Emergency Management Plan

September 2009
Revised – Formerly Crisis Management Plan (CMP)
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Introduction

The Texas Transportation Institute (TTI) is headquartered on the campus of Texas A&M University in College Station, Texas. As TTI relies heavily on the services provided by Texas A&M University, TTI’s Emergency Management Plan closely adheres to the protocols outlined in the Emergency Management Plan prepared by the University, which is available on the TAMU Environmental Health and Safety Department (EHSD) website. TTI’s approach to emergency management includes:

- **Preparedness** - The development of plans and procedures necessary to enable the effective and efficient use of resources in the event of an emergency.

- **Response** - Improving and implementing appropriate responses to varying levels of an emergency.

- **Recovery** - Returning to normal operations as quickly and safely as possible after an emergency.
Section 1.0: Purpose

1.1 The TTI Emergency Management Plan (TTIEMP) formally establishes and documents a coordinated plan for responding to emergencies, whether large or small, which may arise in spite of all mitigation efforts. The aim for this plan is to provide a flexible framework of procedures which will be periodically reviewed so that when emergencies do occur, TTI’s response will be effectively coordinated with TAMU emergency personnel to protect human life and health and preserve Texas A&M University System (TAMUS) property and resources.

1.2 TTI’s goal is to provide effective and efficient cooperation with TAMU for all phases of emergency management.

1.3 The protection of human life and health is of the utmost importance and shall take precedence throughout this combined effort.
Section 2.0: Objectives

2.1 Protect and preserve human life and health.

2.2 Minimize loss or damage to TTI, TAMU’s and TAMUS' facilities and resources.

2.3 Ensure appropriate communications and notifications within TTI, TAMU, TAMUS, the community, and beyond.

2.4 Elicit a response which is appropriate to the magnitude of the emergency.

2.5 Establish a core group of well trained individuals capable of committing resources as necessary and as appropriate to ensure that Objectives 1 and 2 are achieved.

2.6 Coordinate with TAMU to ensure that an Emergency Operations Center (EOC) can be quickly set up if needed.

2.7 Emphasize the practice of safety concepts during emergencies.
Section 3.0: Scope

3.1 The scope of this plan is limited to the following areas:

3.1.1 Emergencies that may occur in any of the buildings or space occupied by TTI on the TAMU campus in College Station, on the Riverside campus, or at any other TAMUS facility occupied by TTI within Brazos County, Texas.

3.1.2 Those emergencies that require the assistance of an external department(s) and/or emergency responders outside of TTI.

3.1.3 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.
Section 4.0: Definitions

4.1 For the purposes of this plan, a brief description is given for the following terms:

4.1.1 **Emergency** - an incident posing risk to human life or health, to property and efficacy of resources occupied or allocated to TTI, requiring an immediate action by TTI, TAMU and/or outside responders.

4.1.2 **TTI Emergency Management Team (TTIEMT)** - a support group made up of representatives of key departments which may be called upon to provide emergency support in times of major emergencies. Members of the TTIEMT may be required by the TTIEMT Leader to assemble at the TTI EOC during an emergency.

4.1.3 **Emergency Operations Center (EOC)** - the central location from which emergency management operations are directed.

4.1.4 **On-site Command Post (OCP)** - an on-site location from which a primary responding unit directs on-site emergency response.
Section 5.0: TTI Emergency Management Team (TTIEMT)

5.1 The TTI Director or designee shall serve as the TTIEMT Leader.

**TTIEMT Leader - Line of Succession**

- Director
- Deputy Director
- Executive Associate Director for Business and Support
- Director of Facilities, Safety and Support Services or program designee
- Public Affairs Officer

The Director of Facilities, Safety and Support Services also serves as the EMP Coordinator and is responsible for the review, revisions and submittals of the Plan to TAMUS.

5.2 The TTIEMT shall be comprised of representatives of at least the following departments:

- 5.2.1 Executive Management
- 5.2.2 Facilities, Safety and Support Services
- 5.2.3 Public Affairs Office
- 5.2.4 Human Resources Office
- 5.2.5 Network and Information Systems
- 5.2.6 Roadside Safety and Physical Security Division (Riverside Campus), if applicable

Appendix A of this Plan lists contact numbers for various emergency response personnel and service entities – distribution is public

Appendix B of this Plan lists emergency contact numbers for the TTIEMT - distribution is not public for security purposes

5.3 During emergencies, members shall be responsible for advising the TTIEMT Leader and marshaling the resources required for response to the emergency.

