



TEXAS A&M  
UNIVERSITY

ROUND ROCK CAMPUS  
EMERGENCY OPERATIONS PLAN  
SEPTEMBER 2020

**SIGNATURES OF APPROVAL**

This Emergency Operations Plan and its contents is a guide to how the Texas A&M University Health Science Center – McAllen 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. Additionally, this plan is intended to maintain communication with personnel who are working out in the field, i.e., Outreach Workers.

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

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

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# Round Rock Campus Emergency Operations Plan

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## **PURPOSE**

The purpose of this plan is to outline the Round Rock campus' approach for organizing, coordinating and directing available resources toward effective emergency 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.

## **SCOPE**

The HSC has a responsibility to ensure the safety of its students, faculty and staff whether on campus or participating in institution-sanctioned events. Therefore, the scope of this plan is not limited to the physical geography of the Round Rock campus. This plan also addresses emergency functions that support persons participating in institution-sanctioned events.

## **SITUATION OVERVIEW**

### **General**

The Round Rock campus consist of one 4-floor building on approximately 60 acres at the intersection of A.W. Grimes Blvd and Avery-Nelson Blvd in Williamson County, Texas. It is largely a rural campus surrounded by undeveloped land.

The Round Rock campus offices several organizations from different entities. On the campus are organizations from:

- Texas A&M University Health Science Center
  - College of Dentistry
  - College of Medicine;
  - College of Nursing;
  - College of Pharmacy;
  - School of Public Health;
  - Central Administration;
  - TexVet;
- Medical Sciences Library (Texas A&M University); and
- Lone Star Circle of Care

### **Hazard Analysis**

The Round Rock campus is exposed to hazards 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.

## Round Rock Campus Emergency Operations Plan

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
<b>Man-Made Hazards</b>			
Active Shooter	Low	High	Low
Bomb Threat	Low	Low	Low
Building Fire	Low	Medium	Medium
Civil Disturbance	Low	Low	Low
Hostile Person(s)	Medium	Medium	Low
Suspicious Package	Low	Low	Low
Workplace Violence	Low	Low	Low
<b>Natural Hazards</b>			
Epidemic	Low	High	Medium
Flooding	Low	Medium	Low
Ice (Winter Weather)	Low	Medium	Low
Infectious Disease	Medium	Low	Low
Severe Thunderstorms	High	Low	Low
Tornado	Low	High	High
Wild Fire	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

The Round Rock campus does not maintain its own emergency services, therefore emergency services are provided by the City of Round Rock and/or Williamson County. However, it does maintain a non-commissioned security department that controls building access, coordinates with local responding agencies, etc.

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

Agency Type	Primary	Secondary
Law Enforcement	Round Rock Police Department	Williamson County Sheriff's Office
Fire Services	Round Rock Fire Department	
Emergency Medical Services	Williamson County EMS	Acadian
Public Health	Williamson County and Cities Health District	

## 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 Round Rock campus.

- The Round Rock 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 Round Rock campus is reliant on emergency services from the local jurisdictions. Therefore, it is essential for us to be prepared to carry out the basic initial emergency response since it may take time for emergency services to arrive.
- Proper planning and preparedness activities with local emergency services will ensure an effective and coordinated response.
- Proper mitigation actions, such as fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.
- The Round Rock 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 McAllen 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:

- Protection of life and safety of students, faculty, staff and visitors;
- Secure critical infrastructure and facilities which are, in priority order:
  - Facilities used for clinical procedures;

## Round Rock Campus Emergency Operations Plan

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- Facilities critical to health and safety;
  - Facilities that sustain emergency response;
  - Classroom and research facilities; and
  - Administration facilities
- Resume teaching and research programs.

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

### Emergency Authorities

The College of Medicine Associate Dean, as the campus authority, is the primary authority for the Round Rock campus. For rapid onset emergencies (e.g., building fire, chemical spill, active shooter, etc.), the College of Medicine Associate Dean has the authority to:

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

For emergencies with longer lead times (e.g., winter weather, hurricanes, etc.), the College of Medicine Associate Dean, in consultation with HSC Administration as stated in the “Lines of Succession” below, may alter campus operations in support of an emergency response or for the safety and well-being of the campus community. Specific authorities related to altered campus operations due to inclement weather can be found in Attachment 4 of this plan.

