

EMERGENCY OPERATION PLAN

TEXAS A&M UNIVERSITY–COMMERCE

FY24

Created October 5, 2008

Rev.30 – October 11, 2023

Next Review

August 2024



**Emergency
Management and Safety**

A&M-COMMERCE

Contents

PLAN CONTACT INFORMATION	1
EMERGENCY OPERATION TEAM.....	2
RECORD OF CHANGES.....	4
PURPOSE.....	6
ALL HAZARDS APPROACH	7
REQUIRED NIMS TRAINING.....	7
NIMS TRAINING COURSES.....	8
ICS 100.....	8
ICS 200.....	8
ICS 700.....	8
ICS 800.....	8
ABBREVIATIONS.....	9
RESPONSE	10
NATIONAL INCIDENT MANAGEMENT SYSTEM	10
ASSUMPTIONS OF EVENTS	11
PHASES OF MANAGEMENT.....	11
READINESS LEVELS	12
Level 4 – Normal Conditions	12
Level 3 – Increased Readiness Conditions	12
Level 2 – Escalated Response Conditions	12
Level 1 – Emergency Conditions	13
EMERGENCY CLASSIFICATIONS	13
ISOLATED CRITICAL INCIDENT	13
MAJOR CRITICAL INCIDENT.....	13
DISASTER.....	14
REPORTING EMERGENCIES.....	14
DECLARATION OF EMERGENCY.....	16
DECLARATION OF DISASTER.....	17
COMMAND AND CONTROL	17
EXECUTIVE MANAGEMENT TEAM (EMT).....	18
EMERGENCY RESPONSE TEAM (ERT)	18
ASSUMPTION OF RESPONSIBILITIES	19

Assumption of Presidential Responsibilities.....	19
Assumption of Emergency Response Team Responsibility	19
EMERGENCY MANAGEMENT DIRECTOR (EMD).....	19
EMERGENCY MANAGEMENT COORDINATOR (EMC).....	19
INCIDENT COMMANDER (IC)	20
EMERGENCY OPERATION CENTER CONTROLLER.....	20
LIAISON OFFICER.....	20
SAFETY OFFICER	21
PUBLIC INFORMATION OFFICER (PIO)	21
EMERGENCY OPERATION FACILITIES	21
EMERGENCY OPERATION CENTER (EOC)	21
EOC Functions.....	21
EOC Activation Priorities	22
EMERGENCY CONTROL CENTERS (ECC)	22
INCIDENT COMMAND POST (ICP)	22
FIELD COMMAND POST (FCP)	23
BUILDING EMERGENCY COORDINATORS (BEC).....	23
CONTINUITY AND RECOVERY	23
Continuity and Recovery Group.....	23
EXERCISE AND EVALUATION PROGRAM	24
Exercise Program Team.....	24
Exercise Planning Team	24
Exercise and Evaluation Program.....	24
EMERGENCY OPERATION TEAM RESPONSIBILITIES	25
University President.....	25
Provost & Vice President for Academic Affairs.....	25
Vice-President for Finance & Administration	26
Vice President for Student Success, Dean of Students.....	27
Vice President for Research and Economic Development.....	27
Vice President for Philanthropy & Engagement	28
Vice President for Enrollment Management	28
Chief Marketing and Communications Officer	28
Director of Athletics.....	29
Director of Emergency Management & Safety.....	29

University Police Chief	30
Emergency Management Operations Specialist.....	30
Director of Residential Living & Learning.....	30
Director of Facilities	30
Associate Provost for Academic Foundations.....	31
Chief Information Officer	31
Director of SSC	31
GLOSSARY OF TERMS.....	32
APPENDIX 1 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS).....	39
KEY PRINCIPLES OF NIMS	39
ORGANIZATION.....	39
APPENDIX 2 BUILDING EMERGENCY COORDINATORS	42
Authority of a Building Emergency Coordinator.....	42
BUILDING EMERGENCY COORDINATORS LOCATION.....	43
APPENDIX 3 TAMUC INCIDENT ACTION PLAN.....	44
EXECUTIVE SUMMARY	47
ORGANIZATIONAL OBJECTIVES.....	48
COMMUNICATIONS AND ASSIGNMENTS	49
Upcoming Scheduled Meetings and Conference Calls	49
Notifications.....	49
Notification Email Groups.....	50
Meeting Attendance	51
Department Assignments	52
Staff & Agencies Providing Assistance	53
HEALTH AND SAFETY.....	54
ORGANIZATION.....	55
MEETING AGENDAS	56
EMAILS SENT	57
SUPPORTING DOCUMENTS.....	58
APPENDIX 4 EMERGENCY PROCEDURES	59
Serious Injury or Accident.....	59
Hazardous Materials Incident – Spill.....	59
Hazardous Materials Incident – Fire	59
Hazardous Materials Incident – Exposure	59
Hazardous Materials Incident – Gas Leak.....	59

Fire or Smoke	60
Verbal – Written Threats	60
Crime In Progress	60
Civil Disturbance or Demonstration.....	61
Suspicious Object or Package:	61
Evacuation of Persons with Disabilities	61
Bomb Threats.....	62
Severe Weather – Winds, Tornado, Lightning	63
Shelter in Place.....	633
Building Evacuation.....	64
Heat Related Injury	64
Electrical, Elevator, Plumbing, Ventilation, Telecommunications	655
APPENDIX 5 SECONDARY RESPONSE TEAMS	67
APPENDIX 6 CRITICAL INCIDENT RESPONSE TEAM (CIRT).....	68
APPENDIX 7 ACTIVE ATTACKER.....	69
Concept of Operations.....	69
Prevention.....	69
Incident Organization.....	69
Assignment of Responsibilities	70
TAMUC University Police Department.....	70
TAMUC Emergency Management & Safety	70
TAMUC Marketing and Communications	70
TAMUC Critical Incident Response Team.....	70
TAMUC Facilities	70
TAMUC Human Resources	70
Incident Management.....	70
Initial Response	71
AVOID / RUN	71
DENY / HIDE	71
DEFEND / FIGHT	71
Recovery.....	71
List of Annex	72

PLAN CONTACT INFORMATION

Director of Emergency Management and Safety

TBD

XXX@tamuc.edu

903.xxx.xxxx

Emergency Management Operations Specialist

Andrew Resk

Andrew.Resk@tamuc.edu

903.468.3095

EMERGENCY OPERATION TEAM

Texas A&M University-Commerce

Executive Management Team

University President	Mark Rudin
Provost & Vice President for Academic Affairs	Tammi Vacha-Hasse
Vice President for Finance & Administration	Tina Livingston
Vice President for Student Success, Dean of Students	Judy Sackfield
Vice President for Philanthropy & Engagement	Devin Girod
Vice President for Research & Economic Development	Brent Donham
Vice President for Enrollment Management	Nechell Bonds
Chief Marketing and Communications Officer	Michael Johnson
Director of Athletics	Jim Curry
Chief of Staff and Director of Planning and Governmental Affairs	Linda King

Emergency Response Team

Director of Emergency Management & Safety	TBD
University Police Chief	Bryan Vaughn
Emergency Management Operations Specialist	Andrew Resk
Director of Residential Living & Learning	Michael Stark
Director of Facilities	Trivino Posley
Associate Provost for Academic Foundations	Ricky Dobbs
Chief Marketing and Communications Officer	Michael Johnson
UPD Community Engagement Sergeant	Ray Dittrich
Chief Information Officer	Jeremy Gamez
Director of SSC	Alan Beatty

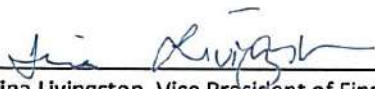
This Emergency Operation Plan has been approved by:



Mark Rudin, President

10/11/2023

Date



Tina Livingston, Vice President of Finance Administration

10/11/2023

Date



Bryan Vaughn, Chief of Police and Executive Director of
Emergency Management and Safety

10/11/2023

Date

PREPARED BY

Andrew Resk

Emergency Management Operations Specialist

Emergency Management Coordinator

RECORD OF CHANGES

Change #	Date of Change	Description of Change	Changed By
1	7-22-08	Updated Names and Titles (Page numbers 13,22,23,24,25)	D. Preas
2	7-22-08	Added page for Record of Changes (Added to CMP as last page)	D. Preas
3	10-5-08	Complete Revision of CMP <i>Changed to EOP-Added Members-Added more to the Appendix-Added Responsibilities-Changed Responsibilities-Added distribution notice</i>	D. Preas
4	4-14-09	Added Appendix 31 Data Breach Security Incident	D. Preas
5	7-31-09	Updated Contacts and Positions	D. Preas
6	8-3-09	Added Appendix 32 Pandemic Influenza Incident	D. Preas
7	12-8-09	Updated Contact Numbers and Command Staff Identification	D. Preas
8	11-31-10	Yearly Update of EOP <i>Appendix update, Member update, Design update</i>	D. Preas
9	10-7-11	Yearly Update of EOP Team member update, design update	D. Preas
10	01/18/12	Put new EOP on website	D. Preas
11	06/18/12	Added Appendix 26 – Farm Emergency Response	D. Preas
12	07/03/13	General updates and name changes	D. Preas
13	09/23/13	General update, appendix changes, and name changes	D. Preas
14	05/20/14	Added appendix for Annex H Intro	D. Preas
15	08/12/15	Reviewed and updated EOP	D. Preas
16	08/01/16	UPDATED MINOR CHANGES INCLUDING TITLE CHANGES, position updates, AND DESIGN	D. Preas
17	08/03/16	Removed several appendences	D. Preas
18	09/26/16	Added President’s Signature and updated PAC’s suggestions	D. Preas
19	09/09/17	Updated Team Member Titles and Positions, minor statement changes, and BEC revision	D. Preas
20	05/31/19	Updated Team Member Titles and Positions, minor statement changes, and BEC revision	E. Pinckard
21	08/29/19	Added Multiyear exercise plan to EOP And complete review – added ics forms	D. Preas
22	10/19/20	Updated Team Member Titles and Positions	D. Preas

23	10/5/21	Updated Team Member Titles and Positions Review content, minor language updates Updated training requirements	D. Preas
24	3/25/22	Updated Team Members, Titles and Positions Reviewed content, minor language updates	A. Resk
25	3/25/22	Added threat levels and review policy	A. Resk
26	8/23/22	Removed Secondary and Alternate List	D. Preas
27	8/23/22	Updated section for ERT responsibilities	D. Preas
28	8/3/22	Added description of ERT responsibilities	D. Preas
29	02/14/23	Revised Declaration of Emergency Process Added CIRT Appendix Added Secondary Response Team Appendix Added Exercise and Evaluation Section	D. Preas
30	10/11/23	Updated Team Members, Titles and Positions, minor language updates	A. Patrick

PURPOSE

This Emergency Operation Plan (EOP) is intended to establish policies, procedures and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the university. This plan describes the roles and responsibilities of departments, agencies, and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

This Emergency Operation Plan is promulgated under the authority of The Texas A&M University System policy and of Texas A&M University-Commerce (A&M-Commerce) Procedures. 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 plan.

This Emergency Operation Plan will provide the foundation from which the Continuity of Operations Plan will be established and the basis from which detailed response plans will be created.

This Emergency Operations Plan shall be reviewed and updated annually. The review will be conducted by the Department of Emergency Management & Operations along with the University Police Department. All changes and updates to this plan will be properly recorded in the record of changes.

