

BRYAN CAMPUS EMERGENCY OPERATIONS PLAN

SIGNATURES OF APPROVAL

This Emergency Operations Plan and its contents is a guide to how the Texas A&M University Health Science Center – Bryan campus prepares for and responds to emergency situations. It is intended to capture specific authorities and best practices for managing incidents of any size and scope that may impact the building and the occupants.

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

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

Recommended
for Approval: _____ Date: _____

Rayellen Milburn
Associate Vice President for Administration
Texas A&M University Health Science Center

Approved: _____ Date: _____

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

Approved: _____ Date: _____

Greg Hartman
Senior Vice President
Texas A&M University Health Science Center

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PURPOSE

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

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

SCOPE

The Campus has a responsibility to ensure the safety and security of its students, faculty, staff, and visitors. This scope of this plan is limited to the Bryan Campus and the immediately adjacent parking lots.

SITUATION OVERVIEW

General

The Bryan campus is located in Bryan, Texas located at 8447 Riverside Drive. The Bryan campus consists of (7) buildings: the Health Professions Education Building (HPEB), the Medical Research and Education Building (MREB), Medical Research and Education Building-2 (MREB-2), Clinical Building-1 (CB-1), MREB Annex, Central Utilities Plant, and the Telecom building.

HPEB is a four story building, with a basement, consisting of multiple lecture halls, conference rooms, office suites, and a library.

MREB and MREB-2 are connected four story buildings consisting of predominately laboratory spaces. These facilities also contain office spaces and conference rooms.

CB-1 is a four story building containing two medical clinics, as well as office suites. The building is owned and operated by Healthcare Trust of American (HTA) from which several organizations lease space. Within the facility are organizations from the Texas A&M University Health Science Center and the Texas Brain and Spine Institute (TBSI).

The Central Utilities Plant is integral to business operations. This facility provides critical utilities, such as hot and cold water, to the campus. Additionally, this facility provides office space for contracted personnel.

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Hazard Analysis

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

Hazard Type	Likelihood of Occurrence	Estimated Impact on Public Health and Safety	Estimated Impact on Property
	Low Medium High	Low Medium High	Low Medium High
Man-Made Hazards			
Acts of Violence (Active Shooter, Bomb Threats, etc.)	Low	High	Low
Biological Release	Low	High	Low
Civil Disorder	Low	Medium	Low
Cyber Security	High	Low	Low
HazMat Release	Low	Medium	Low
Structural Fire	High	Low	Medium
Terrorism	Low	High	Medium
Utility Disruption	Low	Medium	Medium
Natural Hazards			
Flood	Low	Low	Medium
Infectious Disease Outbreak	Low	Medium	Low
Tornado	Low	Medium	High
Winter Storm	Low	Low	Low

* High likelihood means the hazard happens frequently and low likelihood means the hazard rarely happens or has not happened.

**High impact means significant injuries/illness or loss of life as well as a large loss of assets; whereas low impact means no impact, no injuries, minor loss of assets.

Capabilities Assessment

Emergency services are provided by the City of Bryan and/or Texas A&M University. The primary and secondary agencies for emergency services are listed below.

Agency Type	Primary	Secondary
Emergency Medical Services	Bryan Fire Department	College Station Fire Department TAMU EMS
Fire Services	Bryan Fire Department	College Station Fire Department

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Agency Type	Primary	Secondary
Law Enforcement	Texas A&M University Police Department	Bryan Police Department College Station Police Department
Public Health	Brazos County Health Department	
Security Services	TAMU Health Science Center	
Environmental Health and Safety	TAMU Environmental Health and Safety	
Emergency Management	TAMU Office of Safety & Security	

PLANNING ASSUMPTIONS

In addition to the planning assumptions listed in the Texas A&M University's Emergency Operations Plan, the following are planning assumptions specific to the Bryan campus.

- The Bryan campus will continue to be exposed to and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.
- Emergencies may occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- The Bryan campus is reliant on emergency services from the local jurisdictions. Therefore, it is essential to be prepared to carry out the basic initial emergency response since it may take time for emergency services to arrive.
- Proper planning and preparedness activities with local emergency services will ensure an effective and coordinated response.
- Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve readiness to deal with emergency situations.
- The Bryan campus officials and representatives must recognize their responsibilities for the safety and well-being of faculty, staff, students and visitors; and assume their responsibilities in the implementation of this emergency plan.