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

### Population Protective Actions

Depending on the nature of the emergency, the Round Rock campus personnel must implement population protective actions prior to the arrival of local emergency personnel. Population protective actions include:

- Partial or full evacuation in accordance with the Fire Safety Plan (maintained under a separate title);
- Sheltering-in-place for hazardous materials releases; or

- Seeking safe shelter for acts of violence, tornado warnings, etc.

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

### Emergency Notification and Warning

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

When the safety officer or the security manager has made the decision to act on an emergency that affects the Round Rock campus, and after local emergency responders have been notified, a member of the HSC Alert Activation Team will immediately initiate an HSC Alert message if it meets the criteria for activation of the system. Decision criteria for issuing warnings can be found in Attachment 2 of the EOP.

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

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

### Emergency Public Information

The Round Rock campus does not have a person that handles media relations as part of their normal responsibilities. Therefore, all media inquiries will be routed through the Assistant Vice President for Marketing and Communications.

Should the Assistant Vice President for Marketing and Communications become overwhelmed with media requests, the TAMU College Station Marketing & Communications Department can assist by implementing their Emergency Communications Plan.

### Emergency Communications

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

#### Communications Equipment

- Telephones, cellular or landline, are the primary means of communication for contacting key emergency responders and Emergency Management Team members.
- Analog 400 Mhz UHF Radios utilized by facilities, safety and security

### Interface with Local Responders

The Round Rock campus relies on the City of Round Rock and Williamson County for emergency services as described in “Capabilities Assessment” above. In the event that an emergency at the Round Rock campus requires law enforcement, fire, or EMS assistance, the first available person should call 911 from a campus phone 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 training in response to the incident.

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

### Interface with TAMU College Station Campus

The Round Rock campus’ first priority during the emergency is to protect life safety and property. After emergency actions have been initiated per the EOP, notifications to the HSC Administration should be made. HSC Administration receives emergency notifications from HSC Alert. However, additional information concerning the nature of the incident, number/type of injuries, status of the facility, etc. will be reported to the HSC Associate Vice President for Administration and should include status updates, as appropriate, until the situation is resolved. The HSC Associate Vice President for Administration will forward updates to others within HSC Administration and to the TAMU Associate Vice President for Safety & Security for routing to the Texas A&M University Executive Management.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

#### Senior Administrators

- Associate Dean, College of Medicine
- Assistant Dean, College of Nursing

#### Emergency Management Team

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

- Has the authority to make overall decisions for the campus.

- Have a thorough knowledge of the building's operational needs.
- Are able and willing to serve as a liaison to emergency responders and/or HSC administrators regarding, but not limited to, emergency needs, status reports, and communications.
- May distribute information to building occupants or gather information as needed for dissemination to students, employees, and visitors on the McAllen campus.
- May maintain financial or administrative records involved in the emergency and post-action recovery.
- Should have an understanding of other team members' roles and responsibilities to provide the team continuity and support if one or more members are unavailable during an emergency.

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

- The development and maintenance of this plan for presentation to and approval by the senior administrators – as listed in this plan – for final approval and signature;
- The preview and maintenance of information, additions, and changes to the plan at all times;
- Plan oversight; coordination with applicable stakeholders; and scheduling, training, and implementing annual drills.

### **Notification and Warning Team**

The Notification and Warning Team is a component of the Emergency Management Team. The team is comprised of individuals from the security office. This team has been training on the use of HSC Alert and are authorized to issue an alert in accordance with HSC Alert Standard Operating Procedures. See Attachment 1 for a list of Notification and Warning Team members and their contact information.

### **Fire Wardens**

The Fire Wardens are responsible for assisting with notification and safe evacuation of occupants from their offices, classrooms, or other work areas among other responsibilities as defined in the Fire Safety Plan (maintained under a separate title).

### **Essential Personnel**

Some university employees (e.g., security, critical physical plant personnel, etc.), because of the nature of their jobs, may be identified as “essential personnel”. Essential personnel will be identified as such by their supervisors based on their roles and responsibilities during an emergency.

