This Emergency Management Plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

University President ____________________________ Date

Vice President for Finance & Administration ____________________________ Date

Provost ____________________________ Date

TAMU System Legal ____________________________ Date

Others as deemed ____________________________ Date
## RECORD OF CHANGES

Emergency Management Plan

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Introduction

The President of Texas A&M University-Corpus Christi has primary responsibility for effectively managing any crisis which might affect Texas A&M University-Corpus Christi.

Emergency Management is normally divided into four phases or parts: mitigation, preparedness, response and recovery. Mitigation might be best described as those measures taken to avoid crisis or perhaps to prevent small emergencies from becoming a large crisis. Examples include designing and constructing buildings in accordance with applicable fire and life safety codes, installing fire alarm and sprinkler systems, designing adequate storm water drainage systems, and designing and maintaining adequate and reliable water supplies. Preparedness is the development of plans and procedures necessary to enable the effective and efficient use of resources in the event of a crisis. Response and recovery is self explanatory.

This Emergency Management Plan (EMP) will focus on the latter three phases as mitigation efforts are already being implemented campus-wide.

This plan is designed to provide a flexible framework for crisis management rather than step-by-step directions for handling any and every conceivable crisis. University departments and System Members involved in crisis management on this campus are responsible for developing internal procedures and training personnel as necessary to support this plan.

This plan is based upon the concept that the emergency functions that must be performed by many departments generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the response to or recovery from the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
EMERGENCY MANAGEMENT PLAN

I. AUTHORITY

A. Federal

2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116 (reporting of hazardous and toxic chemicals, forming LEPC’s).

B. State

2. Government Code, Chapter 791 (Inter-local Cooperation Contracts).
5. Executive Order of the Governor Relating to the National Incident Management System.
6. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management).

C. System/Texas A&M University-Corpus Christi

1. TAMU System Policy 34.07 Crisis Management (revised 10/27/05).
   Add regulation 34.07.01 when approved
34.07 Crisis Management

Approved September 1, 1995 (MO 286-95)
Revised September 24, 1999 (MO 226-99)
Revised October 27, 2005 (MO -05)

1. GENERAL

1.1 The Chancellor shall establish for the System Administrative and General Offices (SAGO), and shall approve for each component upon recommendation from the respective Chief Executive Officers (CEOs), a management plan or plans to deal with various crises which might threaten the resources of the System and the physical safety of employees, students, clientele, and the general public.

1.2 Such plans should address, without limit, natural disasters, fire, industrial accidents, criminal activities, health epidemics, riots, and similar situations which require the orderly management of resources and processes to protect life and property. Each such plan shall provide for effective means of communication with employees, students, clientele, and the general public.

2. UNDERLYING PRINCIPLES

In the development of such crisis management plans, the following underlying principles shall apply:

2.1 The protection of human life and health is of the utmost importance.

2.2 System property and other resources shall be protected and preserved wherever possible, consistent with the primacy of human health and safety.

2.3 The System shall, whenever possible, assist federal, state and local governments, disaster management and relief agencies, etc., and may allocate facilities, equipment and personnel to assist in the event of natural disasters.

2.4 The System shall cooperate with federal, state and local disaster management and law enforcement agencies with respect to any crisis occurring on System property and/or involving System personnel or students.

2.5 Plans should provide for coordination of appropriate component employees, such as physical plant, campus security, student affairs, environmental, health and safety services, etc., and for the designation of a single individual as coordinator supported, if desired, by a designated crisis management team.

2.6 The System Office of General Counsel shall be consulted in cases where the legal responsibilities of the System are unclear.

3. COMMUNICATIONS

3.1 Communications shall be from the respective CEO or designee with respect to crises affecting a specific System component.

3.2 The CEO shall inform the Chancellor and the Executive Secretary of the Board of any crisis that has occurred or that is threatening life, health, or System property, and give periodic status reports as information is available. The Executive Secretary of the Board shall, in turn, keep members of the Board properly informed.

3.3 Appropriate information shall be provided routinely to System employees and students to enable their cooperation in a potential crisis.

CONTACT OFFICE: The System Office of Risk Management and Safety 34.07:
II. PURPOSE

TAMUCC is subject to emergencies or disasters resulting from major incidents or natural phenomena. This plan provides guidance and procedures to enable the university to effectively respond to and recover from major incidents, natural disasters or other emergencies on the campus. Response must be timely, vigorous, and directed toward containing the situation, minimizing the loss of life and property, averting undue hardship or suffering, and maintaining the maximum operational capabilities of the University. Only by annual review and regular exercise of this plan will rescue and recovery actions be effective in protecting human life and health and in preserving TAMUCC property and resources. The President of TAMUCC is the responsible authority to direct all training and exercises.

The purpose of these guidelines is to:

1. Provide guidance for emergency operations and the utilization of all available university, government and contracted resources for the protection of lives, property, and the continuance of university operations in the event of a natural or man-made disaster or a national emergency including weapons of mass destruction attacks or threats thereof.
2. Outline the duties and responsibilities of departments and/or individuals during university emergency operations.
3. Establish guidelines for emergency planning and coordination of activities relating to disaster prevention and mitigation, preparedness, response, and recovery as related to local, county, state and federal governments.
4. Assign responsibilities for specific duties and activities related to emergency operations and disaster recovery.

Objectives

1. Protect and preserve human life and health.
2. Minimize loss or damage to the University’s facilities and resources.
3. Ensure appropriate communications and notifications within the University, the community, and beyond.
4. Elicit a response which is appropriate to the magnitude of the emergency.
5. Establish a core group of well trained individuals capable of committing resources as necessary and appropriate to ensure that Objectives 1 and 2 are achieved.
6. Establish an Emergency Operations Center (EOC) and guidance for operating an emergency command post site.
7. Describe EOC operations to include staffing and responsibilities.
8. Keep the public informed of the current status of emergency operations in a timely manner.
Scope

The scope of this plan is limited to:

Emergencies that may occur on any part of the TAMU-CC campus to include operations not located on Ward Island.

Those emergencies that require the assistance of an internal department(s) and/or emergency responders outside TAMU-CC.

Activities that commence from the first indication of an emergency condition and continue until the end of the incident. The end of the incident is defined as the time when operations are resumed.
III. EXPLANATION OF TERMS AND DEFINITIONS

A. Acronyms

AAR  After Action Report
ARC  American Red Cross
CCFD  Corpus Christi Fire Department
CCPD  Corpus Christi Police Department
CDC  Centers for Disease Control
CERCLA  Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CERT  Citizens Emergency Response Team
CFR  Code of Federal Regulations
CHEMTREC  The Chemical Emergency Transportation Center
DDC  Disaster District Committee
DEM  Texas Division of Emergency Management
DHS  Department of Homeland Security
DPS  Department of Public Safety
DRC  Disaster Recovery Center
EAS  Emergency Alert System
EBS  Emergency Broadcast System
EM  Emergency Management
EMA  Emergency Management Authority
EMC  Emergency Management Coordinator
EMD  Emergency Management Director
EMP  Emergency Management Plan
EMRT  Emergency Management Response Team
EOC  Emergency Operations or Operating Center
EPI  Emergency Public Information
ERG  Emergency Resource Group
FBI  Federal Bureau of Investigation
GDEM  Governor's Division of Emergency Management
Hazmat  Hazardous Material
IC  Incident Commander
ICP  Incident Command Post
ICS  Incident Command System
IDLH  Immediately Dangerous to Life or Health
IIR  Initial Incident Report
IP  Improvement Plan
JFO  Joint Field Office
JIC  Joint Information Center
LEPC  Local Emergency Planning Committee  
MSDS  Material Safety Data Sheet  
NIMS  National Incident Management System  
NRC  Nuclear Regulatory Commission  
NRP  National Response Plan  
NWS  National Weather Service  
OCP  On-site Command Post  
OSHA  Occupational Safety & Health Administration  
PIO  Public Information Officer  
RACES  Radio Amateur Civil Emergency Service  
RCRA  Resources Conservation and Recovery Act of 1976  
RLO  Regional Liaison Officer  
RM  Radiological Monitor  
RSO  Radiation Safety Officer  
SA  Staging Area  
SCBA  Self Contained Breathing Apparatus  
SCO  State Coordinator Officer  
SO  Sheriff's Office  
SOC  State Operations Center  
SOG  Standard Operating Guidelines  
SOPs  Standard Operating Procedures  
TRRN  Texas Regional Response Network  
TSD  Treatment, Storage and Disposal Facility  
UPD  University Police Department

B. DEFINITIONS

1. **After Action Report**: The After Action Report documents the performance of exercise or incident or incident related tasks and makes recommendations for improvements.

2. **Area Command (Unified Area Command)**. An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

3. **CCFD**: Corpus Christi Fire Department.

4. **CCPD**: Corpus Christi Police Department.

5. **Centers for Disease Control (CDC)**. The CDC includes 11 centers, an institute, and offices whose mission is to promote health and quality of life by preventing and controlling disease, injury, and disability. See: [http://www.cdc.gov](http://www.cdc.gov).

6. **CERT** – Citizens Emergency Response Team.
7. **The Chemical Emergency Transportation Center (CHEMTREC).** A centralized, toll-free telephone service (800-424-9300) which has been set up to provide immediate advice on the nature of the product and steps to be taken in handling the early stages of transportation emergencies where hazardous chemical are involved. CHEMTREC promptly contacts the shipper of the material involved for more detailed information and appropriate follow-up action including on-scene assistance when feasible. See: [http://www.chemtrec.com](http://www.chemtrec.com).

8. **Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA).** The original Superfund Act, primarily aimed at hazardous waste site identification and clean up.

9. **Contest Administrator.** The individual responsible for the coordination and administration of the athletic event.

10. **Disaster District.** Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.

11. **Disaster District Committee (DDC).** The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.

12. **Disaster Recovery Center (DRC).** The Disaster Recovery Center is established by FEMA in partnership with state and local emergency management offices. Representatives from federal, state, local, and volunteer agencies are there to explain the assistance available and to assist victims in procuring it.

13. **Emergency.** An incident posing risk to human life or health, to property and Efficacy of resources of TAMU-CC or any part, requiring an immediate action by TAMU-CC and/or outside responders.

14. **Emergency Management Plan (CMP).** The plan that each jurisdiction has and maintains for responding to appropriate hazards. It establishes the specific procedures and approaches to be used in the management of an emergency situation.

15. **Emergency Management Planning Committee.** Personnel designated by the President to assist the Administration in developing and reviewing a Emergency Management Plan for TAMU-CC.

16. **Emergency Management Response Team (CMRT).** A team of individuals appointed by the president to respond in a critical incident and/or crisis situation.

17. **Texas Division of Emergency Management (DEM).** Governor’s Division of Emergency Management. GDEM is charged with carrying out a comprehensive all-hazard emergency management program for the State and for assisting cities, counties, and state agencies in planning and implementing their emergency management programs. [http://www.txdps.state.tx.us/dem/](http://www.txdps.state.tx.us/dem/)
18. **Emergency Alert System (EAS).** A network of broadcast stations and
interconnecting facilities which have been authorized by the Federal
Communications Commission to operate in a controlled manner during a war, state
of public peril or disaster, or other national emergency – as provided by the
emergency broadcast system plan. Supersedes EBS (Emergency Broadcast
System).

19. **Emergency Management (EM).** A framework for organizing and managing
emergency protection efforts. There are four phases – mitigation, preparedness,
response, and recovery – in the all hazards approach.

20. **Emergency Management Authority (EMA).** Emergency management authority is
derived from the Texas Disaster Act of 1975 and assigned to the chief elected
official of each political jurisdiction within the state. In most cases this authority is
delegated to an Emergency Management Coordinator.

21. **Emergency Management Coordinator (EMC).** Emergency management authority is
derived from the Texas Disaster Act of 1975 and assigned to the chief elected
official of each political jurisdiction within the state. In most cases this authority is
delegated to an Emergency Management Coordinator.

22. **Emergency Management Director (EMD).** The chief executive of each jurisdiction
assumes the duties of emergency management director at the emergency
operations center during an emergency.

23. **Emergency Operations Center (EOC).** Specially equipped facilities from which
university officials exercise direction and control and coordinate necessary
resources in an emergency situation.

24. **Emergency Operations Center Staff.** Designated personnel, or their
representative, that will man the EOC during a major crisis to make emergency
management decisions, utilizing available resources, to minimize injuries/fatalities,
property damage, and loss of University operations.

