



HOUSTON CAMPUS EMERGENCY OPERATIONS PLAN

SIGNATURES OF APPROVAL

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

This plan shall apply to all persons participating in mitigation, preparedness, response and recovery efforts for the Houston campus, to include IBT, EnMed, and the School of Medicine. Furthermore, tasked departments shall maintain their own procedures and actively participate in the training, exercising and maintenance needed to support this plan.

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

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PURPOSE

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

- To help prepare Houston Campus employees, students, tenants, and visitors to successfully respond to an emergency
- Define clear roles, responsibilities, and authorities in managing emergency situations
- Clear, rapid, factual, and coordinated communication for emergencies
- Effective coordination among emergency organizations of the university; health system; local, state, and federal authorities

SCOPE

Texas A&M University has a responsibility to ensure the safety and security of its students, faculty, staff, and visitors. This scope of this plan is limited to the Houston Campus and the immediately adjacent parking lots that are utilized by TAMU personnel.

SITUATION OVERVIEW

General

The Houston Campus is comprised of several TAMU Health-operated buildings in the Texas Medical Center in downtown Houston. TAMU Health also maintains agreements with Houston Methodist Hospital for School of Medicine and School of Engineering Medicine students to perform clinical rotations.

The Alkek building is located at 2121 West Holcombe Boulevard, Houston, Texas. It is a fully-sprinkled high-rise building with (11) stories and a basement. The Alkek building is primarily a biomedical research facility containing multiple laboratories. Additionally, it does contain several office spaces, conference rooms, and a 160-person lecture hall.

The Alkek building offices several organizations from different entities. Within the facility are organizations from:

- Institute of Biosciences & Technology (Texas A&M University Health);
- School of Medicine, Center for Clinical/Translational Medicine (Texas A&M University Health);
- School of Pharmacy (Texas A&M University Health);
- School of Engineering Medicine (EnMed) (Texas A&M University);

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- College of Engineering (Texas A&M University); and
- College of Science (Texas A&M University)

The EnMedTower is located at 1020 Holcombe Boulevard, Houston, Texas. It is a fully-sprinkled high-rise building with (17) stories and a basement. EnMed Tower is a bioengineering research and education facility containing lecture halls, study spaces, laboratories, and a maker-space. Additionally, it contains multiple office spaces, conference rooms, and a fitness area.

The EnMed Tower offices organizations from different entities, to include:

- School of Engineering Medicine (EnMed, Texas A&M University)
- Clinical Learning Resource Center (CLRC, Texas A&M Health)

The Life Tower is a privately-owned and operated residential building on Texas A&M System property that provides student housing. It is located at 6919 Main Street Houston, Texas. Life Tower is a fully-sprinklered building with (19) stories containing student apartments, gathering space, a fitness area, and rooftop mezzanine.

Hazard Analysis

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

Hazard Type	Likelihood of Occurrence (Low Medium High)	Estimated Impact on Public Health and Safety (Low Medium High)	Estimated Impact on Property (Low Medium High)
Civil Disorder	Low	Low	Low
Energy/Fuel Shortage	Low	Medium	Low
HazMat Release	Low	High	Medium
Structural Fire	Low	High	High
Terrorism	Low	High	High
Water System Failure	Medium	Medium	Low
Flash Flooding	High	Medium	Low
Flooding (river or tidal)	Low	Low	Low
Hurricane	Medium	Medium	High
Tornado	Low	High	High
Winter Storm	Low	Low	Low

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

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

Capabilities Assessment

The Houston Campus does not maintain its own emergency services, therefore emergency services are provided by the City of Houston and/or Texas Medical Center. However, it does maintain a non-commissioned security department that controls building access, coordinates with local responding agencies, etc.

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

Agency Type	Primary	Secondary
Emergency Medical Services	Houston Fire Department	Acadian
Fire Services	Houston Fire Department	
Law Enforcement	Houston Police Department	Texas Medical Center Police Department Harris County Sheriff's Office
Public Health	Houston Health Department	Harris County Health Department

PLANNING ASSUMPTIONS

In addition to the planning assumptions provided within the Texas A&M University's Emergency Operations Plan, the following are planning assumptions specific to the Houston Campus.

- The Houston Campus will continue to be exposed to and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.
- Emergencies may occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- The Houston Campus is reliant on emergency services from the local jurisdictions. Therefore, it is essential for us to be prepared to carry out the basic initial life safety actions since it may take time for emergency services to arrive.
- Proper planning and preparedness activities with local emergency services will ensure an effective and coordinated response.