A&M-Commerce will use the National Incident Management System (NIMS) as its standard for incident management in compliance with the Homeland Security Presidential Directive (HSPD) 5 and the State of Texas Executive Order RP40. This will provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

The university will respond to an emergency situation in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

1. Protection of Life
 - a. Emergency response personnel
 - b. At risk people
 - c. General public
2. Stabilization of the Incident
 - a. Bring the situation to a point of order.
 - b. Determine course of action.
 - c. Prevent the incident from expanding.
 - d. Isolate the scene and deny entry.
3. Protect the Environment
 - a. Confine, contain or neutralize hazardous materials that may be released.
 - b. Ensure, to the extent practical, that emergency response efforts do not adversely impact the environment.
4. Protect University Property

- a. Facilities used for emergency response are high priority.
 - b. Facilities necessary for shelter and care of students are a high priority.
 - c. Facilities used for education and operational purposes.
 - d. Critical university records, collections and research.
5. Restoration of Critical Services, Education, and Research Programs.
- a. Services necessary for emergency response are of high priority.
 - b. Services critical to the well-being of students are of high priority.
 - c. Services critical to the integrity of research projects and educational services.

The Texas A&M University-Commerce Emergency Operation Team (EOT) will make every effort to accomplish these goals when dealing with a critical incident situation on campus.

ALL HAZARDS APPROACH

The Emergency Operation Plan is written using an all-hazards approach that considers potential threats and hazards identified in an annual hazard vulnerability analysis or risk assessment. The annual document will be reviewed and approved by a team comprising of senior officials from campus, including third party contractors and regional agencies. A copy of the final approved assessment will be available from the Department of Emergency Management and Safety.

Additionally, the Department of Emergency Management and Safety will conduct an annual safety and security audit of its Emergency Management Program. The findings of this audit will be available in the EMP Compliance Tracking document located in the department’s main file.

The EOP will be tested annually following the Multiyear Exercise Program. At least once every three years, an operations based exercise will be conducted. All exercises will have a completed After Action Review and will incorporate responding agencies and jurisdictions that assist in response activities for the campus.

REQUIRED NIMS TRAINING

The EOT will complete, at a minimum, the following required training, dependent of position and job duty. As necessary, additional training may be assigned by the Emergency Management Director.

Position	ICS-100	ICS-200	ICS-700	ICS-800
Executive Management Team	X			
Emergency Response Team	X		X	
EMD or Delegate	X	X	X	X
EMC or Delegate	X	X	X	X
Chief of Police or Delegate	X	X	X	X
Secondary Response Teams	X		X	

NIMS TRAINING COURSES

ICS 100

This course describes the history, features and principles, and organizational structure of ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). This course uses the same objectives and content as other ICS courses with higher education examples and exercises.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

ICS 200

Basic Incident Command System for Initial Response, reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>

ICS 700

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>

ICS 800

The goal of the IS-0800.d, National Response Framework, An Introduction, is to provide guidance for the whole community. Within this broad audience, the National Response Framework focuses especially on those who are involved in delivering and applying the response core capabilities, including:

- Private sector partners
- Non-governmental organizations (NGOs)
- Government officials
- Community leaders
- Emergency management practitioners
- First responders

<https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d>

ABBREVIATIONS

BEC Building Emergency Coordinator

DPS Department of Public Safety

ECC Emergency Control Center

EMC Emergency Management Coordinator

EMT Executive Management Team

EOC Emergency Operations Center

EOP Emergency Operation Plan

EOT Emergency Operation Team

ERT Emergency Response Team

FEMA Federal Emergency Management Agency

FCP Field Command Post

IC Incident Commander

ICP Incident Command Post

ICS Incident Command System

NIMS National Incident Management System

NOAA National Oceanic and Atmospheric Administration

NWS National Warning System

PIO Public Information Officer

TAMUC Texas A&M University-Commerce

TDEM Texas Division of Emergency Management

UPD University Police Department

RESPONSE

When it is considered necessary to activate the Emergency Operation Plan (EOP), the university will follow the operational aspect of the National Incident Management System (NIMS). NIMS is a modular emergency management system designed for all hazards and levels of emergency response (Appendix 1). This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of NIMS as a basis for its organization and response to emergency management at the university facilitates the university's ability to communicate and coordinate response actions with other jurisdictions and external emergency response providers.

NATIONAL INCIDENT MANAGEMENT SYSTEM

NIMS is organized around five major management activities.

- **Command**
Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources and agency policy. In all incidents there is an identified Incident Commander or a unified command team. These have responsibility for overall management of the incident and must be fully qualified to manage the incident.
- **Operations**
Develops the tactical organization and directs all resources to carry out the incident objectives.
- **Planning**
Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, and maintains status of assigned resources.
- **Logistics**
Provides resources and all other services needed to support the organization.
- **Finance/Administration**
Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

On small incidents, the five major activities may be managed by a single individual. Large incidents usually require each of these activities to be established as a separate section within the organization.

Not all sections need to be established within NIMS organization. The Incident Commander will make this decision based on the demands of the incident. Each of the primary Incident Command System sections may be further subdivided as reflected in the organization chart shown in *Appendix 1 (NIMS)*.

The University's Emergency Operation Plan consists of six major elements of incident response:

- Reporting Emergencies
- Declaration of Emergency or Disaster

- Command and Control
- Emergency Facilities
- Support Functions
- Recovery and Damage Assessment

ASSUMPTIONS OF EVENTS

This Emergency Operation Plan is assembled on a realistic approach to the problems likely to be encountered during a major emergency or disaster. 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 or 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 plan, should serve only as a guide and a checklist and may require modifications in order to meet the requirements of the emergency.
- An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
- Disasters may be community-wide. Therefore it is necessary for the university to prepare for and carry out disaster response and short-term recovery operations in conjunction with local resources.
- Community-wide disasters may affect the entire city of Commerce. City and county emergency services may not be available to assist, particularly for the first day or two. The more severe the disaster, the more A&M-Commerce 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.

PHASES OF MANAGEMENT

This plan is predicated on an all-hazard approach and acknowledges that most responsibilities and functions performed during an emergency are not hazard specific. Likewise, these guidelines account for activities before and after, as well as during emergency operations. Consequently, all phases of emergency management are addressed below.

- **Mitigation** – Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities, which lessen the undesirable effects of unavoidable hazards.
- **Preparedness** – Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.
- **Response** – Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery. Response activities include warning, fire, evacuation, rescue, and other similar operations.

- **Recovery** – Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the university and provide for the basic needs of employees, students, and visitors. Long-term recovery focuses on restoring the university to its normal pre-disaster, or an improved, state of affairs. The recovery period is also an opportune time to institute future mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be provision of temporary housing and food, identification, assessment, and reconstruction of damaged areas, restoration of non-vital university services, application for disaster assistance, and similar required actions.

READINESS LEVELS

Determination of the university readiness level begins at the discretion of the President, Emergency Management Director, Chief of Police, or the appropriate designee of each.

Level 4 – Normal Conditions

No significant emergency is present. Department of Emergency Management & Safety continue to conduct normal business and monitors the university campus for any natural and technological threats. Local responders resolve emergency incidents that might occur in their areas of responsibility.

Typical Events: Daily emergency responses, high profile visitor(s), weather and threat monitoring.

Actions: Normal Operations

Level 3 – Increased Readiness Conditions

A significant emergency has not yet occurred, but a higher than normal level of readiness is warranted because of increased vulnerability to a specific hazard. Advisory notifications are sent to the Emergency Operations Team and appropriate team members and department representatives are briefed on anticipated risk situations and potential impacts. Coordination activities may increase.

Typical Events: Winter weather system, severe weather development, escalating or immediate risk to impact area.

Actions: Pre-planning, Information gathering, and area coordination with local agencies and university departments

Level 2 – Escalated Response Conditions

The scope of the emergency has expanded beyond that which can be handled by university personnel alone. Normal university and local government operations may be impaired. Department of Emergency Management & Safety makes recommendations on a higher level of activation of the Emergency Operations Team. Depending upon the incident or event; emergency facilities increase staffing, expand hours of operation and intensify coordination. Requests for mutual aid resources for emergency assistance may be received and/or requested. Appropriate officials and agency representatives are briefed on the current situation and anticipated impacts.

Typical Events: Major tornado impact, widespread flash flooding, major fire conditions, major medical emergencies.

Actions: EOC activation, initiate command structure

Level 1 – Emergency Conditions

The scope of the incident has expanded beyond the response capability of university and local agencies. The EOC is staffed with representatives from the Emergency Operations Team, agencies and organizations remain operational for the duration of the incident. The EOC fulfills and/or requests for assistance from local governments and may seek intrastate mutual aid and/or federal aid as needed.

Typical Events: Large scale evacuation and sheltering for specific parts of the impact area due to a major incident response, community wide threats such as a large hazardous materials spill and wide scale flooding.

Actions: EOC activation, initiate command structure, initiate continuity plan

EMERGENCY CLASSIFICATIONS

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, which does not affect the overall functioning capacity of A&M-Commerce. Examples would include, but are not limited to:

- Small, localized fire or 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 includes the safety of individuals directly affected by the incident and the safety of individuals within the area.

An isolated critical incident may not require the intervention of the Emergency Operation Team (EOT) as a whole; however, selected members of the *EOT* may be involved as necessary. The Incident Commander will make the decision to activate the *Emergency Operation Center* or not.

Recovery activities are typically limited to short-term responses such as temporary relocations, repair of damages areas, or restoration of infrastructure services.

MAJOR CRITICAL INCIDENT

A Major Critical Incident is defined as a serious emergency, which completely disrupts one or more operations of A&M-Commerce. Examples 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 A&M-Commerce departments, will be required. Major policy and procedural considerations and decisions will usually be required. The *Emergency Operation Center* will be activated.

Recovery activities may be short-term responses such as temporary relocations, repair of damages areas, or restoration of infrastructure services. Alternatively, recovery activities could be long-term in nature and require expanded recovery efforts or include reconstitution plans for return to normal.

DISASTER

A disaster is defined as a university or city-wide, or more extensive, emergency which seriously impairs or halts the operations of A&M-Commerce. Examples include:

- Massive flooding
- Damaging tornado
- Long-Term Pandemic Flu response

Outside emergency services will likely be essential. However, they may not always be available. Major policy considerations and decisions will usually be required, and the *Emergency Operation Center* will be activated.

Recovery activities long-term in nature and require expanded recovery efforts and will most likely include reconstitution plans for return to normal.