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

CONCEPT OF OPERATIONS

General

The Bryan campus officials and representatives have the responsibility to protect public health and safety and preserve property from the effects of an emergency. As such, the response priorities are, in order of importance:

- Protection of life and safety of students, faculty, staff and visitors;
- Secure critical infrastructure and facilities which are, in priority order:
 - Facilities critical to campus health and safety;
 - Facilities that are critical to supporting an emergency response;
 - Classrooms and research facilities; and
 - Administration facilities
- Resume teaching and research programs.

In order to meet these priorities, the officials and representatives must implement appropriate population protection activities (e.g. evacuations or sheltering in place), issue timely emergency notifications and warnings, coordinate emergency public information, ensure interoperable emergency communications, and coordinate with local emergency services personnel.

Emergency Authorities

The HSC Senior Vice President, as the campus administrator, is the primary local authority for the Bryan Campus. For rapid onset emergencies (e.g., building fire, chemical spill, active shooter, etc.), the HSC Senior Vice President or designee has the authority to:

- Alter personnel schedules in support of an emergency response; and
- Identify trained personnel as deemed essential for maintaining critical campus operations.

For emergencies with longer lead times (e.g., winter weather, hurricanes, etc.), the HSC Senior Vice President will generally follow the actions of Texas A&M University. However, there may be instances in which the HSC Senior Vice President may alter campus operations in support of an emergency response or for the safety and well-being of the campus community. Specific authorities related to altered campus operations due to inclement weather can be found in Attachment 4 of this plan.

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Any implementation of emergency authorities, as listed above, will be communicated to Texas A&M University Executive Management and/or the Texas A&M University Office of Safety & Security.

Population Protective Actions

Depending on the nature of the emergency, the Bryan campus personnel may implement population protective actions, as related to their job duties, prior to the arrival of local emergency personnel. Population protective actions include:

- Partial or full evacuation in accordance with the Building Emergency Action Plans (maintained under separate titles);
- Partial or full evacuations, or sheltering-in-place for hazardous materials releases; or
- Seeking safe shelter for acts of violence, tornado warnings, etc.

See Attachment 3 for action plans regarding sheltering-in-place and safe shelter locations.

Emergency Notification and Warning

Immediate notifications of emergency conditions are essential to preserve the safety and security of the campus and are critical to an effective response and recovery.

Depending on the severity of an incident and the immediacy of a notification, a member of the Notification and Warning Group may issue a warning through HSC Alert based on the criteria found in Attachment 2,

Alternative methods for notification to the campus community may be implemented depending on the nature of the incident. For a list of all the warning mechanisms, see Attachment 2.

Periodic updates should be provided to the campus community utilizing the most appropriate notification method until the emergency has been resolved.

Emergency Public Information

All HSC related emergency situations should initially be routed through the HSC Office of Marketing and Communications. The HSC Office of Marketing and Communications will coordinate with TAMU Marketing and Communications, as appropriate.

Emergency Communications

Reliable and interoperable communications systems are essential to obtain the most complete information during emergencies and share information amongst the Emergency Management Team as well as the campus community and emergency response partners.

Communications Equipment

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- Telephones, cellular or landline, are the primary means of communication for contacting key emergency responders and Emergency Management Team members.
- 800 MHz radios utilized by facilities and security

Interface with Local Responders

The Bryan campus officials and representatives rely on the City of Bryan and Texas A&M University for emergency services as described in “Capabilities Assessment” above. In the event that an emergency on the Bryan campus requires law enforcement, fire, or EMS assistance, the first available person should call 911 to notify emergency responders immediately. Security should be notified immediately after calling 911 so that a security officer can serve as the initial point of contact for arriving emergency responders.

Prior to the arrival of emergency responders, members of the Emergency Management Team should take actions as appropriate per their roles and responsibilities to the incident, as listed in this plan.

Upon arrival to the campus, emergency responders may choose to establish an Incident Command Post (ICP) per their policies/procedures. The security manager, as a member of the Emergency Management Team, will serve as a liaison between the Bryan campus and local emergency responders.