At other times (non-emergencies), TTIEMT members shall be responsible for assisting the TTIEMP coordinator in reviewing the Plan and for planning and participating in biannual emergency exercises with TAMU.

5.4 The TTIEMT will work with EOC and OCP command as necessary. The majority of TTI facilities are located on the Texas A&M University Campus. Designated EOC and first responders to that campus will take command of emergencies upon arrival. TTIEMT will provide support to EOC and OCP as necessary.
Section 6.0: Levels of Emergency

6.1 Limited-scope Emergency - An incident contained within a single building or area. A Limited Emergency may require off-campus emergency response (e.g., College Station Fire Department). It may require evacuation of one or more buildings occupied by TTI. TTI’s response under a Limited Emergency is normally directed by the TAMU Police from the on-site command post but may be directed by representatives of the TAMU Physical Plant or the TAMU EHSD, as the situation warrants.

6.2 Major Emergency - An incident posing major risk to TTI, TAMU, or TAMUS personnel or resources. The incident has caused or has the potential for causing major injury and/or damage, and is expected to require off-campus emergency response. May require assembly of all or part of the TTIEMT and may involve activation of the EOC. Authority for declaring a General Emergency rests with the Director or the Director's designee (refer to section 5.1).
Section 7.0: Organization

7.1 Planning and Management Function

7.1.1 TTI’s plan shall support the TAMU Emergency Management Plan and the Brazos County Inter-jurisdictional Emergency Management Plan.

7.2 TTI Emergency Management Plan (TTIEMP)

7.2.1 The TTIEMP shall be reviewed annually and modified as necessary. Results of the reviews and any changes to the TTIEMP shall be reported to the Director for approval prior to submission to the TAMUS Chancellor.

7.2.2 TTI shall participate in exercises held by TAMU to train response personnel and evaluate the adequacy of the TTIEMP. Reports of exercises shall be prepared and submitted to the Director or designee.

7.2.3 A TTIEMP Coordinator shall be appointed by the Director.

7.2.4 The Coordinator shall be responsible for scheduling the annual review of the TTIEMP, documenting approved changes to the TTIEMP, and planning and coordinating TTI’s participation in TAMU’s emergency exercises.

7.3 Emergency Management Team Members

7.3.1 Act under the authority of and report directly to the Director upon a declared or anticipated Major Emergency.

7.3.2 Monitor the response activities of their individual units.

7.3.3 Request additional assistance and resources as needed from TAMU, local, state, and federal agencies.

7.3.4 Recommend procedures and equipment to maintain readiness to implement the plan.

7.3.5 Assists with the annual review of the TTIEMP.

7.3.6 Assists with the coordination and participation in TAMU’s emergency drills.

7.4 On-site Command Post

7.4.1 The On-site Command Post shall be established at a location near the emergency which provides the best available location for observation and logistical support but which ensures an adequate level of safety.

7.4.2 The On-site Command Post is the location from which on-site response is staged and managed.

7.4.3 The TAMU Police Department normally acts as the primary responder to campus emergencies and is normally responsible for establishing and controlling the On-site Command Post.

7.4.4 Depending upon the nature of the emergency, command of the On-site
Command Post may be turned over to TAMU Physical Plant or TAMU EHSD.

7.4.5 Control of the On-site Command Post shall be ceded to the College Station Fire Department (the authority having jurisdiction) upon their arrival.
Section 8.0: Emergency Communications

8.1 At the onset of an emergency, news is likely to spread quickly. Nevertheless, a formal plan must be in place and supporting protocols must be followed to ensure that all necessary notifications are reliably made. TTI’s Public Affairs Officer will coordinate this effort as necessary with TAMU, following TTI’s Emergency/Crisis Communications Plan (CCP).

8.2 The two key campus communication hubs are the University Police Department (UPD) dispatcher and the Physical Plant Communications Center. Only the UPD dispatcher is a part of the Brazos County 911 District. UPD and the Communications Center shall ensure that any notification of emergencies is shared by both groups.