REPORTING EMERGENCIES

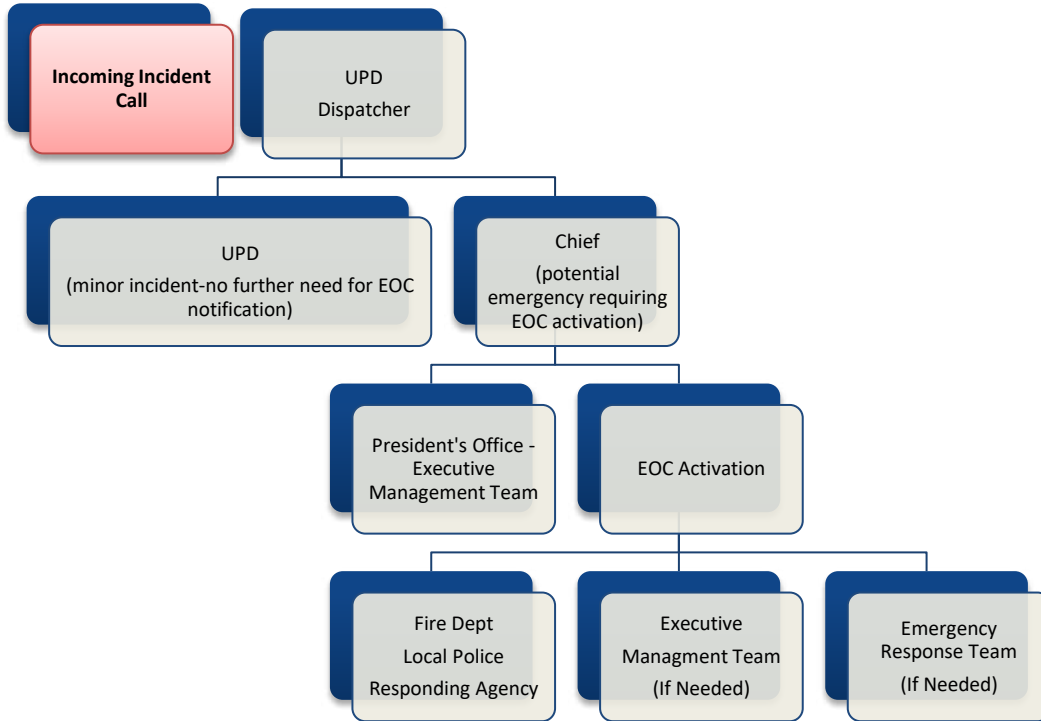
Any member of the A&M-Commerce community, whether faculty, staff, or student, upon learning of any emergency from any source should immediately communicate such information to the University Police Department (UPD) at extension 911 or 5111. Personnel should not assume that UPD has already learned about the emergency. As much information as possible should be communicated to UPD, but at a minimum this should include:

- Nature of emergency, including:
 - number and extent of personal injuries
 - property damage
 - possible assistance required
- Location of emergency
- How information was received
- Time the information was received

In the event of a critical incident, UPD is to be notified immediately. UPD may be contacted through one of the following:

- From a CAMPUS Phone.....Dial 911 or 5111
- From a CELL Phone.....Dial 903-886-5111

Upon receiving notification and assessing the situation, UPD shall implement the proper notification procedures. Depending on the magnitude of the incident, all or parts of the Emergency Operation Plan shall be activated. UPD personnel shall contact the UPD Chief or designee in the initial stages of the incident.



DECLARATION OF EMERGENCY

In the event of any emergency, the UPD supervisor/senior officer in charge shall follow UPD standard operating procedures. If the emergency warrants, the supervisor/senior officer shall communicate immediately with the Chief of Police or designee, and depending on the magnitude of the incident, the Chief or designee should communicate with the Emergency Management Director (EMD) or designee. After reviewing the emergency situation, a decision will be made by the Chief of Police or his/her designee in conjunction with the EMD or designee as to the classification of the incident and also which members of the Emergency Operation Team should be contacted.

Full plan activation begins at the discretion of the President, Vice President for Finance and Administration, Emergency Management Director, Chief of Police, or the appropriate designee of each, upon the receipt of information of an emergency event or credible threat. In the case of any type of campus or declared local, state or federal emergency, a collective decision will be made by the Chief of Police, President, Vice President for Finance and Administration and Emergency Management Director as to the course of action. The Incident Commander is established at this time.

- The Incident Commander is the individual responsible for the command and control of all aspects of the emergency response. The Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident and assign the proper resources. The role of Incident Commander may be delegated through the Chief of Police, Emergency Management Director, or Local Responding Agencies, depending on the emergency.
- A Declaration of Emergency can be authorized verbally or by documented instructions.

It is important to note a Declaration of Emergency constitutes the following:

- The response will follow the operating and organization guidelines of the National Incident Management System.
- All A&M-Commerce response teams activated will operate under the National Incident Management System guidelines.
- If the incident spans multiple days or is complex in nature, an Incident Action Plan will be developed. Implementation of the Incident Action Plan will be directed by the Incident Commander.
 - For declared emergencies that do not have an Incident Action Plan initiated, an executive summary will be created for situational response and documentation.
- An After Action Report/Debrief will be conducted.

DECLARATION OF DISASTER

The President of the university may declare a campus state of disaster. The effect of the declaration is to activate the recovery and reconstitution aspects of the plan and to authorize furnishing aid and assistance. When the scope of the emergency exceeds local capability to respond, outside assistance is required from neighboring jurisdictions and the state government. The following guidelines apply if outside assistance is needed:

- Texas A&M University-Commerce has the responsibility for emergency disaster operations within its jurisdiction. Other local government agencies responding to a request for assistance will normally be under the direction and control of the University.
- Whenever a large-scale emergency occurs within any of the emergency management cooperating jurisdictions and it is determined necessary that all resources in the county area are required, a joint university/cities/counties operation is initiated.
- The services of the Hunt County and City of Commerce Emergency Management Coordinator will normally be available to each political subdivision, whether the disaster is localized or countywide. He/she may serve as advisor to either: city mayor, county judge, Texas A&M-University-Commerce EOT, or other local government agency upon request and will function in an advisory or other role, on staff in the Emergency Operations Center (EOC) or Emergency Control Center (ECC), if requested.
- If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to A&M-Commerce 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. State assistance is requested only after local, city, and county resources have been exhausted. This request is made by the Texas A&M Universities Emergency Management Director.
- Requests for state assistance should be made to the Texas Division of Emergency Management (TDEM), beginning with the TDEM District Coordinator. A request for state assistance must be made by the Emergency Management Director of A&M-Commerce. TDEM 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.

The university assumes no liability for injury or death of volunteers in the performance of their duties as volunteers except that, which is imposed by State Law. University employees assigned to duty as part of the guidelines for emergency operations shall retain all the rights, privileges, and immunities of university employees.

COMMAND AND CONTROL

Note: When one member conducts operations on another member's campus or facility, the member will defer to and follow the direction of the host member's EMP.

EXECUTIVE MANAGEMENT TEAM (EMT)

The Executive Management Team (EMT) will evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The EMT is also responsible for the review and approval of the EOP.

The EMT's role is that of policy and major decisions. Typically, this would be centered on planning and preparation prior to and the recovery from the incident, the long-term effects of the incident, and the need to restore the university to normal operations. The EMT would be directly involved in incident stabilization **primarily** if major expenditures or policy decisions were needed to complete the stabilization. Accordingly, the responsibilities of this body include:

- Final plan approval and final major policy decisions.
- Allocation and direct distribution of resources required to reduce identified vulnerabilities.
- Allocation and direct distribution of resources required to accomplish the purposes of this EOP.
- Assist in the request of needed resources from outside resources that are unavailable internally.
- Delegate necessary authorities for incident stabilization and protection of life and property.
- Identify critical business functions that must quickly be restored and maintained.
- Determine long-term (greater than 30 days) effects the incident may have on the university.
- Monitor the recovery process to ensure the recovery is proceeding according to plan and to provide guidance/assistance as needed.
- Ensure the Incident Commander is functioning in a responsible manner. This process should be undertaken through joint briefings between the EMT and the Incident Commander.

In the event that an incident is deemed severe enough to require additional staff, the Incident Commander will notify the appropriate EOP staff.

- **The EMT will report to the Emergency Control Center (ECC) during incidents. The ECC will be covered in later sections.**

EMERGENCY RESPONSE TEAM (ERT)

The Emergency Response Team (ERT) is activated, based on the type and nature of the incident, primarily to manage and assist in the operational aspects of the university's response to an emergency event.

- **It should be noted that for any given incident, it might not be necessary for all members of the ERT to be part of the incident stabilization and recovery effort. The Incident Commander will be responsible for notifying members of the ERT when their services are needed.**

- The ERT is comprised of management personnel representing functional areas of the university that have critical Emergency Operation Plan execution responsibilities.
- The ERT works under the authority of the Executive Management Team (EMT). Assignments and responsibilities will be in conjunction with the EMT listed responsibilities.

ASSUMPTION OF RESPONSIBILITIES

Assumption of Presidential Responsibilities

In the temporary absence of the President, there may be certain decisions which cannot await the President's return. Temporary absence means that the President is away from campus and cannot immediately be reached by telephone or other means or it may not be practical to contact the President.

It shall be the responsibility of the person on campus next in line to assume this authority in the order as listed in Texas A&M University Procedure 02.05.99.R0.01 Assumption of Presidential Responsibility.

Assumption of Emergency Response Team Responsibility

This Emergency Operation Plan consists of team members divided into the Executive Management Team and Emergency Response Team. In the absence of a listed Emergency Response Team member a backup team member may be called upon to assume the departmental decision making roles for that emergency response team member.

The Executive Management Team Members and all Emergency Response Team Members will be notified when the Emergency Operation Plan is activated or when the Emergency Operation Center is opened.

EMERGENCY MANAGEMENT DIRECTOR (EMD)

The EMD will provide plan oversight, emergency operation center support, organizational support for response activities, and assistance as needed for the University Police Chief, exercise development oversight, and support of the universities continuity plan maintenance. The EMD acts as a liaison between the Incident Command and EMT.

**The EMD for A&M-Commerce is the Director of Emergency Management and Safety.*

EMERGENCY MANAGEMENT COORDINATOR (EMC)

The Emergency Management Coordinator (EMC) is a member of the Emergency Response Team and is responsible for the pre-planning coordination of the Emergency Operation Plan and its annexes.

- The EMC consults with Emergency Operation Team members throughout the year to ensure resources are made available for plan knowledge, support, and execution.
- The EMC ensures that the A&M-Commerce Emergency Operation Plan is compatible with the City of Commerce Emergency Operating Plan.
- The EMC serves as the Emergency Operation Center Controller.
- The EMC is responsible for plan maintenance and training of NIMS.
- The EMC is the university contact with local and regional emergency planning organizations.

- The EMC **assists** in the coordination and execution of yearly EOP drills and lessons.
- The EMC coordinates the Building Emergency Coordinators plan and review.
- The EMC is responsible for the distribution of the EOP to all team members and local agencies.

**The EMC for A&M-Commerce is the Emergency Management Operations Specialist.*

INCIDENT COMMANDER (IC)

The Incident Commander (IC) is the **ONLY** position that is always filled. It may be filled by the first primary responder on scene, and then replaced by a superior respondent trained in ICS. In the initial response to incidents, the IC operates from the Incident Command Post (ICP). If incidents expand, the IC will activate the Emergency Operation Center (EOC) and notify the necessary staff. The IC also has the following responsibilities:

- Has the overall responsibility of command and control over response management of the incident, either from the EOC or ICP.
- Ensures incident responder safety.
- Protects health and safety of the general public and the environment.
- Provides information to internal and external stakeholders.
- Maintains liaison with other agencies.

** The IC will be delegated through the Executive Management Team. Depending on the incident, the IC functions could be delegated through the Executive Management Team and responding agencies with a unified command. **For most incidents either the Police Chief or Emergency Management Director (or designee of either) will fill the role of Incident Commander.***

EMERGENCY OPERATION CENTER CONTROLLER

The EOC Controller is responsible for the equipment operations of the EOC when it is activated. The EOC controller maintains the university's emergency facilities throughout the year. The EOC Controller will be assigned to most EOC activations; however, the IC could decide that the incident level requires the EOC Controller to be assigned to other areas of incident stabilization.

**The EOC Controller for A&M-Commerce is the Emergency Management Coordinator.*

LIAISON OFFICER

The Liaison Officer assists in the coordination of information between the EOC and Public Information Officer (PIO). Information made available to the media will only be directed through the Liaison Officer and PIO. The Liaison Officer also assists the IC in the coordination of information between IC and Mutual Aid agencies.

**The Liaison Officer for A&M-Commerce is the Crime Information Officer of the UPD.*

SAFETY OFFICER

The Safety Officer ensures the safety of Operations Staff, responding agencies, and the university population during incidents in conjunction with the IC.

