assembly area, maintains radio or telephone contact with departmental, college, or campus personnel.
7. Continues to disseminate status of emergency conditions to departmental personnel.

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.

The following is a list of items that you should prepare in advance to take with you in the event you must evacuate the area.

Items for Personal Hurricane Kit

- Non-perishable foods that require no cooking (canned fruits, stews, tuna, etc.)
- Infant care items such as formula, baby food extra clothes and disposable diapers
- Small utensils such as hand can opener, disposable plates, cups, napkins, etc.
- Battery operated radio with extra batteries
- Drinking water in plastic containers - 1 gal. per person per day
- Battery operated lantern or flashlight with extra batteries
- Special dietary foods if necessary
- Sleeping bags or blankets with sheets and pillows
- Personal hygiene items such as soap, toothbrush, etc.
- Change of clothing and footwear
- Prescription medications and first aid kit. Also include insect spray for after the storm
- Books, cards, children's toys, games and other entertainment items
- Personal identification, valuable papers, photos, and other irreplaceable documents

- Carrying containers for emergency items
- Carry cash or a credit card with you for necessities
- Completely fuel your vehicles at the earliest moment. Do not wait; gas lines will be long

This list is published by the Federal Emergency Management Agency (FEMA) and is intended to assist you in your emergency preparations. Keep these items in a place where they can be collected in a moment's notice. Whether you are going to evacuate to an out-of-town relative's house or to a public shelter, these items will make your stay a little more comfortable.

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.

Hurricane Terms

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 Sources

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), 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

361-593-2611

American Red Cross Coastal Bend Chapter

361-887-9991

1-800-656-9991

City Police/Fire/EMS

On campus: 361-593-2611

Off campus: 911

National Weather Service

361-289-1861

Department of Transportation

1-800-558-9368

1-800-452-9292

KIII TV 3 Weather Report

361-814-9463

Responsibilities for Hurricane Procedures

In addition to the responsibilities as previously outlined in the Responsibilities section of the Emergency Management Plan (**EMP**), the following responsibilities apply to the university's hurricane procedures.

University President

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

Emergency Management Team Procedures

Emergency Management Team Chairs:

- Chief of Staff

Coordinate the activities of the ***Emergency Management Team***: Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

Chief of Staff Procedures:

- Serves as Chair of the Emergency Management Team.
- Coordinate the activities of the ***Emergency Management Team***.

Associate V.P. for Administration

- Serves as the Emergency Operation Center (EOC) Manager.
- Coordinates transportation requirements for evacuation of students.

OPERATIONS SECTION:

- Dir. Public Safety/Chief of Police Operations Section Chief
- Director, Marketing and Communications

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

Director of University Police Operations Section Chief

- Implements CrisisCom Network as directed by the CEO or EMT Chair
- Stands-up an EOC in Lewis Hall and checks all lines of communication within the campus and with community emergency coordinators.
- Ensures campus is secure and emergency vehicles are available.
- Distributes hand-held radios for emergency communication as necessary.
- Serves as liaison by attending community emergency planning meetings.

Director of Marketing and Communications

- Prepares and issues public announcements to the university community.
- Maintains updated voice messages on the university's informational phone numbers.
- Serves as liaison with community media organizations.

PLANNING SECTION:

- Exec. Dir. Risk Management- Planning Section Chief,
- Chief Information Officer,
- Coordinator of Environmental Health & Safety,

The Planning Section is responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident.

Communicates with and coordinates the following groups and functions:

- Agencies: Campus Affiliates, External Agencies, Associated Campus Agencies
- Faculty: Academic Affairs & Faculty
- Staff: Exec. Dir. HR, Non-Faculty Employees
- Students: Asst. V.P. Dean of Students
- Facilities: Dir. Of Engineering

Coordinator of Environmental Health and Safety

- Serves as the university's Hurricane Preparedness Coordinator.

LOGISTICS SECTION:

- Exec. Dir. Physical Plant, - Logistics Section Chief
- Assoc. VP & Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: CIO of iTech (CIS)
- Supplies: Supervisor Central Receiving

- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Student Health and Wellness Services
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

Executive Director of Physical Plant – Logistics Section Chief

- 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 including on-site contractors.
 - Secure all loose objects throughout the campus;
 - Turn off gas, water and electricity as required;
 - Ensure all windows are closed and doors are locked.
 - Ensure Generator Preparedness Procedures.
- Procures, stores, maintains supplies and necessary equipment.

Dean of Students

- 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.
- Notifies the ***Emergency Management Team*** of the number of students needing evacuation.
- Maintains accountability of students throughout the evacuation process.
- Coordinates the evacuation of all students with EOC Manager.
- Serves as liaison with host institution / agency throughout the evacuation process.

FINANCE/ADMINISTRATION SECTION:

- Assoc. V.P. for Admin. - Section Chief
- Executive Director Financial Reporting and Accounting

The Finance/Administrative Section monitors sources of funds, tracks and reports cost expenditures to ensure that statutory rules that apply are met and assures that operational records can be reconciled.

Communicates with and coordinates the following groups and functions:

- Procurement: Contractors, Vendors

- Account reconciliation

Procedures for All University Departments

- Develop a written departmental Hurricane Preparation Plan which identifies the procedures that must be taken to safeguard the department's equipment; records and/or data; research projects and other items that may be susceptible to water and wind damage and/or to utility outages. The Departmental Plan must be submitted to the ***Emergency Management Team*** annually by June 1st.
- 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 the following pages.

Procedures for All University Students

- Students who are living on campus and do not have the means to evacuate should contact the Director of Housing at 3419 for instructions.
- 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.
- International students who do not have means to evacuate should contact the Office of International Student and Scholar Services at 593-3317 for instructions.
- Keep vehicles in good repair with full tank of gas.
- Secure personal items within room or apartment; evacuate when ordered.
- Establish an emergency contact person outside of the strike area who family members and friends can call for information on student's evacuation plans.
- Stay informed of the University's current operational status through the University's email system and web site: <http://www.tamuk.edu>.

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

Procedures for CATEGORY 1 or CATEGORY 2 Hurricane

COR IV (72 hours)

Procedure	Responsibility
<ul style="list-style-type: none"> Review hurricane procedures 	All employees and students
<ul style="list-style-type: none"> Practice good housekeeping techniques 	All applicable departments
<ul style="list-style-type: none"> Inspect roofs of all buildings for loose debris and ensure drain heads are cleared 	Physical Plant department (PPD)
<ul style="list-style-type: none"> Inspect custodial supplies to ensure that adequate materials and supplies, such as mops, buckets, squeegees, etc., are available 	PPD
<ul style="list-style-type: none"> TAMUK Animal Unit Disaster Plan 	IACUC
<ul style="list-style-type: none"> Obtain accurate count of the number of students who cannot evacuate 	Dean of Students
<ul style="list-style-type: none"> Prepare evacuation procedures 	EMT logistics

COR III (48 hours)

Procedure	Responsibility
<ul style="list-style-type: none"> Initiate an announcement to the university community of intensified hurricane threat 	EMT chairs
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> All window blinds will be lowered and windows will be closed and locked if possible 	All departments
<ul style="list-style-type: none"> Secure and remove electronic and/or sensitive equipment from floor 	All departments
<ul style="list-style-type: none"> Establish a secure shadow site for 	

- | | |
|--|----------------------------|
| University's web page | iTech (CIS) department |
| • Obtain waterproof sheeting and other protective safety equipment | All departments |
| • Finalize evacuation and assembly procedures | All employees and students |

COR II (24 hours)

Procedure	Responsibility
• Continue announcement to the university community of the imminent hurricane threat	EMT chairs
• 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)