8.3 The UPD Dispatcher shall be responsible for contacting TAMU EHSD and Physical Plant Communications Center per internal procedures.

8.4 Communications Equipment

8.4.1 Telephone - primary means of communications for contacting key Emergency responders or departments.

8.4.2 800 MHZ Radios - used by TAMU UPD, Physical Plant, EHSD, and College Station Fire Department. 800 MHZ radios are also available to key members of TAMU’s Administration.

8.4.3 Pagers - used by TAMU UPD, Physical Plant, and EHSD. The TAMU Communications Center maintains lists of emergency responders and their pager numbers and is available to assist in reaching responders upon request.

8.4.4 Agency electronic communications (email, intranet, internet website) should be used as much as possible to communicate emergency information to TTI personnel agency-wide. The agency’s Disaster Recovery Plan and Business Continuity Plan contain details on proposed actions and restoration of electronic information resources in an emergency.

8.4.5 Emergency Alert System (EAS) and EAS Radios – network of broadcast stations and facilities authorized by the Federal Communications Commission to be operated during times of major emergencies. Through use of this network and with cooperation through TAMU Telecommunications, EAS radios have been provided to help disseminate information in a timely and concise manner.
Section 9.0: Weather Emergency

9.1 TTI Director or designee

9.1.1 Issues sheltering recommendations, evacuation orders, and authorization to vary routine campus work schedules.

9.2 TTI Deputy Director or designee

9.2.1 Advises TTI Director based upon best available information submitted by designated TTI employees, TAMU UPD, TAMU Physical Plant, TAMU Environmental Health and Safety (EHSD), Department of Public Safety, and/or local or national weather services.

9.2.2 Approves content of official news releases, announcements and phone messages.

9.2.3 Announces condition to all internal units including all Associate Directors.

9.2.4 Announces actions of TTI Director to all Associate Directors for dissemination to their respective departments/offices.

9.2.5 In the absence of the Deputy Director, the Executive Associate Director is designated to serve this function.

9.3 TTI Public Affairs Officer

9.3.1 Develops news releases for review and approval by the Director/Deputy Director and coordinates media contacts with TAMU or TAMUS Communications Offices.

9.3.2 Responds to media inquiries, in coordination with TAMU and TAMUS Communications Offices.

9.4 TAMU University Police Department (UPD)

9.4.1 TAMU UPD is responsible for implementing sheltering or evacuation orders.

9.4.2 TAMU UPD is responsible for summoning the support resources necessary to accomplish those tasks.

9.5 TTI Facilities, Safety and Support Services

9.5.1 Issues severe weather precautions and procedures to agency personnel.

9.5.2 Works with various agency and TAMU departments to ensure facilities, vehicles, equipment and materials are secured.

9.5.3 Provides call-in number for affected offices to advise of building reopenings.
Section 10.0: Toxic Chemical Spill or Release

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

10.2 Limited-scope Emergency - Chemical Release

10.2.1 Each department 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 extremely toxic.

10.2.2 At the onset of release, the department will notify TAMU EHSD of the chemical type and approximate quantity.

10.2.3 TAMU EHSD may dispatch the EHSD Spill Response Team to provide additional support in containment and cleanup if assistance is required.

10.2.4 If release cannot be abated with on-site containment procedures, TTI personnel will notify TAMU EHSD of chemical type, approximate quantity and need for additional assistance.

10.2.5 TAMU EHSD will dispatch the EHSD Spill Response Team to implement containment and cleanup procedures.

10.2.6 The TAMU EHSD representative will determine the necessity for an evacuation procedure and request off-campus emergency response based on toxicity and quantity of chemical released.

10.3 Major Emergency - Chemical Release

10.3.1 If chemical release is extremely toxic or in an amount larger than can be contained locally, TTI personnel will contact the 911 District Dispatcher who will in turn contact the appropriate emergency office(s). Contact will be made 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, if applicable

10.3.2 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 College Station Fire Department declares the building safe to reenter.