**The Safety Officer for A&M-Commerce is the on-site representative of the Dept. of Emergency Management and Safety or University Police Department.*

PUBLIC INFORMATION OFFICER (PIO)

A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements. The PIO follows the written crisis communication plan when an incident requires communications to the public, media, other agencies, or web-based communication.

**The PIO for A&M-Commerce is the Chief Marketing and Communications Officer.*

EMERGENCY OPERATION FACILITIES

The Incident Commander (IC) will decide the classification of the incident, and based upon the IC's assessment, all or part of the university's emergency operation facilities will be activated. Emergency Operation Facilities include:

- Emergency Operation Center
- Emergency Control Centers
- Incident Command Post
- Field Command Post

EMERGENCY OPERATION CENTER (EOC)

In a major event, the University Incident Commander will summon the necessary responding agencies (UPD, Commerce Fire, Police, or Emergency Response Team Members). The responding agencies or staff will report to the University Emergency Operations Center (EOC) or other specific location as directed. Executive Management Team members might also be contacted and may also be present.

Depending upon the type of incident, the Incident Commander, at his/her discretion, may designate an alternate location as the primary EOC. If all of these EOCs are inaccessible, the backup EOC off campus will be located at the City of Commerce Police Department EOC.

EOC Functions

- Serves as a primary area for the Incident Commander to operate response activities.
- Serves as a primary area for the responding agencies to coordinate supporting activities for the incident.
- Serves as a primary area for other agencies to provide assistance with incidents on campus.
- Provides a communication base.
- Obtains local, state, and federal assistance.

- Serves as the centralized, well-supported location in which the Emergency Operating Team, lead agencies, or appropriate local agencies may gather and assume their role.
- Serves as the location for the planning, coordinating, and delegating of response activities and assignments.
- Provide Unit Log sheets for recordkeeping for each assigned staff.

The EOC will also follow an incident command system (ICS) structure. This is to ensure consistency with operations at the incident site.

EOC Activation Priorities

- As appropriate, broadcast the appropriate information through the Pride Alert system to the university community.
- Establish communications with the Incident Command Post or Field Command Post and provide resources as requested.
- Establish radio and/or telephone communications with mutual aid entities as needed.
- Establish internal telephone communications.
- Establish computer network links.
- Set up maps, charts, and aerial photos as required.

EMERGENCY CONTROL CENTERS (ECC)

Emergency Control Centers (ECC) are areas where the Executive Management Team (EMT) will gather and provide the necessary actions for policy, expenditures, and support functions for the incident. The location of the ECCs will be determined by the incident commander.

INCIDENT COMMAND POST (ICP)

If necessary, the Incident Commander may operate from an Incident Command Post. ICPs can be established as the only source of command for an incident if the Incident Commander decides that the incident level does not warrant full EOC activation.

- The Incident Command Post (ICP) conducts all operations using the Incident/Unified Command System (ICS).
- Upon establishment of the ICP, if the EOC is also activated, the Incident Commander **establishes** the reporting functions of the ICP and EOC.
- The ICP will be located at a safe distance from the incident where the incident commander, responders and technical representatives can make response decisions, deploy workers and equipment, and maintain liaison with the media and handle communications.

FIELD COMMAND POST (FCP)

The Field Command Post is established as remote areas of operations. FCPs are structured similar to Incident Command Post. If an incident involves operations that are spread out, FCPs would support operations by establishing operations command at specified areas. The Incident Command Post would be supported by Field Command Posts.

- The FCP will be located at a safe distance from the incident where the incident commander, responders and technical representatives can make response decisions, deploy workers and equipment, and maintain liaison with ICP or EOC.

BUILDING EMERGENCY COORDINATORS (BEC)

BECs are responsible for plan implementation at their responsible area. BECs will be appointed by the appropriate VP, dean, or director (*Appendix 2 – BEC List*). BECs will operate under the supervision of the appropriate EOT member's guidance. BECs will be expected to keep an updated list of staff and resources in order to facilitate the appropriate response activity for incidents. Responsibilities of the BEC include:

- Maintains the emergency first aid kit, flashlight, and/or the radio for the building.
- Completes necessary training for emergency techniques.
- Serves as the communication link with the IC during incidents.
- Assists in evacuations of the area when incident requires such.

CONTINUITY AND RECOVERY

Continuity and Recovery Group

The continuity recovery process for A&M Commerce will be managed by the Continuity and Recovery Group. Depending on the nature and severity of recovery processes, the Continuity and Recovery Group may request additional staffing.

The Continuity and Recovery Group will consist of the following:

- Vice President for Finance and Administration
- Vice President for Student Success, Dean of Students
- Director of Emergency Management and Safety
- University Police Chief
- CIO
- Director of Facilities

The Continuity and Recovery Group will assist community agencies (i.e., Commerce Fire Department and/or Commerce Police) in conducting post emergency/disaster surveys to ascertain the damage. The team will report the findings to the President of the university.

The university has an Institutional Business Continuity Plan (Annex A: Business Continuity Plan) that provides the framework for long term recovery and reconstitution efforts. Support of this plan is

managed by the Department of Emergency Management and Safety. In the absence of departmental continuity plans, the management of recovery efforts will follow the guiding principles of this plan and the NIMS operating structure.

Note: The Texas A&M University-Commerce Emergency Operation Plan is the primary response, recovery, and deactivation guideline for efforts relating to command and control of short term and long term recovery efforts.

EXERCISE AND EVALUATION PROGRAM

Actual emergency experience and past planned exercises have taught us that well-rehearsed and planned emergency exercises are the most effective way to prepare for and control emergency situations. Our objective is to develop a rigorous and effective exercise program that continuously improves our campus preparedness and capabilities through preplanning activities, exercise execution, and after action review.

Exercise Program Team

The execution and efforts of the exercise program will be completed through a team consisting of the following:

- TAMUC Emergency Management and Safety
- TAMUC UPD
- Hunt County Homeland Security
- City of Commerce Emergency Management
- Commerce Independent School District

Each member of the Exercise Program Team will have the authorization of their department, division, or agency to make necessary exercise program decisions and commitments as necessary. As part of the whole community integration effort, exercises will be developed and executed with each agencies requirements and needs in consideration.

Exercise Planning Team

The exercise planning team is the core group responsible for the design, development, conduct, and evaluation of an exercise. Because of their high level of involvement, planning team members are ideal selections for exercise controller and evaluator positions.

Exercise Planning Team Members

- TAMUC Emergency Management and Safety
- TAMUC UPD
- Hunt County Homeland Security
- City of Commerce Emergency Management
- Representatives of the affected agencies, jurisdictions, and department(s) supervisor or acting lead

Exercise and Evaluation Program

This Exercise and Evaluation Program is promulgated under the authority of The Texas A&M University System policy and of Texas A&M University-Commerce (A&M-Commerce) Procedures. This Exercise and

Evaluation Program will incorporate the fundamentals and phases of the Homeland Security Exercise and Evaluation Program (HSEEP).

The detailed program is included as an Annex to the EOP, Annex C Exercise and Evaluation Program.

EMERGENCY OPERATION TEAM RESPONSIBILITIES

University President

- Retains, at all times, executive authority to make decisions concerning overall management.
- Grants the Incident Commander the authority to make executive decisions concerning the overall management of the emergency.
- Announces levels of campus evacuations. All decisions concerning the discontinuation of university functions, cancellation of classes, or cessation of operations, rests with the President or his/her designee.
- President or his/her designee shall be responsible for declaring any major institutional disaster.
- Works with the Damage Assessment Team in assessing damages from the emergency and preparing the university's specific responses.
- Activating the business continuity plan (Annex A: Business Continuity Plan).
- Informs all employees under his/her direction of the emergency situations as appropriate.
- Consulting with and advising appropriate officials (system, local, state, federal) during declared emergencies, disaster declaration, and when implementation of the business continuity plan.
- Understands the EOP and is prepared to accept incident responsibilities as needed, as directed by the Incident Commander or Emergency Management Director, or designee.

Provost & Vice President for Academic Affairs

- Informs all employees under his/her direction of the emergency situations as appropriate.
- Coordinates implementation of emergency procedures.
- Ensures emergency guidelines are established for appropriate departments.
- Ensures that all faculty members are aware of Emergency Operation Plan drills and participates in drills and exercises.
- Understands the EOP and is prepared to accept incident responsibilities as needed, as directed by the Incident Commander or Emergency Management Director, or designee.

- Activating the business continuity plan (Annex A: Business Continuity Plan) in coordination with the President and Vice-President for Finance and Administration.
- Ensures emergency guidelines are established for appropriate departments.
- Understands the EOP and is prepared to accept incident responsibilities as needed, as directed by the Incident Commander or Emergency Management Director, or designee.
- Identifying and prioritizing of recovery needs for activities and operations of the Division of Student Affairs.
- Identifying and assessing impact on faculty.
- Reassignment of classes as necessary depending on magnitude of impacts of the emergency.

Vice-President for Finance & Administration

- Informs all employees under his/her direction of emergency situations as appropriate.
- Coordinates implementation of emergency procedures.
- Activating the business continuity plan (Annex A: Business Continuity Plan) in coordination with the President and Provost & Vice President for Academic Affairs.
- Ensures emergency guidelines are established for appropriate departments.
- Determining necessary resources for keeping the campus safe and minimizing health risks.
- Coordinates financial resources for response and recovery operations, including:
 - Ensuring expenditures are made in accordance with rules
 - Payroll, vendors, etc.
 - Coordination with bank and creditors as appropriate
 - Payment of invoices
- Coordinates physical resources for response and recovery operations, including:
 - Reestablishing utilities for the University
 - Restoring campus safety and security
 - Identifying available alternate building space to meet requirements of essential displaced essential functions
- Managing the restoration of IT infrastructure on campus, including:
 - Telecommunications
 - Networking
 - Infrastructure services that are managed by Computing and Information Services
 - Instructional Technology Services
 - Instructional Media Services
 - Enterprise Information Systems
 - Educational Broadcast Services

- Assist in the assessment and prioritization of IT resources that are required to recovering essential departmental functions and applications.
- Serves as a member of the Damage Assessment Team.
- Understands the EOP and is prepared to accept incident responsibilities as needed, as directed by the Incident Commander or Emergency Management Director, or designee.

Vice President for Student Affairs, Dean of Students

- Informs all employees under his/her direction of emergency situations as appropriate.
- Coordinates implementation of emergency procedures.
- Ensures emergency guidelines are established for appropriate departments.
- Assigns proper assistance with staffing in all incidents involving students.
- Coordinates activities with Student Government Association.
- Assists with emergency response within all divisional departments.
- Serves as a member of the Damage Assessment Team.
- Understands the EOP and is prepared to accept incident responsibilities as needed, as directed by the Incident Commander or Emergency Management Director, or designee.
- Identify impacts to on-campus and off-campus housing and evaluate alternatives for interim housing.
- Providing support services and health services (medical and counseling) to affected students.

Vice President for Research and Economic Development

- Informs all employees under his/her direction of the emergency situations as appropriate.
- Coordinates implementation of emergency procedures.
- Ensures emergency guidelines are established for appropriate departments.
- Ensures that all research staff are aware of Emergency Operation Plan drills and participates in drills and exercises.
- Establishing prioritized needs for recovery of research departments and labs
- Identifying and prioritizing campus needs relative to recovery or preservation of research
- Reporting to state and federal agencies for grants, research compliance and/or Biosafety

- Identifying and prioritizing needs for care and maintenance of research animals
- Ensures all employees under his/her direction attend safety training courses.
- Understands the EOP and is prepared to accept incident responsibilities as needed, as directed by the Incident Commander or Emergency Management Director, or designee.