25. **Emergency Public Information (EPI).** Information that is disseminated to the
public via the news media before, during and/or after an emergency or disaster.

26. **Emergency Resource Group (ERG).** A support group made up of representatives
of key departments which may be called upon to provide emergency support in
times of limited or major crises.

27. **Emergency Response Contractors.** Contractors trained to respond in emergency
situations.

28. **Emergency Situation.** As used in this plan this term is intended to describe a range
of situations, from an incident to a major disaster. It includes the following:
   a. **Incident.** An incident is a situation that is limited in scope and potential effects.
   b. **Emergency.** An emergency is a situation that is larger in scope and more
      severe in terms of actual or potential effects than an incident.
   c. **Disaster.** A disaster involves the occurrence or threat of significant casualties
      and/or widespread property damage that is beyond the capability of the local
government to handle with available local resources.

29. **EOC Controller.** The EOC Controller is responsible for the operations of the EOC
when it is activated. EOC Controller is the Emergency Management Coordinator.

30. **EOC Log.** The EOC Log is a log kept during an emergency situation that describes
the steps taken during the emergency.
31. **Federal Emergency Management Agency (FEMA)**. The federal agency charged with development of an integrated emergency management system and with supporting emergency management and disaster assistance efforts at all levels of government. See: [http://www.fema.gov](http://www.fema.gov).

32. **Field Command Post**. Facility at a safe distance from an accident site where the incident commander, responders and technical representatives can make response decisions, deploy manpower and equipment, maintain liaison with the media and handle communications.

33. **Hazardous Material (HAZMAT)**. A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored or transported. The substance, by its nature, containment and reactivity, has the capability for inflicting harm during an accidental occurrence. It may be toxic, corrosive, flammable, reactive, an irritant, a strong sensitizer and poses a threat to health and the environment when improperly managed. Included are toxic substances, certain infectious agents, radiological materials and other related materials such as oil or other petroleum products, and industrial solid waste substances.

34. **Immediately Dangerous to Life or Health (IDLH)**. A measure of toxicity of a substance, the concentration of a toxin that is capable of causing irreparable injury or death.

35. **Incident Command System (ICS)**. The combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident and/or event.

36. **Incident Commander (IC)**. The person responsible for the management of all incident operations. The IC is in charge of the incident site.

37. **Liaison Officer**. A member of the command staff responsible for interacting with representatives from cooperating and assisting agencies.

38. **Local Emergency Planning Committee (LEPC)**. There exists in Nueces County a Local Emergency Planning Committee (LEPC). Responsibility for managing and organizing this body rests with the Nueces County Emergency Management Coordinator.

39. **Logistics Section**. The section responsible for providing facilities, services, and materials for the incident.

40. **Material Safety Data Sheet (MSDS)**. Document containing specific information on the safe handling of chemicals in the workplace.

41. **Medical Command Officer**. Officer responsible for the coordination of all medical branch officers.

42. **Medical Unit**. The functional unit within the service branch of the logistics section responsible for the development of the medical emergency plan, and for providing emergency medical treatment of incident personnel.

43. **Mutual-Aid Agreements**. Written agreements between organizations, either public or private, for reciprocal aid and assistance in case of disasters too great to be dealt with unassisted.
44. **National Incident Management System (NIMS)**. A system, mandated by HSPD-5, that provides a consistent nationwide approach for Federal, State, Tribal, and local governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, Tribal, and local capabilities, NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualified and certification; and the collection, tracking, and reporting of incident information and incident resources.

45. **National Response Plan (NRP)**. Establishes a comprehensive all hazards approach to enhance the ability of the United States to manage domestic incidents.

46. **National Weather Service (NWS)**. To provide weather and flood warnings, public forecasts and advisories for all of the United States, its territories, adjacent waters and ocean areas, primarily for the protection of life and property. NWS data and products are provided to private meteorologists for the provision of all specialized services. See: [http://www.nws.noaa.gov](http://www.nws.noaa.gov).

47. **Nuclear Regulatory Commission (NRC)**. The U.S. Nuclear Regulatory Commission is an independent agency established by the congress under the Energy Reorganization Act of 1974 to ensure adequate protection of the public health and safety, the common defense and security, and the environment in the use of nuclear materials in the United States. [http://www.nrc.gov](http://www.nrc.gov).

48. **Public Information Officer (PIO)**. A member of the command staff responsible for interfacing with the media or other appropriate agencies requiring information directly from the incident. There is only one information officer per incident.

49. **Radiation Safety Officer (RSO)**.

50. **Radio Amateur Civil Emergency Service (RACES)**. A radio communication service conducted by volunteer licensed amateur radio operators, for providing emergency radio communications to local, regional, or state emergency management organizations. FCC 97.163(a).

51. **Radiological Monitor (RM)**. A person who can operate radiation detection instruments and report results of radiation levels from peacetime or attack emergency to the Radiological Officer (RSO).

52. **Resources Conservation and Recovery Act of 1976 (RCRA)**. Provides for the proper handling, use, and disposal of chemicals manufactured and used in the country. Commonly referred to as “cradle to grave” tracking of chemicals.

53. **Resources List**. A current list of all resources (equipment, personnel, supplies), which can be used by emergency services in response to local disaster/emergencies.

54. **Safe Zone**. A geographical region beyond the warm zone where there is no suspected product contamination; often referred to as the cold zone or the outermost zone.

55. **Self Contained Breathing Apparatus (SCBA)**. Supplemental oxygen breathing equipment used primarily by firefighters and divers.
56. **Shelter-In-Place.** A procedure that advised people to stay indoors and to attempt to reduce the airflow into a structure. This strategy is used when it has been recognized that people could not be evacuated from an area prior to the arrival of a toxic cloud.

57. **Sheriff Office (SO).** Nueces County Sheriff’s Office.

58. **Staging Area (SA).** A pre-selected location having large parking areas and cover for equipment, vehicle operators, and other personnel such as a major shopping area, schools, etc. The SA provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to reception jurisdictions, a rally point for mutual aid, or a debarking area for returning evacuees.

59. **State Coordinating Officer (SCO).** The person designated by the Governor to serve as the on scene representative for the Division of Emergency Management and to work in concert with the federal coordinating officer in administering state and federal assistance to disaster victims.

60. **State Disaster District 20.** A multi-county region in south Texas so designated by the Texas Division of Emergency Management. A Regional Liaison Officer (RLO) and Disaster District Chairman (DDC) are appointed for each disaster district. A captain in the Corpus Christi district headquarters of the DPS is assigned as the State Disaster District Chairman for Disaster District 20. Texas Government Code, Section 418.106; City of Corpus Christi Code of Ordinances, Chapter 15, Emergency Management. See: [http://www.txdps.state.tx.us/dem/](http://www.txdps.state.tx.us/dem/)

61. **Unified Command.** In ICS, Unified Command is a unified team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability. The operations section chief is responsible for implementing the incident action plan.

62. **UPD.** University Police Department.
IV. SITUATIONS AND ASSUMPTIONS

A. Situation

Our University is exposed to many hazards, all of which have the potential for disrupting the campus community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1.

Figure 1

HAZARD SUMMARY

<table>
<thead>
<tr>
<th>HAZARD TYPE</th>
<th>LIKELIHOOD OF OCCURRENCE*</th>
<th>ESTIMATED IMPACT ON PUBLIC HEALTH &amp; SAFETY</th>
<th>ESTIMATED IMPACT ON PROPERTY</th>
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<tr>
<td></td>
<td>(SEE BELOW)</td>
<td>LIMITED MODERATE MAJOR</td>
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<tr>
<td>Natural</td>
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<tr>
<td>Drought</td>
<td>Occasional</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Unlikely</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>Flash Flooding</td>
<td>Unlikely</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Flooding (rain or tidal)</td>
<td>Likely</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Hurricane</td>
<td>Highly Likely</td>
<td>Major</td>
<td>Major</td>
</tr>
<tr>
<td>Subsidence</td>
<td>Occasional</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Tornado</td>
<td>Occasional</td>
<td>Major</td>
<td>Major</td>
</tr>
<tr>
<td>Wildfire</td>
<td>Unlikely</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Winter Storm</td>
<td>Unlikely</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Health</td>
<td>Airborne/Foodborne Illness</td>
<td>Unlikely</td>
<td>Moderate</td>
</tr>
<tr>
<td>Technological</td>
<td>Energy/Fuel Shortage</td>
<td>Unlikely</td>
<td>Limited</td>
</tr>
<tr>
<td>Fire/Smoke</td>
<td>Likely</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hazmat/Oil Spill (fixed site)</td>
<td>Likely</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Hazmat/Oil Spill (transport)</td>
<td>Likely</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Loss of Utilities/Disruption</td>
<td>Occasional</td>
<td>Moderate</td>
<td>Major</td>
</tr>
<tr>
<td>Major Structural Fire</td>
<td>Likely</td>
<td>Moderate</td>
<td>Major</td>
</tr>
<tr>
<td>Nuclear Facility Incident</td>
<td>Unlikely</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Water System Failure</td>
<td>Likely</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Power Outage</td>
<td>Likely</td>
<td>Moderate</td>
<td>Major</td>
</tr>
<tr>
<td>Security</td>
<td>Active Shooter</td>
<td>Likely</td>
<td>Major</td>
</tr>
<tr>
<td></td>
<td>Bomb Threat/Explosive</td>
<td>Unlikely</td>
<td>Major</td>
</tr>
<tr>
<td></td>
<td>Building Evacuation</td>
<td>Occasional</td>
<td>Limited</td>
</tr>
<tr>
<td></td>
<td>Crime in Progress</td>
<td>Occasional</td>
<td>Limited</td>
</tr>
<tr>
<td></td>
<td>Civil Disorder</td>
<td>Unlikely</td>
<td>Limited</td>
</tr>
<tr>
<td></td>
<td>Demonstration/Disturbance</td>
<td>Likely</td>
<td>Limited</td>
</tr>
<tr>
<td></td>
<td>Enemy Military Attack</td>
<td>Unlikely</td>
<td>MAJOR</td>
</tr>
<tr>
<td></td>
<td>Evacuate Persons/Disabilities</td>
<td>Occasional</td>
<td>LIMITED</td>
</tr>
<tr>
<td></td>
<td>Injury/Death of Employee</td>
<td>Likely</td>
<td>LIMITED</td>
</tr>
<tr>
<td></td>
<td>Terrorism</td>
<td>Likely</td>
<td>MAJOR</td>
</tr>
</tbody>
</table>

* Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely
1. Any employee of Texas A&M University Corpus Christi may be tasked by this plan.
2. The local police and fire departments will respond, where support agreements or mutual aid agreements exist.
3. Texas A&M University Corpus Christi is included in the City of Corpus Christi 911 system. Dial extension 4444 from campus telephones to access the University Police Department for emergency services. If there is an imminent threat to life dial 911.
4. Most emergencies on the TAMUCC campus will involve multiple responding units including but not limited to, the University Police, Physical Plant, Environmental, Health & Safety, and other appropriate university units. Additional emergency response from the City of Corpus Christi Fire and EMS Departments, Police Department and other appropriate City/County departments and/or state agencies may be requested.
5. Depending on the type and complexity of the incident, the TAMUCC Incident Commander may cede command to local fire and law enforcement agencies.
6. All emergency responses will utilize the Incident/Unified Command System as required by the Federal Emergency Management Agency (FEMA).
7. The University Health Center is a freestanding, ambulatory care facility with no emergency room. It is not equipped to receive patients from mass casualty incidents. Casualties will be transported to area hospitals by the appropriate agency.
8. Other agencies operating on the TAMUCC campus shall coordinate their emergency actions with this plan.

Because of its geographic location, proximity to the Corpus Christi Naval Air Station and Corpus Christi Army Depot, population concentration, multi-story buildings, and highway traffic, maritime shipping and other risk factors, TAMUCC is exposed to many hazards, some of which have the potential for disrupting the university community and causing property damage and casualties.