Interface with TAMU College Station Campus

The Bryan Campus’ first priority during the emergency is to protect life safety and property. After emergency actions have been initiated per the EOP, notifications to the Emergency Management Team and Senior Administrators should be made. However, additional information concerning the nature of the incident, number/type of injuries, status of the facility, etc. will be reported to the HSC Associate Vice President for Administration (a member of the Emergency Management Team) and should include status updates, as appropriate, until the situation is resolved. The HSC Associate Vice President for Administration will forward updates to the Senior Administrators and to the TAMU Associate Vice President for Safety & Security for routing to the Texas A&M University Executive Management.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Organization

Senior Administrators

- HSC Senior Vice President

Emergency Management Team

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The Bryan campus officials and representatives have identified key individuals to be members of the Emergency Management Team, to act in their specific roles and bear the responsibilities listed below. See Attachment 1 for a list of Emergency Management Team members and their contact information.

Notification and Warning Group

The Notification and Warning Group is a component of the Emergency Management Team. The group is comprised of individuals from HSC Security and TAMU Office of Safety & Security. This group has been trained on the use of HSC Alert and are authorized to issue an alert in accordance with HSC Alert Standard Operating Procedures. See Attachment 1 for a list of Notification and Warning Group members and their contact information.

Building/Floor Proctors

The Building/Floor Proctors are responsible for assisting with notification and safe evacuation of occupants from their offices, classrooms, or other work areas among other responsibilities as defined in the Building Emergency Action Plans (maintained under separate titles).

Critical Personnel

Any personnel may be considered critical depending on the situation. Some university employees (e.g., security, critical physical plant personnel, etc.), because of the nature of their jobs, may be identified as “critical personnel”. Some individuals may be deemed critical by administration, as well.

Assignment of Responsibilities

HSC Senior Vice President

The HSC Senior Vice President, or designee, will serve as the lead of the Emergency Management Team. In this capacity, the HSC Senior Vice President, or designee, is the lead administrator for the Bryan campus and maintains authority of building operations during emergency situations.

Emergency Management Team

- Maintain this plan for presentation to and approval by the senior administrators – as listed in this plan – for final approval and signature;
- Provide plan oversight; coordination with applicable stakeholders
- Create and establish annual training and exercise schedules to test functionality of the plan
- Establish building and departmental internal emergency notification lists

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- Coordinate with emergency responders and/or HSC administrators regarding, but not limited to, emergency needs, status reports, and communications.
- Obtain and distribute information to building occupants, including students, employees, and visitors.
- Maintains financial or administrative records involved in the emergency response and recovery.
- Assigns team members' roles and responsibilities to ensure continuity and support if one or more members are unavailable during an emergency.
- Report to the Bryan campus EMT emergency operations center.
- Initiate emergency notifications.
- Deploy Building/Floor Proctors for evacuation or sheltering-in-place as required.
- Immediately contact the Office of Research Compliance and Biosafety, if required
- Coordination of response associated with biohazards with bio level 3 research in MREB2
- Immediately Notify the Comparative Medicine Program, if required
- Notify TAMU Office of Safety & Security of the nature of emergency.

Environmental Health and Safety (EHS)

- Immediately contact the Director of EHS and begin assessment of the emergency condition.
- May serve as a liaison with local first responders
- Provide information to emergency responders about chemical inventories, research operations, etc. that may impact the response

Security

- Immediately contact the Director of Security and begin assessment of the emergency condition.
- Serves as a liaison with local law enforcement
- Provides access control of the building

Facilities

- Initiates procedures to secure facility for hazardous weather conditions
- Furnishes emergency power and lighting systems to the extent possible

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- Provides technical knowledge about the facility
- Directs emergency repairs and protects equipment

Lines of Succession

The lines of succession does not dictate the order of notification.

HSC Senior Administration

- Primary: HSC Senior Vice President
- Secondary: Associate Vice President for Administration

Environmental Health and Safety

- Primary: Director, TAMU EHS
- Secondary: Assistant Director, TAMU EHS – HSC Locations