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- Proper mitigation actions, such as laboratory and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.
- The Houston Campus officials and representatives must recognize their responsibilities for the safety and well-being of faculty, staff, students and visitors; and assume their responsibilities in the implementation of this emergency plan.
- Proper implementation of these guidelines will reduce or prevent disaster-related losses.

CONCEPT OF OPERATIONS

General

The Houston Campus officials and representatives have the responsibility to protect public health and safety and preserve property from the effects of an emergency. As such, the response priorities are:

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

Emergency Authorities

The senior administrators for the Houston campus consist of:

- CEO EnHealth and Dean, School of Engineering Medicine
- Executive Director, IBT
- Dean, School of Medicine
- School of Medicine Associate Dean, Houston Campus at Houston Methodist

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

Due to the nature of some emergencies, rapid decisions for the sudden onset of emergencies (e.g., building fire, chemical spill, active shooter, etc.) must be made. Some decisions include, but are not limited to:

- The issuance of population protective actions;
- The alteration of personnel schedules in support of an emergency response; and
- The identification of trained personnel as deemed essential for maintaining critical campus operations.

In these instances, the decision-making authority has been delegated to the IBT Associate Director, School of Medicine Associate Dean, EnMed Chief of Staff with input from the Security Director and College of Medicine Adjunct Assistant Professor.

For emergencies with longer lead times (e.g., winter weather, hurricanes, etc.), the senior administrators, in consultation with HSC Administration as stated in the “Lines of Succession” below, may alter campus operations in support of an emergency response or for the safety and well-being of the campus community. Specific authorities related to altered campus operations due to inclement weather can be found in Attachment 3 of this plan.

Any implementation of emergency authorities will be communicated to the Texas A&M Health Administration Coordination Group for coordination with Texas A&M University Executive Management and the Texas A&M Health administration.

Population Protective Actions

Depending on the nature of the emergency, the Houston Campus trained personnel must implement population protective actions prior to the arrival of local emergency personnel. Population protective actions include:

- Partial or full evacuation in accordance with the Fire Safety Plan (maintained under a separate title);
- Sheltering-in-place for hazardous materials releases; or
- Seeking safe shelter for acts of violence, tornado warnings, etc.

Emergency Notification and Warning

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

When the senior administrators, or persons outlined above, have made the decision to act on an emergency that affects all or parts of the Houston campus, and after local emergency responders have been notified, an HSC Alert publisher will immediately

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initiate an HSC Alert message if it meets the criteria for activation of the system. Decision criteria for issuing warnings can be found in Attachment 2 of the EOP.

HSC Alert publishers include the Environmental Health & Safety Supervisor, Security Director, Security Manager, and the IBT Associate Director. These individuals have been trained on the use of HSC Alert and are authorized to issue an alert in accordance with HSC Alert Standard Operating Procedures.

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

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

Emergency Public Information

Emergency public information will be handled in accordance with TAMU Health's Crisis Communications Plan.

Emergency Communications

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

Communications Equipment

- Telephones, cellular or landline, are the primary means of communication for contacting key emergency responders and Emergency Management Team members.
- Motorola radios utilized by facilities, safety and security
- A Motorola radio to coordinate with the Texas Medical Center is located at the Alkek Building security desk

Interface with Local Responders

The Houston campus officials and representatives rely on the City of Houston and the Texas Medical Center for emergency services as described in "Capabilities Assessment" above. In the event that an emergency at the Alkek building requires law enforcement, fire, or EMS assistance, the first available person should call 911 from a campus phone to notify emergency responders immediately. Security should be notified immediately after calling 911 so that a security officer can serve as the initial point of contact for arriving emergency responders.

Prior to the arrival of emergency responders, members of the Local Emergency Coordination Team should take actions as appropriate per their training in response to the incident.

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

Interface with TAMU College Station Campus

The Houston campus' priority during the emergency is to protect life safety and property. After emergency actions have been initiated per the EOP, notifications to the Texas A&M Health Administration Coordination Group should be made. While the Texas A&M Health Administration Coordination Group receives emergency notifications from HSC Alert, additional information concerning the nature of the incident, number/type of injuries, status of the facility, etc. should be provided and should include status updates, as appropriate, until the situation is resolved. The Texas A&M Health Administration Coordination Group will forward updates to others within Texas A&M Health Administration and to Texas A&M University Executive Management through normal chains of command.