### Assignment of Responsibilities

#### **Associate Dean, College of Medicine**

The College of Medicine Associate Dean will serve as the lead of the Emergency Management Team. In this capacity, the College of Medicine Associate Dean is the lead administrator for the Round Rock campus and maintains authority of building operations during emergency situations.

#### **Assistant Dean, College of Nursing**

The College of Nursing Assistant Dean will provide guidance and input to the College of Medicine Associate Dean on matters relating to the College of Nursing. In the absence of the College of Medicine Associate Dean, the College of Nursing Assistant Dean will serve as the co-lead of the Emergency Management Team with the College of Medicine Associate Dean.

#### **Emergency Management Team**

- Create and establish annual training and exercise schedules to test functionality of the plan
- Establish building and departmental internal emergency notification lists
- Solicit a list of self-identified persons (students, employees, and/or visitors) with functional needs using the facility at any given time (ADA requirement)
- Maintain a go kit – each member should maintain a “go kit”. Each “go kit” will be unique and should include items such as a copy of the Emergency Operations Plan, key contact lists, and any files specific to the member’s position on the EMT. “Go kits” can be kept on memory sticks (flash drives) and will be encrypted or password protected if possible.
- Report to the Round Rock campus emergency operations center (EOC).
- Initiate building and center internal emergency notification lists when the emergency is verified by the safety officer, security manager, or their designee.
- Deploy Fire Wardens for evacuation or sheltering-in-place as required.
- Notify TAMU Office of Safety & Security of the nature of emergency.

#### **Security**

- Immediately contact the College of Medicine Vice Dean and begin assessment of the emergency condition.
- Serves as a liaison with local emergency services
- 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
- Provides technical knowledge about the facility
- Directs emergency repairs and protects equipment

### **Individuals**

- Familiarize themselves with emergency procedures and evacuation routes in the building

### **Lines of Succession**

#### **College of Medicine Associate Dean**

- Secondary: College of Medicine Assistant Dean

#### **College of Nursing Assistant Dean**

- Secondary: College of Nursing Senior Administrative Coordinator I

#### **Security Manager**

- Secondary: Security Officer (Smith)

#### **Facilities Manager**

- Secondary: Facilities (Rivera)

#### **Health Science Center Administration**

- Primary: Associate Vice President for Administration, Health Science Center
- Secondary: Assistant Emergency Management Coordinator, Texas A&M University

## **DIRECTION, CONTROL, AND COORDINATION**

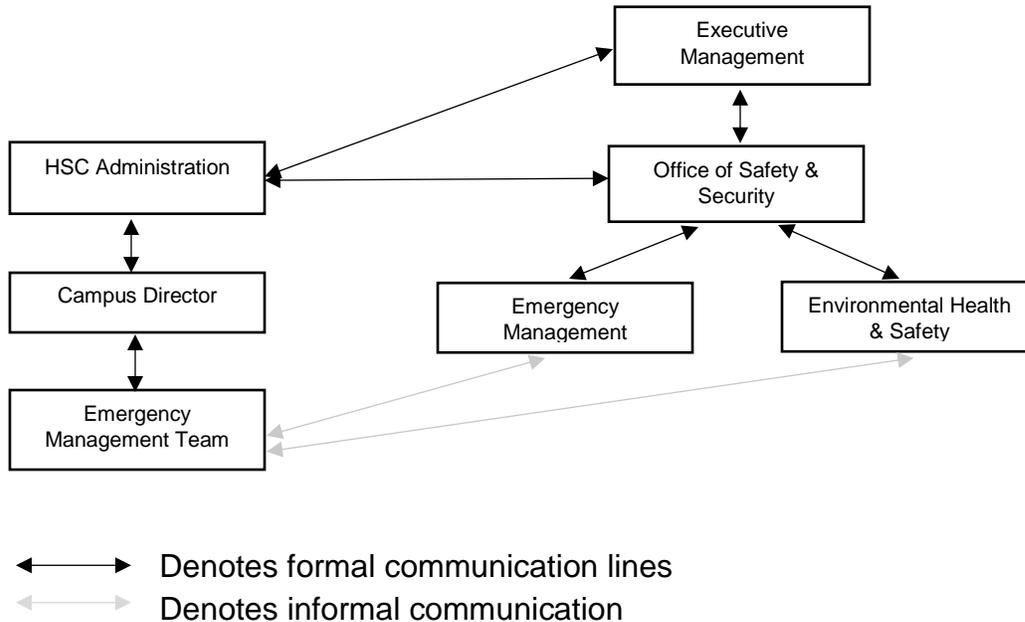
### **General**

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

# Round Rock Campus Emergency Operations Plan

Health Science

Texas A&M University



## Emergency Operations Center

The Emergency Operations Center (EOC) is located in Room S305 (the security office). 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 Round Rock campus to improve future emergency responses. The scope of after action reviews may range from small to large depending upon the complexity of the response.