Security

- Primary: Security, Bryan Campus
- Secondary: Security Manager, HSC

Facilities

- Primary: Manager for Facilities, Bryan Campus

Utilities

- Primary: Chief Engineer

Marketing and Communications

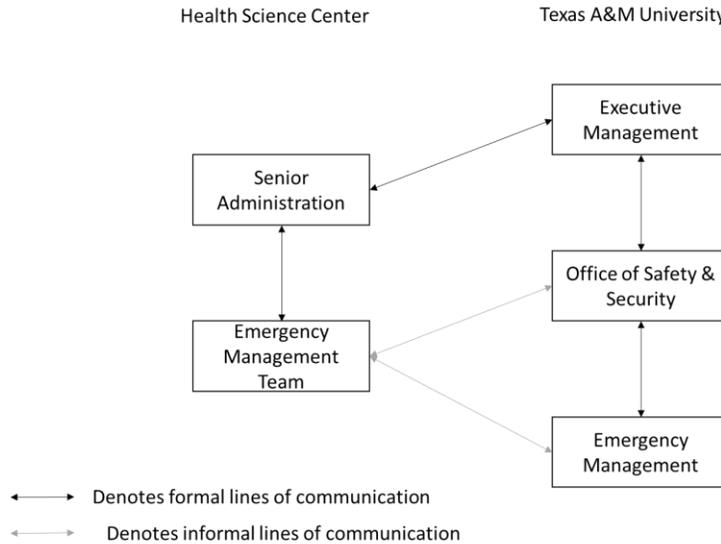
- Primary: Assistant Vice President for Marketing and Communications
- Secondary: Public Relations Manager

DIRECTION, CONTROL, AND COORDINATION

General

The emergency management structure and communication flow will generally follow normal day-to-day operations. However, some emergency situations may require a more structured organization to facilitate communication and coordination more easily. The below diagram depicts the emergency management structure and flow of communication during an emergency.

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Emergency Operations Center

The primary Emergency Operations Center (EOC) is located in Room 3101 of the Clinic Building 1. The Community Emergency Operations Center (CEOC), in downtown Bryan, may serve as an alternate EOC location as necessary. The EOC serves as the centralized location in which the EMT will operate and make executive level decisions during an emergency. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC.

ADMINISTRATION, FINANCE, AND LOGISTICS

After Action Reviews

Following an activation of the Emergency Operations Plan, members of the EMT and senior administrators shall conduct an after action review. The review of emergency responses can yield valuable feedback to the emergency planning process and enable the Bryan campus officials and representatives to improve future emergency responses. The scope of after action reviews may range from small to large depending upon the complexity of the response.

An After Action Report should be generated following the review that captures the nature of the incident, response descriptions, and outcomes – what worked well and areas for improvement – and recommendations for future planning. A copy of the report will be provided to the TAMU Office of Safety & Security. The TAMU Office of Safety & Security will submit all after action reports to the Texas A&M University System Risk Management office in accordance with Texas A&M University System Policy for Emergency Management (34.07 and 34.07.01). A copy of the report will be available through the TAMU Office of Safety & Security.

Agreements and Contracts

- MOU with Texas A&M University for Services
- Lease agreement with Healthcare Trust of America for Clinic Building 1

PLAN DEVELOPMENT AND MAINTENANCE

Maintenance

The Emergency Management Team is responsible for maintaining and updating this plan. The plan shall be reviewed annually and updated based upon deficiencies identified during actual emergency situations and exercises and when changes in hazards, resources, capabilities or organizational structure occur. A revised or updated plan will be provided to all departments and individuals tasked in this plan in addition to the TAMU Office of Safety & Security.

Testing and Exercising

With the assistance and cooperation of the TAMU Office of Safety & Security, EMT members will outline and arrange training reflective of their responsibilities for students, faculty, and staff to participate in annually.

Annual exercises will be held so EMT members can practice their skills and evaluate the adequacy of the EOP. An After Action Report (AAR) for each exercise shall be developed and submitted to the TAMU Office of Safety & Security. All exercises will be conducted in accordance with Texas A&M System Policy for Emergency Management.

Annual Plan Submission and Reporting

The TAMU Office of Safety & Security is responsible for submissions and reporting of required plans and executive summaries to the TAMUS Office of Risk Management in accordance with System Regulation 34.07.01 for Emergency Plans.

AUTHORITIES AND REFERENCES

Authorities

There are no additional authorities beyond those listed in the Texas A&M University Emergency Operations Plan.