Possible natural hazards include, but are not limited to tornadoes, fires, and hurricane/ tropical storms and tidal flooding. There is also the threat of terrorism related activities associated with biological, nuclear, incendiary, chemical, and explosive weapons. Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, civil disorder, disease or other unknown or unpredictable occurrences.
B. Assumptions

1. TAMUCC will continue to be exposed to the hazards and situations noted above, as well as lesser hazards and others that may develop in the future.
2. Outside assistance will be available in most emergency situations affecting the University. Although these guidelines define procedures for coordinating such assistance, it is essential for the University to be prepared to carry out disaster response and short-term actions on an independent basis.
3. It is possible for a major disaster to occur any time and any place in or near the University. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many disasters and events can, and will, occur with little or no warning.
4. University officials and representatives must recognize their responsibilities for the safety and well-being of students, employees, and visitors; and assume their responsibilities in the implementation of this emergency plan.
5. Proper implementation of these guidelines will reduce or prevent disaster-related losses.
6. Regardless of the threat or type of emergency, it is possible that the following results may be encountered:
   a. Death or injury to people and animals.
   b. Interruption or disruption to transportation.
   c. Interruption or disruption to normal communications.
   d. Interruption or disruption to utilities and other essential services.
   e. Congregation of large numbers of people at the scene, at central locations, at shelters, etc.
   f. Significant numbers of people being displaced, requiring some or all of the following: evacuation, shelter, feeding, welfare, and other assistance.
   g. Structural damage to streets, buildings, utilities, or other property.
   h. Contamination of food, water, personnel, vehicles, property, and other substances.
   i. Shortages of essential items.
   j. Periods of civil unrest or disorder, including looting, rioting, mob scenes, violence, etc.
   k. Initial confusion of the affected population, with probable delays in University response due to disaster events.
   l. Extensive need for public information.
   m. Disruption of business activities.
   n. Other matters of minor to serious impact or inconvenience.
V. CONCEPT OF OPERATIONS

Texas A&M University-Corpus Christi
Incident Command Structure
Staffing Assignments
Effective August 1, 2008

Declaration

The president may declare a campus state of disaster or emergency. The effect of the declaration is to activate the recovery and rehabilitation aspects of the plan and to authorize furnishing aid and assistance. When the needs for the emergency exceed local capability to respond, outside assistance will be requested from neighboring jurisdictions and/or the state government.

1. TAMUCC 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.

2. 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/city/county operation will generally be initiated.
3. The services of the City of Corpus Christi 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 the City Mayor, County Judge, TAMUCC President, or other local government agency upon request.

4. Emergency response activities will employ the Incident/Unified Command System (ICS) to the maximum, practicable extent.

5. 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.

A. Operational Guidance

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They may seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.

2. Implementation of ICS

   a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to University officials, identify response resources required, and direct the on-scene response from the ICP. An Initial Incident Report (IIR) should be initiated at this time. See Appendix 1, (IIR).

   b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.
3. Sources and Use of Resources.

   a. We will use our own resources, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. If additional resources are required, we will:

      1) Summon those resources available to us pursuant to contracts, local agreements and Memorandum of Understanding. See Appendix 2, (MOU) to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
      2) Summon emergency service resources that we have contracted for. See Appendix 3, (Emergency Service Resources).
      3) Request assistance from volunteer groups active in disasters.
      4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.

   b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

B. Incident Command System (ICS)

4. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Appendix 4, (ICS Structure).

5. The incident commander is responsible for carrying out the ICS function of command – managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.

6. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
7. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Appendix 5, *(NIMS Summary)* provides additional information on Unified and Area Commands.

C. ICS – EOC Interface

For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. See Appendix 6, *(EOC)*. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

8. The EOC Manager is generally responsible for:

   a. Providing resource support for the incident command operations.
   b. Issuing community-wide warning.
   c. Issuing instructions and providing information to the general public.
   d. Organizing and implementing large-scale evacuation.
   e. Organizing and implementing shelter and mass arrangements for evacuees.
   f. Coordinating traffic control for large-scale evacuations.
   g. Requesting assistance from the State and other external sources.

9. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

10. The incident commander is generally responsible for field operations, including:

   a. Isolating the scene.
   b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
   c. Warning the population in the area of the incident and providing emergency instructions to them.
D. **State, Federal & Other Assistance**

11. **State and Federal Assistance**

a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance.

b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Corpus Christi, Texas. A request for state assistance must be made by the chief elected official the County Judge/Mayor and may be made by telephone, fax. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.

c. 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.

E. **Emergency Authorities**

   a. Key federal, state, system and local legal authorities pertaining to emergency management are listed in Section I of this plan.
   
   b. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations.

F. **Actions by Phases of Emergency Management**

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.

   a. Mitigation:
   
   We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.
b. Preparedness:
We will conduct preparedness activities to develop the response capabilities needed in the event of emergency. Among the preparedness activities included in our emergency management program are:

1. Providing emergency equipment and facilities.
2. Emergency planning, including maintaining this plan, its Appendices, and appropriate SOPs.
3. Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
4. Conducting periodic drills and exercises to test our plans and training.

c. Response:
We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its Appendices is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

d. Recovery:
If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the University and provide for the basic needs of the campus community. Long-term recovery focuses on restoring the University to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Appendix 7, (Recovery Program).
VI. ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES

A. Organization

1. General

Many departments of the university have emergency response duties in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our organization for emergencies includes an executive group, emergency services, and support services. Appendix 4, (ICS Structure) depicts our emergency organization.

2. Executive Group
   The Executive Group consists of the President’s Cabinet.

3. Emergency Services
   Emergency Services include the members of the TAMUCC ICS structure and organizational flow chart, and those departments, colleges, and groups with primary emergency responsibilities.

4. Emergency Support Services
   This group includes departments, colleges and contractors that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other resources.

5. Volunteer and Other Services
   This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, supervisors of the university departments, agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions.
2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies.

a. **EOC Manager / Executive VP for F&A or designee**
   1. Activate the EOC when required.
   2. Designate an Emergency manager to coordinate EOC operations.
   3. Monitor the emergency response during disaster situations and provides direction where appropriate.
   4. With the assistance of the Public Information Officer, keep the public informed during emergency situations.
   5. Request assistance from other local governments or the State when necessary.
   6. Direct activation of the EOC.
   7. Coordinate the operational response of local emergency services.
   8. Coordinate activation of the EOC and supervise its operation.

b. **External Liaison / Chief of Staff**
   1. Serve as the staff advisor to the President on emergency management matters.
   2. Keep the President and university administration apprised of our preparedness status and emergency management needs.
   3. Coordinate with organized volunteer groups and businesses regarding emergency operations.

c. **Provost and Vice President for Academic Affairs and the Executive Vice President for Finance and Administration**
   1. The Provost and Vice President for Academic Affairs and or designee will have the responsibility to inform and assign responsibility to the faculty and academic units.

d. **Vice President for Student Affairs**
   1. The Vice President for Student Affairs, or designee, will have the responsibility to serve as the liaison with student officers, evacuation and relocation of students; and establishment of an emergency telephone information center to handle calls from parents.

e. **Information / Assistant Vice President for Marketing & Communications**
   1. Has the responsibility for coordinating the needs of the outside media and for providing news releases to the campus, public and for coordination with the on-scene PIO. See *Appendix 8, (News Agencies).*
f. **Operations / Director of Physical Plant / Operations**
   1. The Director of Physical Plant will have the responsibility to furnish and direct manpower and equipment to restore buildings to functional use; perform damage assessment and determine if buildings are structurally sound before being occupied. The Director will also have the responsibility to furnish and direct manpower and equipment to establish cleanup operations.
   2. Maintain emergency resource inventory and equipment, ie. Emergency Generators. *Appendix 9, (Generators).*

   g. **Security / Chief of University Police**
   1) The Chief of the University Police Department will have the responsibility of furnishing and directing manpower and equipment to cordon and maintain security in the affected area; conduct search and rescue operations; maintain crowd control; and direct large-scale evacuations.

h. **Emergency Management Coordinator / Environmental, Health & Safety**
   1. Coordinate local planning and preparedness activities and the maintenance of this plan.
   2. Liaison with the state emergency management staff and other local emergency management personnel.
   3. Conduct training for the EOC staff.
   4. The Environmental, Health & Safety Coordinator shall coordinate the EMP with the Local Emergency Planning Committee (LEPC) and the City of Corpus Christi Emergency Coordinator.
   5. Develops a Site Safety Plan.

i. **Operations**
   1. Responsible for management of all operations directly applicable to the incident.
   2. Responsible for activating and supervising elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety Plan; directs the preparation of unit operational plans, requests or releases resources, make expedient changes to the Incident Action Plans as necessary and reports such to the Incident Commander.

j. **Planning / Associate Vice President Planning & Institutional Effectiveness**
   1. Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies for the incident.
k. Logistics / Director Purchasing
   1. Responsible for providing facilities, services, and material in support of the incident. The Logistics Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises Branches and Units within the Logistics Section.

l. Finance and Administration / Associate Vice President for Finance & Administration
   1. Responsible for all financial and cost analysis aspects of the Incident and for supervising members of the Finance/Administration Section.
VII. DIRECTION AND CONTROL

A. General

1. The Emergency Management Committee is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS.

2. The Executive Vice President for Finance & Administration will provide overall direction of the response activities of all our departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.

3. The Associate Vice President for Technology will manage the EOC.

4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.

5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Incident Commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as common communications protocol, may be adopted to facilitate coordinated effort.

6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or federal assistance is covered in Section V of this plan. External agencies are expected to conform to the general guidance and direction provided by our command staff.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located in the Dugan Wellness Center.

C. Field Command Post (FCP)

The Field Command Post (FCP) conducts all operations using the Incident/Unified Command System (ICS). Command is usually established prior to activation of the EOC. The Field Command Post provides the initial securing of the perimeter of the area, coordinates the actions of the operating units, and remains operational during the field actions (rescue, response, recovery, etc.) phases, as required.

1. Incident Commander: Chief
   a. The Incident Commander determines the location of the FCP, determines the need for EOC activation if not already activated, which streets are to be cleared, access routes to and from the site, and any specific transportation issues (such as helicopter landing zones, EMS locations, morgue location, etc., as appropriate). The Incident Commander also determines security boundaries, notifies Public Safety Dispatch of needs, including personnel recall from other departments as required, and sets up the FCP.

D. EOC Activation:

   Upon notification of EOC activation, the members will report to the primary EOC located in Corpus Christi Hall –Room 271 of the University Control Center, 6300 Ocean Drive. The secondary location is the Physical Plant Conference/Break Room. The primary EOC location for the City is the Frost Bank Building, located at 2406 Leopard Street.

   The EOC shall activate when:

   a. The President, Executive Vice President for Finance & Administration, or their representative elect to activate the entire EOC or only those elements deemed necessary for response and recovery.
   b. The Corpus Christi EOC is activated in response to an area wide or an off-campus incident.
   c. The Incident Commander requires its activation.

The EOC will:

   Have as its primary responsibility to provide support to the Incident Commander and maintain constant contact with the Field Command Post and Unit Control Centers.
The priority of work in activating the EOC is as follows:

1. Establish radio communications with University departments in accordance with Appendix 6, *(EOC Activation Checklist)*.
2. Establish communications with the Incident Command Post and provide resources as requested.
3. Establish internal telephone communications.
4. Establish radio and/or telephone communications with City of Corpus Christi Emergency Management (361)-826-4636).
5. If applicable, notify DPS Corpus Christi (361)-698-5500 / (361)-698-5625 of current status and submit an *Initial Incident Report* to the DPS in Corpus Christi (FAX: (361)-698-5528) and the Division of Emergency Management (DEM) in Austin (FAX: (512)424-2444/7160). See Appendix 1, *(TAMUCC Initial Incident Report)* for report format.
7. Set up maps, charts, and aerial photos as required.
8. Alert the Vice President for Institutional Advancement or designee to establish the media center/press room, and notify news media through official news releases as necessary.
9. Perform other duties as required by the situation.

**Authority and Responsibilities of the EOC:**

1. The following individuals are authorized to activate the EOC:
   a. President
   b. Executive Vice President for Finance & Administration
   c. Provost
2. The general responsibilities of the EOC are to:
   a. Assemble accurate information on the emergency situation and current resource data to allow University officials to make informed decisions on courses of action.
   b. Work with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
   c. Provide resource support for emergency operations.
   d. Suspend or curtail university operations, recommend the closure of the university and cancellation of university events, public events and closure of private businesses operating on campus.
   e. Organize and activate evacuation and mass care operations.
   f. Provide emergency information to the public.
3. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Section VII, D. The interface between the EOC and the incident command post is described in Section V, C.
4. Our Alternate EOC is located at Physical Plant Conference/Break Room. This facility will be used if our primary EOC becomes unusable.
E. **Line of Succession**

1. The line of succession for the EOC Manager
   i. President
   ii. Exec VP F&A
   iii. Provost
   iv. President’s Cabinet Members
Emergency Operations Center and Staffing

The TAMU-CC Emergency Operations Center (EOC) is located at the Dugan Wellness Center. Should this location be destroyed or be inaccessible, the alternate location of the EOC will be the Communications Center in the Physical Plant, Building conference room.