10.3.3 TAMU EHSD will dispatch the EHSD Spill Response Team to assist with containment and cleanup procedures.

10.3.4 If release cannot be abated with containment procedures, Environmental Health and Safety may summon emergency assistance from the College Station Fire Department, based on toxicity and quantity of chemical released.
Section 11.0: Fire/Smoke

11.1 All fire/smoke conditions will be reported through the 911 District Dispatcher (9-911 from campus) to the College Station Fire Department (CSFD). CSFD will notify the University Police and Environmental Health and Safety of the following.
- Nature of fire/smoke and exact location
- Name and unit/department of person supplying information to the 911 District Dispatcher.

11.2 TTI personnel will evacuate the building and remain at a distance to ensure the following:
- Safe performance of firefighting and rescue operations
- Treatment and removal of the injured

11.3 TAMU Police Department

11.3.1 Upon notification from the 911 District Dispatcher, the assigned University Police Department personnel will respond to the scene.

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

11.4 TAMU Environmental Health and Safety

11.4.1 Upon being notified of the incident, TAMU EHSD will immediately dispatch a representative to the scene.

11.4.2 The TAMU EHSD representative will gather information to assess the following:
- Probable cause of incident
- Extent of property damage
- Number and extent of casualties

11.4.3 A report of the incident will be supplied to TTI administration as necessary.
Section 12.0: Loss of Building Utilities

12.1 The disruption or loss of electricity, telephone, potable water, natural gas, steam, sanitary disposal or other building utility may severely limit or lead to the cessation of research or staff activity.

12.2 TAMU Physical Plant

12.2.1 Upon notification, TAMU Physical Plant responds to loss of utility(s).
12.2.2 Upon arrival at the scene, a determination is made whether to notify the TAMU Police Department if crowd, traffic control or other assistance is required.
12.2.3 Restores utility(s).

12.3 TAMU Police Department

12.3.1 Receives direct notification of building utility loss.
12.3.2 Notifies TAMU Physical Plant Emergency Operator, who will notify appropriate personnel.
12.3.3 Responds to scene upon request of TAMU Physical Plant.
12.3.4 Upon arrival at the scene, may establish an on-site command post if necessary.
12.3.5 A report of the incident will be supplied to TTI administration as necessary by Physical Plant.
Section 13.0: Bomb Threat or Explosive Device

13.1 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 TTI employee suspects an object to be a bomb or explosive, she/he will IN NO WAY HANDLE OR TOUCH THE OBJECT.

13.2 The building or area where the object is found will be evacuated immediately according to evacuation procedure.

13.3 All bomb threats and suspected explosive devices will be reported through the 911 District Dispatcher (9-911) to the TAMU Police Department. Information will include:

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

13.4 Radio communication WILL NOT be used in the vicinity of suspected bombs or explosive devices. It is essential that the object NOT BE TOUCHED OR MOVED by TTI staff or visitors. It is critical that department heads make their staff aware of bomb and explosive device procedures.

13.5 TAMU Police Department

13.5.1 Upon notification from the 911 District Dispatcher, UPD will dispatch a sufficient number of officers and supervisors to the scene in accordance with TAMU Police procedures.

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

13.5.3 Staff and visitors will not handle any object suspected of being a bomb or explosive device.

13.5.4 Requests off-campus emergency response depending on the seriousness of the circumstance.

13.5.5 Acts in accordance with TAMU Police bomb/explosive procedures.

13.5.6 A report of the incident will be supplied to TTI administration as necessary.
Section 14.0: Building Evacuation

14.1 The TAMU Police Department, upon receipt of information concerning a possible major interruption of University operations, will immediately notify pertinent building proctors and/or department directors.

14.2 TAMU Police, after analyzing the situation, may establish an on-site command post.

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

- TTI’s Director or designee
- TAMU Police
- TAMU EHSD
- TTI Facilities, Safety and Support Services
- TTI’s Building Proctor
- TAMU Physical Plant
- College Station Fire Department*

14.4 Building proctor or TTI’s Director will begin immediate evacuation IF DANGER IS IMMINENT.

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

14.6 A report of the incident will be supplied to TTI administration as necessary.

* Upon arrival on the scene, College Station Fire Department, or local fire department in other agency locations, becomes the authority having jurisdiction.
Section 15.0: Demonstration/Civil Disturbance

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

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

15.3 Upon arrival at the scene, an on-site command post may be established depending on the seriousness of the circumstance.