For larger or prolonged incidents, additional support staff may be sent from College Station to assist. Additional support staff may include, but not limited to, emergency management personnel, law enforcement or security personnel, or communications personnel as needed. Due to travel distances, however, it may take up to 8 hours before additional support arrives in Houston.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Organization

Senior Administrators

- CEO EnHealth and Dean, School of Engineering Medicine or designee
- Executive Director, IBT or designee
- Dean, School of Medicine or designee
- School of Medicine Associate Dean, Houston Campus at Houston Methodist

Local Emergency Coordination Team

The Houston campus officials and representatives have identified key individuals to be members of the Local Emergency Coordination Team, to act in their specific roles and bear the responsibilities listed below. Members of the Local Emergency Coordination Team include:

- Environmental Health and Safety Specialist Supervisor
- Security Director
- Security Manager

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- SSC Director of Operations
- IBT Associate Director
- Associate Dean, School of Medicine
- EnMed Chief of Staff
- Assistant Dean, Student Affairs/Houston Methodist Director of Educational Partnerships
- Adjunct Clinical Assistant Professor, School of Medicine/Houston Methodist

The Local Emergency Coordination Team:

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

In addition, the Local Emergency Coordination Team is also responsible for:

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

Fire Wardens

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

Essential Personnel

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

Assignment of Responsibilities

Senior Administrators

The senior administrators will serve as the lead of the Local Emergency Coordination Team. In this capacity, the senior administrators are the lead administrators for the Houston campus and maintain authority of building operations during emergency situations.

Local Emergency Coordination Team

- Create and establish annual training and exercise schedules to test functionality of the plan
- Establish building and departmental internal emergency notification lists
- Solicit a list of self-identified persons (students, employees, and/or visitors) with functional needs using the facility at any given time (ADA requirement)
- Maintain a “Go Kit” – each member should maintain a “Go Kit”. Each “Go Kit” will be unique and should include items such as a copy of the Emergency Operations Plan, key contact lists, and any files specific to the member’s position on the EMT. “Go kits” can be kept on memory sticks (flash drives) and will be encrypted or password protected if possible.
- Report to the Houston Campus emergency operations center in Alkek Room 202A.
- Initiate building and center internal emergency notification lists when the emergency is verified by the safety officer, security manager, or their designee.
- Deploy Fire Wardens for evacuation or sheltering-in-place as required.
- Notify Texas A&M University Emergency Management of the nature of emergency.

Safety Office

- Immediately contact the senior administrators or designees and begin assessment of the emergency condition.
- May serve as a liaison with local fire department

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- Provide information to emergency responders about chemical inventories, research operations, etc. that may impact the response

Security

- Immediately contact the senior administrators or designees and begin assessment of the emergency condition.
- Serves as a liaison with local law enforcement
- Provides access control of the building

Facilities

- Initiates procedures to secure facility for hazardous weather conditions
- Furnishes emergency power and lighting systems to the extent possible
- Provides technical knowledge about the facility
- Directs emergency repairs and protects equipment

PAR Vivarium

- Initiate established emergency procedures

Individuals

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

Lines of Succession

School of Medicine Dean

- Secondary: Houston Campus Associate Dean
- Tertiary: Adjunct Clinical Assistant Professor. School of Medicine/Houston Methodist

CEO EnHealth and Dean, School of Engineering Medicine

- Secondary: Chief of Staff

IBT Executive Director

- Secondary: Associate Director of Administration
- Tertiary: IBT Deputy Director

Site Safety Officer

- Secondary: Security Manager

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- Tertiary: Assistant Director, TAMU EHS – HSC Locations

Security Manager

- Secondary: Site Safety Officer
- Tertiary: Assistant Director, TAMU EHS – HSC Locations