The EOC Staff coordinate the activities of all the TAMU-CC units during an Incident. Reference Chain of Command Flow Chart. (See ICS Structure, page 15).

Specific functions performed in the EOC during an Incident include:

- Taking charge of disruption in University operations until normal operations are restored.
- Notifying all TAMU-CC units, Federal and State Agencies, business and church organizations of the emergency condition, delays, adjustments and response.
- Dispatching UPD and other appropriate emergency response personnel to the scene.
- Maintaining communication with Vice Presidents, Deans, Directors and Unit Supervisors of affected facilities to provide information and instruction to students and employees.
- Directing appropriate personnel to investigate cause of emergency and to conduct damage assessment.
- Maintaining liaison with the City of Corpus Christi’s Emergency Operations Center (EOC) via direct line telephone, or the web EOC.
- Disseminate information concerning emergencies to media, parents, and others, as necessary.

EOC Staffing:

The Executive Vice President for Finance and Administration, Provost & Vice President for Academic Affairs and the and or their designees will be responsible for taking command of the EOC and issuing directives necessary to effect orderly evacuation, rescue, cleanup, or other operations as required. EOC staff must be properly trained, and have the proper authority to carry out actions that are necessary to respond to the incident.
VIII. READINESS LEVELS

A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. Readiness Levels will be determined by the Emergency Management Committee or, for certain circumstances, the Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the Appendices to this plan; more specific actions will be detailed in departmental or agency SOPs.

B. The following NIMS Incident Types will be used as a means of increasing our alert posture.

NIMS Incident Types

Type 5
- The incident can be handled with one or two single resources with up to six personnel.
- Command and General Staff positions (other than the Incident Commander are not activated).
- No written Incident Action plan (IAP) is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on the scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

Type 4
- Command and General Staff functions are activated only if needed.
- Several resources are required to mitigate the incident.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated.
- No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.
- Examples include a building fire or large protest/rally.
Type 3
- When capabilities exceed initial emergency response, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the Command and General Staff positions may be activated, as well as Division/Group supervisor and/or Unit Leader level positions.
- A Type 3 Incident Management Team (IMT) or incident command organization managers initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.
- Examples include a chemical leak with evacuation, tropical storm/hurricane or a hostage stand-off.

Type 2
- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 Incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command and general staffing.
- Most of all of the Command and General Staff positions are filled.
- A written IAP is required for each operational period.
- Many of the functional units are needed and staff.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
- Examples include a devastating flood or earthquake.

Type 1
- This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.
- All command and General Staff positions are activated.
- Operations personnel often exceed 500 per operational period and total incident personnel will usually exceed 51,000.
- Branches need to be established.
- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.
- Examples include a major terroristic attack, or a Hurricane Katrina level disaster.
IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the university officials authorized to request assistance pursuant to those documents.

2. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Appendix 2, (Agreements and Contracts).

B. Reports

1. Hazardous Materials/Oil Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the Environmental, Health & Safety Department shall make the required report. Call National Response Center phone number is 1-800-424-8802, State Spill Response 1-800-832-8224 for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made by the Environmental, Health & Safety Department.

2. Initial Incident Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Appendix 1, (IIR) for the format and instructions for this report.

3. Daily Incident Status Summary Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Appendix 6, (Daily Incident Status Summary Report) for the format of and instructions for this report.

4. After a Type 3, 4 or 5 incident an After Action Report will be submitted to the Emergency Management Committee. A Type 1 or Type 2 incident After Action Report will be submitted to the Emergency Management Committee at the discretion of the Incident Commander. See Appendix 10, (AAR).
C. Records

1. Record Keeping for Emergency Operations

The University is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established fiscal policies and standard cost accounting procedures.

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

1) Activation or deactivation of emergency facilities.
2) Emergency notifications to other local governments and to state and federal agencies.
3) Significant changes in the emergency situation.
4) Major commitments of resources or requests for additional resources from external sources.
5) Issuance of protective action recommendations to the campus community.
6) Evacuations.
7) Casualties.
8) Containment or termination of the incident.

b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain details of costs for emergency operations to include:

1) Personnel costs, especially overtime costs
2) Equipment operations costs
3) Costs for leased or rented equipment
4) Costs for contract services to support emergency operations
5) Costs of specialized supplies expended for emergency operations

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

a. In order to continue normal university operations following an emergency situation disaster, vital records must be protected. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of Appendices to this plan will include protection of vital records in its SOPs.

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

D. Training

It will be the responsibility of each unit director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

E. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the TAMU System Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

F. Post-Incident and Exercise Review

The Emergency Management Committee is responsible for organizing and conducting a critique following the conclusion of a significant emergency incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

No mandatory written Incident Action Plan (IAP) is required for a Type 4 or 5 incident, however, departments that experience a Type 4 or 5 incident will develop an After Action Report to be submitted to the Executive Vice President for Finance and Administration.
X. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The President is responsible for approving and promulgating this plan.

The Emergency Management Committee is comprised of: President, Provost, Executive Vice President for Finance & Administration and University Services.

1. Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
2. Implement policies and decision of the governing body relating to emergency management.
3. Organize the emergency management program and identifies personnel, equipment, and facility needs.
4. Assign emergency management program tasks to departments and agencies.
5. Determine appropriate training for University emergency management personnel and emergency responders.
6. Coordinate periodic emergency exercises to test our plan and training.
7. Develop procedures for its operation.

A Emergency Management Planning Committee Chair shall be appointed by the President. The Committee Chair shall schedule the annual review of the CMP, document approved changes to the CMP, and plan and coordinate biannual emergency exercises.

B. Distribution of Planning Documents

1. The Emergency Management Committee shall determine the distribution of this plan and its Appendixes. In general, copies of plans and Appendixes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.
2. The Emergency Management Plan should include a distribution list (See Appendix 11, (Distribution List) that indicates who receives copies of the Emergency Management Plan and the various Appendixes to it. In general, individuals who receive Appendixes to the basic plan should also receive a copy of this plan, because the Emergency Management Plan describes our emergency management organization and basic operational concepts. Each unit or department identified as having a role in this EMP is responsible for communicating the content of the EMP to its staff.
C. Review

1. The Emergency Management Plan and its Appendices shall begin revision annually in January by the Environmental, Health & Safety Department. The Emergency Management Committee will review and make changes to the Plan annually by March 1. Results of reviews and/or any changes to the Emergency Management Plan shall be reported to the President for approval before being submitted to the Chancellor of the A&M System.

2. The Crisis Management Committee has the responsibility to ensure that the TAMU-CC Crisis Management Plan is consistent and compatible with applicable plans and regulations of state and local governments and other outside agencies.

D. Exercise

An Annual exercise shall be held to train response personnel and evaluate the adequacy of the EMP. An After Action Report of the exercise shall be prepared by participating departments and submitted to the Executive Vice President for Finance & Administration.

E. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or response management occur.

2. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
XI. NATIONAL INCIDENT MANAGEMENT SYSTEM

Adoption of NIMS

We have adopted the National Incident Management System (NIMS) in accordance with the President’s Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
Appendix 1
Initial Incident Report

Texas A&M University-Corpus Christi

Initial Disaster Report

1. Date and time report (24-Hour Clock):

2. What happened?:

3. When?:

4. Where?:

5. Extent of damage or loss, best information available?:

6. Best estimate of injured, homeless, and fatalities:

7. Type and extent of assistance required, if known:

8. Additional pertinent remarks:

9. Name of official making report:
   Title: Location:
   Phone(s): Fax:
   Page: Email (if available)

10. Name of official making report:
    Title: Location:
    Phone(s): Fax:
    Pager: Email (if available)
Appendix 2
Summary of Agreements & Contracts

Summary of Agreements & Contracts

Description: EHS CAE NO530 Coca-Cola Water Emergency Delivery
Summary of Provisions: Deliver 1000 cases of bottled water 24-1/2 liter Post Hurricane
Officials Authorized to Implement: Incident Commander
Costs:
Copies Held By: Director of Purchasing

Description:
Summary of Provisions:
Officials Authorized to Implement:
Costs:
Copies Held By:

Description:
Summary of Provisions:
Officials Authorized to Implement:
Costs:
Copies Held By:

Contracts

Description:
Summary of Provisions:
Officials Authorized to Implement:
Costs:
Copies Held By:

Description:
Summary of Provisions:
Officials Authorized to Implement:
Costs:
Copies Held By:

EHS CAE NO406 Texas A&M International University
EHS City of Corpus Christi, Nueces County Public Health Department
EHS CAE NO530 Coca-Cola Water Emergency Delivery
EHS MOU DPS
Appendix 3
Emergency Service Resources

Emergency Service Resources

1. Job Order Contractor – Alpha Building Corporation
   William (Bill) Millar, Project Manager
   361-825-2591 office
   361-533-0293 cell
Appendix 4
Organization for Emergency Management

DRAFT
Incident Command Structure

Texas A&M University-Corpus Christi
Incident Command Structure
Staffing Assignments
Effective August 1, 2008

President
Dr. Flavius Killebrew

Incident Commander
Executive VP-President Finance & Administration
Ms. Judy Nelson

Incident Commander
Provost & Vice President Academic Affairs
Dr. Manfredi

Safety
Chief, UPD
Mr. Alan Gutierrez

External Liaison
Chief of Staff
Dr. Mary Herwerden

Information
Asst. VP Marketing & Communications
Mr. Marshall Collins

Media Communications
News Editorial Manager
Mr. Steve Paschal

Faculty/Staff/Student Communications
News Editorial Writer
Ms. Cassandra Hinojosa

Web site Information
Director, Publications
Mr. John Stalmach

Operations
Director, Physical Plant
Mr. Laurence Fischbach

Depot
Assistant Director, Physical Plant
Mr. Laurence Fischbach

Depot
Project Coordinator, Physical Plant
Mr. D. Kelley Dye

Depot
Manager of HVAC Services, Physical Plant
Mr. Oscar Contreras

Planning
Assoc VP Planning & Institutional Effectiveness
Dr. Paul Orser

Depot
Director, Library
Ms. Christine Shupala

Depot
VP Research & Scholarship Activities
Dr. Harvey Knull

Logistics
Director, Purchasing
Ms. Judy Nelson

Depot
Director, Budget
Ms. Rebecca Fann

Finance & Administration
Assoc. VP for Finance & Administration
Ms. Kathryn Fann-Baxter

Depot
Manager, Budget
Ms. Rebecca Fann

Depot
Director, University Services
Ms. Kimberly Miller (Interim)
NIMS Summary

A. BACKGROUND

Texas A&M University Corpus Christi University 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 six major components of NIMS help to standardize the following:

- Command and Management system structure
- Planning and preparedness processes
- Mechanisms for Resource Management
- Effective communication and information management
- Interoperability for supporting technologies
- Support ongoing management and maintenance of the NIMS Integration Center

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

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

B. COMPONENTS

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

   a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.
1) FEATURES OF ICS

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

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

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

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

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

e) Use of Position Titles. All ICS positions have distinct titles.

f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

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

h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.
2) UNIFIED COMMAND

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

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

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

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

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

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

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

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

4. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
5. **Supporting Technologies.** This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.

6. **Ongoing Management and Maintenance.** The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.
Emergency Operations Center – Operations Procedures

1. All personnel reporting shall come equipped for the long term, to the maximum predictable and practical extent, bringing with them all essential support personnel, equipment, and materials as may be required for the conduct of their duties. Cell phones and chargers are particularly useful in most situations.

2. Each person staffing a position in the EOC shall utilize some reasonable method for continuously recording incoming and outgoing messages, requests for assistance, responses to requests, anticipated requirements, and the entire spectrum of information and communication flow that typically takes place in an emergency situation. Documentation is essential! Message forms are available in the EOC and must be utilized regularly and without exception. Paper tablets, such as steno pads, are a good method of keeping track of events. All entries should have a time of occurrence entry, with attention given to date changes if the event runs long term. Event tracking and documentation software programs, if available and operational, will be the primary method of recording actions or events which take place, with message forms and notes utilized as backup and secondary means.