15.4 TAMU Police will determine the necessity to request off-campus emergency response based on the seriousness of the circumstance.

15.5 A report of the incident will be supplied to TTI administration as necessary.
Section 16.0: Air Borne or Food Borne Illness

16.1 Upon receipt of information concerning a possible air borne or food borne illness, the building proctor or director of the affected facility will notify TAMU EHSD.

16.2 The TAMU EHSD will begin immediate investigation to determine nature of illness and simultaneously contact appropriate medical personnel for assistance. TAMU EHSD will notify the Student Health Center medical personnel and will coordinate actions and activities as necessary.

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

16.4 In the event of a suspected airborne or food borne illness, the Student Health Center personnel will immediately contact TAMU EHSD who will coordinate activities as necessary.

16.5 A report of the incident will be supplied to TTI and TAMU administration as necessary.
Section 17.0: Crime in Progress

17.1 Observed criminal activity, including theft and crimes of violence, will be reported through the 911 District Dispatcher to the TAMU Police Department. Information will include:

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

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

17.3 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.

17.4 TAMU Police Department

17.4.1 Upon notification by 911 District Dispatcher, TAMU Police personnel will respond to the scene.
17.4.2 Appropriate action will be taken and support summoned if necessary.
## Section 18.0: Evacuation of Persons with Disabilities

18.1 The responsibilities listed below are important to follow:

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Emergency Situation</th>
<th>Non-Emergency Situation</th>
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| Supervisors (i.e., Directors, Associate Directors, Department Heads) | Administrative Procedures  
   - Supervisors must confer with physically impaired employee(s) under their authority  
   - Develop with physically impaired person(s) best methods(s) for evacuation | Administrative Procedures  
   - Same |
| Supervisors (i.e., Directors, Associate Directors, Department Heads) | Instructional Procedure  
   - Be prepared to explain how and where person(s) should provide support. Practice instructions beforehand.  
   - Call 9-911  
     - Supply 911 with appropriate information  
     - Name and Title of caller  
     - Building location and address  
     - Explain emergency situation | Instructional Procedure  
   - Be prepared to explain how and where person(s) should provide support. Practice instructions beforehand.  
   - Call Emergency Medical Services at 845-1511  
     - or  
     - College Station Fire Department at 764-3700 and request evacuation assistance  
     - Supply Emergency Medical Services with appropriate information  
     - Name and Title of caller  
     - Building location and address  
     - Explain non-emergency situation |
| Physically impaired Person(s)            | Seek out persons who would be able to assist in an emergency.  
   - Carry a loud whistle, horn or similar device. It may be used to alert people of location if trapped. | Convey to supervisor the need for evacuation assistance.  
   - Emergency medical services can be contacted by persons(s) with whom a prearrangement has been reached and the following information conveyed:  
     - Name and title of caller  
     - Building location and address  
     - Explain non-emergency situation |
Section 19.0: Emergency Operations Center

19.1 The TAMU Emergency Operations Center (EOC) is centrally located at 1111 Research Parkway, Room 212, College Station, Texas. Emergency responses and conditions are directed and coordinated from this office.

19.2 The Emergency Operations Center coordinates the activities of all areas on the TAMU Campus during major crises.

19.3 During a major emergency, the Emergency Operations Center coordinates its functions with the 911 District Dispatcher, TAMU Police, Fire and Emergency Medical Services.

19.4 The specific functions performed in the Emergency Operations Center in a major emergency are:

19.4.1 Taking charge of disruptions in university operations until normal operations are restored.
19.4.2 Notifying all agencies on the TAMU campus of the emergency condition, delays, adjustments and response.
19.4.3 Dispatching TAMU Police Department personnel and other appropriate emergency response personnel to the emergency scene.
19.4.4 Maintaining communication with deans, directors and building supervisors of affected facilities to provide information and instruction to students and staff.
19.4.5 Directing appropriate personnel to investigate cause of emergency.
19.4.6 Maintaining liaison with the 911 District Dispatcher/TAMU Police Department via direct line telephone for emergencies requiring Fire Department/Emergency Medical Services assistance.
19.4.7 Disseminate information concerning emergencies to media.
Section 20.0: On-site Command Post

20.1 For limited-scope and major emergencies, the on-scene representative of the primary responding unit may establish an on-site command post.