Procedure	Responsibility
• 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	Sr. V.P. for Student Affairs, Enrollment
• Management, and University Administration	
• Assign university vehicles to personnel for use after all clear	PPD Director-logistics chief
• Conserve water and remain indoors until all clear	All employees and students

Procedures for CATEGORY 3, CATEGORY 4, or CATEGORY 5 Hurricane

COR IV (72 hours)

Procedure	Responsibility
• 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 |
| • Contact Mutual Agreement agencies to initiate transportation response | PPD |
| • Contact Mutual Agreement agencies to initiate housing response | EMT operations |
| • Obtain accurate count of the number of students who cannot evacuate | Dean of Students |
| • Prepare evacuation procedures | EMT logistics |

COR III (48 hours)

Procedure

Responsibility

- | | |
|--|--------------------------|
| • Initiate notifications and announcements to the university community of possible hurricane threat | EMT chairs |
| • Issue university announcement for all students needing transportation to assemble at the Health & Recreation Building at an established time | EMT chairs |
| • Issue a formal evacuation notice through the Office of the President | President and EMT chairs |
| • Finalize evacuation and procedures. Maintain contact with Mutual Agreement Agencies regarding evacuation procedures | EMT operations |
| • Establish a secure shadow site for University's web page | CIS department |

COR II (24 hours)

Procedure

Responsibility

- | | |
|---|----------------------------|
| • 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)

Procedure

Responsibility

- 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

Associate V.P. for Administration

- Assign university vehicles to personnel for use after all clear

PPD Director-logistics chief

- 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:

<http://www.txdps.state.tx.us/dem/hurricane.html>

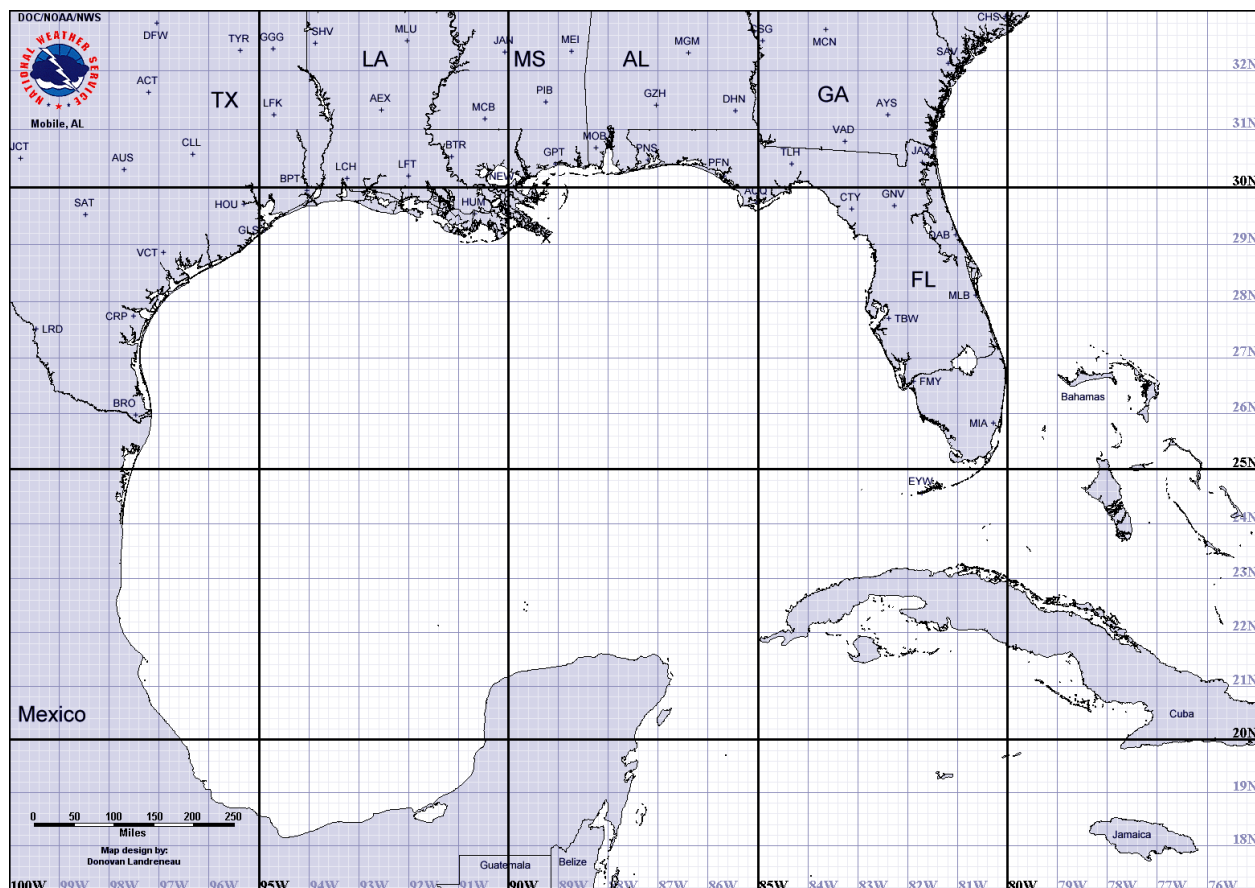
Operational Status during Hurricane

- Command Post will continue to operate with limited **RED TEAM** members: Executive Director for University Facilities; Physical Plant Director; University Police Director; Environmental Health & Safety Coordinator.
- University Facilities will be monitoring for damages and repairs will be initiated as appropriate.

- 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 command post in UPD at Lewis Hall within 24 hours after the storm passes.
- 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 duty in accordance to the Personnel Recall procedures.
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 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 actually 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 has actually been sighted in 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.

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff

Coordinate the activities of the *Emergency Management Team*:

Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

OPERATIONS SECTION:

- Dir. Public Safety/Chief of Police - Operations Section Chief
- Director of Marketing and Communications

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

PLANNING SECTION:

- Exec. Dir. Risk Management- Planning Section Chief,
- Chief Information Officer,
- Coordinator of Environmental Health & Safety,

The Planning Section is responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident.

Communicates with and coordinates the following groups and functions:

- Agencies: Campus Affiliates, External Agencies, Associated Campus Agencies
- Faculty: Academic Affairs & Faculty
- Staff: Exec. Dir. HR, Non-Faculty Employees
- Students: Asst. V.P. and Dean of Students
- Facilities: Dir. Of Engineering

LOGISTICS SECTION:

- Exec/ Dir. Physical Plant, - Logistics Section Chief
- Assoc. VP & Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: CIO of iTech (CIS)
- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Student Health and Wellness Services
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

FINANCE/ADMINISTRATION SECTION:

- CFO
- Assoc. V.P. for Admin. - Section Chief
- Executive Director Financial Reporting and Accounting

The Finance/Administrative Section monitors sources of funds, tracks and reports cost expenditures to ensure that statutory rules that apply are met and assures that operational records can be reconciled.

Communicates with and coordinates the following groups and functions:

- Procurement: Contractors, Vendors
- Account reconciliation
- PCI Compliance

University Police Department Procedures

Upon receiving a National Weather Service advisory for a tornado watch or tornado warning, the University Police Department is responsible for the following:

1. Implementing the CrisisCom Network as directed by an EMT Chair or the CEO.
2. Continue to provide updated information to the ***Emergency Management***

Physical Plant Department

Upon receiving a tornado watch or tornado warning, the Physical Plant Department is responsible for the following:

1. Maintain liaison with utility companies and be prepared to disconnect utilities to affected buildings.
2. Provide assistance to UPD by communicating the possible threat of a tornado to the occupants of all university buildings.

All University Personnel and Students

Upon receiving a National Weather Service advisory for tornado warning, all university personnel and students should:

1. Take shelter within a building by moving to the center hallways; avoid large open rooms, gymnasiums and auditoriums.

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.