PLAN CONTACT INFORMATION

Name and Position	Phone Number	Alternate Phone Number
Leslie Lutz Assistant EMC	979.821.1040	979.218.1882
E-MAIL: leslielutz@tamu.edu		
DEPARTMENT: TAMU Office of Safety & Security		

RECORD OF CHANGE

Change Number	Date of Change	Description of Change	Change Made By:
0	8/23/2019	Initial Version	LDL

ATTACHMENT 1: TEAM COMPOSITION AND CONTACTS

Bryan Campus: Senior Administrators

Name Title	Office Telephone	Cell Phone	Email Address
Greg Hartman Senior Vice President	979.436.9101	512.529.0270	ghartman@tamu.edu

Bryan Campus: Emergency Management Team

Name Title	Office Telephone	Cell Phone	Email Address
Rayellen Milburn Associate Vice President	979.436.9204	979.255.4717	rmilburn@tamu.edu
Sloane Williams Assistant Vice President	979.436.0618	281.728.1595	sloane.williams@tamu.edu
Mark Cervenka Facilities & Construction Manager	979.436.0545	979.229.7541	cervenka@tamhsc.edu
Richard Lynn Chief Engineer	979.436.9010	979.450.6621	rlynn@tamu.edu
Richard Brister Security Manager	979.436.9003	979.540.7876	brister@tamu.edu
Leslie Lutz Assistant Emergency Management Coordinator	979.821.1040	979.218.1882	leslielutz@tamu.edu

Bryan Campus: Notification and Warning Group

Name Title	Office Telephone	Cell Phone	Email Address
Rick Brister Security Manager	979.436.9003	979.540.7876	brister@tamu.edu
Matt Walton Asst. VP, Compliance & Risk Management	979.436.9248	979.739.4474	m-walton@tamu.edu
Dr. Sonny Smith Security Director	713.677.7700	832.457.7628	sonnysmith@tamu.edu

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Name Title	Office Telephone	Cell Phone	Email Address
Leslie Lutz Assistant EMC	979.821.1040	979.218.1882	leslielutz@tamu.edu

Local Entities

Entity	Phone Number
Colle Station Police Department	979.764.3600
College Station Fire Department	979.764.3700
Bryan Police Department	979.209.5300
Bryan Fire Department	979.209.5960
Brazos County Health Department	979.361.4440
Brazos County Community Emergency Operations Center	979.821.1000

Texas A&M University – College Station

Name Title	Office Telephone	Cell Phone	Email Address
Christina Robertson Director, EHS	979.862.2062	979.777.4865	christinarobertson@tamu.edu
John Fellers Assistant Director	979.862.8116	979.324.7403	jwfellers@tamu.edu
Leslie Lutz Assistant EMC	979.821.1040	979.218.1882	leslielutz@tamu.edu
Monica Martinez EMC	979.821.1040	972.898.2650	mmartinez@tamu.edu
Christopher M. Meyer Associate VP	979.845.1362	979.324.8728	c-m-meyer@tamu.edu
Susan Gater Office of BioSafety	979.458.3524	414.699.2067	gaters@tamu.edu

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Name Title	Office Telephone	Cell Phone	Email Address
Joe Pettibon Vice President	979.845.4016	979.574.8182	Jpp2@tamu.edu

ATTACHMENT 2: NOTIFICATION AND WARNING

Warning messages must be accurate, clear and consistent. All messages should include information describing the situation, actions to take, and where to get additional information.

Many warning mechanisms can be activated individually such as fire alarms and campus email. Alternatively, some of the mechanisms can be activated through HSC Alert.

The HSC maintains a robust warning system. Therefore, below is a non-comprehensive listing of available warning mechanisms.

- Text Messages*
- Email*
- HSC Website
- RSS Feeds
- Social Media
- Local Media
- Building Fire Alarms

The warning mechanisms denoted above by (*) can be activated by HSC Alert. HSC Alert is the HSC's opt-out emergency notification system that gives the HSC the ability to send emergency information advising of imminent threat to HSC components through text messaging and mass email.

Because some HSC components reside on other institutions campuses, the HSC also rely on hosting campuses to provide immediate warnings as well. Therefore, all HSC students, faculty, and staff on hosting campuses should be aware of existing warning mechanisms and should take steps to receive such warning messages.

In addition to emergency messaging, timely warnings, as defined by The Clery Act, will be issued if a situation arises (either on or off campus) which in the best judgment of the Clery Compliance Officer or designee constitutes an ongoing or continuing threat to the HSC community.

Many factors are taken into account when deciding to and how to disseminate warnings. Below are some broad considerations for warning dissemination.