Vice President for Philanthropy & Engagement

- Informs all employees under his/her direction of the emergency situations as appropriate.
- Coordinates implementation of emergency procedures.
- Ensures emergency guidelines are established for appropriate departments.
- Identifying and prioritizing of recovery needs for activities and operations of the Division.
- Understands the EOP and is prepared to accept incident responsibilities as needed, as directed by the Incident Commander or Emergency Management Director, or designee.

Vice President for Enrollment Management

- Informs all employees under his/her direction of the emergency situations as appropriate.
- Coordinates implementation of emergency procedures.
- Ensures emergency guidelines are established for appropriate departments.
- Identifying and prioritizing of recovery needs for activities and operations of the Division.
- Understands the EOP and is prepared to accept incident responsibilities as needed, as directed by the Incident Commander or Emergency Management Director, or designee.

Chief Marketing and Communications Officer

- Coordinating and disseminating accurate and timely information to diverse internal and external audiences --students, faculty, staff, parents, visitors, Former Students and the media.
- Identifying and prioritizing of recovery needs for activities and operations of the department.
- Assisting in the evaluation of the severity of the emergency and develop strategies regarding how information is to be released and who should speak for Texas A&M University-Commerce.
- Assist with establishing and operation of a Joint Information Center (JIC) to help control and manage the flow of accurate and timely information
- Ensuring sustained capability to effectively utilize various avenues of communication (website, social media, email)

- Engaging partner organization's Public Information Officers/Media Relations personnel to assist in ongoing communications efforts
- Coordinating and facilitating media briefings.
- Ensures all available resources are available for emergency notifications and media engagements.

Director of Athletics

- Informs all employees under his/her direction of the emergency situations as appropriate.
- Assigns proper assistance with staffing in all incidents involving student athletes.
- Assigns proper assistance with staffing in all incidents involving athletic facilities.
- Coordinates implementation of emergency procedures.
- Ensures emergency guidelines are established for appropriate departments.
- Identifying and prioritizing of recovery needs for activities and operations of the Division.
- Identify impacts to student athletes and evaluate alternatives for student athlete support.
- Understands the EOP and is prepared to accept incident responsibilities as needed, as directed by the Incident Commander or Emergency Management Director, or designee.

Director of Emergency Management & Safety

- Serves as the Emergency Management Director
- May serve as Incident Commander
- Acts as a liaison between the Incident Command and EMT, if not designated as Incident Commander.
- Works with the University Chief of Police to identify proper delegation of the Safety Officer.
- Informs all employees under his/her direction of the emergency situations as appropriate.
- Coordinates implementation of emergency procedures for department.
- Ensures emergency guidelines are established for department.
- Ensures all employees under his/her direction attend safety training courses as required.
- Serves as a member of the Continuity Planning Team, Continuity and Recovery Group and Damage Assessment Team.

University Police Chief

- May serve as Incident Commander
- Acts as a liaison between the Incident Command and EMT, if not designated as Incident Commander.
- Works with the University Director of Emergency Management and Safety to identify proper delegation of the Safety Officer.
- Informs all employees under his/her direction of the emergency situations as appropriate.
- Coordinates implementation of emergency procedures for department.
- Ensures emergency guidelines are established for department.
- Ensures all employees under his/her direction attend safety training courses as required.

Emergency Management Operations Specialist

- Serves and the Emergency Management Coordinator
- Serves as Emergency Operation Center Controller
- Prepares all initial Incident Action Plans for emergencies that activate the EOC or EOP.
- Provides operational support as needed.
- Ensures EOC staffing is maintained

Director of Residential Living & Learning

- Informs all employees under his/her direction of the emergency situations as appropriate.
- Coordinates implementation of emergency procedures for department.
- Ensures emergency guidelines are established for department.
- Ensures all employees under his/her direction attend safety training courses as required.
- Provides operational support to command staff regarding questions or response activities needed of student housing.

Director of Facilities

- Informs all employees under his/her direction of the emergency situations as appropriate.
- Coordinates implementation of emergency procedures for department.
- Ensures emergency guidelines are established for department.

- Ensures all employees under his/her direction attend safety training courses as required.
- Provides operational support to command staff for matters related to facilities, including structural repair, building and site assessment, contractor needs, and equipment resource needs.

Associate Provost for Academic Foundations

- Informs all employees under his/her direction of the emergency situations as appropriate.
- Coordinates implementation of emergency procedures for department.
- Ensures emergency guidelines are established for department.
- Ensures all employees under his/her direction attend safety training courses as required.
- Provides operational support related to information request or needs of faculty.
- Provides recommendation for correct faculty inclusion regarding emergency response and communication.

Chief Information Officer

- Informs all employees under his/her direction of the emergency situations as appropriate.
- Coordinates implementation of emergency procedures for department.
- Ensures emergency guidelines are established for department.
- Ensures all employees under his/her direction attend safety training courses as required.
- Provides technical support to the EOC
- Provides recommendation and direction for all matters related to technology needs of plan activation and recovery.

Director of SSC

- Informs all employees under his/her direction of the emergency situations as appropriate.
- Coordinates implementation of emergency procedures for department.
- Ensures emergency guidelines are established for department.
- Ensures all employees under his/her direction attend safety training courses as required.
- Provides operational support to command staff for matters related to facilities, including structural repair, building and site assessment, contractor needs, and equipment resource needs.

GLOSSARY OF TERMS

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 a Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

Chain of Command

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

Command Staff

In an incident management organization, the Command Staff consists of the Incident Commander 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.

Credible Threat

A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

Crisis Management

Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

Critical Operations Unit Plan

A Critical Operations Unit Plan identifies emergency preparation, coordination, and response activities for specific functional units.

Disaster

A disaster is defined as a university, citywide or more extensive emergency which seriously impairs or halts the operations of A&M-Commerce.

Emergency

A situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate actions.

Emergency Management Coordinator (EMC)

The EMC is a member of the Emergency Operations Team and is responsible for the preplanning coordination of the Emergency Management Plan and its annexes. The EMC consults directly with the University Incident Commander during an actual emergency.

Emergency Operations Center (EOC)

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 by some combination thereof.

EOC Controller

The EOC controller is responsible for the equipment operations of the EOC when it is activated. The EOC controller is the university Safety Manager.

Emergency Operations Plan (EOP)

The “steady-state” plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

Emergency Response Team (ERT)

The Emergency Response Team (ERT) is activated, based on the type and nature of the incident, to manage the operational aspects of the university’s response to an emergency event. The university Incident Commander heads the Emergency Operations Team.

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. Also known as “emergency responder.”

Emergency Support Function (ESF)

A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to state, local, and tribal governments or to federal departments and agencies conducting missions of primary federal responsibility.

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.

Executive Management Team (EMT)

The Executive Management Team (EMT) will evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The EMT is also responsible for the review and approval of the Emergency Operation Plan. The EMT's role is that of policy and major decisions.

Field Command Post (FCP)

The Field Command Post is established as a remote area of operations. FCPs are structured similar to Incident Command Post. If an incident involves operations that are spread out, FCPs would support operations by establishing operations command at specified areas.

First Responder

Local and non-governmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment. First responders may include personnel from federal, state, local, tribal, or non-governmental organizations.

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, wildland 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.

Incident Command System (ICS)

A standardized on-scene emergency management construction, 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 with a common organizational structure, designed to aid in the management of resources during incidents. ICS 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, or organized 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 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 Incident Commander and appropriate Command and General Staff personnel assigned to an incident. At A&M-Commerce, this team is comprised of the Executive Management Team and the Emergency Response Team.

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, which does not affect the overall functioning capacity of A&M-Commerce.

Jurisdiction

A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. 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 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, regional or interstate government entity, or agency or instrumentality of a local government.

Major Critical Incident

A Major Critical Incident is defined as a serious emergency, which completely disrupts one or more operations of A&M-Commerce.

Major Disaster

As defined by the Stafford Act, 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, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mitigation

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.

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.

Mobilization Center

An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization.

Multiagency Command Center (MACC)

An interagency coordination center that serves as the focal point for interagency security planning and coordination.

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, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

National Incident Management System (NIMS)

A system that provides a consistent, nationwide approach for federal, state, local, and tribal governments. NIMS is a modular emergency management system designed for all hazards and levels of emergency response.

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.

Prevention

Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property.

Public Information Officer (PIO)

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

Public Works

Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

Recovery

The development, coordination, and execution of service and site-restoration plans for impacted communities and the reconstitution of operations and services through individual, private-sector, non-governmental, and public assistance.

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.

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.

Span of Control

Pertains to the number of individuals or resources that one supervisor can manage effectively during emergency response incidents or special events.

Terrorism

Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat

An indication of possible violence, harm, or danger.

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 Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit

A unit is a department, shop, or other defined entity of the university.

Unit Control Centers

Unit Control Centers support operational groups of the EOP. They provide a focal point within an organization to monitor unit resources and response capability and coordinate their activities during disasters.

Weapon of Mass Destruction (WMD)

As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Appendix – Emergency Operation Plan

APPENDIX 1 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of the NIMS at the university facilitates the university's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies. As a management system, NIMS helps to mitigate the incident risks by providing accurate information, strict accountability, planning and cost-effective operations and logistical support for any incident. NIMS can be used on any kind or size of an incident. It can also be used for planned non-emergency events. Some of the kinds of incidents and events that have been managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue missions.
- Significant transportation accidents.
- Major planned events, e.g., celebrations, parades, concerts.

KEY PRINCIPLES OF NIMS

- Modular response model based on activating only those organizational elements required to meet current objectives.
- Common terminology applied to organization elements, position titles, facility designations and resources.
- Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
- Comprehensive resource management for coordinating and inventorying resources for field responses.
- Integrated communication so that information systems operate smoothly among all response agencies involved.
- Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.
- Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels.

ORGANIZATION

NIMS is organized around five major management activities.

Command

Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources and agency policy. In all incidents, there is an identified Incident Commander or a unified command team. These have responsibility for overall management of the incident and must be fully qualified to manage the incident.

Operations

Develops the tactical organization and directs all resources to carry out the Incident Action Plan.

Planning

Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, and maintains status of assigned resources.

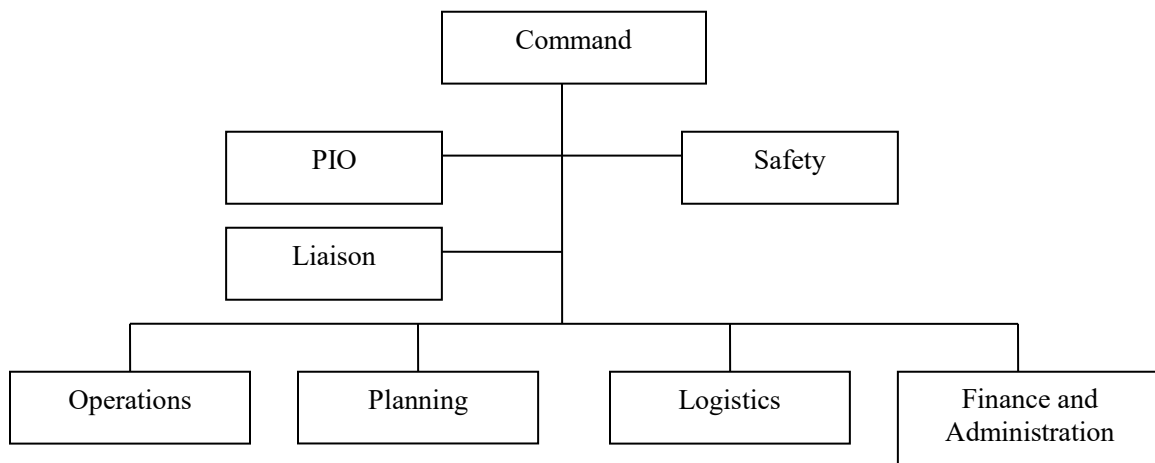
Logistics

Provides resources and all other services needed to support the organization.