3. The “EOC log” record keeper must be kept informed of all information and communications so that the official log will accurately reflect the disaster sequence of events. Proper utilization of the message forms, and other information dissemination forms, will greatly aid in the preparation of this log. Information flow to this position is essential.

4. EOC personnel will normally staff their assigned positions, with the associated phone number assigned to that position at their disposal. The use of these lines for “incoming” calls, and the use of a cell phone for “outgoing” calls are recommended if practical.

5. All positions in the EOC are essential, and must remain staffed at the levels specifically indicated in this document throughout the emergency, unless the person in charge of the operation expressly stands down the position. Any such deactivation should be an EOC log entry, to document the matter.

6. As it is likely that an emergency situation will require turnover in EOC personnel, each position should maintain a record of information as to what has taken place to date, what is in progress, and what is anticipated. This information shall be used in briefing any newly arriving person regarding the specifics of the situation, and will create a smooth transition from one person to another. The EOC log entries, any individualized record keeping method, message duplicates, and so on, may serve to satisfy this purpose.
In no case should a person vacate or turn over responsibility for their position, until they are certain that the new arrival has been briefed on the requirements of the position.

7. The person in charge of the EOC should routinely conduct situational updates. These briefings need not be lengthy, regularly scheduled, or overly complex. The intent is to keep everyone involved informed as to the current and projected situations, and to ensure that each person is aware of what the others are doing.

8. A status sheet or similar format, such as a listing on one of the marks-a-lot boards, shall be maintained informing EOC personnel of the current senior elected and appointed officials present in the facility.

9. Message handling methods and procedures must be promulgated and rigidly adhered to by every participant. Except when otherwise stipulated, message forms will be thoroughly completed by any participant, and properly routed. The multi-sheet, carbonless forms require routing as follows: white copy to recipient, yellow to the EOC log entry person (via the EOC person in charge) thence to the status board writer or other interested person, with the pink copy retained by the writer. Each person involved with messages, either as writer or recipient, should ensure that any completed messages are “filed” in a chronological sequence. Any necessary responses will be accomplished by an additional completed message form, properly routed, and filed as stated.
Appendix 6
Emergency Operations Center – Activation Checklist

Emergency Operations Center Activation Checklist

YES / NO (Answer all that apply)

1. Has 911 Dispatch been notified? ________
2. Has Physical Plant Communications Center been notified? ________
3. Have all key staff members been notified? ________
4. Has the Incident Commander been notified? ________
5. Have the City of Corpus Christi EMC’s been notified? ________
6. Has the Department of Public Safety in Corpus Christi been notified? ________
7. Has the Regional Liaison Officer (RLO) been notified? ________
8. Has the Initial Incident Report (Appendix 1) been submitted via FAX? (361)-698-5528 (DPS Corpus Christi)
9. Are radios operational? ________
10. Are the phones operational? ________
11. Has a project number been assigned and announced? ________
12. Has a planning team been appointed and begun operations? ________
13. Has an EOC duty log been started and organizational chart displayed? ________
14. Has the record-keeping system been activated and do all ________ EOC participants have access?
15. Does an emergency declaration need to be made? ________
16. Is an evacuation required and has an order been issued? ________
17. Has the Red Cross been notified? The Salvation Army? ________
18. Do any shelters need to be opened? Status of shelters. ________
19. Has an assessment of problems, resources, shortfalls, and options been conducted? ________
20. Are the status charts up-to-date? ________
21. Has a media center, pressroom, or Joint Information Center been established? ________
22. Has an initial press release been initiated? ________
23. Have any requests for outside assistance been made? ________
24. Have any provisions been made for 24-hour operation of the EOC? ________
## Appendix 6
Daily Incident Status Summary Report

### Incident Status Summary (ICS-209)

<table>
<thead>
<tr>
<th>1: Date</th>
<th>2: Time</th>
<th>3: Initial Update Final</th>
<th>4: Incident Number</th>
<th>5: Incident Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>6: Incident Kind</td>
<td>7: Start Date Time</td>
<td>8: Cause</td>
<td>9: Incident Commander</td>
<td>10: IMT Type</td>
</tr>
<tr>
<td>12: County</td>
<td>13: Latitude and Longitude Lat: Long:</td>
<td>14: Short Location Description (in reference to nearest town):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Current Situation

<table>
<thead>
<tr>
<th>15: Size/Area Involved</th>
<th>16: % Contained or MMA</th>
<th>17: Expected Containment Date: Time:</th>
<th>18: Line to Build</th>
<th>19: Costs to Date</th>
<th>20: Declared Controlled Date: Time:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>21: Injuries this Reporting Period:</th>
<th>22: Injuries to Date:</th>
<th>23: Fatalities</th>
<th>24: Structure Information</th>
</tr>
</thead>
</table>

| 25: Threat to Human Life/Safety: Evacuation(s) in progress ---- | No evacuation(s) imminent -- | Potential future threat --------- | No likely threat --------------- |

<table>
<thead>
<tr>
<th>Type of Structure</th>
<th># Threatened</th>
<th># Damaged</th>
<th># Destroyed</th>
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</thead>
<tbody>
<tr>
<td>Residence</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Commercial Property</td>
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<td></td>
<td></td>
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<tr>
<td>Outbuilding/Other</td>
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</tbody>
</table>

### Communities/Critical Infrastructure Threatened (in 12, 24, 48 and 72 hour time frames):

- 12 hours:
- 24 hours:
- 48 hours:
- 72 hours:

### Critical Resource Needs (kind & amount, in priority order):

1. 
2. 
3. 

### Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.)
Relate critical resources needs identified above to the Incident Action Plan.

### Resources threatened (kind(s) and value/significance):
30: Current Weather Conditions
Wind Speed: mph    Temperature:
Wind Direction:    Relative Humidity:

31: Resource benefits/objectives (for prescribed/wildland fire use only):

32: Fuels/Materials Involved: A drop down box with the 13 Fire Behavior Fuel Models has been added. The incident would select the predominant fuel model with the option to include additional fuels information in the text box.

33: Today’s observed fire behavior (leave blank for non-fire events):

34: Significant events today (closures, evacuations, significant progress made, etc.):

### Outlook

<table>
<thead>
<tr>
<th>35: Estimated Control Date and Time:</th>
<th>36: Projected Final Size:</th>
<th>37: Estimated Final Cost:</th>
<th>38: Tomorrow’s Forecasted Weather</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wind Speed: mph    Temperature:</td>
<td>Wind Speed: mph    Temperature:</td>
<td>Wind Speed: mph    Temperature:</td>
<td>Wind Speed: mph    Temperature:</td>
</tr>
</tbody>
</table>

39: Actions planned for next operational period:

40: Projected incident movement/spread during next operational period:

41: For fire incidents, describe resistance to control in terms of:

1. Growth Potential -
2. Difficulty of Terrain -

42: How likely is it that containment/control targets will be met, given the current resources and suppression/control strategy?

43: Projected demobilization start date:

44: Remarks:

### 45: Committed Resources

<table>
<thead>
<tr>
<th>Agency</th>
<th>CRW1</th>
<th>CRW2</th>
<th>HEL1</th>
<th>HEL2</th>
<th>HEL3</th>
<th>ENGS</th>
<th>DOZR</th>
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<table>
<thead>
<tr>
<th>Camp Crews</th>
<th>Total Personnel</th>
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51
46: Cooperating and Assisting Agencies Not Listed Above:

<table>
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<tr>
<th>Approval Information</th>
<th>47: Prepared by:</th>
<th>48: Approved by:</th>
<th>49: Sent to: by:</th>
<th>Date:</th>
<th>Time:</th>
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</table>

Total
Appendix 7
Recovery Program

FEMA site
http://www.fema.gov/rebuild/recover/index.shtm
## List of News Agencies

### Television Stations

1. Catholic Communications  289-6437  
2. KEDT TV (PBS) Channel 16  855-2213  
3. KIII-TV (ABC) Channel 3  986-8300  
4. KORO TV  883-2823  
5. KRIS-TV (NBC) Channel 6  886-6100  
6. KAJA-TV  886-6101  
7. KDF-TV  886-6101  
8. KZTV (CBS) Channel 10  883-7070  

### Radio Stations

1. KBSO FM, KCCT  289-0999  
2. KLTG, KLHB, KMJR, KOUL  883-1600  
3. KRYST FM, KUNO AM,  
   KNCN FM, KMXR FM,  
   KSAB FM, KKTX AM  289-0111  
4. K-SIX  882-5749  

### EAS – Emergency Alert Systems

1. KEYS  -1440  560-5397  
2. KNCN-101.3  560-5101  
3. KZFM – 95.5, K-BAY 92.7  560-5595  

### News Papers

1. Corpus Christi Caller Times  884-2011
Appendix 9
Emergency Generators

Generators for Buildings 1//2009
Central Plant (Installed 1993)
125kw generator 250gal (full load 9.1gal/hr = 27.5hrs)
Replacement Cost $30,900.00 (Does not include Delivery or Installation)

NRC (Installed 1996)
125kw generator 300gal (full load 9.1gal/hr =33hrs)
Replacement Cost $30,900.00 (Does not include Delivery or Installation)

Harte (Installed 2005)
300kw generator 750gal outside tank/250gal inside tank (full load 21.5gal/hr = 46.5hrs)
Replacement Cost $50,150.00. (Does not include Delivery or Installation)

UC (Installed ?)
250kw generator 250gal (full load18gal/hr = 14hrs)
Replacement Cost $45,375.00 (Does not include Delivery or Installation)

S&T (Installed 2001)
150kw generator 300gal (full load 10.9gal/hr = 27.5hrs)
Replacement Cost $31,050.00 (Does not include Delivery or Installation)

Bay Hall (Installed 2005)
350kw 350gal (full load 25.1gal/hr = 34hrs)
Replacement Cost $56,200.00 (Does not include Delivery or Installation)

PAC (Installed 2005)
300kw 300gal (full load 21.5gal/hr = 14hrs)
Replacement Cost $50,150.00 (Does not include Delivery or Installation)

CI (Installed 1994)
150kw 200gal (full load 10.9gal/hr = 18hrs)
Replacement Cost $31,050.00 (Does not include Delivery or Installation)

Dugan Wellness Center (Installed 2009)

Portable Generators
Honda Vtwin Purchased 2006.
Serial number #MP06000G0
Model MGH 10000C
Replacement Cost $3,221.00

Dayton  Purchased approximately 10 years ago.
Serial number #1767555
Model 3W737C
Replacement cost $1,888.00

Homelite (Purchased over 17 years ago)
Serial number H02200084
Model CG4800
Replacement Cost $1,054.00
After Action Report (AAR)


Executive Summary:

Exercise Overview:

Exercise Goals & Objectives:

Exercise Events Synopsis:

Analysis of Mission Outcomes:

Analysis of Critical Task Performance:

- Task Number and Description
- Issue Number and Description
- References
- Summary
- Consequence
- Analysis
- Recommendation
- Improvement Action

Conclusion:
Executive Summary

Note: The “Executive Summary” section should be used to briefly describe a summary of the information contained in an After Action Report (AAR) to highlight the way in which the report will assist agencies in striving for preparedness excellence and should include the following:

• Brief overview of the exercise

• Major strengths demonstrated during the exercise

• Areas that require improvement

Chapter 1: Exercise Overview

Note: The “Exercise Overview” section should be used to briefly describe the following:

• Describes the specific details of the exercise

• Identifies the agencies and organizations that participated in the exercise

• Describes how the exercise was structured

• Describes how the exercise was implemented and carried out

Listed below are the exercise specifications that are required in the AAR “Exercise Overview” section. The information contained in this section will be gathered in a database on the National Exercise Program and will be available for planning, scheduling, and evaluation purposes.
Exercise Name: List formal name of exercise(s).
Duration: List the total length of the exercise(s).
Exercise Date: List the Month, Day, and Year of the exercise(s).
Sponsor: List the Federal sponsoring agency of the exercise(s).
Type of Exercise: List the type of exercise from the seven available exercise types in the HSEEP as described in Volume I, on Page 19: Seminar, Workshop, Drill, Game, Tabletop, Functional Exercise, or Full-Scale Exercise.1
Funding Source: List the agency receiving the funding for the exercise(s)
Program: List the name of the program under which the funding for the exercise is originating from.
Focus: List the appropriate focus of the exercise: Response, Recovery, Prevention, or Other.
Classification: List the appropriate classification of the exercise: Unclassified (U), For Official Use Only (FOUO), or By Invitation Only (IO).
Scenario: List the scenario of the exercise: Chemical release or threat ®, Biological release or threat (B), Radiological release or threat ®, Nuclear release or threat (N), Explosive release or threat (E), Cyber (Y), or Other/Specify (O).
Location: List all applicable information regarding the specific location of the Exercise, including the City, State, Federal Region, International Country, Military Installation
Participating Organizations: List the organization or agency names of the Cosponsors of the exercise, including the Local, State, and Federal agencies as well as Contract Support, if applicable.
Participants: List the individual participating organizations or agencies, including the Federal, State, and Local agencies as well as International Agencies, if applicable.
Number of Participants: List the total number of players, victim role players, controllers, evaluators, and observers.
Exercise Overview: Briefly describe the exercise components and what it was designed to accomplish.
Exercise Evaluation: Briefly describe the specific evaluative tools in place for this exercise, including where evaluators were positioned and the date of the Exercise Evaluation Conference that follows the exercise.
Chapter 2: Exercise Goals and Objectives

Note: The “Exercise Goals and Objectives” section should be used to briefly list the goals and objectives for the exercise. These are developed during the exercise planning and design phase and are used to define the scope and content of the exercise as well as the agencies and organizations that will participate. List each Goal followed by the Objective for the respective Goal.