Facilities Manager

- Secondary: Mechanic On Call
- Tertiary: SSC Regional Manager

Program for Animal Resources Manager

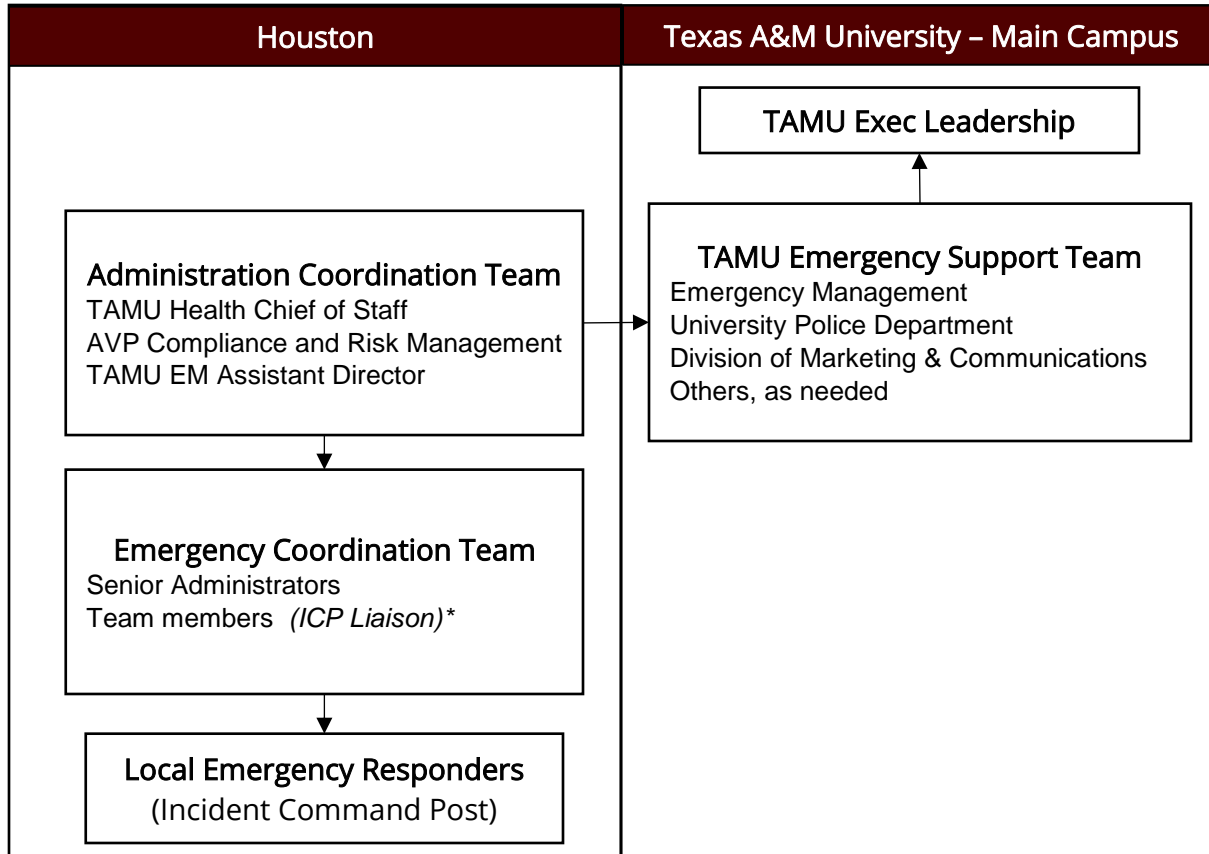
- Secondary: Coordinator, Program for Animal Resources

DIRECTION, CONTROL, AND COORDINATION

General

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

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Emergency Operations Center

The Emergency Operations Center (EOC) is located in Room 202A of the Alkek building. The EOC serves as the centralized location in which the Local Emergency Coordination Team will operate and make executive level decisions during an emergency. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC.

In the event the Alkek building is secured and access is limited, Local Emergency Coordination Team members are to enter the building at Loading Dock door 120. If the gate to the loading dock is closed, an alternate entrance to the building for EMT members is at the front portico. Appropriate campus identification will be necessary to proceed to the EOC.

ADMINISTRATION, FINANCE, AND LOGISTICS

After Action Reviews

Following an activation of the Emergency Operations Plan, members of the Local Emergency Coordination Team and campus administrators shall conduct an after action review. The review of emergency responses can yield valuable feedback to the

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emergency planning process and enable the Houston campus officials and representatives to improve future emergency responses. The scope of after action reviews may range from small to large depending upon the complexity of the response.

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

Agreements and Contracts

- Agreement with University of Houston regarding temporary re-location of research animals.

PLAN DEVELOPMENT AND MAINTENANCE

Maintenance

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

Testing and Exercising

With the assistance and cooperation of Texas A&M University Emergency Management, Local Emergency Coordination Team members will outline and arrange training reflective of their responsibilities for students, faculty, and staff to participate in annually.