20.2 Communication facilities at the command post will be made available for use by participating units.

20.3 Equipment for the command post shall be in accordance with the procedures of the responding units.

20.4 The designated on-site commander will be a representative of the primary responding unit. She/he will coordinate the activities of all operating TAMU units and remain in charge unless relieved by the TAMU Police Department, CSFD, or TAMU Administration.

20.5 All responding agencies located on the TAMU Campus or TAMU units and participating agencies must be immediately notified of the on-site command post location by the primary responding unit.

20.6 Representatives of all responding TAMU units and participating agencies will identify themselves to the on-site commander. The unit or agency representative must remain in proximity to the command post so the on-site commander can communicate orally at all times.

20.7 During the emergency, each unit representative will periodically update his/her unit director of conditions and, when possible, give estimate of when condition will be corrected.
Section 21.0: Emergency Evacuation Planning

Written evacuation plans have been developed, are posted on the TTI intranet site and are on file with the TAMU EHSD.

21.1 Building proctors have been identified and informed of their duties.

21.2 Floor or unit proctors, as applicable, have been identified and informed of their duties.

21.3 Building occupants have been informed of the need to evacuate during an emergency and of their role during an evacuation.

21.4 Building occupants with special needs have been advised to identify their needs to their unit proctors and/or the building proctor.

21.5 Emergency floor plans have been developed and posted in visible locations within the buildings.

21.6 An emergency phone number list has been created for the building and provided to TAMU EHSD, UPD and Physical Plant.

21.7 Assembly areas for employees have been identified.

21.8 Fire drills are to be scheduled and conducted on a regular basis with coordination through TAMU EHSD.

21.9 Emergency contact information for research laboratories is on file with TAMU EHSD.
Section 22.0: Serious Injury/Death of an Employee

22.1 Upon the serious injury or death of an employee, notification of the injury or death may be provided by the primary responding unit, the employee’s program staff or other sources. If the emergency occurs on the TAMU campus, TAMU UPD must be notified. They will contact appropriate TAMU departments such as EHSD and the President’s office.

22.2 Immediate notification should be provided to the TTI Director’s office for implementation of the EMP communication chain.

22.3 The TTI Public Affairs Officer should be advised as soon as possible, using the communication chain outlined in this plan.

22.4 If the affected employee is a student of TAMU, the University will follow its additional protocols regarding students, as applicable.
Section 23.0: Terrorism

23.1 General

Reporting of suspected acts of terrorism should be made directly to 9-911 or the TAMU University Police Department.

The following is an excerpt from the TAMU Emergency Management Manual as pertaining to acts of terrorism. Because TTI facilities are located on the TAMU campuses, TAMU UPD and other emergency responders will have jurisdiction and advise TTI on procedures as they develop.

23.2 TAMU Terrorism Annex (from the TAMU Emergency Management Plan)

This Annex provides for a coordinated response by TAMU and TAMUS personnel, College Station-Bryan fire and police departments, and Brazos County to minimize the adverse effects on University and System faculty, staff and students, the local communities, and the environment that may result from an act of terrorism.

An act of terrorism is, by its very nature, a violent or dangerous act, in violation of criminal law, with the intent to inflict physical and psychological injuries and distress. These acts can take the form of fires, explosions, release of hazardous/toxic/biological agents, and weapons of mass destruction (WMD). The presence of chemical, biological or radiological agents may not be suspected or confirmed until some time after the initiating event. The affected area could simultaneously be a crime scene, a hazmat scene, and a disaster area with multiple casualties. In the case of a biological agent, the initial dissemination event may take place outside the immediate local area, but still produce victims in the local area. This Annex does not replace or supercede Annex V of the Brazos County Interjurisdictional Emergency Management Plan; rather it is intended to complement the County Plan.

Purpose/Responsibilities

Once it has been determined that the initiating event involves a terrorist threat or incident, the EOC will be activated (if it has not been already) and response efforts will consist of both emergency management and consequence management. UPD and law enforcement will have the lead in emergency management, specifically to all facets related to any criminal activity.

Consequence management activities deal with the effects on people and property of a terrorist incident and will be handled by the EOC Director in the same manner as the response and recovery operations for other emergencies and disasters, including close coordination with city, county, and state officials.