EXT. #	EMERGENCY NO.	DEPT.	LOCATION
2401	592-5716	CIS	College Hall # 240
2611	592-5763	University Police	Lewis Hall # 128
2504	592-5869	Env. Health & Safety	Lewis Hall #158
Not in Use	592-5895	Provost	College Hall # 256
2818	592-5984	President (home)	President’s Home
3200	592-6083	President (office)	College Hall # 203
3312	592-6089	Physical Plant	Physical Plant # 104
3414	592-6106	Utility Plant #1	Central Plant 1 Annex
3415	592-6133	Utility Plant #2	Central Plant 2
2146	592-2146	Marketing and Comm.	College Hall # 130C

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff

Coordinate the activities of the *Emergency Management Team*:

Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

OPERATIONS SECTION:

- Dir. Of Public Safety/Chief of Police, - Operations Section Chief
- Director of Marketing and Communications

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

PLANNING SECTION:

- Exec. Dir. Risk Management- Planning Section Chief,
- Chief Information Officer,
- Coordinator of Environmental Health & Safety,

The Planning Section is responsible for collecting, evaluating, and disseminating tactical information

pertaining to the incident.

Communicates with and coordinates the following groups and functions:

- Agencies: Campus Affiliates, External Agencies, Associated Campus Agencies
- Faculty: Academic Affairs & Faculty
- Staff: Exec. Dir. HR, Non-Faculty Employees
- Students: Asst. V.P. Dean of Students
- Facilities: Dir. Of Engineering

LOGISTICS SECTION:

- Exec. Dir. Physical Plant, - Logistics Section Chief
- Asst. VP & Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: CIO of iTech (CIS)
- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Student Health and Wellness Services
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

FINANCE/ADMINISTRATION SECTION:

- CFO
- Assoc. V.P. for Admin. - Section Chief
- Executive Director Financial Reporting and Accounting

The Finance/Administrative Section monitors sources of funds, tracks and reports cost expenditures to ensure that statutory rules that apply are met and assures that operational records can be reconciled.

Communicates with and coordinates the following groups and functions:

- Procurement: Contractors, Vendors
- Account reconciliation
- PCI Compliance

Incident Support Team Procedures

1. Incident Support personnel are to remain at the dispatched site for the purpose of relaying information to the Building Emergency Managers regarding the status of the telecommunication failure.
2. Incident Support personnel are to monitor the building and inform UPD in the event of a critical incident.
3. Incident Support personnel are to remain at the dispatched site until given further notice.

Building Emergency Managers Procedures

Upon receiving notification of a telecommunications failure, each Building Emergency Manager's responsibilities are as follows:

1. Ensure that UPD has been notified of the failure.
2. Identify employees to serve as messengers to deliver and retrieve messages from the itech department or the Office of Marketing and Comm. which are both located in College Hall.
3. Communicate the status of the failure to departmental personnel within your area.

All University Personnel Procedures

1. Check other methods of communication that could normally be used instead of the telephone, such as:
 - a. Tier 1
 - b. Tier 2
 - c. E-mail
2. Contact your Building Emergency Manager to obtain information regarding the status of the failure.

In the event of a mass telecommunications failure affecting one or more buildings, the priority for the **Emergency Management Team** is to establish a method of communications so that the building occupants will be able to continue to operate and still have emergency communications as

ITECH Department Procedures

Upon receiving notification of a mass telecommunications failure, itech responsibilities are as follows:

1. Activate the CrisisCom Network by notifying UPD.
2. Assess the extent of the failure by determining the affected buildings and the duration of the failure.
3. Connect the emergency phones located in the President's office and the Provost's office.
Ensure that all emergency phones are operable.
4. Contact the appropriate agency to initiate repairs.

University Police Department Procedures

Upon receiving notification of a mass telecommunications failure, UPD responsibilities are as follows:

1. Implement the CrisisCom Network as directed by an EMT Chair or the CEO.
2. Dispatch officers with radios to the Student Union Building, Jernigan Library and the SPEC to provide a method of emergency communication.

Physical Plant Department Procedures:

Upon receiving notification of a mass telecommunications failure, Physical Plant responsibilities are as follows:

1. Assist UPD by dispatching members of the **Incident Support Team** with radios to the following buildings:

Business Administration Building	Neirman Hall
Kleberg Agricultural	Athletic Buildings
Biology Earth Science	Turner/Bishop Hall
Speech and Drama Arts	Martin Hall
Bellamah Music	Lewis Hall
Rhode Hall	Manning Hall
Sam Fore Hall	Lynch Hall
Hill Hall	

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 the resident for University Facilities to determine the university's priorities.

Emergency Generators

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

College Hall	West end of Building	Provide emergency power to building
Biology	South East Corner of Building	Provide emergency power to building
Nierman	North West Corner of Building	Provide emergency power to building
Steinke Physical Education Center	N. Central location	To power emergency lights in the gym and hallways

Jernigan Library	north side of Library	To power emergency power to building
Engineering Building Complex	east side Eng. complex bldg.	To provide emergency power to building
College of Pharmacy	N. East side of building	Provide emergency power to building
Kleberg Hall Eng.	west side of building	Provide emergency power to building
Lewis Hall	S. West Side Lewis Hall	Provide emergency power to building
Pharmacy Research Facility (Vivarium)	North end of building	Provide emergency power to building
Student Rec. Center	East side of building	Provide emergency power to building

ADDITIONAL GENERATORS

(1) Trailer mounted generator	Physical Plant Department	To power emergency radios and equipment
(2) Small portable generators	Physical Plant Department	To power hand tools and portable light

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff

Coordinate the activities of the *Emergency Management Team*:

Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

OPERATIONS SECTION:

- Dir. Of Public Safety/Chief of Police - Operations Section Chief
- Director of Marketing and Communications

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

PLANNING SECTION:

- Exec. Dir. Risk Management- Planning Section Chief,
- Chief Information Officer,
- Coordinator of Environmental Health & Safety,

The Planning Section is responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident.

Communicates with and coordinates the following groups and functions:

- Agencies: Campus Affiliates, External Agencies, Associated Campus Agencies
- Faculty: Academic Affairs & Faculty
- Staff: Exec. Dir. HR, Non-Faculty Employees
- Students: Asst. V.P Dean of Students
- Facilities: Dir. Of Engineering

LOGISTICS SECTION:

- Exec. Dir. Physical Plant, - Logistics Section Chief
- Assoc. VP & Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: CIO of iTech (CIS)
- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Student Health and Wellness Services
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

FINANCE/ADMINISTRATION SECTION:

- CFO
- Assoc. V.P. for Admin. - Section Chief
- Executive Director Financial Reporting and Accounting

The Finance/Administrative Section monitors sources of funds, tracks and reports cost expenditures to ensure that statutory rules that apply are met and assures that operational records can be reconciled.

Communicates with and coordinates the following groups and functions:

- Procurement: Contractors, Vendors
- Account reconciliation
- PCI Compliance

University Police Department Procedures

Upon receiving notification of an electrical failure, UPD responsibilities are as follows:

1. Activate the CrisisCom Network under the direction of a EMT Chair or the CEO..
2. Inspect elevators to determine if any individuals are trapped.
3. Dispatch officer with flashlights to affected buildings to assist with evacuation procedures.
4. Notify EMS if necessary.

Physical Plant Department Procedures

Upon receiving notification of an electrical failure, Physical Plant responsibilities are as follows:

1. Notify UPD to ensure that the CrisisCom Network has been implemented.
2. Notify all appropriate utility companies.
3. Survey affected buildings to identify potential electrical hazards i.e., downed electrical lines.
4. Turn off main breaker switches within affected buildings.
5. Assist in building evacuation procedures by providing flashlights.