Chapter 3: Exercise Events Synopsis

Note: The “Exercise Events Synopsis” section should be used to provide an overview of the scenario used to facilitate exercise play and the actions taken by the players to respond to the simulated terrorism attack. The activities are presented in the general sequence and timeline that they happened at each site. The events synopsis provides officials and players with an overview of what happened at each location and when. It is also used to analyze the effectiveness of the response, especially the time sensitive actions. It provides a means of looking at the ramifications of one action not happening when expected on actions taken by other players and on the overall response. The “Exercise Events Synopsis” should include the synopsis, the modules for the exercise, and a timeline of events for each element of play.
Chapter 4: Analysis of Mission Outcomes

Note: The “Analysis of Mission Outcomes” section provides an analysis of how well the participating agencies/jurisdictions addressed the mission outcomes. Mission outcomes are those broad outcomes or functions that the public expects from its public officials and agencies. As defined in the Office of Domestic Preparedness’ (ODP’s) Homeland Security Exercise and Evaluation Program – Volume II: Exercise Evaluation and Improvement, the mission outcomes include: prevention/deterrence, emergency assessment, emergency management, hazard mitigation, public protection, victim care, investigation/apprehension, recovery/remediation. The exercise goals and objectives will define the mission outcomes that are addressed by the exercise and that should be analyzed in this section of the AAR.

This section analyzes how well the participating jurisdictions as a whole achieved the expected mission outcomes in their response to the simulated terrorist event. The focus of this analysis is on outcomes rather than processes. The mission outcomes are actions the public expects from its public officials and agencies when faced with a terrorist threat or attack. Results for each mission outcome should be summarized by outcome area. A detailed analysis of the activities and processes that contributed to results related to the mission outcomes will be in the following chapter.
Chapter 5: Analysis of Critical Task Performance

Note: The “Analysis of Critical Task Performance” section reviews performance of the individual tasks, as defined in the evaluation guides. Each task that was identified by the exercise planning team as a critical task to be performed to respond to the simulated attacked defined by the scenario should be discussed in this section. Those tasks that were performed as expected require only a short write up that describes how the task was performed and generally would be not be followed by recommendations. For tasks that were not performed as expected, the write-up should describe what happened or did not happen and the root causes for the variance from the plan or established procedures or agreements. Recommendations for improvement should be presented for these tasks. This section should indicate if the variance from expected performance resulted in an improved response, which may result in a recommendation that plans or procedures be changed. Innovative approaches that were used during the response should be highlighted and described. To facilitate tracking of recommendations and improvements, acronyms should be spelled out in each recommendation.

At some point in the future, when the performance criteria have been validated and enhanced, jurisdictions will be asked to rate the performance of each task and the provide a overall performance rating for the exercise.

Following the review and validation of the draft report findings by key officials from the participating agencies/jurisdictions (during the debriefing meeting), the officials define the actions that will be taken to address the recommendations. These improvement actions are presented following each recommendation and include the action, the responsible party/agency, and the timeline for completion.

Below is the format that each Task should be presented in.
Task: List the overall task and number.
Issue: List the issue number and statement.
Reference: List the reference Exercise Evaluation Guide (EEG) task and number.
Summary of Issue: Briefly describe the issue.
Consequence: Briefly state the consequence of the action.
Analysis: Briefly explain the issue and the consequences.
Recommendations: List the recommendation that would help to rectify the issue.
Actions: List the action steps required to ensure that the recommendation is followed.

Conclusions

Note: The “Conclusions” section of the report should be used as a summary of all the sections of the AAR. It should include the following:

• Participants demonstrated capabilities

• Lessons learned for improvement and major recommendations

• A summary of what steps should be taken to ensure that the concluding results will help to further refine plans, procedures, training for this type of incident.
Improvement Plan

The improvement plan outlines the actions that the exercising jurisdiction plans to take to address recommendations contained in the after action report. It lists the recommendation, action and party responsible for implementing the recommendation.

Examples include: updates to existing plans, policies, procedures, protocols, systems, equipment, training, and facilities developed to mitigate against, prepare for, respond to, and recover from the effects of Weapons of Mass Destruction (WMD) terrorism.
Distribution List

**TAMUCC Crisis Management Plan**

EOC Reference Library – DWC 3rd floor
President
President’s Cabinet
Department Directors
EMC – Emergency Management Coordinator
College Deans

**Incident Command Structure (Staffing Assignments)**

President
Executive Vice President Finance & Administration
Provost & Vice President Academic Affairs
Chief, University Police
Coordinator, Environmental, Health & Safety
Lieutenant, University Police
Safety Specialist, Environmental, Health & Safety
Environmental Specialist, Environmental, Health & Safety
Chief of Staff
Dean, Community Outreach
Assistant Vice President Marketing & Communications
News Editorial Manager
Director of Publications
Director, Physical Plant
Assistant Director, Physical Plant
Project Coordinator
Manager of HVAC Services, Physical Plant
Associate Vice President Planning & Institutional Effectiveness
Director, Library
Vice President Research & Scholarly Activities
Director, Purchasing
Assistant Director, Purchasing
Associate Vice President Finance & Administration
Director, Budget
Assistant Comptroller

**RACES Officer-Radio Amateur Civil Emergency Service** (to receive non-confidential copy)

County Local Emergency Planning Committee
City of Corpus Christi Emergency Management Coordinator
County/City Health Officer
Fire Chief/Fire Marshal
GDEM Regional Liaison Officer
## Emergency Resource Group (revised 2/25/2009)

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<th>Command</th>
<th>Office</th>
<th>Home</th>
<th>Pager</th>
<th>Cell</th>
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<td>Flavius Killebrew</td>
<td>825-2621</td>
<td>991-3146</td>
<td>658-0171</td>
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<td>Anantha Babbili</td>
<td>825-2721</td>
<td>991-7047</td>
<td>563-5177</td>
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<td>Jody Nelsen</td>
<td>825-2322</td>
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<td>215-3434</td>
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<td>Eliot Chenaux</td>
<td>825-5711</td>
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<td>Trent Hill</td>
<td>825-6005</td>
<td>985-9998</td>
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<tr>
<td>Paul Orser</td>
<td>825-5785</td>
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<td><strong>Liaison</strong></td>
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<td>Kathryn Funk-Baxter</td>
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<td>Debra Cortinas</td>
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<td>Alan Gutierrez</td>
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<td>850-3172</td>
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<td>825-2337</td>
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Nueces County Local Emergency Planning Commission Office 826-3960
Department of Public Safety Office 698-5500

NOTE: Private phone numbers of TAMUCC personnel is kept as a secure internal document separate from this plan.
Emergency Communications (revised 1/15/2009)

On-Campus Emergency  Dial From On-Campus
Emergency Assistance     9-911
University Police      825-4444
University Health Center      825-2601
Physical Plant      825-2324
Poison Control     1-800-222-1222
Poison Non-Emergency     886-2600

Off-Campus Emergency  Dial 911- from off campus telephones

City of Corpus Christi
City of Corpus Christi Emergency Operations Center (EOC)  826-1100
City of Corpus Christi EOC Duty Officer    826-1100
Local Emergency Planning Committee Administrator  826-3960

Fire
Corpus Christi Fire Department     880-3900

Police
Corpus Christi Police Department     886-2600
Department of Public Safety     698-5600
Nueces County Sheriff     826-2900
FBI (Federal Bureau of Investigation)     883-8671
If no answer call Houston    1-713-693-5000

Ambulance
EMS     826-3942

Hospital
Christus Spohn Medical Emergency Rooms
Memorial Medical Center - 2606 Hospital Blvd  902-4160
Shoreline - 600 Elizabeth St at Ocean Drive 881-3811
South - 5950 Saratoga at Staples  985-5811

Corpus Christi Medical Centers Emergency Rooms
Bay Area Medical Center - 7101 SPID at Rodd Field Rd  761-3406
Doctors Regional Medical Center - 3315 S Alameda  761-1468

Halo Flight Air Ambulance  315 Pinson Road  289-2516
Crisis Communications

Emergency Procedures

Texas A&M University-Corpus Christi wants to assure its greater University community that we have many forms of communication in place for informing our public of a campus emergency. In an emergency we will:

- Activate the DCC Communicator! NXT Mass Communications System.
- Post information to the University Website homepage.
- Send an email to all faculty, staff and students.
- Send a telephone voicemail to all Camden Miramar residents.
- Send a telephone voicemail to all faculty and staff offices.
- Activate the 1-800 emergency numbers for information updates.
- Place announcements on monitors in campus buildings.
- Notify the area news media.
- Place signage at the entry to campus.

It is important that faculty, staff and students review and update their personal contact information so that the University can reach you when there is an emergency.

Communications Equipment

**Telephone** – primary means of communications for contacting key crisis responders or departments.

**800 MHz Radios** – used by UPD, Physical Plant, E,H&S and Corpus Christi Fire Department. 800 MHz radios are also available to key members of University Administration including the Vice President for Finance and Administration.

**Cellular** – used by UPD, Physical Plant and E,H&S. The University Police Dispatch maintains lists of emergency responders and their pager numbers and is available to assist in reaching responders upon request.
missing
Division of Student Affairs
Critical Incident Response Plan

Introduction:
When a critical incident occurs involving a student, the senior student affairs administrator available, will respond to the incident in coordination with the President’s Office, University Police (UPD), Public Affairs and other offices/departments directly affected by the incident.

When an incident occurs, the individual on-scene will initiate the immediate response. UPD should be notified of the incident. Once UPD is on the scene they become the incident response coordinator.

Student Affairs will assist UPD and/or other agencies as necessary during the emergency. Student Affairs is concerned with the welfare of the students involved in the incident and will be the primary contact for the students following the incident. All efforts will be made to assist students to return to classes as soon as possible following the incident.

Immediate response to an incident:
When notification of an incident involving a student is received, the Vice President of Student Affairs (VPSA) or designee should be made aware of the incident. The VPSA (or designee) shall make contact with the individual(s), UPD or administrator, on-site.

UPD will secure the scene and coordinate the immediate response to the incident. UPD will keep the VPSA (or designee) informed of the progress of the incident. The VPSA (or designee) will assist UPD at the scene as necessary with students affected by the incident.

VPSA (or designee) will notify the President.

VPSA (or designee) will notify Public Affairs.
   Public Affairs will coordinate any release of information to the media.