Emergency Management
UPD is responsible for establishing a crime scene boundary with access control as necessary. UPD will notify and coordinate incident response activities (incident resolution, investigation, and apprehension of suspects) with the local police departments, DPS and the FBI. As requested by the EOC Director, UPD will provide resources to assist with a lockdown and/or quarantine of various areas of the campus.

Consequence Management
All response actions initiated by the HOC Director are dependent upon the specifics of the actual event. Terrorist incidents that involve certain agents or events will require involvement by specific groups and agencies, as listed below.

- **Biological Agents** → County and State public health officials
- **Chemical/Hazardous Agents** → County and State public health officials → TAMU-EHSD
- **Nuclear/Radiological Events** → TAMU-EHSD → TDH Bureau of Radiation Control
- **Incendiary/Explosives** → TAMU-EHSD → CSPD bomb squad

The following response actions should be considered based upon the specific incident events:

- Evacuation and/or Shelter-in-Place recommendations
- Request for mobilization of TEEX Texas TF-1 and/or USAR team
- Contact with local hospitals. Brazos County and State health officials and preparation for dealing with mass illness and casualties
- Preparation for handling large numbers of students at the Beutel Health Center
- Preparation for activation of re-location centers to handle displaced employees
- Preparation for activation of campus decontamination facilities
- Preparation to provide increased meal service for students and re-location centers (working with TAMU and TAMU EHSD for students)
- Verification and protection of the integrity of campus water, utility, and food supplies
- Lockdown of some area(s) of the campus
- Quarantine of some area(s) of the campus
- Curtailment/re-routing of transportation assets, using permanent staff
- Identification of laboratories that may have special equipment or analysis capabilities for incident response
- Cancellation of classes (affecting employees who are students)
• Cessation of laboratory research activities
• Release of non-essential staff

It is of critical importance that information be developed and made available in a timely manner to explain the situation, provide specific response actions to employees and address the public fear caused by a terrorism incident.
Section 24.0: Restoration/Relocation of Research Projects and Facilities

24.1 In the event of the complete closure of a facility due to loss by fire, weather or other catastrophic occurrence, TTI has identified possible relocation scenarios for various occupied facilities. Immediate relocation in entirety is not anticipated due to space constraints on the TAMU campus and prospective loss of specialized equipment due to the occurrence. However, TTI will strive to ensure relocation and reactivation of all research and administrative/support functions to the maximum feasible level.

As in all agency activities, protection of human life and health, and then preservation of TAMUS property and resources are of the utmost priorities.

24.2 Relocation efforts shall be organized by the following:

<table>
<thead>
<tr>
<th>Title</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Associate Director</td>
<td>Administrative oversight</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>Network and computer services</td>
</tr>
<tr>
<td>Director/Facilities, Safety and Support Svcs.</td>
<td>Facilities, telecommunications, furnishings, contracting moving services, employee safety issues</td>
</tr>
<tr>
<td>Affected program(s)</td>
<td>Needs assessments</td>
</tr>
</tbody>
</table>
24.3 Possible relocation directives:

State HQ Research Bldg.  Relocate administrative, support and some research programs to the Gibb Gilchrist Building unless it is also affected due to close proximity. If so, relocate to CE/TTI Building or other facilities as noted below.

CE/TTI Building  Relocate administrative, support and some research programs to the Gibb Gilchrist Building; additional research programs could be relocated to the JTL McNew Laboratory and to agency Riverside Campus facilities

Gibb Gilchrist Building  Relocate support and research programs to the CE/TTI Building and Riverside Campus facilities

JTL McNew Laboratory  Relocate research programs to the CE/TTI Building and Riverside Campus facilities

Riverside Campus Facilities  Relocate research programs to other Riverside Campus facilities; staff offices could be relocated to the CE/TTI Building or the Gibb Gilchrist Building

Urban Research Offices  Facilities, Safety and Support Services would contact Lessors to provide alternate locations per lease contracts; offices could be relocated to College Station for the interim

College Station Facilities  Last relocation options would include relocating offices to Urban Research Offices and securing off-campus lease space
References

See Emergency Management Plan Appendices A and B for other specific response information.