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

Emergency Management (34.07 and 34.07.01). A copy of the report will be available through the health science center site safety officer.

### Agreements and Contracts

- The Round Rock campus does not maintain any agreements or contracts specific to the campus.

## PLAN DEVELOPMENT AND MAINTENANCE

### Maintenance

The Emergency Management Team is responsible for maintaining and updating this plan. This 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

In addition to the authorities listed in the Texas A&M University Emergency Operations Plan, the following are authorities specific to the Round Rock campus.

- There are no additional authorities specific to the Round Rock campus.

**PLAN CONTACT INFORMATION**

<b>Name and Position</b>	<b>Phone Number</b>	<b>Alternate Phone Number</b>
Keith Rihn Security Manager	512.341.4954	512.731.6223
<b>E-Mail:</b> rihn@tamhsc.edu		
<b>Department:</b> Security		

**RECORD OF CHANGE**

<b>Change Number</b>	<b>Date of Change</b>	<b>Description of Change</b>	<b>Change Made By:</b>
1	10/18/2018	Updated points of contact information	Lutz
2	3/7/2019	Annual Review, general updates to titles, update contact list, deletion of site safety officer	Lutz
3	9/25/2020	Update signature page, contacts, and Attachment 4 revision.	Lutz/Walton

## ATTACHMENT 1: TEAM COMPOSITION AND CONTACTS

### Round Rock Campus: Senior Administrators

Name Title	Office Telephone	Cell Phone	Email Address
Dr. Kathleen Jones Interim Associate Dean, Medicine			
Dr. Virginia Utterback Assistant, Nursing			

### Round Rock Campus: Emergency Management Team

Name Title	Office Telephone	Cell Phone	Email Address
Courtney Dodge, Associate Dean	512.341.4938	██████████	<a href="mailto:crdodge@tamu.edu">crdodge@tamu.edu</a>
Keith Rihn Manager, Security	512.341.4954	██████████	<a href="mailto:rihn@tamhsc.edu">rihn@tamhsc.edu</a>

### Round Rock Campus: Notification and Warning Team

Name Title	Office Telephone	Cell Phone	Email Address
Keith Rihn Manager, Security	512.341.4954	██████████	<a href="mailto:rihn@tamhsc.edu">rihn@tamhsc.edu</a>
Jaljauwon Smith Officer, Security	512.341.4900		<a href="mailto:jsmith@tamhsc.edu">jsmith@tamhsc.edu</a>
David Watkins Officer, Security	512.341.4900		<a href="mailto:davidwatkins@tamhsc.edu">davidwatkins@tamhsc.edu</a>

### Local Entities

Entity	Phone Number
Round Rock Emergency Management	512.218.6632
Round Rock Fire Department	512.218.5591
Round Rock Police Department	512.218.5500
Williamson County & Cities Health District	512.943.3600

## Round Rock Campus Emergency Operations Plan

Entity	Phone Number
Williamson County Emergency Management	512.864.8200
Williamson County Sheriff's Office	512.864.8282

### Texas A&M Health Science Center

Name Title	Office Telephone	Cell Phone	Email Address
Olga Rodriquez Associate Vice President and Chief of Staff	512.773.8120		<a href="mailto:olga.rodriquez@tamu.edu">olga.rodriquez@tamu.edu</a>
Matt Walton Assistant Vice President for Compliance and Risk	979.436.9248		<a href="mailto:m-walton@tamu.edu">m-walton@tamu.edu</a>
Sloane Williams Assistant Vice President for Marketing and Communications	979.436.0618		<a href="mailto:sloane.williams@tamu.edu">sloane.williams@tamu.edu</a>
Greg Hartman Senior Vice President	979.436.9101		<a href="mailto:ghartman@tamu.edu">ghartman@tamu.edu</a>