Building Emergency Managers Procedures

When an electrical failure occurs, each Building Emergency Manager's responsibilities within the affected buildings are as follows:

1. Ensure that UPD is aware of the power failure.
2. Initiate evacuation procedures.
3. Disseminate information regarding the status of the power outage to the department personnel within the area.

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 final exams.

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).

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff

Coordinate the activities of the ***Emergency Management Team***: Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

OPERATIONS SECTION:

- Dir. Of Public Safety/Chief of Police - Operations Section Chief
- Director of Marketing and Communications

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal

conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

PLANNING SECTION:

- Exec. Dir. Risk Management- Planning Section Chief,
- Chief Information Officer,
- Coordinator of Environmental Health & Safety,

The Planning Section is responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident.

Communicates with and coordinates the following groups and functions:

- Agencies: Campus Affiliates, External Agencies, Associated Campus Agencies
- Faculty: Academic Affairs & Faculty
- Staff: Exec. Dir. HR, Non-Faculty Employees
- Students: Asst. V.P. Dean of Students
- Facilities: Dir. Facilities and Construction

LOGISTICS SECTION:

- Exec. Dir. Physical Plant, - Logistics Section Chief
- Assoc. VP & Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: Director of Computer Information Systems
- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services

- Medical & Mental Health: Dir. Student Health Services
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

FINANCE/ADMINISTRATION SECTION:

- CFO - Section Chief
- Exec. Dir. Of Strategic Sourcing & General Services
- Exec. Dir. Financial Reporting and Accounting

The Finance/Administrative Section monitors sources of funds, tracks and reports cost expenditures to ensure that statutory rules that apply are met and assures that operational records can be reconciled.

Communicates with and coordinates the following groups and functions:

- Procurement: Contractors, Vendors
- Account reconciliation
- PCI Compliance

University Police Department Procedures

Upon receiving notification of the bomb threat, UPD responsibilities are as follows:

1. Activate the CrisisCom Network as directed by the EMT Chair or CEO.
2. Notify the appropriate Building Emergency Manager to initiate evacuation procedures.
3. Isolate the area; establish a **400 yard** safety perimeter and initiate traffic and crowd control procedures.
4. Notify external support agencies: Kingsville Police Department, Kingsville Fire Department, Naval Air Station Kingsville, etc.
5. UPD officers will search the building, including trashcans and restrooms, for anything "suspicious" or "out of the ordinary."
6. Interview the individual who received the bomb threat.

Physical Plant Department Procedures

Upon receiving notification of the bomb threat, Physical Plant responsibilities are as follows:

1. Dispatch the Incident Support Team to assist UPD with traffic and crowd control.
2. Prepare to disconnect utilities to the affected building if necessary.

Building Emergency Managers Procedures

Upon receiving notification of the bomb threat, each Building Emergency Manager's responsibilities within the affected buildings are as follows:

1. Ensure that UPD is aware of the bomb threat.
2. Initiate evacuation procedures.
3. Disseminate information regarding the status of the bomb threat to the departmental personnel within your area.

Incident Support Team Procedures

Upon receiving notification of the bomb threat, each member of the Incident Support Team has the following responsibilities:

1. Assist UPD personnel and other emergency response personnel with crowd and traffic control.
2. Remain at dispatched location until further notice.

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.

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff

Coordinate the activities of the ***Emergency Management Team***: Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

OPERATIONS SECTION:

- Director of Public Safety/Chief of Police, - Operations Section Chief
- Director of Marketing and Communications

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

PLANNING SECTION:

- Exec. Dir. Enterprise Risk Management- Planning Section Chief,
- Chief Information Officer,
- Coordinator, Environmental Health & Safety,

The Planning Section is responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident.

Communicates with and coordinates the following groups and functions:

- Agencies: Campus Affiliates, External Agencies, Associated Campus Agencies
- Faculty: Academic Affairs & Faculty
- Staff: Exec. Dir. HR, Non-Faculty Employees
- Students: Asst. V.P, Dean of Students
- Facilities: Dir. Facilities and Construction

LOGISTICS SECTION:

- Exec. Dir. Physical Plant, - Logistics Section Chief
- Asst. V.P. of Student Affairs and Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: CIO iTech (CIS)
- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Student Health and Wellness Services

- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

FINANCE/ADMINISTRATION SECTION:

- CFO - Section Chief
- Executive Dir. Financial Reporting and Accounting - Co-section Chief
- Assoc. V.P. for Admin.

The Finance/Administrative Section monitors sources of funds, tracks and reports cost expenditures to ensure that statutory rules that apply are met and assures that operational records can be reconciled.

Communicates with and coordinates the following groups and functions:

- Procurement: Contractors, Vendors
- Account reconciliation
- PCI Compliance

Departmental Procedures

In the event of a hazardous material release, the department responsibilities are as follows:

1. Contain the spill by using the contents of the spill kit. If an automated process is involved, shut the process down; disconnect all electrical supplies, turn off all water supplies, etc.
2. Inform all personnel within the area of the hazardous material release.
3. Immediately report the hazardous material release to UPD **Ext. 2611**
4. Be prepared to provide emergency response personnel with SDSs and all applicable information related to the hazardous material release.
5. Assess the situation to determine if occupant evacuation is necessary.

University Police Department Procedures

Upon receiving information of a hazardous material release, UPD responsibilities are as follows:

1. Implement the CrisisCom Network as directed by an EMT Chair or the CEO.
2. Dispatch officers to the area to determine the extent of the release, isolate the affected area and to initiate evacuation procedures if required.

3. Contact the Environmental Health and Safety Coordinator or contact the approved Emergency Response contractor if the Environmental Health and Safety Coordinator is not available AND the conditions warrant the Emergency Response contractor's involvement.
4. Notify external agencies to provide support as necessary i.e., KFD, Kleberg County Emergency Coordinator, etc.
5. Identify possible injuries and respond to treat as necessary.

Physical Plant Department Procedures

Upon receiving notification of a hazardous material release, Physical Plant responsibilities are as follows:

1. Be prepared to disconnect building utilities.
2. Assist the Environmental Health and Safety Coordinator as necessary by providing equipment and materials to contain the hazardous material release.

Environmental Health and 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
EHS Coordinator:	Ricky Barrera	X2646
Exec. Dir. Enterprise Risk Mgmt:	Dr. Shane Creel	X2237

Section 17

Media Coordination for Emergency

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**, the Office of 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-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 Director of Marketing and Communications should be notified of the Emergency immediately in accordance with the university's CrisisCom Network (see page 16).

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 A.V.P. of 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.

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff

Coordinate the activities of the *Emergency Management Team*:

Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

OPERATIONS SECTION:

- Dir. Public Safety/Chief of Police - Operations Section Chief

- Director of Marketing and Communications

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

Office of Marketing and Communications Procedures

Upon receiving notification of an Emergency which may lead to media coverage, the Director of Marketing and Communications or designee will meet with all applicable university personnel to:

1. Identify the crisis; try to determine as quickly as possible the seriousness of the situation.
 - a. Keep in mind that rapidly changing situations, i.e. natural disasters or fires, may require frequent reassessments.
2. Prepare an initial fact sheet as soon as sufficient details are available.
 - a. 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. Working from the fact sheet, 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.
 - a. Even if the statement says very little, it serves two purposes:
 - i. Those answering calls will be more comfortable with a script to follow; and
 - ii. It conveys that the university is on top of the situation.
 - b. Those answering the telephones should be instructed to obtain each caller's name, news media affiliation and telephone number and to note the time of each call. Calls generally will be re- turned in the order they are received.
4. Identify key audiences.

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

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 and that the Emergency is being mitigated.

Call U PD Immediately!