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

Annual Plan Submission and Reporting

Texas A&M Emergency Management is responsible for submissions and reporting of required plans and executive summaries to the TAMUS Office of Risk Management in accordance with System Regulation 34.07.01 for Emergency Plans.

AUTHORITIES AND REFERENCES

Authorities

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

- Houston Fire Code for high rise buildings

PLAN CONTACT INFORMATION

Name and Position	Phone Number	Alternate Phone Number
Arlin Cameron Environmental Health & Safety Specialist Supervisor	713.677.7953	
E-Mail: agcameron@tamu.edu		
Department: Environmental Health & Safety		

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RECORD OF CHANGE

Change Number	Date of Change	Description of Change	Change Made By:
1	10/18/2018	Updated HSC Administration points of contact	Lutz
2	3/7/2019	Annual Review, general updates to titles, change in campus administrator, updates to contact information	Lutz
3	9/25/2020	Update signature page, contacts, and Attachment 4 revision.	Lutz/Walton
4	5/27/2021	Updated Executive Director title, general updates	Lutz
5	4/5/2022	Updated to include Methodist and EnMed; included the Life Tower; updated campus administrator list and emergency management team membership. Revisions to the "Organization" section	Lutz
6	8/21/2023	Updated Communications Diagram, changed Emergency Management Team to Emergency Coordination Team, Removed Attachments 3, 5, 7, 8, and 11	Lutz

ATTACHMENT 1: ADDITIONAL RESOURCES

Local Response Entities

Name Title	Entity	Phone Number
Commander LaShonda Giddins TMC Police Department	Texas Medical Center	713.791.6479 (Office) 713.795.0000 (24/7 Operations Center)
	Houston Emergency Management	713.884.4500
	University of Texas-Houston Health Science Center	713.792.2890

ATTACHMENT 2: NOTIFICATION AND WARNING

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

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

Texas A&M Health maintains a robust warning system. Therefore, below is a non-comprehensive listing of available warning mechanisms.

- Text Messages*
- Email*
- HSC Website*
- Mobile Application*
- Social Media*
- Local Media
- Building Fire Alarms

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

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

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

- a. Is the situation under control?
2. Life safety and property protection
 - a. What is the potential for death?
 - b. What is the potential for serious injury?
 - c. What is the potential for property damage?
 - d. What is the potential for disruption to normal course of business?

3. Urgency

- a. How soon does the message need to go out? (Seconds, hours, days)
- b. Is there time for approval?

4. Audience

- a. Who needs to be warned? (students, faculty, staff, administrators, tenants, guests)
- b. How many people need to be warned? (few, dozens, hundreds, thousands)

5. System(s) capabilities

- a. What are the limitations of each system? (limited audience, lengthy delivery time)
- b. How quickly can the messages be sent? (immediately, minutes, hours)

ATTACHMENT 3: ALTERED OPERATIONS FOR INCLEMENT WEATHER

Purpose

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

Authorities

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

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

Procedure

Each campus will:

- Monitor local weather to determine if altered campus operations are warranted.
- Coordinate their decisions to alter campus operations with other TAMU components in the same jurisdiction.
- Take into consideration the actions of local school districts or other higher education institutions.
 - If local school districts and/or other higher education institutions alter their operations, the respective campus may alter their operations.
 - If local school districts and/or other higher education institutions remain open, the respective campus should remain open.
- Notify the following individuals, via a group email or text message, of the determination of altered operations and the reason for such determination.
 - Chief of Staff
 - Assistant Vice President, Risk Management and Compliance
 - Chief of Staff, Provost Office
 - Executive Director of Emergency Management, TAMU
 - Assistant Director of Emergency Management, TAMU
- Issue the HSC Alert for their respective campus, if campus operations will be altered.

Upon notification of altered campus alterations, Texas A&M University Emergency Management will:

- Notify Texas A&M Health Marketing & Communications for media releases.
- Notify the Texas A&M Health Webmaster to post alerts on appropriate websites.