VPSA (or designee) will determine appropriate measures to be taken in regards to the student(s) directly involved in the incident and any student(s) indirectly involved but affected by the incident. (See attached check lists)

*The attached checklists should be used to guide the student affairs administrator through the process. Please note, that due to the circumstances of particular incidents, additional steps may be needed.
Division of Student Affairs
Sexual Assault Checklist

Name of Student: ____________________________ SS#: ___________________
College: _____________ Major:__________ Classification: ________________
Reported By: __________________________ Contact info: __________________
Date of Assault: ________________________ Date Notified: __________________

Vice President of Student Affairs (or designee) shall contact the following individuals:

____ President
____ University Police
____ Office of Public Affairs
____ Members of Presidents Cabinet
____ University Counseling Center
____ Student Affairs Administrative Council
____ Other: ____________________________

The Office of Student Affairs will initiate the following action to be taken:

____ Assess needs of the student (housing, safety, medical, emotional state)
____ Secure temporary housing, if necessary
____ Assist victim in contacting family members, if desired
____ Inform student of services (UHC/UCC) available on campus & local area
____ Arrange for University Counseling Center to be available for victim
____ Attempt to persuade student to go to the emergency room for “Rape Exam”
____ Notify victim’s faculty of absence from class if appropriate
____ Notify campus community according to law, about the incident
____ Notify Student Government Association
____ Conduct investigation for potential violation of the Student Code of Conduct
____ Follow up with student to see if additional assistance is needed
____ Follow up with Safety Office, UPD if incident was on campus
____ Timely warning distributed to Univ. community if event occurred on campus

Report completed by: _________________________________ Date:_____________
Division of Student Affairs
Communicable Disease Checklist

Name of Student: ____________________________ SS#: __________________
On -Campus Resident: ____ Yes ____ No Bldg: ___________________
Local Address: ______________________________ Phone: __________________
College: ____________________________________
Notified By: _________________________________ Phone: __________________
Nature of Illness: _____________________________ Date: ___________________

Vice President of Student Affairs (or designee) shall contact the following individuals:

___ President
___ Office of Public Affairs
___ Members of Presidents Cabinet
___ University Health Center*
___ University Safety Officer
___ University Counseling Center
___ Miramar/Dir. of Univ. Housing (if resident)
___ Athletic Director (if athlete)
___ Dir. of Admissions (if International Student)
___ Student Affairs Administrative Council

*The University Health Center will be the University’s liaison with Nueces County Health Department.

At the appropriate time, the Office of Student Affairs will contact:

___ Dean of the Student’s College: _______________________
___ Student’s Faculty (list):
                  ___________________   ___________________
                  ___________________   ___________________
                  ___________________   ___________________
___ Student’s family (in consultation with student)

The University Health Center and the Office of Student Affairs will assist Nueces County Health Department notifying students that were potentially exposed to the infected student, if protocol determines that is the appropriate action. The University Health Center and the Office of Student Affairs will assist Nueces County Health Department in the appropriate response.

The Office of Student Affairs will counsel the infected student on academic issues (requesting incompletes, withdrawal from classes, etc) at an appropriate time.

Report completed by: ___________________________
Date: _______________
Division of Student Affairs
Injury, Illness, Hospitalization Checklist

Name of Student: ______________________ SS#: ____________________
Address: _____________________________ Phone: ___________________
Nature of Incident: _____________________ Date of Incident: ___________
Reported By: __________________________ Relation: ________________
Reported To: __________________________ Date Notified: _____________
Duration: _____________________________

Short term:
VP of Student Affairs or his designee will notify the following individuals:
*Student must provide documentation from a medical professional with dates of illness.
   ____ Notify Student’s Faculty (in writing)
   _________________ _________________
   _________________ _________________
   _________________ _________________
   ____ Family, Roommate, Enrolled Sibling, Significant Other (by request)
   ____ Public Affairs (when appropriate)
   ____ President
   ____ Members of President’s Cabinet (Kirby, Lovitt, Orser, Hill)
   ____ UHC/UCC (depending on nature of incident)
   ____ Contact:
   ____ Miramar/Dir. of University Housing (if Resident)
   ____ Athletic Director (if Athlete)
   ____ Assistant Director for Student Activities (if Greek)
   ____ Director of Core Curriculum (if Freshman)
   ____ Assistant Director of Admissions (if International Student)

Long Term/Incapacitation/Medical Withdrawal:
VP of Student Affairs or his designee will notify the following individuals:
*Student (or family member acting on their behalf) must provide written request for medical withdrawal.
   ____ Family
   ____ President
   ____ Members of Presidents Cabinet (Kirby, Lovitt, Orser, Hill)
   ____ Dean of the Student’s College: _____________________________
   ____ Student’s Faculty (in writing):
   _________________ _________________
   _________________ _________________
   _________________ _________________
Injury, Illness, Hospitalization Checklist (continued)

___ Dean of Enrollment Services
___ Director of Admissions & Records (in writing)
___ Director of Financial Assistance (in writing)
___ SandDollar Office (in writing)
___ Bursar (in writing)
___ Student Affairs Council
___ Roommate/Enrolled Siblings/Significant Other:
___ Contact:
    ___ Miramar/Dir. of University Housing (if Resident)
    ___ Athletic Director (if Athlete)
    ___ Assistant Director for Student Activities (if Greek)
    ___ Director of Core Curriculum (if Freshman)
    ___ Assistant Director of Admissions (if International Student)
    ___ Coordinator of Students with Disabilities (if disabled)

Action to take:
___ Complete Critical Incident Report Confidential Summary
___ Follow-up with Student

Report Completed By: _________________________________
Date: _______________
Division of Student Affairs
Death of a Student Checklist

Name of Deceased: ___________________________ SS#: ___________________
College: _____________ Major:____________ Classification: __________________
Reported By: __________________________ Contact info: __________________
Date of Death: _________________________ Date Notified: __________________

Vice President of Student Affairs (or designee) shall contact the following individuals:

___ President
___ Office of Public Affairs
___ Members of Presidents Cabinet
___ Dean of the Student’s College: _______________________
___ Student’s Faculty (list):

___ University Counseling Center
___ Miramar/Dir. of Univ. Housing (if resident)
___ Athletic Director (if athlete)
___ Dir. of Admissions (if International Student)
___ Student Affairs Administrative Council
___ Student Government Association

The Office of Student Affairs will notify:

___ Director of Admissions & Records (in writing)
___ Director of Financial Assistance (in writing)
___ SandDollar Office (in writing)
___ Bursar (in writing)
___ Institutional Advancement (Island Callers, Alumni Office)

The Office of Student Affairs will initiate the following action to taken:

___ Academic Records Sealed
___ SandDollar Card Frozen
___ Request for refund
___ Notify family of Islander Tribute

*Posthumous degrees are awarded if the student meets the criteria that has been established by the University. The college in which the student is enrolled initiates this process.

Report Completed By: _______________________________
Date: __________________
Division of Student Affairs
Campus Demonstration

Vice President of Student Affairs (or designee) shall contact the following individuals:

- University Police
- President
- Office of Public Affairs
- Members of Presidents Cabinet
- University Counseling Center
- Student Affairs Administrative Council
- Student Government Association

The VPSA (or designee) will assist University Police in responding to the demonstration. University procedures will be followed. In the event of a violation of the Student Code of Conduct, the individuals involved will go through the student judicial process as outlined in the Student Handbook.

The VPSA (or designee) will coordinate any necessary follow up actions with students that may have been targeted or affected by the event.

The VPSA (or designee) will coordinate with the President’s Office a response to the issue(s) raised by the demonstration.
Division of Student Affairs
Fire Checklist

Location of Fire: _____________________________ Date: ____________

Students affected:
Name: __________________ SSN: ___________ Cell Phone/Contact Info: __________________________
                                                                                       __________________________
                                                                                       __________________________
                                                                                       __________________________
                                                                                       __________________________

Vice President of Student Affairs (or designee) shall contact the following individuals:

____ President
____ Office of Public Affairs
____ Members of Presidents Cabinet
____ University Counseling Center
____ Student Affairs Administrative Council
____ Student Government Association
____ Other: __________________________

The Office of Student Affairs will initiate the following action to be taken:

____ Contact American Red Cross for victim assistance
____ Assess needs of the students (temp. housing, clothing, school supplies, notes, textbooks)
____ Secure long-term temporary housing, if necessary
____ Place $50 on each student’s SandDollar account for food.
____ Provide ($100) gift certificate to local store for essential supplies
____ Ensure fire victims contact family members
____ Arrange for University Counseling Center to be available for victims
____ Coordinate disbursement of donations to victims
____ Follow up with students to see if additional assistance is needed, one week after the fire
____ Notify victim’s faculty of situation
____ Follow up with Safety Office if fire was on campus

Report Completed By: _____________________________
Date: ____________
missing
Appendix 18
Other Emergency Guidelines

- Active Shooter Protocol
- Airborne or Foodborne Illness
- Bomb Threat or Explosive Device
- Building Evacuation
- Crime in Progress
- Demonstration/Civil Disturbance
- Evacuation of Persons with Disabilities
- Fire/Smoke
- Injury/Death of an Employee
- Loss of Building Utilities – Disruption
- Terrorism – Homeland Security
- Toxic Chemical or Oil Spill or Release
- Weather Emergency
- Organization Assignment List (ICS 203)
- TAMU-CC Campus Map
Texas A&M University-Corpus Christi
Police Department

Active Shooter Protocol

If you witness an individual with a weapon on campus at any time contact the University Police Department. Please follow the response procedures below in responding to an Active Shooter in your building. If you can evacuate the area, please do so in as safe a manner as possible.

Preparing for an Emergency:

- Be aware of your surroundings
- Have a personal safety plan (know your capabilities and limits)
- Program UPD’s phone number in to your cell phone (361-825-4444)
- Review law enforcement role, notification, and securing your safety procedures

Notifying Law Enforcement of an Incident (What to Report):

- Your specific location – building name and office/room number
- Assailant (s) identity if known
- Assailant (s) location, physical description (sex, race, hair, clothing, etc),
- Description of weapon (s) (long barrel gun, hand gun, explosives)
- Number of injured, types of injuries, if known
- Number of people at your location

Securing Your Safety:

- Lock and/or barricade doors with any available object (s) (chairs, desks, etc…)
- Turn of lights and close window blinds
- Remain calm, quiet, and keep others calm
- Take adequate coverage
- Silence cell phones and pagers
- Remain in place until instructed by law enforcement
- Do not approach or make any gestures towards responding law enforcement
- Comply with law enforcement’s directions or demands.

Law Enforcement Response:

- University Police will immediately respond to area
- Local law enforcement agencies will respond to assist UPD
- Law Enforcement’s goal is to locate, contain, and stop the assailant
- First responding officers will not treat injured or begin evacuation until the threat is neutralized
- Once safe to do so, treat injured and evacuate
Airborne or Foodborne Illness

Upon receipt of information concerning a possible food or airborne illness, the building coordinator, dean or director of the affected facility will notify Environmental, Health and Safety.

E,HS will immediately begin an investigation to determine the nature of the illness and simultaneously contact appropriate medical personnel for assistance. E,HS will notify Student Health Services medical personnel and will coordinate actions and activities as necessary.

Medical staff will authorize treatment on-site or transport affected personnel to available medical facilities for treatment.

In the event of a suspected airborne or foodborne illness, Student Health Services personnel will immediately contact E,HS and will coordinate activities as necessary.

A After Action Report of the incident will be supplied by the lead department to the TAMU-CC Crisis Management Planning Committee and a copy of the report to University Public Affairs, as necessary. The City/County Health Department will be notified to assist.
Bomb Threat or Explosive Device

Because of the seriousness of the situation and the possibility of physical injury to the parties concerned, initial precaution must be taken in the case of a bomb threat or presence of explosive devices. If a TAMU-CC employee or student suspects an object to be a bomb or explosive, she/he will:

**IN NO WAY HANDLE OR TOUCH THE OBJECT**

The building or area where the object is found will be evacuated immediately according to evacuation procedure (see Building Evacuation) or other existing evacuation procedures.

All bomb threats and suspected explosive devices will be reported through to the University Police at 4444. Information will include:

- Description of object and exact location
- Name and unit/department of person supplying information

*Radio communication or fire alarm system WILL NOT* be used in the vicinity of suspected bombs or explosive devices. It is essential that the object *NOT BE TOUCHED OR MOVED* by TAMU-CC staff or students. It is critical that deans and directors make their staff aware of bomb and explosive device procedures.

**University Police Department**

Upon notification, UPD will dispatch a sufficient number of officers and supervisors to the scene in accordance with University Police procedures.

Upon arrival at the scene, a command post may be established depending on the seriousness of the circumstance.

Staff and students **WILL NOT** handle any object suspected of being a bomb or explosive device.

UPD may request off-campus emergency response depending on the seriousness of the circumstance.

UPD will act in accordance with University Police bomb/explosive procedures.

A After Action Report will be supplied to Emergency Management with copy to University Public Affairs, as necessary.

Bomb Threat instructions are listed in the “Quick Reference Guide to Campus Emergencies”.