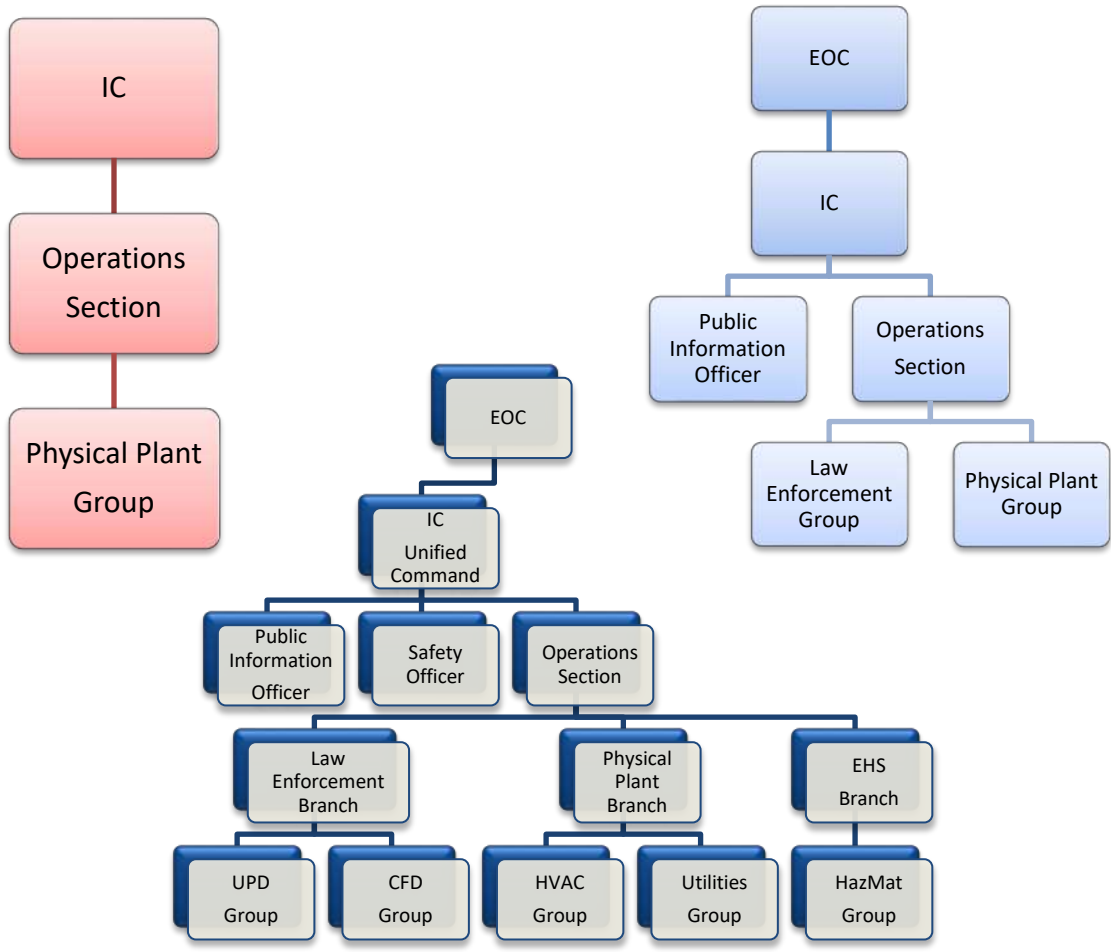
Finance/Administration

Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

- On small incidents, the five major activities may be managed by a single individual. Large incidents usually require each of these activities to be established as a separate section within the organization.
- Not all sections need to be established within NIMS organization.
- The Incident Commander will make this decision based on the demands of the incident. Each of the primary Incident Command System sections may be further subdivided as reflected in the organization chart.



The following organizational charts represent 3 **examples** of incident command organization for the operations section. Depending on the scale of the incident, operations can be simple to complex.



APPENDIX 2 BUILDING EMERGENCY COORDINATORS

Building Emergency Coordinators (BEC) act as a liaison between their respective building occupants and Facilities Management, Department of Emergency Management & Safety and/or the University Police Department (UPD). The BEC may report safety issues to Department of Emergency Management & Safety and security issues to the UPD. The BEC will act as a point of contact during emergency situations to the Incident Commander and/or the Emergency Operation Center (EOC).

Operation of the Building Emergency Coordinator system is based upon the following guidelines:

1. BECs must be full-time employees of the University. They must be readily available during working hours and must have the ability to be contacted during off-working hours should an emergency arise. Students, graduate assistants, and part-time employees are not acceptable BECs as they are not generally available throughout the workday and do not bring continuity to the BEC program.
2. BECs act as the liaison between building occupants and University Police Department (UPD), Department of Emergency Management & Safety, and Facilities Management.
3. The BECs job is mainly a position of communication. Working arrangements are made between the Building Emergency Coordinator, their dean, director or department head and UPD, Department of Emergency Management & Safety, and Facilities.
4. BEC appointments are made by the occupying department head in cooperation with the Emergency Management & Safety Director and the Vice President for Business & Administration. If the occupying department is unable to select a BEC, the Vice President for Business & Administration will appoint a BEC. Please notify the Emergency Management & Safety Director when any changes in Building Emergency Coordinator assignments are made.

Authority of a Building Emergency Coordinator

- BECs are authorized to evacuate their area of responsibility or building if, in their judgment, a situation exists justifying such action.
- BECs are authorized to act as the liaison between the UPD and Department of Emergency Management & Safety during certain emergency situations.

BUILDING EMERGENCY COORDINATORS LOCATION

BUILDING NAME	NUMBER
8750 Northpark Central	NA
AG / ET / Pavement engineering	B7
Agronomy (lab, barn, greenhouse)	NA
Alumni center	B1
Art	B2
BA 1 st	B23
BA 2 nd – 3 rd	B23
Binnion 1 st & 2 nd	B5
Binnion 3 RD	B5
C.H.E.C.	NA
Children's Learning Center	B8
Education North	B16
Education South	B37
Employee Services	B12
F halls	B36
Farm / Equine	NA
Ferguson Social Sciences 1 st	B13
Ferguson Social Sciences 2 nd / 3 rd	B13
Field House – Whitley gym	B39, 43
Frisco	NA
Halladay Student Services 1 st 2 nd 3 rd	B17
Henderson 2 nd	B19
Henderson 3 rd	B19
Heritage House	B18
Journalism	B21
KETR	B5

BUILDING NAME	NUMBER
Memorial Stadium / Locker room	B24, 15
Mesquite Metroplex Center	NA
Morris Recreation Center	B20
Music	B25
Navarro	NA
New Pride	B27
Nursing & Health Services 1 st	B28
Nursing & Health Services 2 nd	B28
Nursing & Health Services 3 rd	B28
Outdoor Adventure Park	NA
Performing Arts Center	B29
Phase II	B30
Phase III	B31
Plant Maintenance	NA
Prairie Crossing	B32
Pride Rock	B33
Rayburn Student Center	B34
Science 1 st / Planetarium	B22
Science 2 nd	B22
Science 3 rd	B22
Talbot Hall of Languages	B10
Velma K. Waters Library	B40
Wathena Temple Building	B41
Welcome Center	B38
West Halls	
Whitley Hall	B42

APPENDIX 3 TAMUC INCIDENT ACTION PLAN

The following is the recognized Incident Action Plan documents used for emergency response at TAMUC.

Texas A&M University-Commerce

Situational Update

INCIDENT NAME

Date: 00/00/0000



**Emergency
Management and Safety**

A&M-COMMERCE

EXECUTIVE SUMMARY

Staff Member Completing Report	Date	Time	ICS Position	Incident Name
			Planning Chief	

Incident Classification Isolated Major Disaster

Situational Update

Current Objectives

Red Font = Unmet Objectives At Time IAP Was Sent Out

Response Concerns

Anticipated Future Objectives

At IC discretion, future objectives will be moved to current objectives as necessary

Needed Resources

Response Activities To Date

Red font = work that continues daily

ORGANIZATIONAL OBJECTIVES

Staff Member Completing Report	Date	Time	ICS Position	Incident Name
			Planning Chief	

Incident Classification Isolated Major Disaster



Command Staff Mission

Executive Team Needs

COMMUNICATIONS AND ASSIGNMENTS

Staff Member Completing Report	Date	Time	ICS Position	Incident Name
			Planning Chief	

Incident Classification Isolated Major Disaster



Upcoming Scheduled Meetings and Conference Calls

Date	Time	Location	Topic	Contact

Notifications

Sent To	Date Sent	Note
Executive Staff		
A&M System Offices		
UPD Chief		
TAMUC Emergency Management Director		
Primary Response Group		
Commerce EM		
Texas Division of Emergency Management		
Hunt County Homeland Security		
Commerce ISD		

	National Weather Service		
	Department of State Health Services		

Notification Email Groups

1st Email – (Executive, UPD, Insurance) Tina, Judy, Bryan, Eddie

2nd Email – (System) Macie, Keith

3rd Email – (Local Agencies and TDEM) Chris B, Richard H, Sarah H, Sarah S, David Jones

4th Email – Primary Response Group

HEALTH AND SAFETY

Staff Member Completing Report	Date	Time	ICS Position	Incident Name
			Safety Officer	