Appendix A of this Plan lists contact numbers for various emergency response personnel and service entities – distribution is public

Appendix B of this Plan lists emergency contact numbers for the TTIEMT - distribution is not public for security purposes
Appendix A

Emergency Communications

<table>
<thead>
<tr>
<th>On-campus Emergencies</th>
<th>Dial from on-campus telephones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Assistance</td>
<td>9-911</td>
</tr>
<tr>
<td>Ambulance</td>
<td>9-911</td>
</tr>
<tr>
<td>Fire</td>
<td>9-911</td>
</tr>
<tr>
<td>Police Emergency</td>
<td>9-911</td>
</tr>
<tr>
<td>University Police Department (UPD) dispatcher</td>
<td>845-2345 24 hours/day</td>
</tr>
<tr>
<td>Chemical Spill Response Team</td>
<td>845-4311 24 hours/day</td>
</tr>
<tr>
<td>Beutel Health Center</td>
<td>845-1511 24 hours/day</td>
</tr>
<tr>
<td>Environmental Health and Safety Department (EHSD)</td>
<td>845-2132 M-F, 8-5</td>
</tr>
<tr>
<td>Radiological Emergency</td>
<td>845-4311 24 hours/day</td>
</tr>
<tr>
<td>Maintenance Emergency (Buildings and Utilities)</td>
<td>845-4311 24 hours/day</td>
</tr>
</tbody>
</table>

Off-campus Emergency (from non-campus telephones)

<table>
<thead>
<tr>
<th>Non-emergency Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
</tr>
<tr>
<td>College Station Fire Department</td>
</tr>
<tr>
<td>Bryan Fire Department</td>
</tr>
<tr>
<td>Brazos County Volunteer Fire Departments</td>
</tr>
<tr>
<td>Police</td>
</tr>
<tr>
<td>College Station Police Department</td>
</tr>
<tr>
<td>Bryan Police Department</td>
</tr>
<tr>
<td>Brazos County Sheriff</td>
</tr>
<tr>
<td>Texas Department of Public Safety</td>
</tr>
<tr>
<td>FBI</td>
</tr>
<tr>
<td>Ambulance</td>
</tr>
<tr>
<td>College Station Fire Department</td>
</tr>
<tr>
<td>Bryan Fire Department</td>
</tr>
<tr>
<td>Hospital</td>
</tr>
<tr>
<td>TTI EMP</td>
</tr>
<tr>
<td>September 17, 2009</td>
</tr>
</tbody>
</table>
College Station Medical Center (The Med)  9-764-5100
St. Joseph Hospital – Bryan  9-776-3777
Scott & White Clinic Urgent Care - College Station  9-691-3300
The Physicians Centre - College Station  9-731-3100

Texas A&M University

Environmental Health & Safety Department  845-2132 (M-F, 8–5) Fax:  845-1348
Email: safety@tamu.edu

John Salsman, Director  862-8116  Home: 693-0681
Email: jmsalsman@tamu.edu

James Rainer, Fire and Life Safety  862-4039  Home: 822-7436
Email: jbrainer@tamu.edu

University Police Department
Dispatcher  845-2345 (24 hours) Fax:  847-2345

Elmer Schneider, Chief of Police  845-8058
Email: eschneider@tamu.edu

Physical Plant Department
Communications Center Operator  845-4311 (24 hours) Fax:  862-2127
(Radio Room)

Richard Williams, Asst. Vice President  845-1911
Email: r-williams@tamu.edu

Les Swick, Director of Facilities  845-1646
Email: lswick@tamu.edu

Transportation Services
Dispatcher:  845-0057  Fax:  847-8685

Rodney E. Weis, Director  845-9700
Email: rweis@tamu.edu

Doug Williams, Associate Director  845-9700
Email: dg-williams@tamu.edu

Other Offices
Brazos County 911 District  9-911 from campus

Brazos County Emergency Management
Main Office:  9-361-4140  Fax:  9-393-9922
Chuck Frazier,  9-821-1010
   Emergency Management Coordinator
Michelle Meade,  9-821-1011
   Deputy Emergency Management Coordinator

Department of Public Safety (DPS)
Switchboard  9-776-3130
Emergency  9-776-3101
Al Guarino,  9-776-3187
   Regional Liaison Officer