Off-campus dial 593-2611

On-campus dial 2611

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff

Coordinate the activities of the ***Emergency Management Team:***

Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

Chief of Staff (EMT Chair) Procedures

Upon receiving notification of the death of a university student or visiting scholar, the responsibilities of the Vice President for Students Affairs are as follows:

1. Contact the University President and Provost.
2. Contact the A.V.P. for Admin.
3. Contact Marketing and Communications
4. Contact the Athletic Director if the student was participating in an athletic program.

5. Contact the Office of International Student and Scholar Services if the student/scholar was international and the faculty should contact OISP (Office of International Studies and Programs)
6. As soon as possible, initiate a debriefing session and determine who should contact the next of kin on behalf of the university.
7. Send a completed Critical Incident Report to the Environmental Health and Safety Office.

Associate V.P. for Administration Procedures

1. The A.V.P. for Administration will support the Chief of Staff (EMT Chair) and the Dean of Students as necessary.

OPERATIONS SECTION:

- Dir. Of Public Safety/Chief of Police - Operations Section Chief
- Director of Marketing and Communications

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

Director of Public Safety/ Chief of Police (Operations)

Upon receiving notification of the death of a university student, the responsibilities of the University Police Chief are as follows:

1. Contact Sr. VP for Student Affairs and University Administration (EMT Chair).
2. Contact the Assoc. V.P. for Admin.
3. Coordinate the information disseminated by the UPD dispatcher and local law enforcement at the scene (if applicable).

Marketing and Communications Procedures

Upon receiving information of the death of a university student, the responsibilities of Marketing

and Communications are as follows:

1. Obtain facts from UPD and the Sr. VP for Student Affairs, Enrollment Management, and University Administration
2. Manage local media.
3. Provide press release as necessary.
4. Speak for the university as requested.
5. Accompany any University personnel to the site if necessary.

University Police Department Procedures

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:
 - a. When and where did the incident occur?
 - b. What specifically happened? What are the nature of the injuries?
 - c. Who was involved? What is the student status?
 - d. Are the local media involved and/or on scene?
 - e. Has the family of the involved students been contacted? Which family members have been contacted?
 - f. Confirm if involved parties are actually university students.
2. Activate the university's CrisisCom Network under the direction of an EMT Chair or the CEO..
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.

LOGISTICS SECTION:

- Exec. Dir. Physical Plant, - Logistics Section Chief
- Assoc. VP & Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: CIO iTech (CIS)

- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Student Health and Wellness Services
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

Dean of Students Procedures

Upon receiving notification of the death of a university student, the responsibilities of Dean of Students are as follows:

1. Manage the Emergency and inform the Sr. VP for Student Affairs and University Administration - (EMT Chair)
2. Contact the 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

Life Services and Wellness Procedures

Upon receiving notification of the death of a university student, the responsibilities of Counseling Services are as follows:

1. Confirm with the Sr. VP for Student Affairs and University Administration (EMT Chair) 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, Asst. V.P. and Dean of Students and Sr. VP for Student Affairs, (EMT Chair).

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, medical epidemics or other similar incidences involving a Texas A&M-Kingsville student. This section assumes that all necessary emergency response personnel have already been notified and that the Emergency is being mitigated.

Call U PD Immediately!

Off-campus dial 593-2611

On-campus dial 2611

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff``

Coordinate the activities of the ***Emergency Management Team***: Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

Chief of Staff (EMT Chair) Procedures

Upon receiving notification of an accident, injury, or illness involving a university student, the responsibilities of the Vice President for Students Affairs (EMT Co-Chair) are as follows:

1. Contact University President and Provost.
2. Contact the Assoc. V.P. for Admin.
3. Contact the Dean of Students.
4. Contact the Athletic Director if the student was participating in an athletic program.

5. Contact International Student and Scholar Services if the student was an international student.
6. As soon as possible, initiate a debriefing session and determine who should contact the next of kin on behalf of the university.
7. Send a completed Critical Incident Report to Enterprise Risk Management.

OPERATIONS SECTION:

- Director of Public Safety/Chief of Police - Operations Section Chief
- Director of Marketing and Communications

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

University Police Director (Operations Chief) Procedures

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

1. Contact the Vice President for Student Affairs, (EMT Chair).
2. Contact the Assoc. V.P. for Admin.
3. Coordinate the information disseminated by the UPD dispatcher and local law enforcement at the scene (if applicable).

Office of Marketing and Communications Procedures

Upon receiving notification of an accident, injury, or illness involving a university student, the responsibilities of the Office of Marketing and Comm. are as follows:

1. Obtain facts from UPD and the Sr. VP for Student Affairs and University Administration
2. Manage local media.
3. Provide press release as necessary.

4. Speak for the university as requested.
5. Accompany any University personnel to the site if necessary.

University Police Department Procedures

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

1. Dispatcher is to obtain the following information:
 - a. When and where did the incident occur?
 - b. What specifically happened? What are the nature of the injuries?
 - c. Who was involved? What is their student status?
 - d. Are the local media involved and/or on scene?
 - e. Have the families of the involved students been contacted? Which family members have been contacted?
 - f. Confirm if involved parties are actually university students.
2. Activate the university's CrisisCom Network as directed by an EMT Chair or the CEO.
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.

LOGISTICS SECTION:

- Exec. Dir. Physical Plant, - Logistics Section Chief
- Asst. VP of Student Affairs & Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: CIO of iTech (CIS)
- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Student Health and Wellness Services
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

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 Sr. Vice President for Student Affairs and University Administration (EMT Chair).
2. Contact the 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 and Wellness Procedures

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

1. Confirm with the Sr. VP for Student Affairs and Univ. Admin. (EMT Chair) 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 Sr. VP for Student Affairs and Univ. Admin.
5. Take appropriate measures to contain an epidemic outbreak as applicable.
6. Issue campus warning of illnesses and potential risks 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 acts of brutality involving a Texas A&M-Kingsville student. This section assumes that all necessary emergency response personnel have already been notified and that the Emergency is being mitigated.

Call U PD Immediately!

Off-campus dial 593-2611

On-campus dial 2611

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff

Coordinate the activities of the ***Emergency Management Team***: Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

Chief of Staff Procedures

Upon receiving notification of a violent crime involving a university student, the responsibilities of the Vice President for Student Affairs are as follows:

1. Contact University President, Provost, Assoc. V.P. for Admin., Asst. V.P. for Student Affairs and Dean of Students, Marketing and Communications, and Title IX Coordinator
2. Contact the Athletic Director if the student was participating in an athletic program.
3. Contact International Student and Scholar Services if the student was an international student.

4. With the Dean of Students, assess the situation to decide which university official, if any, should go to the site or to the hospital.
5. As soon as possible, initiate a debriefing session and determine who should contact the family on behalf of the university.
6. Send a completed Critical Incident Report to Enterprise Risk Management.

Associate V.P. for Administration Procedures

Upon receiving notification of a violent crime involving a university student, each Team member's responsibilities are as follows:

1. The Assoc. V.P. for Admin will support the Sr. VP for Student Affairs and University Administration (EMT Chair) and the Asst. V.P. of Student Affairs and Dean of Students as necessary.

OPERATIONS SECTION:

- Dir. Public Safety/Chief of Police - Operations Section Chief
- Director of Marketing and Communications

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

Director of Public Safety/Chief of Police (Operations Chief) Procedures

Upon receiving notification of a violent crime involving a university student, the responsibilities of the University Police Chief are as follows:

1. Contact the Sr. VP for Student Affairs and Univ. Admin.
2. Contact the Assoc. V.P. for Admin.
3. Coordinate the information disseminated by the UPD dispatcher and local law enforcement at the scene (if applicable).

4. Serves as Chief of Operations Section and initiates contact with the Planning Chief, Logistics Chief, and Finance/Administration Chief.