Incident Classification Isolated Major Disaster



Health and Safety Concerns

Description of Injury – Illness – Casualties – Damages

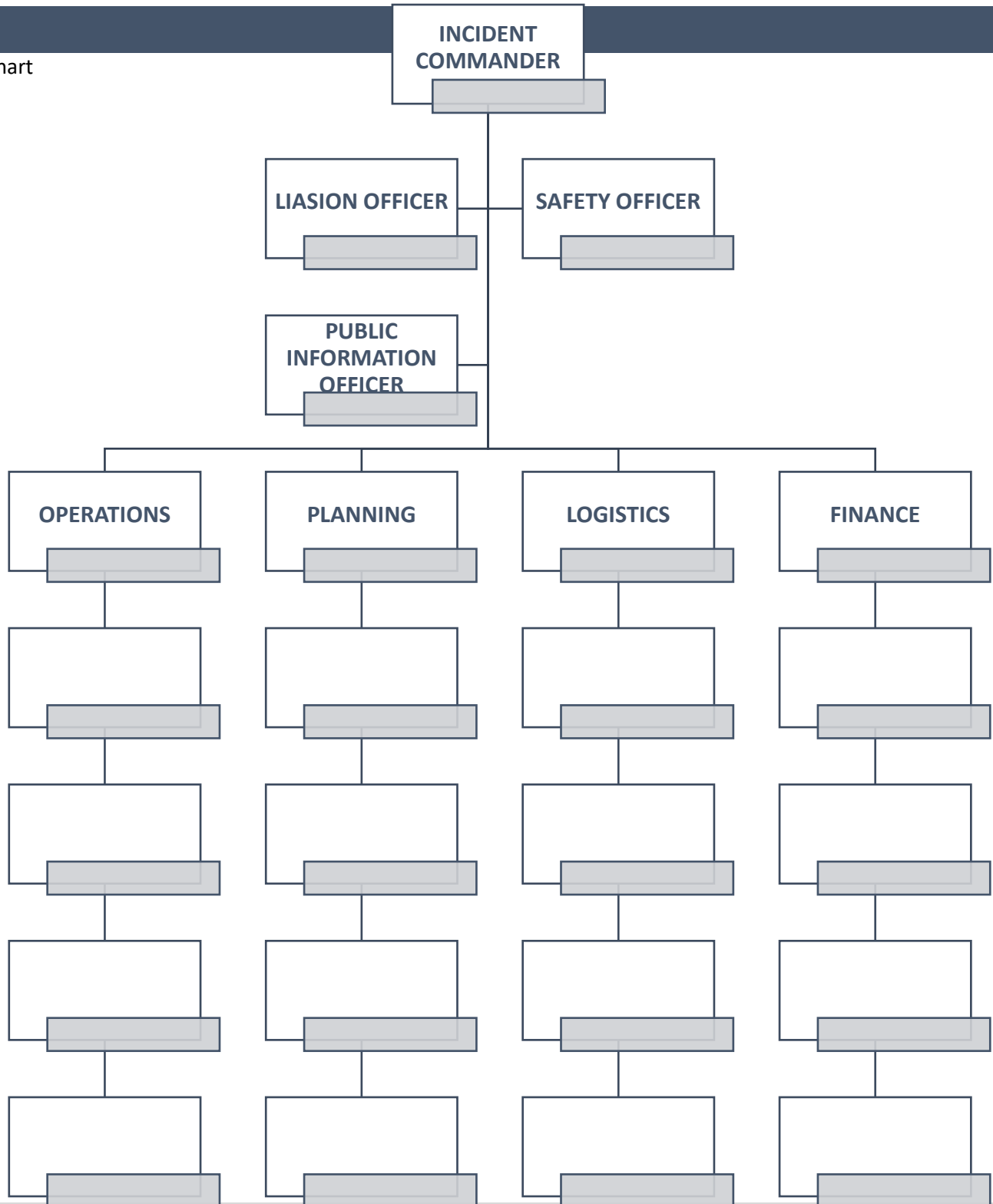
Medical Plan

ORGANIZATION

Staff Member Completing Report	Date	Time	ICS Position	Incident Name
			Planning Chief	

Incident Classification Isolated Major Disaster

Org Chart



MEETING AGENDAS

EMAILS SENT

SUPPORTING DOCUMENTS

APPENDIX 4 EMERGENCY PROCEDURES

Serious Injury or Accident

- Do not move a seriously injured person unless there is a life-threatening situation.
- Call the UPD at 911 from a campus phone or 903-886-5111 from a cell phone.
- Give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc. Officers will arrange for paramedic/ambulance, if required.
- Return to the victim. Keep the victim as calm and comfortable as possible.
- Remain with the victim until the UPD and/or emergency personnel arrive.

Hazardous Materials Incident – Spill

- If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. Use chemical showers, if available.
- Call the UPD at 911 from a campus phone or 903-886-5111 from a cell phone.
- Give your name, location, and telephone number.
- Be as accurate as possible when describing the type of material spilled, quantity, and location.
- Notify your supervisor/instructor of the extent and location of the spill, if possible.
- If there is any possible danger, evacuate the area immediately.

Hazardous Materials Incident – Fire

- Upon discovering a chemical fire, close windows and doors where the fire is located and immediately sound the building alarm.
- Call the UPD at 911 from a campus phone or 903-886-5111 from a cell phone.
- If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
- Walk; do not run, to the nearest exit.
- When fire alarms sound, do not use elevators. An elevator may become inoperative and a trap.
- Give assistance (if necessary) to disabled persons using the stairs.
- Evacuate to a distance of at least 500 feet from the building and stay out of the way of emergency personnel.

Hazardous Materials Incident – Exposure

- Immediately use the closest eyewash or shower for a minimum of 15 minutes.
- Remove contaminated clothing.
- Call the UPD at 911 from a campus phone or 903-886-5111 from a cell phone.

If you are not exposed, but witness the exposure:

- Call the UPD at 911 from a campus phone or 903-886-5111 from a cell phone.
- Remain in the area and keep area clear.
- Provide assistance to the exposed individual if there is no danger to you.
- Remove injured individual if possible.

Hazardous Materials Incident – Gas Leak

Gas Odor

- Call the UPD at 911 or 903-886-5111 from a cell phone.
- Warn others in the immediate area
- Vacate and secure area
- Notify department head/building proctor

- Meet with and assist emergency response personnel

Major Leak (e.g., pipeline break)

- Call the UPD at 911 or 903-886-5111 from a cell phone.
- Initiate evacuation of the building or, if outside, isolate the area
- Warn others in the immediate area
- Prevent sources of ignition (cigarettes, electrical equipment, etc.)
- Meet with and assist emergency response personnel
- Do not re-enter building or outside area until cleared by authorized personnel

Fire or Smoke

Before a fire situation arises:

- Identify the location of the nearest fire alarm and extinguisher

Upon discovering a fire:

- Close the door to the room where the fire is located. Immediately sound the building fire alarm.
- Call the UPD at 911 from a campus phone or 903-886-5111 from a cell phone. Give your name, department, and location of fire. Do not hang up until the Dispatcher tells you to do so.
- If the fire is small, you may wish to fight it with a fire extinguisher or building hose. Be sure you are using the proper extinguisher for the type of fire you are fighting.
- If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately.
- Warn others who may enter the building after the alarm stops.
- Walk; do not run, to the nearest exit.
- When fire alarm sounds, do not use elevators. An elevator may become inoperable and a trap. Give assistance (if necessary) to all disabled persons in using the stairs.
- Evacuate to a distance of at least 500 feet from the building and stay out of the way of emergency personnel.
- Do not return to the building until instructed to do so by emergency personnel.

Verbal – Written Threats

Verbal Threats

- If you witness or overhear a verbal threat advocating violence towards another person, treat this incident as a Crime in Process.
- Do not attempt to apprehend or interfere with the criminal except in the case of self-protection.
- If safe to do so, stop and take time to get a good description of the criminal. “Be a Good Witness.” Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/ her name if known. All this takes only a few seconds and is of the utmost help to the investigating officers. If the criminal is entering a vehicle, note the license plate number, make, model, color, and any outstanding characteristics of the vehicle.
- Call the UPD at 911 or 903-886-5111 from a cell phone. Give your name, location, and department. Advise the dispatcher of the situation and stay on the line until told to do otherwise. Remain where you are until contacted by an officer.

Written Threats

- A written threat can be anything from a note passed in class, a statement written on a chalk- board, or an e-mail or text message.
- Call the UPD at 911 or 903-886-5111 from a cell phone. Give your name, location, and department. Provide details such as if the person who passed/uttered the threat is known/present and if the intended target is known/present.

Crime In Progress

Crime In Progress

- Do not attempt to apprehend or interfere with the criminal .

- If safe to do so, stop and take time to get a good description of the criminal. “Be a Good Witness.” Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. All this takes only a few seconds, and is of the utmost help to the investigating officers. If the criminal is entering a vehicle, note the license plate number, make and model, color and outstanding characteristics.
- Contact the UPD at 911 or 903-886-5111 from a cell phone. Give your name, location, and department.
- Advise dispatcher of the situation and remain where you are until contacted by an officer.

Civil Disturbance or Demonstration

- Do not interfere with those persons creating the disturbance or with authorities on the scene.
- Whenever a civil disturbance/demonstration becomes a threat, contact the UPD at 911 or 903-886-5111 from a cell phone. To avoid escalating the situation, use a private office to place this call whenever possible.
- Calmly alert all employees in the area of the situation.
- Continue with the normal routine as much as possible. If the disturbance is outside, stay away from doors and windows.
- If a threat to person or property is evident, plan to evacuate the area.
- Lock all doors, secure all files, documents, and equipment.

Suspicious Object or Package:

- In the event of a suspicious object/package observed on campus, do not handle the object, immediately clear the area and call the UPD at 911 from a campus phone or 903-886-5111 from a cell phone.

Evacuation of the Area:

- If instructed to evacuate, move a minimum of 500 feet away from the building.
- If inclement weather conditions exist, move to another building a safe distance away.
- Do not return to an evacuated building unless instructed to do so by emergency personnel.

Evacuation of Persons with Disabilities

It is suggested that the wheelchair occupant or person with mobility impairment prepare for emergencies ahead of time by instructing a classmate or instructor of how to assist him/her in the case of an emergency.

In the event of an emergency, persons in wheelchairs and other disabled individuals should observe the following evacuation procedures.

- All persons should move toward the nearest marked exit.
- As a first choice, the wheelchair occupant or person with mobility impairment may use building elevators, but never in the case of fire.
- As a second choice, when a wheelchair occupant or other person with mobility impairment reaches an obstruction such as a staircase, he/she should request assistance from others in the area.
- If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor, or the stairway or landing. He/she should continue to call for help until rescued. A person who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- Rescue, fire and/or police personnel, will first check all exits, corridors and exit stairwells for trapped persons.

All individuals are to follow the direction of the emergency response personnel on scene.

Bomb Threats

- Bomb threats are usually received by telephone.
- The person receiving the bomb threat should remain calm and attempt to obtain as much information as possible from the caller by using the checklist on the following page.
- Remain calm.
- Signal someone near to call UPD as discretely as possible.
- If you are the one calling UPD:
 - Give your name, location and telephone number. Inform the dispatcher of the situation, including any information you have as to the location of the bomb, time it is set to explode and the time when the call was received.
 - Inform your supervisor and/or department head.

Evacuation of the Area:

- If instructed to evacuate, move a minimum of 500 feet away from the building.
- If inclement weather conditions exist, move to another building a safe distance away.
- Do not return to an evacuated building unless instructed to do so by emergency personnel.

Bomb Threat Call Log

Date: _____ Time of Call: _____ Location: _____

Exact words of caller:

Questions to ask:

When is the bomb going to explode?

Where is the bomb now?

What kind of bomb is it?

What does it look like?

Why did you place the bomb?

Where are you calling from?

What is the caller's name?

Description of Caller's Voice:

Male, Female Old, Young Accent _____

Calm, Angry, Excited, Slow, Anxious, Loud, Laughing, Shy,

Coughing, Hesitant, Stutter, Lisp,

Background Noise:

Street Noise: _____

Airport, Restaurant, Music _____

Animals, Machinery, Automobiles _____

Call Information:

Time Caller Hung Up: _____

Your Name: _____

Location: _____

Severe Weather – Winds, Tornado, Lightning

Severe Winds

- The best protection in severe winds is a permanent building on the campus. As a result, steps will be taken to ensure the safety of students/employees within the buildings rather than to evacuate. Time permitting, students and employees in temporary structures will be moved to permanent buildings/structures.
- At the time of warning of impending severe winds, property and equipment not properly anchored should be moved inside a building or tied down.
- Immediately after the cessation of severe winds, university personnel will inspect all areas for damage.

Tornado

Drop and Tuck Position:

- With your head toward an interior wall,
- Drop to your knees,
- Bend forward and tuck your body to your legs,
- Clasp your hands across the back of your neck

Prior to a tornado strike (Supervisors, Directors, Managers)

- Make all persons in the area aware of shelter areas,
- Assist with drop and tuck directions,
- Assist emergency personnel in directing individuals to shelter area.

Lightning Prediction Warning

A Thor Guard Lightning Prediction System has been installed on campus and will sound a warning when lightning is likely to strike on or near the campus. Horns will sound for approximately 15 seconds and the system lights will continue to flash until the danger is past. When the danger is past, the horns will sound 3 blasts for 5 seconds each and the lights will turn off.

When the warning is sounded -

- Cease outdoor activities
- Seek shelter inside a building or automobile

Avoid –

- Open areas; places near water, trees, metal fences, overhead wires or power lines, elevated ground or open vehicles.