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

Resources

Entity	URL
City of Houston Emergency Management	http://houstontx.gov/oem/
Harris County Emergency Management	http://readyharris.org/
Texas Medical Center	http://www.tmc.edu/
Local News – Weather	http://abc13.com/weather/ http://www.khou.com/weather http://www.click2houston.com/weather
National Weather Service	http://www.weather.gov/houston
Harris County Flood Warning System	https://www.harriscountyfws.org/
Brays Bayou Flood Alert System	http://fas3.flood-alert.org/
TXDOT Highway Conditions	http://www.drivetexas.org

ATTACHMENT 4: HAZARDOUS MATERIALS INCIDENTS

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

If a chemical release involves an extremely toxic chemical or in an amount larger than can be contained by laboratory personnel, the Site Safety Officer (713.677.7953) and/or the Security Officer on duty (713.677.7464) shall be notified. The following information should be given:

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

Upon notification of the incident, the Site Safety Officer will respond to the emergency location, assess the emergency, and notify the appropriate response personnel.

The following procedures should be followed by all personnel.

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

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5. If the spilled chemical is flammable, turn off all ignition and heat sources, if possible.
6. Leave any contaminated, or potentially contaminated, materials (e.g., lab coats, gloves, etc.) in the laboratory or area of spill
7. If the spill occurs in a laboratory, close the door. Post a “Do Not Enter, Chemical / Radioactive Material Spill” sign on the door
8. If the spill occurs in a corridor, elevator or other public area:
 - a. Close or block off the area
 - b. Notify Security
9. If the spill occurs after normal work hours or on weekends, notify the Security Officer on duty (713.677.7464). Provide the Security Officer with the information in Item (3). Security will notify the Site Safety Officer.

ATTACHMENT 5: ANIMAL INCIDENT RESPONSE PLAN

The Houston IACUC maintains the Disaster Response Plan under a separate title.

ATTACHMENT 6: HURRICANE PLAN

General

It is incumbent for the coastal campuses to prepare for and secure the respective facilities from potential high winds and/or flooding. In general coastal campuses should:

- Complete a pre-landfall survey around each building and/or campus and rooftop where accessible. This will identify possible loose items that should be secured, as well as allow for the determination of pre-impact condition of the facility.
- Identify and document equipment that is on emergency power, where applicable
- Secure facilities, loose items and equipment
- Park fueled vehicles in a safe, secure location – in a parking garage or in parking lots away from trees. The location of the vehicle, the keys and identified responsible person should be noted. A vehicle accountability log is located in Attachment 5.

It takes a collective effort of all individuals on these campuses in this endeavor; therefore, all respective colleges, centers, departments and units should develop a unit hurricane preparedness plan prior to hurricane season. The following sections provide guidelines and checklists for preparing and securing research laboratories and office spaces for potential hurricane impacts.

Critical Assets Resource Support

When identifying equipment that is on generator power, the campus should verify that piece of equipment must remain on generator power. If not, that piece of equipment should be removed from generator power. This will allow for a lighter generator load and/or allow for other pieces of equipment to be placed on generator power that is otherwise not on generator power.

For research laboratories, campuses should identify the critical assets (e.g., research animals) for which support and/or tending must be provided and specific resources that may be needed. For example, additional water sources or a back-up water supply may be needed for tending to research animals. Additionally, the campus needs to account for the storage/stock-pile requirements for these critical asset resources.

Research Laboratory Preparation Guidelines

Hurricane hazards can come in many forms, including heavy rainfall, high winds, flooding, and tornadoes. Advance preparation of specialized areas, such as laboratories, can help avoid certain dilemmas posed by the threat of a severe storm.

Hurricane Preparedness: Hurricane Season Begins

1. Consider a careful selection of hazardous materials storage areas.
2. Plan ahead for the permanent placement of sensitive equipment away from windows and other high risk areas.

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3. Plan not to be at the building during or immediately after a hurricane.

Hurricane Watch: 48 hours in advance of the anticipated onset of tropical storm force winds

1. Place large garbage bags near each piece of electronic equipment.
Remember to have bags available before they are needed.
2. Shelve and secure all glassware, microscopes, etc.
3. Containerize and seal all hazardous wastes.
4. Discuss re-entry precautions should the area be damaged by the storm:
*Are any special re-entry precautions potentially necessary?
If so, what actions should/should not be taken, and by whom?*
5. Decide if heat-labile materials will require additional or backup cooling/freezing capability?
Consider obtaining dry ice for use in such freezers or refrigerators, and remember to order extra liquid nitrogen if you are getting low.

Remember:

Do not add additional freezers to emergency circuits, as this may overload circuits causing all to go down. Contact the Facilities Office in advance for advice on available circuits in your area.