Office of Marketing and Communications Procedures

Upon receiving notification of a violent crime involving a university student, the responsibilities of Marketing and Communications are as follows:

1. Obtain facts from UPD and the Sr. Vice President for Student Affairs.
2. Manage local media.
3. Provide press release as necessary and speak for the university.
4. Accompany any University personnel to the site if necessary.

University Police Department Procedures

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

1. Dispatcher is to obtain the following information:
 - a. When and where did the incident occur?
 - b. What specifically happened? What are the nature of the injuries?
 - c. Who was involved? What is the student status?
 - d. Are the local media involved and/or on scene?
 - e. Have the families of the involved students been contacted? Which family members have been contacted?
 - f. Confirm if involved parties are actually university students.
 - g. Are the local police involved?
2. Activate the university's CrisisCom Network as directed by an Emergency Management Team Chair or the CEO.
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.

LOGISTICS SECTION:

- Exec. Dir. Physical Plant, - Logistics Section Chief

- Asst. VP of Student Affairs & Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: CIO iTech (CIS)
- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Student Health and Wellness Services
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

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 for Student Affairs.
2. Contact the 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. Provide information to all students regarding the nature of the incident and if additional security or care while on campus is needed
6. Activates the *Behavior Intervention Team* per Appendix I

Life Services and Wellness Procedures

Upon receiving notification of a violent crime involving a university student, the responsibilities of Life Services & 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, Asst. V.P. of Student Affairs & Dean of Students and the Sr. VP for Student Affairs and University Administration
4. Conduct examination of individual, as applicable.

Section 21

Emergency Response to a Mental Health

This section of the **EMP** addresses an attempted suicide by a Texas A&M-Kingsville student. This section assumes that the situation is occurring or is about to occur.

Call U PD Immediately!

Off-campus dial 593-2611

On-campus dial 2611

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff

Coordinate the activities of the ***Emergency Management Team***: Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

Chief of Staff (EMT Chair) Procedures

Upon receiving notification of a university student's attempted suicide, the responsibilities of the Sr. VP for Student Affairs and University Admin.

1. Contact University President, Provost, Assoc. V.P. for Admin., Asst. V.P. for Student Affairs and Dean of Students, and Marketing and Communications
2. Contact the Athletic Director if the student was participating in an athletic program.
3. Contact International Student and Scholar Services if the student was an international student.
4. With the Dean of Students, assess the situation to decide which university official, if any, should go to the site or to the hospital.

5. As soon as possible, initiate a debriefing session and determine who should contact the family on behalf of the university.
6. Send a completed Critical Incident Report to Enterprise Risk Management.

Associate V.P. for Administration Procedures

1. The Assoc. V.P. for Admin. will support the Sr. VP for Student Affairs and University Administration and Dean of Students

OPERATIONS SECTION:

- Dir. Of Public Safety/Chief of Police - Operations Section Chief
- Assoc. V.P. for Administration

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

Director of Public Safety/Chief of Police Procedures

Upon receiving notification of a mental health Emergency involving a university student, the responsibilities of the University Police Chief are as follows:

1. Contact the Sr. VP for Student Affairs and Univ. Admin.-Chair
2. Contact the Assoc. V.P. for Admin.
3. Coordinate the information disseminated by the UPD dispatcher and local law enforcement at the scene (if applicable).
4. Serves as Chief of Operations Section and initiates contact with the Planning Chief, Logistics Chief, and Finance/Administration Chief.

Office of Marketing and Communications Procedures

Upon receiving information of a university student's attempted suicide, the responsibilities of the Office of Marketing and Communications are as follows:

1. Obtain facts from UPD and the Sr. VP for Student Affairs and University Administration
2. Manage local media.
3. Provide press release as necessary and speak for the university.
4. Accompany any University personnel to the site if necessary.

University Police Department Procedures

Upon receiving notification of a mental health crisis, i.e., threat of a suicide, the responsibilities for UPD are as follows:

1. Dispatcher obtains the following information:
 - a. Does the person have the means to hurt himself / herself or others?
 - b. Name of person calling / phone number.
 - c. Location.
 - d. Is the media aware?
 - e. Are any family members present or aware of situation?
 - f. Are other friends involved or present?
 - g. Coordinate confirmation of student status.
2. Immediately dispatch an officer to the scene (ambulance if needed).
3. Activate the University's Emergency Com Network.
4. Dispatcher to 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.

LOGISTICS SECTION:

- Exec. Dir. Physical Plant, - Logistics Section Chief
- Assoc. VP for Student Affairs Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: CIO iTech (CIS)
- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Student Health and Wellness Services
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

Dean of Students Procedures

Upon receiving notification of a university student's attempted suicide, the responsibilities of the Dean of Students are as follows:

1. Manage the Emergency and inform the Sr. Vice President for Student Affairs (EMT Chair).
2. Contact the 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 Sr. Vice President for Student Affairs.

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 a University faculty or staff member has occurred while traveling internationally on University business. This section assumes that faculty or staff member followed the appropriate procedures for international travel on University business.

In the event that a faculty or staff member 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.

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff

Coordinate the activities of the ***Emergency Management Team:***

Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

V.P. for Student Affairs and University Administration Procedures

1. Monitor the situation and provide assistance as necessary.
2. Provide support as appropriate.

Associate V.P. for Administration Procedures

1. Monitor the situation and provide assistance as necessary.

2. Provide support as appropriate.

OPERATIONS SECTION:

- Director of Public Safety/Chief of Police- Operations Section Chief
- Executive Director of Marketing and Communications

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

Office of Marketing and Communications Procedures

Upon receiving information of a kidnapping or hostage situation involving a University faculty or staff member, the Director of Marketing and Communications or designee will confirm the information. The Director 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.
 - a. 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.
 - a. Even if the statement says very little, it serves two purposes:
 - i. Those answering calls will be more comfortable with a script to follow, and;
 - ii. It conveys that the university is on top of the situation.

- b. Those answering the telephones should be instructed to obtain each caller's name, news media affiliation and 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.
 - a. 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. A statement is prepared from the basic fact sheet with appropriate procedural and other information included for each audience.

LOGISTICS SECTION:

- Exec. Dir. Physical Plant, - Logistics Section Chief
- Asst. VP of Student Affairs & Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: Director of Computer Information Systems
- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Student Health and Wellness Services
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

Life Services and Wellness Procedures

Upon receiving the contact information for the family members of the individual(s) involved in a kidnapping or hostage situation, the responsibilities of Life Services & Wellness are as follows:

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***.

Dean of Students Procedures

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

FINANCE/ADMINISTRATION SECTION:

- CFO - Section Chief
- Assoc. V.P. for Admin.
- Executive Dir. Financial Reporting and Accounting

The Finance/Administrative Section monitors sources of funds, tracks and reports cost expenditures to ensure that statutory rules that apply are met and assures that operational records can be reconciled.

Communicates with and coordinates the following groups and functions:

- Procurement: Contractors, Vendors
- Account reconciliation
- PCI Compliance

Executive Director of Human Resources Procedures

1. Upon receiving information of a kidnapping or hostage situation involving a University faculty or staff member, the Executive Director of Human Resources 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 Director of Student Health and Wellness.

Section 23

Response to an Infection Disease

This section of the **EMP** addresses the University's procedures upon discovering that a university member has contracted a communicably infectious disease.

Procedures for Infectious Disease Incident and Responsibility

Emergency Management Team Procedures

Emergency Management Team Chair:

- Chief of Staff

Coordinate the activities of the ***Emergency Management Team***: Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

Vice President for Student Affairs (EMT Chair) Procedures

1. Identify a pandemic coordinator and response team (including campus health services and mental health staff, student housing personnel, security, communications staff, physical plant staff, food services director, academic staff and student representatives) with defined roles and responsibilities for preparedness, response, and recovery planning.