Shelter in Place

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus 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 outside air inlets
 - Select a room that 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

Building Evacuation

Upon notification to evacuate, quickly:

- Take only essentials with you (e.g., eyeglasses, medications, and identification and cash/checkbook/credit cards) - do not pack belongings.
- Turn off unnecessary equipment, computers and appliances.
- Close the door as you exit your room or office.
- Listen to radio, if available, to monitor emergency status.
- Do not use your personal vehicle for evacuation unless specifically ordered to do so. If cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems turned off. If you need special assistance, contact your Resident Advisor, Hall Director, or other appropriate emergency contact.
- If these persons are not available, call University Police Dispatch at 903-886-5868 for assistance.

Heat Related Injury

Heat Stroke

Heat stroke is the most serious heat-related disorder. It occurs when the body becomes unable to control its temperature: the body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down.

Symptoms of heat stroke include:

- Hot, dry skin (no sweating)
- Hallucinations
- Chills
- Throbbing headache
- High body temperature
- Confusion/dizziness
- Slurred speech

First Aid

- Call the UPD at 911 from a campus phone or 903-886-5111 from a cell phone.
- Move the sick employee to a cool shaded area.
- Cool the employee using methods such as:
 - Soaking their clothes with water.
 - Spraying, sponging, or showering them with water.
 - Fanning their body.

Heat Exhaustion

Heat exhaustion is the body's response to an excessive loss of water and salt, usually through excessive sweating. Employees most prone to heat exhaustion are those that are elderly, have high blood pressure, and those working in a hot environment.

Symptoms of heat exhaustion include:

- Heavy sweating
- Extreme weakness or fatigue
- Dizziness, confusion
- Nausea
- Clammy, moist skin
- Pale or flushed complexion
- Muscle cramps
- Slightly elevated body temperature
- Fast and shallow breathing

First Aid

- Have them rest in a cool, shaded or air-conditioned area.
- Have them drink plenty of water or other cool, nonalcoholic beverages.
- Have them take a cool shower, bath, or sponge bath.

Heat Cramps

Heat cramps usually affect employees who sweat a lot during strenuous activity. This sweating depletes the body's salt and moisture levels. Low salt levels in muscles causes painful cramps. Heat cramps may also be a symptom of heat exhaustion.

Symptoms

- Muscle pain or spasms usually in the abdomen, arms, or legs.
- Employees with heat cramps should:
 - Stop all activity, and sit in a cool place.
 - Drink clear juice or a sports beverage.
 - Do not return to strenuous work for a few hours after the cramps subside because further exertion may lead to heat exhaustion or heat stroke.

Seek medical attention if any of the following apply:

- The employee has heart problems.
- The employee is on a low-sodium diet.
- The cramps do not subside within one hour.

Heat Rash

Heat rash is a skin irritation caused by excessive sweating during hot, humid weather.

Symptoms of heat rash include:

- Heat rash looks like a red cluster of pimples or small blisters.
- It is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

Employees experiencing heat rash should:

- Try to work in a cooler, less humid environment when possible.
- Keep the affected area dry.
- Dusting powder may be used to increase comfort.

Electrical, Elevator, Plumbing, Ventilation, Telecommunications

If the situation is immediately dangerous to life, contact the UPD at 911 or 903-886-5111 from a cell phone. Proceed to evacuate the area and notify surrounding individuals of emergency.

Electrical/Light Failure:

- In the event of electrical failure, call Facilities at 5761 from a campus phone, or 903-886-5761 from a cell phone.

Elevator Failure:

- All elevators are equipped with emergency alarms. Stay calm. Use the intercom telephone or the emergency button. University personnel will be dispatched to the elevator for assistance.

Plumbing Failure/Flooding:

- Cease using all electrical equipment, vacate the area and call Facilities at 5761 from a campus phone, or 903-886-5761 from a cell phone.

Ventilation:

- If smoke or burning smells come from the ventilation system, vacate the area and immediately contact the UPD at 911 or 903-886-5111 from a cell phone. Proceed to evacuate the area and notify surrounding individuals of emergency.

Telephone System Failure:

- Should a telephone instrument become inoperable during the course of the routine workday send a Work Request by e-mail to technology services (helpdesk@tamuc.edu)

Should college telephones become inoperable during an emergency situation such as that associated with severe weather, contact UPD by cell phone at 903-886-5868, try to locate a patrol officer, try to use one of the university emergency telephones located throughout the university grounds, or try to locate a university facility employee with a radio.

APPENDIX 5 SECONDARY RESPONSE TEAMS

Secondary response teams are established to assist with operational needs to emergency situations that will require additional or specific information and communication processes.

The team will:

- Establish specific communication processes that will be disseminated to the campus community
- Identify any training required and who will need the training
- Complete ICS 100 training
- Be organized and structured following the process of the National Incident Management System

Annex D of the EOP will provide detailed processes and organization of the recognized Secondary Response Team established for Texas A&M University-Commerce

APPENDIX 6 CRITICAL INCIDENT RESPONSE TEAM (CIRT)

The A&M Commerce Critical Incident Response Team (CIRT) provides rapid response psychological crisis intervention to mitigate the effects of trauma following a critical incident impacting the campus community.

The A&M Commerce CIRT program will be detailed in Annex M of the Emergency Operation Plan. The CIRT is comprised of a Core Team: Vice President for Student Affairs/Dean of Students, Executive Director of Counseling and Health Services, Executive Director for Student Access and Success

The CIRT may be activated by operational and response needs of the Emergency Operations Center and/or University Police by contacting the Vice President for Student Affairs/Dean of Students office or the Counseling Center.

APPENDIX 7 ACTIVE ATTACKER

The threat associated with an active attacker on campus presents an immediate danger to students, faculty, staff, and visitors of Texas A&M University-Commerce (TAMUC). When these life-threatening incidents occur, they will require specific and immediate response actions in order to stop the attack, minimize injuries and loss of life, and begin recovery efforts.

The active attacker portion of this Appendix reflects and incorporates the primary goal of the University to protect lives, preserve property, and provide for the resumption of essential services and normal activities as soon as possible. Implementation of this as a response to active attacker incidents involves making management and executive decisions during emergencies which may affect campus operations, schedules, and work assignments in the campus community. This applies to all University-sponsored incidents on campus and all public or private University-sanctioned activities on University property.

Concept of Operations

Active attacker incidents include, but are not limited to, the following:

- An active shooter incident
- Explosive incident
- Barricaded subject
- Armed intruder.

The University Police Department is the primary law enforcement agency of jurisdiction for active attacker response on the TAMUC campus and will respond in accordance with University Police procedures.

Prevention

Texas A&M University's behavioral assessment team is known as the Special Situations Team. Under the purview of the Division of Student Affairs, their charge is to assess circumstances, enhance communication, and initiate appropriate response to specific behavioral problems that may involve threats to the safety and security of the University.

The Special Situations Team is comprised of a variety of members to include general counsel, student health services, student counseling services, disability services, human resources, faculty representatives, student affairs representatives, and university police. The team is not an emergency response group. Rather, this team meets as needed depending on the reported circumstances.

The Tell Somebody Campaign and website is the reporting mechanism for the campus community to notify the Special Situations Team in a confidential manner of persons exhibiting concerning behavior. This is not a system to be used for reporting emergencies. Emergencies should be reported immediately by calling 911.

Incident Organization

Response activities of an Active Attacker situation will follow the operational aspect of the National Incident Management System (NIMS).

This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of NIMS as a basis for its organization and response to emergency management at the university facilitates the university's ability to communicate and coordinate response actions with other jurisdictions and external emergency response providers.

For detailed explanation of the NIMS organization and structure, refer to the Response section of the EOP.

Assignment of Responsibilities

TAMUC University Police Department

- Mitigate threat and save lives
- Ensure emergency notifications are timely and accurate
- Establish an Incident Command Post and Staging Area as needed
- Provide incident scene control and security
- Coordinate tactical communications
- Investigate the incident and process the scene
- Coordinate with MarCom to provide accurate information for media releases
- Approve public information releases
- Coordinate with supporting agencies

TAMUC Emergency Management & Safety

- Provide mass transit capacity to the University community
- Provide additional support with communications and manpower as needed Division of Student Affairs
- Assist with relocation of on-campus residents as needed
- Assist law enforcement with accessing emergency contacts and next of kin information

TAMUC Marketing and Communications

- Serve as the primary point of contact for news media
- Manage the Joint Information Center and all press conferences
- Update appropriate websites and maintain the university's social media

TAMUC Critical Incident Response Team

- Provide counseling and crisis intervention services for students
- Provide counseling and crisis intervention services for affected staff and faculty
- Provide support for family assistance center as needed

TAMUC Facilities

- Provide building and facility plans as requested by the Command Staff to support law enforcement response
- Provide maintenance equipment and personnel as requested
- Provide support in custodial or contracted services for remediation and clean-up in the recovery process
- Provide access to utility shut offs as requested by the Command Staff for law enforcement response

TAMUC Human Resources

- Assist law enforcement with accessing emergency contacts and next of kin information
- Provide support for family assistance center as needed

Incident Management

University Police are responsible for on-scene incident management of all tactical response and rescue operations for Active Attacker situations on TAMUC property. The Incident Commander may choose to establish a Unified Command depending on the circumstances of the incident.

If the situation exceeds the response capability of the University Police, mutual aid may be requested from the following local, state, and federal law enforcement agencies:

- Commerce Police Department
- Hunt County Sheriff's Office
- Hunt County Constables
- Hunt County Homeland Security

- Commerce ISD Police Department
- Texas Department of Public Safety
- Federal Bureau of Investigation/Joint Terrorism Task Force

Depending on the duration and circumstances of an active attacker, the Incident Commander, UPD Police Chief and/or the Emergency Management Director, may activate the EOC to provide centralized coordination and communications, organize public information services, establish a family assistance center, and facilitate resource requests to support on-scene tactical response.

The Incident Commander, UPD Chief of Police, Director of Emergency Management & Safety, and university administration should consider the following:

- Frequency and content of notifications and warnings
- Interoperable communications with outside agencies
- Emergency public information to include frequency of media releases and press conferences and on-site media management
- Traffic management including alternate bus operations
- Perimeter control and building security
- Mass casualty and mass fatality management

Initial Response

AVOID / RUN – If there is an accessible escape path, use it.

- Pay attention to your surroundings
- Move away from the source of the threat as quickly as possible
- The more distance and barriers between you and the threat, the better
- Leave your belongings behind
- When leaving the building with law enforcement present, keep your hands in the air and follow the directions of law enforcement

DENY / HIDE – If evacuation is not possible, find a secure place to hide and barricade your space.

- Keep distance between you and the source of the threat
- Lock doors, create barriers to prevent or slow down the threat from getting to you
- Remain out of sight and quiet - silence your phone

DEFEND / FIGHT – As a last resort AND only when your life is in imminent danger

- If you cannot Avoid or Deny, be prepared to defend yourself
- Be aggressive and committed to your actions
- Do not fight fair, **THIS IS ABOUT SURVIVAL**

Recovery

Recovery from an act of violence incident involves more than just repairs to physical facilities and infrastructure (see Annex A: Institutional Continuity Plan). University administration should also consider the following:

- Crime scene investigations
- Interruption or disruption of critical infrastructure
- Mental health and crisis counseling for first responders, students, faculty, and staff
- Resumption of teaching and research
- Memorial services

List of Annex

Annex A	Continuity of Operations
Annex C	Exercise and Evaluation Program
Annex D	Secondary Response Teams
Annex H	Disaster Recovery Plan (IT)
Annex M	Critical Incident Response Team (CIRT)
Annex X	Contacts (Not for distribution)

**All annex documents are available through the Department of Emergency Management & Safety.*