Hurricane Warning: 36 hours in advance of the anticipated onset of tropical-storm-force winds

1. Wrap up all experiments in progress, and halt the use of chemical, radiological, or biohazardous agents.
2. Radioactive, chemical, and biological hazards should be stored in secured compartments appropriate to their hazard (e.g., solvents in flammable solvent cabinets, corrosives in acid/base cabinets, radioactive materials in their shipping containers with adequate shielding, biologicals in incubators, etc.).
3. No hazardous materials should be left on counter-tops, open shelves, or on floors. Small numbers of small, breakable containers or objects (e.g., test tubes, petri plates, microscope slides, etc.) should be emptied and stored.
4. Large numbers of small, breakable containers or objects can be placed in secondary containers such as plastic restaurant bus trays, or 5 gallon utility

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buckets. The secondary containers or trays can then be securely stored in cabinets located in areas of low flood potential.

5. Protect equipment in areas with windows from hazards associated with broken glass, driven rain, and wind; leave all floors and counter space clear of equipment, papers, chemicals, etc.
6. Turn off power to electronic equipment. Cover all electronic equipment with garbage bags or suitable plastic, regardless of whether windows are present in the immediate area.
7. Lock or tape shut all refrigerators, freezers, incubators, etc.
8. Unplug all non-critical electronic equipment.

Administrative Office Preparation Guidelines

Hurricane Watch

1. Place large garbage bags near each piece of electronic equipment.
2. Place all loose papers and important documents in cabinets or files.

Hurricane Warning

1. Turn off power and unplug electronic equipment.
2. Cover all electronic equipment with garbage bags or suitable plastic.

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Research Laboratory Checklist

Please check if you are **NOT** responsible for a lab area.

<input checked="" type="checkbox"/>	Action/Task	Location	Staff Responsible (Primary)	Staff Responsible (Alternate)
	Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available. Red outlets typically designate emergency power.			
	Place recording maximum/minimum thermometers in refrigerators and freezers containing temperature critical supplies and samples.			
	Plug incubators into emergency power outlets if you must maintain cultures in vitro.			
	Cover and secure or seal vulnerable equipment with plastic.			
	Remove or secure equipment from outdoor and rooftop locations.			
	Ensure arrangements have been made for the care and feeding of laboratory animals. Follow recommended actions of Animal Care Services.			
	In areas subject to flooding, relocate or elevate equipment, chemicals, wastes and other important items from the floor to prevent damage.			
	Secure radioactive isotopes, biohazardous agents, recombinant materials and hazardous chemicals to prevent breakage and release.			
	Fill dewars and cryogen reservoirs for sample storage and/or critical equipment.			
	Over-pack reactive chemicals in plastic, waterproof containers.			
	Remove regulators and cap gas cylinders, except for CO ₂ needed to maintain cell cultures. Ensure all cylinders are secure.			
	Autoclave or inactivate infectious or rDNA waste.			
	Due to the possibility of power outages, store volatile, toxic materials in tightly sealed,			

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<input checked="" type="checkbox"/>	Action/Task	Location	Staff Responsible (Primary)	Staff Responsible (Alternate)
	break-resistant containers rather than fume hoods or open room.			
	Protect valuable files, research samples and notebooks in place or move to a safer location.			
	Protect notebooks and secure samples/data as necessary for colleagues unable to reach the lab.			

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Administrative Office Checklist

Please check if you are **NOT** responsible for an office area.

<input checked="" type="checkbox"/>	Action/Task	Location	Staff Responsible (Primary)	Staff Responsible (Alternate)
	Cover and secure vulnerable equipment with plastic.			
	When possible, move equipment and other valuable items into interior areas of the building away from windows. Tag moved equipment with department contact information for easy identification and retrieval.			
	In areas subject to flooding, relocate equipment and other valuable items to a higher floor or elevate. Tag moved equipment with department contact information for easy identification and retrieval.			
	Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in.			
	Place important records and files in cabinets and cover with plastic.			
	Close and latch (or secure with tape if needed) filling cabinets and cupboards.			
	Back-up electronic data and store in multiple locations.			
	Follow IT provider instructions for computer equipment preparations.			
	Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.			
	Place telephone in desk drawer if the cord is long enough. Do not unplug telephones.			
	Take personal possessions home. The HSC is not responsible for personal items damaged.			
	Secure windows and close blinds.			
	Change voice mail to indicate closure.			
	Close and lock all doors, including office doors, before leaving.			