Associate V.P. for Administration

1. Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.

2. Develop a continuity of operations plan for maintaining the essential operations of the university including payroll; ongoing communication with employees, students and families; security; maintenance; as well as house- keeping and food service for student housing.

OPERATIONS SECTION:

- Dir. Public Safety/Chief of Police, - Operations Section Chief
- A.V.P. of Marketing and Communications

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

Director of Marketing and Communications

1. 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 to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of college/university closures.
4. Develop a dissemination plan for communication with employees, students, and families, including lead spokespersons and links to other communication networks. Ensure language, culture and reading level appropriateness in communications.

5. Advise employees and students where to find up-to-date and reliable pandemic information from federal, state and local public health sources. **RESPONSIBILITY: *Marketing and Communications***
6. Disseminate information about the college/university's pandemic preparedness and response plan. This should include the potential impact of a pandemic 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.
7. Disseminate information from public health sources covering routine infection control (e. g., hand hygiene, coughing /sneezing etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies, and the at-home care of ill students or employees and their family members.
8. Anticipate and plan communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.

PLANNING SECTION:

- Exec. Dir. Enterprise Risk Management- Planning Section Chief,
- Chief Information Officer,
- Coordinator of Environmental Health & Safety,

The Planning Section is responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident.

Communicates with and coordinates the following groups and functions:

- Agencies: Campus Affiliates, External Agencies, Associated Campus Agencies
- Faculty: Academic Affairs & Faculty
- Staff: Exec. Dir. HR, Non-Faculty Employees
- Students: Assoc. Dean of Students
- Facilities: Dir. Of Engineering

Executive Director of Risk Management (Planning Chief) Procedures

1. Implement an exercise/drill to test your plan, and revise it regularly. Participate in exercises of the community's pandemic plan.
2. Develop a recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, financial and operational disruption).
3. Ensure that pandemic influenza planning is consistent with any existing college/university emergency operations plan, and is coordinated with the pandemic plan of the community and of the state higher education agency.

LOGISTICS SECTION:

- Exec. Dir. Physical Plant, - Logistics Section Chief
- Asst. VP of Student Affairs & Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: CIO of iTech (CIS)
- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Student Health and Wellness Services
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

Executive Director of Physical Plant (Logistics Chief) 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, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

Associate V.P. for Information Technology/CIO Procedures

1. Assess readiness to meet communications needs in preparation for an influenza pandemic, 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., hotlines, telephone trees, dedicated websites, local radio or television) for communicating college/university response and actions to employees, students, and families.
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 department and the state's higher education agency.
5. Coordinate with Academic Affairs for the development and dissemination of procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of college/university closures.

Director of Student Health and Wellness 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. 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 pandemic.
3. 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 and staff to get annual influenza vaccine.

4. Establish a pandemic 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.

Assistant V.P. of Student Affairs and Dean of Students Procedures

1. Activates the *Behavior Intervention Team* per Appendix I
2. Procure, store and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal).

FINANCE/ADMINISTRATION SECTION:

- CFO - Section Chief
- Assoc. V.P. for Administration
- Executive Director Financial Reporting and Accounting

The Finance/Administrative Section monitors sources of funds, tracks and reports cost expenditures to ensure that statutory rules that apply are met and assures that operational records can be reconciled.

Communicates with and coordinates the following groups and functions:

- Procurement: Contractors, Vendors
- Account reconciliation
- PCI Compliance

Executive Director of Human Resources Procedures

1. Establish policies for employee and student sick leave absences unique to pandemic influenza (e.g., non-punitive, liberal leave).
2. Establish sick leave policies for employees and students suspected to be ill or who become ill on campus. Employees and students with known or suspected pandemic influenza should not remain on campus and should return only after their symptoms resolve and they are physically ready to return to campus.

APPENDIX A:

STUDENT CRITICAL INCIDENT REPORT

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: <input type="checkbox"/> FR. <input type="checkbox"/> SOPH. <input type="checkbox"/> JR. <input type="checkbox"/> SR. <input type="checkbox"/> 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: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> ACCIDENTAL DEATH <input type="checkbox"/> SUICIDE <input type="checkbox"/> SERIOUS INJURY <input type="checkbox"/> HOSPITALIZATION </div> <div style="width: 50%;"> <input type="checkbox"/> DEATH IN FAMILY <input type="checkbox"/> MENTAL CRISIS <input type="checkbox"/> SEXUAL ASSULT <input type="checkbox"/> ALCOHOL/DRUG O.D. </div> </div>	OFF CAMPUS LOCATION: _____ <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> INFECTIOUS DISEASE <input type="checkbox"/> NATURAL DISASTER <input type="checkbox"/> FIRE IN RESIDENCE HALL <input type="checkbox"/> RIOT / DEMONSTRATION </div> <div style="width: 50%;"> <input type="checkbox"/> SING STUDENT <input type="checkbox"/> HOSTAGE <input type="checkbox"/> STALKING OTHER: _____ </div> </div>
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APPENDIX B:

Bomb Threat Checklist

APPENDIX B

BOMB THREAT CHECK LIST

Date: _____ Person Receiving Call: _____ Phone

Ext: _____

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	What is your name?	Why are you wanting to hurt or kill people?

EXACT WORDING OF THE THREAT:

--

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

Voice Characteristics:	<input type="checkbox"/> Calm	Angry	Excited	<input type="checkbox"/> Loud
	Slow	Rapid Nasal	Soft	<input type="checkbox"/> Crying
	Slurred Normal	Distinct		
	Whisper			

			Stutter	<input type="checkbox"/>	Deep
			Cracking Voice	<input type="checkbox"/>	Laugh

Language of Threat:	<input type="checkbox"/>	Excellent Grammar	<input type="checkbox"/>	Poor Grammar	Foul Language Message read by caller
	<input type="checkbox"/>	Fair Grammar	<input type="checkbox"/>		
	<input type="checkbox"/>				
	<input type="checkbox"/>				

Background Sounds:	Street Noises	Motor Noise	<input type="checkbox"/>	Music in	Clear Line Static Line
	Animal Noises	Other Voices	<input type="checkbox"/>	Background	
			<input type="checkbox"/>	Local Call	
			<input type="checkbox"/>	Long Distance	

APPENDIX C:

GLOSSARY AND EXPLANATION OF TERMS

For the purposes of the National Incident Management System (NIMS), the following terms and definitions apply:

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions.

Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/ Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence. **Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by

jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident- related public

information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during Emergency or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management. Logistics Section: The section responsible for providing facilities, services, and material support for the

incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader

multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, keep agency policies consistent, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD- 5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To

provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources. National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of

resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups and form that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO). **Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and

coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private- sector, nongovernmental, and public- assistance programs to provide housing and to promote restoration; long- term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or

potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident

Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the

designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP. Or a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