1. Type of hazard
 - What is the hazard? (Building fire, tornado, hazardous materials release)
 - What is the impact to the HSC or component? (Minor, major, catastrophic)

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- What is the potential for the situation to worsen?
 - Is the situation under control?
2. Life safety and property protection
- What is the potential for death?
 - What is the potential for serious injury?
 - What is the potential for minor injury?
 - What is the potential for property damage?
 - What is the potential for disruption to normal course of business?
3. Urgency
- How soon does the message need to go out? (Seconds, hours, days)
 - Is there time for approval?
4. Audience
- Who needs to be warned? (Students, faculty, staff, administrators, tenants, guests)
 - How many people need to be warned? (Few, dozens, hundreds, thousands)
5. System(s) capabilities
- What are the limitations of each system? (Limited audience, lengthy delivery time)
 - How quickly can the messages be sent? (Immediately, minutes, hours)

ATTACHMENT 3: SAFE SHELTER LOCATIONS

In the event of severe weather (e.g., tornado), individuals should seek safe shelter within the building that is on the lowest level of the building and away from exterior walls and windows. These areas could include basements, interior corridors, restrooms, and stairwells.

Shelter-in-Place

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside the building and await further instructions.

- Move indoors or remain there – avoid windows and areas with glass.
- If available, take a radio or television to the room to track emergency status.
- Keep telephone lines free for emergency responders. Do not call 911 for information.

If hazardous materials are involved:

- Select a room(s) which is easy to seal and, if possible, has a water supply and access to restrooms.
- If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth, and breathe through it in as normal a fashion as possible.

Active Shooter

During an active shooter situation, there are three things that an individual can do to protect themselves: Run. Hide. Fight.

Run. When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent others from entering the area.
- Call 911 when you are safe.

Hide. If an evacuation is not possible, find a place to hide and:

- Lock and/or blockade the door.
- Silence your cell phone.

- Hide behind large objects.
- Remain very quiet.

Your hiding place should:

- Be out of the shooter's view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.

Fight. As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

Arriving law enforcement's first priority is to engage and stop the shooter as soon as possible. Officers will form teams and immediately proceed to engage the shooter, moving towards the sound of gunfire.

When law enforcement arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.

ATTACHMENT 4: ALTERED OPERATIONS FOR INCLEMENT WEATHER

Purpose

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

Authorities

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

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

Procedure

Each campus will:

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

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

- Notify HSC Marketing & Communications for media releases.
- Notify the HSC Webmaster to post alerts on appropriate websites.

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- Send out on HSC Alert covering multiple campuses if inclement weather impacts multiple campuses simultaneously, rather than multiple campuses sending out HSC Alerts individually.

Resources

Entity	URL
TAMU Emergency Public Information	http://emergency.tamu.edu
Brazos County Community Emergency Operations Center	http://www.bvceoc.org
Local News – Weather	http://www.kbtx.com
National Weather Service	http://www.weather.gov/houston
TXDOT Highway Conditions	http://www.drivetexas.org

ATTACHMENT 5: MEDICAL AID

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

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

Automated external defibrillator (AEDs) are can be found in the following locations.

Building	Floor	Location
CB1	1	Near West elevators
CB1	2	By Rm 2545
CB1	3	Across from 3104
CB1	3	By vending
CB1	4	Near 4500
CB1	4	Near stair #3
MREB 1	1	Near front elevators
MREB 1	2	Near front elevators
MREB 1	3	Near front elevators
MREB 1	4	Near front elevators
MREB 1	P1	Near service elevator
MREB 2	1	Near service elevator
MREB 2	2	Near Rm 2401
MREB 2	3	Near Rm 3401
MREB 2	4	Near Rm 4401
HPEB	LL	Across from elevator
HPEB	1	Near security desk
HPEB	2	By elevator lobby
HPEB	3	Near front elevators
HPEB	4	Penthouse
CUP	1	By Office Entrance

ATTACHMENT 6: HAZARDOUS MATERIALS INCIDENTS

In the event of a biological release, procedures to be followed are outlined in existing plans that are maintained by the Office of BioSafety.

Each laboratory that works with chemicals and/or radioactive materials will employ its own containment/spill procedures in the event of a small unintentional release of less than 1 liter and not extremely toxic chemical or a small volume of radioactive material.

If a chemical release involves an extremely toxic chemical or in an amount larger than can be contained by laboratory personnel, TAMU Environmental Health & Safety (979.845.2132) and/or the Security Officer on duty (979.436.9000) shall be notified. The following information should be given:

- Nature of the emergency and exact location
- Name of person supplying information
- Identity and quantity of chemical released
- Information about injured personnel (if any)

Upon notification of the incident, the EHS On-call response team (979.862.1111) will respond to the emergency location, assess the emergency, and notify the appropriate response personnel.

The following procedures should be followed by all personnel.

1. Remove all personnel from the immediate danger area
2. If the chemical incident involves injury to personnel:
 - a. Dial 9-1-1 to call for an ambulance transport
 - b. Notify Security that an ambulance was called so that Security can escort the paramedics or emergency medical technicians (EMTs) to the location of the injury
 - c. Immediately decontaminate the victim with running water for at least 15 minutes or until medical assistance arrives
 - d. Send the chemical name, bottle label, or Safety Data Sheet (SDS) with the victim
3. Contact the EHS concerning the incident and provide the following information:
 - a. Name or other description and quantity of chemical spilled
 - b. Location of spill
 - c. Any injuries resulting from the spill

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4. Avoid breathing vapors or dust from the spilled material
5. If the spilled chemical is flammable, turn off all ignition and heat sources, if possible.
6. Leave any contaminated, or potentially contaminated, materials (e.g., lab coats, gloves, etc.) in the laboratory or area of spill
7. If the spill occurs in a corridor, elevator or other public area:
 - a. Close or block off the area
 - b. Notify Security
8. If the spill occurs after normal work hours or on weekends, notify the Security Officer on duty (979.436.9000). Provide the Security Officer with the information in Item (3). Security will notify the TAMU Communications Center at 979.845.4311.

ATTACHMENT 7: LOSS OF BUILDING UTILITIES

All buildings on the Bryan campus have some level of emergency generator back up. For the CB-1, only the emergency systems are on an emergency generator. For HPEB, emergency systems and minimal HVAC are on an emergency generator for freeze protection. Approximately 70% of MREB I & II are on back up generators. The Telecommunications building is 100% backed up and the Central Utilities Plant is 50% backed up by generator.

In the event the emergency generator fails to work and the facility has no power, all faculty, staff, and students should secure their area (e.g., placing perishables in refrigerators, shielding radioactive material experiments, closing chemical containers, etc.) then exit the building as soon as possible. All personnel should leave the building and congregate at the designated assembly area including essential personnel until it is determined that the building is safe for limited occupancy by the facilities manager and/or EHS.

ATTACHMENT 8: BOMB THREAT

Because of the seriousness of the situation and the possibility of physical injury to the parties concerned, initial precaution must be taken in the case of a bomb threat or presence of explosive devices. If an employee or a student suspects an object to be a bomb or explosive, she/he will **IN NO WAY HANDLE OR TOUCH THE OBJECT**.

Notify security immediately. The security manager will notify the Associate Vice President for Administration, or designee, and all areas affected.

The building or area where the object is found will be evacuated immediately in accordance with the evacuation procedures contained in the Fire Safety Plan.

Radio communication **WILL NOT** be used in the vicinity of suspected bombs or explosive devices. It is essential that the object **NOT BE TOUCHED OR MOVED** by employees or students.

Security will request emergency response assistance from Texas A&M University Police Department according to established security procedures.

ATTACHMENT 9: TORNADO RESPONSE

Definitions

Tornado Watch: Conditions are favorable for the development of tornadoes in and close to the watch area. A tornado watch will generally cover a large area and may last for several hours.

Tornado Warning: A tornado has been sighted or indicated by weather radar. A tornado warning is issued for a small area – portion of a county – and lasts for several minutes.

Alerts and Warnings

The National Weather Service will issue tornado warnings through the Emergency Alert System (EAS) to weather radios, radio and television, and cell phones. If time allows, the tornado warning may be reissued via:

- HSC Alert by a member of the Notification and Warning Team; or
- Over the building's public address system by security.

Protective Actions

Upon the National Weather Service issuing a tornado warning, individuals should immediately move to the most interior rooms on the lowest floors of the building. Most importantly, stay away from exterior walls and windows. Refer to attachment 3 of this plan for the most suitable locations for seeking safe shelter during a tornado warning.

To the extent possible, researchers should stop experiments, store chemicals, turn off any open flames, and ensure hazardous equipment is secure – as to prevent any incidents due to unattended experiments.