### Texas A&M University – College Station

Name Title	Office Telephone	Cell Phone	Email Address
John Fellers Assistant Director	979.862.8116		<a href="mailto:jwfellers@tamu.edu">jwfellers@tamu.edu</a>
Leslie Lutz Assistant EMC	979.821.1040		<a href="mailto:leslielutz@tamu.edu">leslielutz@tamu.edu</a>
Monica Martinez EMC	979.821.1040		<a href="mailto:mmartinez@tamu.edu">mmartinez@tamu.edu</a>
Chris Meyer Associate VP	979.845.1362		<a href="mailto:c-m-meyer@tamu.edu">c-m-meyer@tamu.edu</a>
Joe Pettibon Vice President	979.845.4016		<a href="mailto:Jpp2@tamu.edu">Jpp2@tamu.edu</a>

### **ATTACHMENT 2: NOTIFICATION AND WARNING**

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

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

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

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

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

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

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

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

1. Type of hazard
  - What is the hazard? (Building fire, tornado, hazardous materials release)

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

### ATTACHMENT 3: SAFE SHELTER LOCATIONS

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

Location/ Room Number	Floor	Description
S100	1 <sup>st</sup>	Lecture Hall
Restrooms	1 <sup>st</sup>	

#### Shelter-In-Place

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

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

If hazardous materials are involved:

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

#### Active Shooter

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

Run. When an active shooter is in your vicinity:

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

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

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

Your hiding place should:

- Be out of the shooter's view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.
- Fight. As a last resort, and only if your life is in danger:
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

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

When law enforcement arrives:

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

## ATTACHMENT 4: ALTERED OPERATIONS FOR INCLEMENT WEATHER

### Purpose

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

### Authorities

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

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

### Procedure

Each campus will:

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

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

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

## Round Rock Campus Emergency Operations Plan

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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
City of Round Rock Emergency Management	<a href="https://www.roundrocktexas.gov/departments/fire/emergency-management/">https://www.roundrocktexas.gov/departments/fire/emergency-management/</a>
Williamson County Emergency Management	<a href="https://www.wilco.org/Departments/Emergency-Management">https://www.wilco.org/Departments/Emergency-Management</a>
Lone Star Circle of Care	<a href="https://lonestarcare.org/">https://lonestarcare.org/</a>
Local News – Weather	<a href="http://kxan.com/category/weather/">http://kxan.com/category/weather/</a>
National Weather Service	<a href="http://www.weather.gov/ewx/">http://www.weather.gov/ewx/</a>
TXDOT Highway Conditions	<a href="http://www.drivetexas.org">http://www.drivetexas.org</a>

### **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.

There are individuals on the Round Rock campus that have been trained in cardiopulmonary resuscitation (CPR) and minor First Aid. These individuals can provide immediate assistance prior to the arrival of emergency personnel.

A first aid kit is located in the lobby at the security desk.

Automated external defibrillator (AEDs) are located on each floor of the south wing past each entrance.

## **ATTACHMENT 6: LOSS OF BUILDING UTILITIES**

The Round Rock campus has an emergency power generator. In the event of an electrical failure the emergency generator should supply power to selected areas and outlets. The orange-colored electrical outlets are on generator power.

In the event the emergency generator fails to work and the facility has no power, all faculty, staff, and students should secure their area then exit the building as soon as possible. All personnel should leave the building including essential personnel until it is determined that the building is safe for limited occupancy by the facilities manager and/or security manager.

## **ATTACHMENT 7: BOMB THREATS**

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

Notify security immediately. The security manager will notify the College of Medicine Vice Dean, 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 **WIL 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 the Round Rock Police Department Bomb Squad according to established security procedures.

## **ATTACHMENT 8: TORNADO RESPONSE**

### **Definitions**

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

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

### **Alerts and Warnings**

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

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

### **Protective Actions**

Upon the National Weather Service issuing a tornado warning, Individuals should immediately move to the most interior rooms on the lowest floors of the building. Most importantly, stay away from exterior walls and windows. Refer to attachment 4 of this plan for the most suitable locations for seeking safe shelter during a tornado warning.