ACRONYMS

AGD -Adjutant General 's Department

ARC- American Red Cross

BPC- Texas Building & Procurement Commission

CAP- Civil Air Patrol

CERT- Community Emergency Response Team

CIPC -Critical Infrastructure Protection Council

COG- Continuity of government or councils of government

COOP- Continuity of operations

CPA- Comptroller of Public Accounts

DADS- Department of Aging & Disability Services

DARS- Department of Assistive & Rehabilitative Service

DDC-Disaster District Committee

DFO- Disaster Field Office

DPFS -Department of Protective & Family Services

DHS- Department of Human Services

DIR- Department of Information Resources

DPS- Department of Public Safety

DRC-Disaster Recovery Center

DSHS -Department of State Health Services

EAS- Emergency Alert System

EMAC- Emergency Management Assistance Compact

EMC- Emergency Management Coordinator

EOC-Emergency Operations Center

ERN-Emergency Response Network

ERT-A FEMA Emergency Response Team – Advance

ESC -Emergency Support Center

ESF- Emergency Support Function

FCO -Federal Coordinating Officer

FEMA- Federal Emergency Management Agency, an element of US DHS

FRP -Federal Response Plan

FRERP- Federal Radiological Emergency Response Plan

GAR- Governor's Authorized Representative

GDEM- Governor's Division of Emergency Management

GLO -Texas General Land Office

HCA- Department of Housing & Community affairs

HSAS -Homeland Security Advisory System

ICP- Incident Command Post

JIC -Joint Information Center

JOC -Joint Operation center

JRIES -Joint Regional Intelligence Exchange System

MHMR- Department of Mental Health and Mental Retardation

NAWS -National Warning System

NCP -National Contingency Plan

NLETS- National Law Enforcement Telecommunications System

NRP- National Response Plan

OAG- Office of Attorney General

ORCA- Office of Rural Community Affairs

PUC -Public Utility Commission of Texas

ROC -FEMA Regional Operations Center

RRC- Railroad Commission of Texas

RRP - Regional Response Plan

RSA -Resource Staging Area

SAO- State Auditor's Office

SAC- State Area Command

SCO- State Coordinating Officer

SEMC- State Emergency Management Council

SERC -State Emergency Response Council

SERT- State Emergency Response Team

SOC- State Operations Center

TAHC -Texas Animal Health Commission

TCEQ- Texas Commission on Environmental Quality

TCFP- Texas Commission on Fire Protection

TDA- Texas Department of Agriculture

TDCJ – Texas Department of Criminal Justice

TDH –Texas Department of Health

TDI –Texas Department of Insurance

TEA -Texas Education Agency

TEEX -Texas Engineering Extension Service

TFS -Texas Forest Service

TEWAS -Texas Warning System

TIPCC -Texas Infrastructure Protection Communications Center

TLETS -Texas Law Enforcement Telecommunication System

TPWD -Texas Parks & Wildlife Department

TRC -Texas Rehabilitation Commission

TSA- The Salvation Army

TSAAC -Texas Security Alert & Analysis Center

TSMPS -Texas Strategic Military Planning Commission

TWC- Texas Workforce Commission

TXDOT- Texas Department of Transportation

US DHS -US Department of Homeland Security

US EPA -US Environmental Protection Agency

US NRC- US Nuclear Regulatory Agency

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. As noted previously, entities must request assistance from their county Local Emergency Planning Committee before requesting state assistance.

Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Kingsville Texas. A form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the chief elected official (the [County Judge/ Mayor]) and may be made by telephone, fax, or email. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.

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.

(EMERGENCY RESOURCE REQUEST)

APPENDIX E:

MUTUAL AID 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:
 - a. The establishment of a uniform method of identifying, acquiring, allocating, and tracking resources
 - b. The classification of kinds and types of resources required to support incident management
 - c. The use of a credentialing system linked to uniform training and certification standards
 - d. 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 Management 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 as medical care and fire protection.
10. It is important to maintain detailed records of resources expended in support of emergency operations:
 - a. As a basis for future department/agency program and budget planning.
 - b. 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:

RECORDKEEPING FOR EMERGENCY OPERATIONS

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.

Activity Logs

The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:

- Activation or deactivation of emergency facilities.
- Emergency notifications to other local governments and to state and federal agencies.
- Significant changes in the emergency situation.
- Major commitments of resources or requests for additional resources from external sources.
- Issuance of protective action recommendations to the public. Evacuations.
- Casualties.
- Containment or termination of the incident.
- Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

Emergency or Disaster Costs

For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:

- Personnel costs, especially overtime costs Equipment operations costs
- Costs for leased or rented equipment
- Costs for contract services to support emergency operations Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

Preservation of Records

In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its sops.

If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

For the duration of an emergency operation or disasters, participating University departments and agencies will submit daily written reports of costs to the Finance/Administration Section Chief (or their designate) who shall compile and maintain cost records for further disposition.

Submission and Reporting

- Cost Reimbursement/Submissions and reporting shall be made through the Enterprise Risk Management.
- The university shall provide an executive summary of any tests or exercises involving their Emergency Management Plan to the chancellor.
- The university shall provide an executive summary to the chancellor any time an emergency situation requires activation of the member's Emergency Operations Center.

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.

Copies of the Emergency Management Plan will be distributed as follows:

To:

Chancellor, the Texas A&M University System (TAMUS)

President, Texas A&M University-Kingsville (TAMUK)

Vice President and Provost (TAMUK)

Sr. Vice President for Student Affairs (TAMUK)

All Vice Presidents (TAMUK)

All Assistant/Associate Vice Presidents (TAMUK)

All Deans (TAMUK)

Executive Director of Facilities (TAMUK)

Director of Public Safety/Chief of Police (TAMUK)

CIO (TAMUK)

Assoc. V.P. for Admin. (TAMUK)

Environmental Health and Safety Coordinator (TAMUK)

Members of Emergency Management Team not otherwise listed (TAMUK)

Building Emergency Managers (TAMUK)

Director of Marketing and Communications (TAMUK)

Exec. Director of Enterprise Risk Management (TAMUK)

Kleberg County Emergency Coordinator

Director, Kleberg County Emergency Planning Committee

Kleberg County Health Department

Mayor, City of Kingsville

Police Chief, City of Kingsville

Fire Chief, City of Kingsville

Chairman, Coastal Bend Council of Governments

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.

BACKGROUND

NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.

NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

COMPONENTS

Command and Management

The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

Incident Management System

A system that can be used to manage emergency incidents or non-emergency events such as

celebrations.

FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

Common Terminology

ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.

Organizational Resources

All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.

Manageable Span of Control

Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.

Organizational Facilities

Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

Use of Position Titles

All ICS positions have distinct titles.

Reliance on an Incident Action Plan

The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan

includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

Integrated Communications

Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.

Accountability

ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

UNIFIED COMMAND

Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.

ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

AREA COMMAND

An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.

Multiagency Coordination Systems

Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.

Public Information

The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, Emergency communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.

Preparedness

Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.

Resource Management

All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.

Communications and Information Management

Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.

Supporting Technologies

This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.

Ongoing Management and Maintenance

The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

APPENDIX I:

BEHAVIORAL INTERVENTION TEAM (BIT)

Chaired by: Asst. V.P. for Student Affairs and Dean of Students

Membership: The Team consists of the Asst. Vice President and Dean of Students, the Associate Dean of Students, the Director of Public Safety/Chief of Police, the Director of Student Health and Wellness, the Director of Residence Life, and the 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 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 and 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 Chief of Staff 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, in consultation with the Crisis Management 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:

Guidelines from the Department of Education for Natural Disasters

1. Use GEN-10-16/FP-10-06 and the attachments to help determine any impact to your institution's Title IV administration.
 - a. **Promptly** complete the Disaster Registration Form (use the "More Details" field):
 - i. If your institution is unable to continue to provide a student's eligible program because of a disaster;
 - ii. If, as a direct result of a disaster, your institution is temporarily closed for a period of time that impacts the length of your academic year; or
 - iii. If, as a direct result of a disaster, your institution is using alternate locations.
2. Guidance and contact information for institutions, students, and others in the higher education community impacted by a Federally-Declared disaster is provided at <https://www.ifap.ed.gov/ifap/disaster.jsp>. Please check this site regularly for updated information.
3. To provide emergency alternate contact information in the event regular lines of communication are unavailable, use Box 69 of the "Application for Approval to Participate in the Federal Student Aid Programs" (E-App) available at <http://www.elicert.ed.gov/>. Step by step instructions are available at <https://www.ifap.ed.gov/eannouncements/083109EmergencyPrep.html>. You may also use the Disaster Registration Form, <https://ifap.ed.gov/ifap/disasterForm.jsp> to provide this information.