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Building Evacuation

The University Police Department, upon receipt of information concerning a possible major interruption of University operations, will immediately notify pertinent building managers, dormitory resident director, deans, department heads, and/or directors.

University Police, after analyzing the situation, may establish an On-Site Command Post.

Formal order to evacuate will be given by one of the following:

- President
- University Police
- Environmental, Health & Safety
- Dean or Director
- Physical Plant
- Corpus Christi Fire Department

Dean, department head or director contact will begin immediate evacuation IF DANGER IS IMMINENT.

Nothing within this instruction shall be construed to interfere with individual building or unit evacuation procedures.

A After Action Report by UPD will be supplied to Emergency Management with a copy to University Public Affairs, as necessary.

The appropriate City of Corpus Christi Public Safety Organization will be called in to assist on scene.
Crime in Progress

Observed criminal activity, including theft and crimes of violence will be reported to the University Police Department.

Information will include:

- Your name
- Type of crime
- Exact location of crime
- Answers to any questions which you may be asked
- Phone number at the scene

A person reporting a crime should not get involved in trying to prevent it unless it involves self-defense.

Gather as much information as possible about the criminal. If at all possible, take the time to note height, weight, sex, race, age, clothing, vehicles involved, and if the individual is armed or not.

University Police Department
Upon notification, University Police personnel will respond to the scene.

Appropriate action will be taken and support summoned if necessary.
Demonstration/Civil Disturbance

In the event that riots, looting, political violence and/or similar civil disturbance should occur, TAMU-CC has capabilities that, if used promptly and properly, can minimize loss and damage to its resources resulting from such disturbances.

In the event of civil disturbance, University Police will dispatch a sufficient number of officers and supervisors to the scene, implementing civil disturbance control in accordance with University Police procedures.

Upon arrival at the scene, an On-Site Command Post may be established depending on the seriousness of the circumstance.

University Police will make the determination to request off-campus emergency response based on the seriousness of the circumstance.

A After Action Report will be supplied to Emergency Management with copy to University Public Affairs, as necessary.

Evacuation of Persons with Disabilities

Texas A&M University- Corpus Christi owns six (6) “Evac-U-Trac” emergency evacuation devices. The devices are designed to transport physically impaired persons out of multi-storied buildings to safety.

Currently the “Evac-U-Trac” are located in two (2) University Police Department vehicles. The device is available to the UPD officers that respond to a building sounding a fire alarm.

Six (6) Evac-Chairs are located in Bay Hall in the Stair A and Stair B, Level M, Level 2, and Level 3.

Three (3) “Evac-U-Trac” devices are located in the Dugan Wellness Center, Stair 1 next to Room 206, Stair 2 close to EOC, near the roof and top stair on the west side of the building.

One (1) “Evac-U-Trac” emergency evacuation device is located on the west end of University Center third floor near the fire exit door.

One (1) Evac-U-Trac is located near the Rare Book Collection entrance door, on the second floor of the Mary & Jeff Bell Library. In each building the “Evac-U-Trac” is stored in a wall mounted cabinet adjacent to a fire exit.

Environmental, Health & Safety trains UPD, University Center and Library staff in how to use an “Evac-U-Trac”.
Fire/Smoke

All fire/smoke conditions will be reported to the University Police Department. UPD Dispatch will radio the “First Response Team” via the “all call” radio channel.

- Nature of fire/smoke and exact location
- Name and department of person supplying information to UPD Dispatcher

Building occupants will evacuate the building and remain at a distance of 100 feet to ensure:

- Personal safety
- Safe performance of firefighting and rescue operations
- Treatment and removal of the injured

University Police Department
Upon notification, assigned University Police Department personnel will respond to the scene.

- Secure the fire area and assign crowd control
- Assist the fire department in establishing a Command Post, as necessary
- Number and extent of casualties

Environmental, Health and Safety
At the request of UPD dispatch, E,HS will dispatch a representative to the scene. The E,HS representative will gather information to assess the following:

- Probable cause of incident
- Extent of property damage
- Follow up report to the State Fire Marshal

A After Action Report of the incident will be supplied to TAMU-CC Administration and University Public Affairs, as necessary.

Physical Plant
Upon notification, Physical Plant will dispatch an electrician to the fire panel on scene. The Physical Plant electrician will notify UPD dispatch and his/her Physical Plant supervisor that they are on scene. Additional duties may include the following.

- Physical Plant personnel will assist emergency responders with building information, building access, building utilities control, and availability of other resources.
- Physical Plant personnel shall coordinate facility recovery efforts after the facility is cleared for reentry.
- Physical Plant will conduct damage assessment.
Injury / Death of an Employee

Upon the serious injury or death of an employee, the primary responding unit will notify UPD. UPD will notify Environmental, Health & Safety.

Upon the serious injury or death of an employee, the primary responding unit will notify UPD. UPD will notify the Executive Vice President for Finance and Administration. The Executive Vice President for Finance & Administration will notify the appropriate university officers.

Procedures for handling such employee emergencies will be determined by the Executive Vice President for Finance and Administration.
Loss of Building Utilities - Disruption

The disruption or loss of electricity, telephone, potable water, natural gas, steam, sanitary disposal or other building utility may severely affect student residents, classroom activities, and research or staff activity.

Physical Plant
Upon notification, Physical Plant responds to loss of utility(s). Upon arrival at the scene, a determination is made whether to notify the University Police if crowd, traffic control or other assistance is required. Will restore utility(ties).

University Police Department
Receives direct notification of building utility loss. Will notify Physical Plant Emergency Operator, who will notify appropriate personnel. Will respond to scene upon request of Physical Plant. Upon arrival at the scene, may establish an On-Site Command Post if necessary. Physical Plant shall provide a After Action Report of the incident to Emergency Management with copy to University Public Affairs, as necessary.
“Terrorism” – Homeland Security

THREAT ADVISORY GUIDELINES
FOR THE SPECIFIC GEOGRAPHICAL AREA WHICH INCLUDES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

**Threat Condition Green – Low**
This condition is declared when there is a low risk of terrorist attack. Enhanced protections and a heightened state of readiness and increased vigilance characterize this condition.

  Measure 1. Develop written emergency plans to address all hazards, including plans to maintain the safety of students, staff, and faculty, as well as an emergency communication plan to notify parents in times of terrorist-triggered emergency.

  Measure 2. Disseminate relevant information to students, staff, and faculty.

  Measure 3. Establish and update, as necessary, identification credentials for University’s Emergency Management Team.

**Threat Condition Blue – Guarded**
This condition is declared when there is a general risk of terrorist attack. This condition is declared when there is an increased or more predictable threat of terrorist activity. In addition to the previous protective measures, these measures should be implemented:


  Measure 5. Maintain liaison with University Police and local emergency management personnel for effective information exchange.

**Threat Condition Yellow – Elevated**
An elevated condition is declared when there is a significant risk of terrorist attack. In addition to the previous protection measures these protective measures will be implemented:

  Measure 6. Notify all faculty, staff, and students of heightened alert. Review and update University emergency response procedures, continuity of operations plans, shelter-in-place, and emergency evacuation plans.
Measure 7. Review and update emergency contact lists. Verify that key personnel, or their designee, can be contacted at all times.

Measure 8. Send letter to parents of students living on campus outlining steps that will be taken in the event of higher levels of threat conditions.

Measure 9. Verify emergency contact lists for parents of all students housed on campus.

**Threat Condition Orange – High**
This condition is declared when there is a high risk of terrorist attack. In addition to the previous protection measures, these protective measures will be implemented:

Measure 10. Review field trips, co-curricular events, and athletic competitions to determine whether the circumstances of each event warrant cancellation.

Measure 11. Prepare to handle inquiries from anxious parents and the media.

Measure 12. Instruct Building Contacts to be alert to suspicious activity and to report it to proper authorities.

Measure 13. Check status of emergency supplies.

**Threat Condition Red – Severe**
This condition is declared when there is a severe risk of terrorist attack or when intelligence indicates that terrorist action against a specific target is imminent. Under most circumstances, the protective measures for a severe condition are not intended to be sustained for substantial periods of time. In addition to the previous protection measures, these protective measures will be implemented:

Measure 14. Use emergency warning system to notify entire campus about severe security threat.

Measure 15. Cancel all field trips, and ensure that all in-progress field trips are notified. Make decision on safest course of action for in-progress, off-campus trip participants.

Measure 16. Cancel all extra-curricular and athletic events, both on campus and off campus.
Measure 17. Contact family of on-campus boarding students and notify them of measures being taken to protect their children.

Measure 18. Require 100 percent identification checks of all persons entering the campus. Step up campus security patrols.

Measure 19. Require all package and mail deliveries to be rerouted to a secure point on campus for inspection prior to offloading.

Measure 20. Activate 1-800 information update call-in number.

Measure 21. If circumstances warrant, close campus.

Measure 22. Notify media of campus status.
Toxic Chemical or Oil Spill or Release

Whenever toxic solids, liquids or vapors are unintentionally released on TAMU-CC property every effort shall be made to protect students, employees, visitors, and members of participating response units and agencies assisting at the incident site.

Type 1, 2 Incident – Chemical Release
Each department or unit that works with chemicals will employ its own containment/ spill procedures in the event of a small unintentional release of less than 1 liter and not a chemical that is extremely toxic.

At the onset of release, the department will notify Environmental, Health and Safety (E,HS) of chemical type and approximate quantity. Each TAMUCC laboratory has a spill containment kit. Lab Supervisors and Teaching Assistants are trained in spill removal procedures.

Environmental, Health and Safety may dispatch the E,HS Spill Response Team to provide additional support in containment and cleanup if assistance is required.

If release cannot be abated with on-site containment procedures, laboratory personnel will notify Environmental, Health and Safety of chemical type, approximate quantity and need for additional assistance.

Environmental, Health and Safety will dispatch the E,HS Spill Response Team to implement containment and cleanup procedures.

The E,HS representative will determine whether to evacuate and/or request off-campus emergency response, as necessary.

Type 3, 4, 5 Incident – Chemical Release
If chemical release is extremely toxic or in an amount larger than can be contained locally, the 911 District Dispatcher/University Police/E,HS will notify the Corpus Christi Fire Department by direct line telephone and will supply the following information:

- Nature of emergency and exact location
- Name and unit/department of person supplying information
- Name of Laboratory Emergency Contact Person
- Identify and quantity of chemical released, if known
Building occupants will be evacuated from the building and kept at a safe distance, upwind, until:
- Chemical release containment and cleanup have been resolved
- Persons who have been exposed or injured have been removed
- The Corpus Christi Fire Department declares the building safe to re-enter

Environmental, Health and Safety will dispatch the E,HS Spill Response Team to assist with containment and cleanup procedures.

A After Action Report of the incident will be supplied to Emergency Management, copy to University Public Affairs, as necessary.
Weather Emergency

**TAMU-CC President or Designee**
Issues sheltering recommendations, evacuation orders, and authorization to vary routine campus work schedules. NOTE: The TAMUCC Hurricane/Tropical Storm Defense Plan is a stand alone document.

**Emergency Management Team**
Advises TAMU-CC President based upon best available information submitted by University Police Department, Physical Plant, Environmental, Health & Safety, Department of Public Safety, and/or local or national weather services.

Approves content of official news releases, announcements and voice mail messaging.

Announces condition to all internal units including all Vice Presidents.

Announces actions of TAMU-CC President to all Vice Presidents for dissemination to respective departments/offices.

In the absence of Provost and Vice President for Academic Affairs, the Executive Vice President for Finance and Administration is designated to serve this function.

**TAMU-CC University Public Information**
Provides news releases from Provost and Vice President for Academic Affairs. Interfaces with news media.

**TAMU-CC University Police Department**
Implements sheltering or evacuation orders. Summons support resources necessary to accomplish those tasks.
# Organization Assignment List (ICS 203)

<table>
<thead>
<tr>
<th>ORGANIZATION ASSIGNMENT LIST</th>
<th>1. INCIDENT NAME</th>
<th>2. DATE AND TIME</th>
<th>3. TIME AND PLACE</th>
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Campus Map
http://www.tamucc.edu/about/campusmap.html
After Action Report (AAR)


Executive Summary:

Exercise Overview:

Exercise Goals & Objectives:

Exercise Events Synopsis:

Analysis of Mission Outcomes:

Analysis of Critical Task Performance:

- Task Number and Description
- Issue Number and Description
- References
- Summary
- Consequence
- Analysis
- Recommendation
- Improvement Action

Conclusion: