



Figure 1 Cover photo with university logo and siren.

Texas A&M University–Central Texas Emergency Operations Plan

Submitted by: Emergency Operations Team

Approval Document

Original Signed	_____
Director, Facilities Services	Date

Original Signed	_____
Vice President for Finance and Administration	Date

Original Signed	_____
Provost and Vice President for Academic and Student Affairs	Date

Original Signed	_____
President	Date

RECORD OF DISTRIBUTION

Date	Version	Name or Title	Organization
01/13/2015	2	All Members of the Emergency Operations Team	TAMUCT
02/03/2015	2	Chad Berg, Killeen Emergency Management Coordinator	City of Killeen
02/11/2015	2	Gary Jackson, Risk Management Coordinator	A&M System Office
06/17/2016	3	Shawn Kelley Safety & Risk Management Officer	A&M–Central Texas
03/09/2017	4	Shawn Kelley Safety & Risk Management Officer	A&M–Central Texas
04/18/2018	5	Shawn Kelley Safety & Risk Management Officer	A&M–Central Texas
10/09/2018	6	Shawn Kelley Safety & Risk Management Officer	A&M–Central Texas
05/06/2021	7	All members of the Emergency Operations Team, Safety Coordinator, President, VPs, University Police Department, Compliance Office, Killeen Emergency Management Coordinator, System Risk Management, System Office Environment, Safety, and Security, and A&M-CT Webmaster	A&M–Central Texas
04/05/2022	8	All members of the Emergency Operations Team, Manager, Facilities, Safety, & Support Services, President, VPs, University Police Department, Compliance Office, Killeen Emergency Management Coordinator, System Risk Management, System Office Environment, Safety, and Security, and A&M-CT Webmaster	A&M–Central Texas
03/25/2024	9	All members of the Emergency Operations Team, Manager, Facilities, Safety, & Support Services, President, VPs, University Police Department, Compliance Office, Killeen Emergency Management Coordinator, Bell County Emergency Management Office, System Risk Management, System Office Environment, Safety, and Security, and A&M-CT Webmaster	A&M–Central Texas
TBD	10	All members of the Emergency Operations Team, Director of Facilities Services, President, VPs, University Police Department, Compliance Office, Killeen Emergency Management Coordinator, Bell County Emergency Management Office, System Risk Management, System Office Environment, Safety, and Security, and A&M-CT Webmaster	A&M–Central Texas

Distribution via electronic copies.

RECORD OF CHANGES

Change No.	Date of Change	Description of Change	Change Made by:
1	January 12, 2015	Changed all references of Crisis Management to Emergency Management.	Candice Dicker
2	January 12, 2015	Changed Alternate #1 EOC from B248 break room nursing building to conference room, 4 th floor, room 403, Warrior Hall.	Candice Dicker
3	January 12, 2015	Changed the Alternate #2 EOC from North Campus to the Killeen Police Department per Chad Berg's recommendation.	Candice Dicker
4	January 13, 2015	Changed wording in section 1 to authority.	Candice Dicker
5	January 14, 2015	Add Record of Table Changes	Candice Dicker
6		Changed EOC Alternate #2	Candice Dicker
7	January 15, 2015	Plan development and maintenance (section) A. Plan Development 1. The EMT's responsible for the overall development -----	Candice Dicker
8	January 15, 2015	Added close proximity Fort Hood, under section 4 Situations and Assumptions, B Situation	Candice Dicker
9	January 15, 2015	Changed Bell County Emergency Management Coordinator to City of Killeen Emergency Management Coordinator.	Candice Dicker
10	January 15, 2015	Section 6, A, 3, C changed bi-annual to annual.	Candice Dicker
11	January 15, 2015	Changed crisis to emergency	Candice Dicker
12	January 15, 2015	Changed Field Command Post to Incident.	Candice Dicker
13	January 15, 2015	Section 6, EOC Staffing Responsibilities- changed sentence structure to stay consistent with other roles.	Candice Dicker
14	January 15, 2015	Changed formatting in Appendix B.	Candice Dicker
15	January 15, 2015	Removed Director of Facilities from special note section at bottom of Appendix B table and inserted designee.	Candice Dicker
16	January 15, 2015	Appendix D #8 changed wording.	Candice Dicker
17	January 15, 2015	Appendix I- changed Campus Security to University Police. Removed Nursing Building reference.	Candice Dicker
18	January 15, 2015	Appendix J- Removed reference to CTC Facilities Maintenance, removed Facilities Manager.	Candice Dicker
19	January 15, 2015	Changed all references to Campus Security to University Security, TAMUCT PD to University Police.	Candice Dicker
20	January 15, 2015	Appendix M #2- Changed Team Leader to Police Chief and changed wording to be consistent with this change.	Candice Dicker
21	January 15, 2015	Appendix Q- changed # from 5719 to 5800.	Candice Dicker
22	January 15, 2015	Appendix H- changes to Killeen, changed Appendix to Annex.	Candice Dicker
23	February 6, 2015	Changed Appendix A Emergency Communications paragraph 6 from "A debriefing with individuals involved in the emergency may be held at the IC's discretion." Changed "any debriefing to AAR."	Candice Dicker
24	February 6, 2015	Appendix D #5- added no one will leave EOC without approval of EOC Director/designee.	Candice Dicker

25	February 6, 2015	Updated Appendix C- Emergency Operations Team.	Candice Dicker
26	February 6, 2015	Section 6 Organization, B Concept, #12b changed bi-annual to annual.	Candice Dicker
27	February 6, 2015	Added F to Section 6, Post Incident and After-Action Review.	Candice Dicker
28	February 6, 2015	Added Section 6, B, 12a- changed the review.	Candice Dicker
29	February 6, 2015	Added training identified under Section 5, C, #2.	Candice Dicker
30	February 6, 2015	Added forms we will use.	Candice Dicker
31	February 6, 2015	Added new front cover art to change from Crisis Management to	Candice Dicker
32	February 6, 2015	Added examples of mitigation strategies.	Candice Dicker
33	February 6, 2015	Added description of tabletop and functional to Section 6, B, 12, b as well as “A full scale exercise shall be held every three years.	Candice Dicker
34	February 6, 2015	Removed the word “copyright” from section 6, C, third paragraph.	Candice Dicker
35	February 9, 2015	Added “with a realistic approach” to section 4, C, #3.	Candice Dicker
36	February 9, 2015	Section 6 A- Changed placement of NIMS presidential support statement and added wording so ICS is more defined.	Candice Dicker
37	February 9, 2015	Section 6 A- Added Safety and Risk Management Officer	Candice Dicker
38	February 9, 2015	Added section 2, Purpose, “this plan is promulgated under the authority of the President of Texas A&M–Central Texas.”	Candice Dicker
39	February 11, 2015	Changed Human Resources to Employee Services	Candice Dicker
40	February 11, 2015	Changed Marketing and Public Relations to Public Engagement and Brand Strategy	Candice Dicker
41	February 12, 2015	Changed the EOC Staffing Responsibilities Section	Candice Dicker
42	February 12, 2015	Added E, 1, a, I on page 30 re Incident Commander	Candice Dicker
43	February 12, 2015	Added Section 6, F Tracking of Resources & Expenditures	Candice Dicker
44	February 17, 2015	Added No 2 to Assumptions	Candice Dicker
45	February 17, 2015	Added critical incident stress debriefings to App O	Candice Dicker
46	May 21, 2015	Updated and signed	Shawn Kelley
47	July 8, 2016	Updated Appendix C for new members of team	Shawn Kelley
48	March 9, 2017	Updated Appendix C for new members of team. Formatting corrections. Removal of facility no longer leased by the university from the Plan.	Shawn Kelley
49	October 6, 2017	Updated EOC Organization Chart. Updated EOC member task list.	Shawn Kelley
50	April 17, 2018	Update to the list of required FEMA courses in section 5. C. 2. b.	Shawn Kelley
51	April 17, 2018	Update to the assigned members of the EOC in Section 5. E. 1. a.	Shawn Kelley
52	April 17, 2018	Update to the EOC Chain of Command in Section 5. E. 1. c.	Shawn Kelley
53	April 17, 2018	Update to EOC locations in Section 6. C. 3.	Shawn Kelley
54	April 17, 2018	Update to Liaison Officer position Section 6. C. EOC Staffing/Responsibilities 4. a.	Shawn Kelley

55	April 17, 2018	Update to PIO Officer position Section 6. C. EOC Staffing/Responsibilities 5. a.	Shawn Kelley
56	April 18, 2018	Added 911 Shield to Section 3 Definitions	Shawn Kelley
57	April 18, 2018	Added 991 Shield information to Section 6. C. EOC Activation	Shawn Kelley
58	April 18, 2018	Added ICP information to Section 6. E. Incident Command Post (UPD Patrol Vehicle #1)	Shawn Kelley
59	April 18, 2018	Add 2 lines to Appendix F. Notify the A&M System Chancellor, and A&M System Risk Management	Shawn Kelley
60	April 18, 2018	Added hyperlink to Shelter-In-Place Procedures in Appendix R. Shelter in place d.	Shawn Kelley
61	April 23, 2018	Updated position titles in Appendix C	Shawn Kelley
62	October 8, 2018	Added reference to the U.S. Department of Education regulations concerning emergency response, evacuation, early warning, and emergency notification to Section 1: Authority	Shawn Kelley
63	October 6, 2020	Updated entire EOP. Added Pandemic Response Plan to appendix W. Added draft of Appendix X, Business Continuity Plan. Added Appendix Y, City of Killen hazard assessment.	Shawn Kelley
64	March 17, 2021	Annual Update. Updated changes based on office realignments at the A&M System Office.	Shawn Kelley
65	April 5, 2022	Annual Review/Update	Shawn Kelley
66	November 29, 2023	Change title to Emergency Operations Plan due to updated language in the A&M System regulation 34.07.01. Annual Review/Update: Change to A&M System department name, updated changes based on office realignments, new employees that are members of the EOC. Added AAR comments from the 2023 HAZMAT exercise. Name change from Fort Hood to Fort Cavazos then back to Fort Hood. Added a definition for Integrated Preparedness Planning Workshop (IPPW). Removed the definition for the Warrior Shield App and replaced it with the definition for the SafeZone App. Changed the alternate EOC location to rooms 117/118 (Bill Yowell Conference Center), in Warrior Hall. Added Killeen HAZMAT team to the “Secondary Calls” list of Appendix B: Recommended Notification Guidelines for the hazardous materials chemical spill section. Changed the HR Employee Assistance program from Deer Oaks to Com Psych. Added a link to MSDS online. This is a database of Safety Data Sheets for all chemicals stored and used on the A&M–Central Texas campus. Replaced 2019 assessment with the 2022 Killeen Hazard vulnerability assessment,	Shawn Kelley
67	April 2025	Annual update to EOP	Shawn Kelley

Table of Contents

SECTION 1: AUTHORITY 10

 A. FEDERAL 10

 B. STATE..... 10

 C. LOCAL..... 11

SECTION 2: PURPOSE..... 11

SECTION 3: DEFINITIONS..... 12

SECTION 4: SITUATION OVERVIEW AND ASSUMPTIONS 20

 A. GENERAL 20

 B. SITUATION..... 21

 C. ASSUMPTIONS 21

SECTION 5: CONCEPT OF OPERATIONS..... 22

 A. GENERAL 22

 B. DECLARATION..... 22

 C. PHASES OF MANAGEMENT 23

 D. INCREASED READINESS CONDITIONS..... 24

 E. TASKS..... 26

 F. ALERT PROCEDURES..... 26

SECTION 6: ORGANIZATION 27

 A. GENERAL 27

 B. CONCEPT..... 28

 C. EMERGENCY OPERATIONS CENTER (EOC) 29

 EOC FUNCTIONS..... 31

 EOC STAFFING/RESPONSIBILITIES..... 31

 EOC ACTIVATION..... 36

The priority of work in activating the EOC is as follows:..... 37

 D. UNIT CONTROL CENTERS (UCC) 37

 E. INCIDENT COMMAND POST (ICP)..... 38

 F. TRACKING OF RESOURCES AND EXPENDITURES..... 39

 G. POST-INCIDENT AND EXERCISE REVIEW..... 39

APPENDIX A..... 40

EMERGENCY COMMUNICATIONS.....	40
APPENDIX B.....	41
RECOMMENDED NOTIFICATION GUIDELINES	41
APPENDIX C.....	44
EMERGENCY MANAGEMENT TEAM.....	44
ADDITIONAL KEY CONTACTS	45
APPENDIX D.....	46
AGREEMENTS AND CONTRACTS	46
APPENDIX E.....	47
EMERGENCY OPERATIONS CENTER: OPERATING PROCEDURES.....	47
APPENDIX F.....	49
EMERGENCY OPERATIONS CENTER ACTIVATION CHECKLIST	49
APPENDIX G.....	50
TEXAS A&M UNIVERSITY–CENTRAL TEXAS: INITIAL DISASTER REPORT	50
APPENDIX H.....	51
WEATHER EMERGENCIES.....	51
APPENDIX I.....	52
TOXIC CHEMICAL SPILL OR RELEASE.....	52
APPENDIX J	53
FIRE OR SMOKE.....	53
APPENDIX K.....	54
UTILITY ISSUES.....	54
APPENDIX L.....	55
BOMB THREAT OR EXPLOSIVE DEVICE.....	55
APPENDIX M	56
BUILDING EVACUATION.....	56
APPENDIX N.....	57
DEMONSTRATION/CIVIL DISTURBANCE.....	57
APPENDIX O.....	58
AIRBORNE OR FOODBORNE ILLNESS	58
APPENDIX P.....	59
INJURY OR DEATH OF A STUDENT OR EMPLOYEE.....	59
APPENDIX Q.....	60

EVACUATION OF PERSONS WITH DISABILITIES	60
APPENDIX R	62
EMERGENCY PROTOCOLS	62
APPENDIX S.....	67
SPECIAL EVENTS EMERGENCIES	67
APPENDIX T.....	68
TRAIN/TRUCK/LAB/CHEMICAL WASTE AND/OR STORAGE AREA SPILL OF HAZARDOUS MATERIAL	68
APPENDIX U	70
TERRORISM	70
APPENDIX V.....	72
ARMED INDIVIDUAL / ACTIVE SHOOTER/ATTACK.....	72
APPENDIX W	75
PANDEMIC INFECTIOUS DISEASE	75
APPENDIX X.....	1
Business Continuity Plan.....	1
APPENDIX Y.....	2
City of Killeen Hazard Assessment 2022	2

SECTION 1: AUTHORITY

The organizational and operational concepts set forth within these guidelines apply to Texas A&M University–Central Texas (A&M–Central Texas), and are promulgated under the following authorities:

A. FEDERAL

1. U.S. Department of Education, Office of Elementary and Secondary Educations, Office of Safe and Healthy Students, Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education, Washington, DC, 2013
2. Federal Civil Defense Act of 1950, PL 81-920 as amended.
3. The Disaster Relief Act of 1974, PL 93-288 as amended.
4. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707.
5. Emergency Management and Assistance, Code of Federal Regulations, Title 44.
6. Superfund Amendments and Reauthorization Act of 1986, PL 99-499 (Title III, “Emergency Planning and Community Right to Know Act of 1986”).
7. Comprehensive Environmental Response Compensation and Liability Act of 1980, PL 96510 (CERCLA or “Superfund”).
8. Clean Water Act, (Section 311 of USC 1251).
9. Clean Air Act, (40 CFR Part 51).
10. Resource Conservation and Recovery Act (RCRA).
11. Public Health Security and Bioterrorism Preparedness and Response Act (42 CFR Part 73).
12. Agricultural Bioterrorism Protection Act of 2002; Possession, Use and Transfer of Biological Agents and Toxins (7 CFR Part 331 and 9 CFR Part 121).
13. Homeland Security Presidential Directive (HSPD) 5.

B. STATE

1. Vernon’s Texas Civil Statutes, Section 7, 8, and 10, Article 5890e.
2. The Texas Disaster Act of 1975, V.T.C.A. Government Code, Title 4, Chapter 418.
3. Executive Order by the Governor, Executive Order RP-01 or current version.
4. Attorney General Opinion MW-140.
5. Hazard Communication Act, Title 83 Article 51826.

6. Texas Hazardous Substances Spill Prevention and Control Act, Chapter 26, Subchapter Texas Water Code.
7. State Solid Waste Disposal Act, Texas Civil Statutes Article 4477-7.
8. State of Texas Emergency Management Plan (Disaster Plan)
9. State of Texas Executive Order RP40.

C. LOCAL

1. Emergency Management Plan for Bell County
2. Emergency Management Plan for the City of Killeen, TX
3. Hazard Mitigation Plan for the City of Killeen, TX.

SECTION 2: PURPOSE

A&M–Central Texas is subject to emergencies or disasters resulting from major incidents or natural phenomena. In support of the [City of Killeen Emergency Management Plan \(See Appendix C\)](#), and under the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency’s (FEMA) National Incident Management System (NIMS) standard, 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 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 action be effective in protecting human life and health and in preserving A&M–Central Texas property and resources. To that end, this plan is promulgated by the Director of Facilities Services, in coordination with the Vice President for Finance and Administration, the University Police Department, and under the authority of the President of A&M–Central Texas.

The purpose of these guidelines is to:

1. Provide guidance for emergency operations and the utilization of all available university, A&M System Offices of Risk Management, and Environment, Safety and Security, The Texas Division of Emergency Management (TDEM), City of Killeen, Bell County, State, and Federal 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.

The objectives of emergency operations are to:

1. Provide emergency services including medical assistance, rescue, fire, and police protection for life and property within the disaster area.
2. Restore utilities within the stricken area in an orderly and timely manner.
3. Maintain fire, police, and utility services during emergency operations.
4. Facilitate, provide, and coordinate shelter and mass care during and after the emergency in cooperation with the American Red Cross and other organizations.
5. Keep the public informed of the current status of emergency operations in a timely manner through the university Public Information Officer in coordination with all VPs and the University President.
6. Promote the process of recovery from the effects of disaster situations.
The Emergency Operations Plan is established to provide guidance for emergency operations on A&M–Central Texas campus. University staff, faculty, students, and visitors at off campus locations shall follow the Emergency Operations Plan for their respective host.

SECTION 3: DEFINITIONS

1. **Area Command** – an organization established to (a) oversee the management of multiple incidents that are each being handled by an incident command system organization; or (b) oversee the management of a very large incident that has multiple incident management teams assigned to it. Area command has the responsibility to set overall strategy and priorities, allocate assigned resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met, and strategies followed.
2. **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>.
3. **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 chemicals 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>.

4. **Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA)** – the original Superfund Act, primarily aimed at hazardous waste site identification and clean up.
5. **Texas Division of Emergency Management (TDEM) Disaster Regions** – TDEM Assistant Chiefs, Regional Section Chiefs, District Chiefs, and County Liaison Officers are TDEM’s field response personnel stationed throughout the state. They have multiple roles, as they carry out emergency preparedness activities, coordinate emergency response operations, support recovery efforts and aid in mitigation measures. In their preparedness role, they assist local officials in carrying out emergency planning, training, and exercises, and developing emergency teams and facilities. They also teach a wide variety of emergency management training courses. In their response role, they deploy to incident sites to assess damages, identify urgent needs, advise local officials regarding state assistance, and coordinate deployment of state emergency resources to assist local emergency responders. Texas A&M University–Central Texas is in region 8.
6. **TDEM Disaster Districts** – The DD consists of a District Chief and representatives of the state agencies and volunteer groups represented on the State Emergency Management Council with resources in the district. The DD Chief, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies. Texas A&M University is in Disaster District 23 which includes the counties of San Saba, Mills, Lampasas, Hamilton, Coryell, Bell, and Milam. The District Chief is located in Killeen, TX on the campus of Texas A&M University–Central Texas.
7. **Disaster Recovery Center (DRC)** – The Disaster Recovery Center is established by the Federal Emergency Management Agency (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.
8. **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 alert system plan. Supersedes the Emergency Broadcast System (EBS).
9. **Emergency Management (EM)** – A framework for organizing and managing emergency protection efforts. There are four phases – mitigation, preparedness, response, and recovery.

10. **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.
11. **Emergency Management Director (EMD)** – As the senior decision-making position within the EOC, the chief executive of each jurisdiction assumes duties of emergency management director of the emergency operations center during an emergency. At A&M–Central Texas, the EMD, as designated by the President, is the Vice President for Finance and Administration.
12. **Emergency Operations Plan (EOP)** – 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.
13. **Emergency Management Team** – A team of individuals appointed by the President to respond in a critical incident and/or emergency situation.
14. **Emergency Operations Center (EOC)** – Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
15. **EOC Log** – the EOC Log is kept during an emergency situation that describes the steps taken during the emergency.
16. **Emergency Public Information (EPI)** – Information that is disseminated to the public via the news media before, during and/or after an emergency or disaster.
17. **Emergency Response Contractors** – Contractors trained to respond in emergency situations.
18. **Emergency Situations** – 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.
19. **Evacuation** – Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

20. **First Responder** - Local and non-governmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment. First responders may include personnel from federal, state, local, tribal, or non-governmental organizations
21. **U.S. Department of Homeland Security (DHS)** – The federal agency charged with relentless resilience, striving to prevent future attacks against the United States and our allies, responding decisively to natural and man-made disasters, and advancing American prosperity and economic security long into the future.
22. **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>.
23. **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.
24. **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.
25. **Incident Commander (IC)** – The person responsible for the management of all incident operations. The IC is in charge of the incident site.
26. **Incident Command Post (ICP)** – 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.
27. **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.
28. **Integrated Public Alert & Warning System (IPAWS)** – A national system for local alerting that provides authenticated emergency alert and life-saving information messaging to the public through mobile phones using Wireless Emergency Alerts, and to radio and television via the Emergency Alert System.

29. **KFD** – Killeen Fire Department
30. **KPD** – Killeen Police Department
31. **Liaison Officer** – A member of the command staff responsible for interacting with representatives from cooperating and assisting agencies.
32. **Local Emergency Planning Committee (LEPC)** – There exists in Bell County a Local Emergency Planning Committee (LEPC). Responsibility for managing and organizing this body rests with the Bell County Emergency Management Coordinator.
33. **Integrated Preparedness Planning Workshop (IPPW)** – The City of Killeen, TX holds an IPPW workshop every fall to update emergency management planning calendars for the city of Killeen Office of Homeland Security and Emergency Management, Killeen Police Department, Killeen Fire Department, local hospitals medical facilities, Fort Hoods, Killeen Independent School District, Central Texas College, Texas A&M–Central Texas, Bell County, and Coryell County.
34. **Logistics Section** – The section responsible for providing facilities, services, and materials for the incident.
35. **Medical Command Officer** – Officer responsible for the coordination of all medical branch officers.
36. **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.
37. **Mitigation Activities** - designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident.
38. **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.
39. **National Incident Management System (NIMS)** – A system, mandated by Homeland Security Presidential Directive 5 (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 resource); qualified and

certification; and the collection, tracking, and reporting of incident information and incident resources.

40. **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>.
41. **Nuclear Regulatory Commission** – The U.S. Nuclear Regulatory Commission (NRC) is an independent agency established by the congress under the Energy Reorganization Act of 1974 to ensure adequate protection of public health and safety, the common defense and security, and the environment in the use of nuclear materials in the United States. See <http://www.nrc.gov>.
42. **Preparedness** - The range of deliberate, critical tasks, and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents.
43. **Prevention** - Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property.
44. **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. For the purposes of this plan, the PIO may not be the same person serving as PIO (Compliance) under the Public Information Act.
45. **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).
46. **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 (RO).
47. **Reception Area** – A specified area designated for reception and care of evacuees that is unaffected by the disaster or hazard, or in the case of possible nuclear attack, is relatively unlikely to experience direct weapons effect (blast of 2 PSI or more, heat and initial nuclear radiation).
48. **Recovery** - The development, coordination, and execution of service and site-restoration plans for impacted communities and the reconstitution of operations and services through individual, private- sector, non-governmental, and public assistance.

49. **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.
50. **Resources List** – A list of all current resources (equipment, personnel, supplies), which can be used by emergency services in response to local disaster/emergencies.
51. **Safety Data Sheet (SDS)** – Document containing specific information on the safe handling of chemicals in the workplace. Formerly known as Material Safety Data Sheets (MSDS).
52. **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.
53. **SafeZone Application** - SafeZone is a free to download application from CriticalArc which can be downloaded from Apple’s App Store or the Google Play Store. In the event of an emergency, the app allows you to quickly share your location and details with the local response team who will be able to get the right assistance to you. The University Police Department uses this app to send important and emergency information to all campus students, faculty, staff and guests.
54. **Salvation Army** – The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination. See: www.salvationarmyusa.org
55. **Self-Contained Breathing Apparatus (SCBA)** – Supplemental oxygen breathing equipment used primarily by firefighters and other first responders.
56. **Shelter-In-Place** – A procedure that advises 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’s Office (SO)** – In this case the Bell County Sheriff’s Office.
58. **Situation** - As used in this plan, this term describes the range from an incident to a major disaster. It includes the following:
 - (1) Incident
 - (2) An incident is a situation that is limited in scope and has potential effects. Characteristics include:
 - (i) Involvement of a limited area and/or limited population.

- (ii) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
- (iii) Warning and public instructions are provided in the immediate area, not community wide.
- (iv) One or two local emergency response agencies or departments acting under
- (v) An IC normally handles incidents. Requests for resource support are normally handled through agency and/or departmental channels.
- (vi) May require limited external assistance from other local emergency response agencies or contractors.

(3) Emergency

An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects of an incident. Characteristics include:

- (i) Involves a large area, significant population, or important facilities.
- (ii) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- (iii) May require community-wide warning and public instructions.
- (iv) Requires a sizable multi-agency response operating under an IC.
- (v) May require some external assistance from other contractors, local emergency response agencies, and limited assistance from state or federal agencies.
- (vi) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support.

(4) Disaster

A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the University to handle its organic resources. Characteristics include:

- (i) Involves a large area, a sizable population, and/or important facilities.
- (ii) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- (iii) Requires community-wide warning and public instructions.
- (iv) Requires a response by all local emergency response agencies operating under one or more ICs.
- (v) Requires significant external assistance from other local emergency response agencies, contractors, and extensive state or federal assistance.
- (vi) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations

59. **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 coordination of 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.
60. **State Coordinating Officer (SCO)** – The person designated by the Governor to serve as the 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.
61. **Texas Division of Emergency Management (TDEM)** – An agency of the Texas A&M University System. See: <https://www.tdem.texas.gov/>
62. **Unified Command** – In ICS, Unified Command is a unified team effort that allows all agencies responsible 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.

SECTION 4: SITUATION OVERVIEW AND ASSUMPTIONS

A. GENERAL

1. Any employee of A&M–Central Texas may be tasked by this plan.
2. The local police and fire departments will respond where support agreements or mutual aid agreements exist and/or according to jurisdiction.
3. A&M–Central Texas is included in the Bell County 911 system. Dial 911 from any campus telephone to access emergency services.
4. Most emergencies on the A&M–Central Texas campus will involve multiple responding agencies including, but not limited to, appropriate university, city, county, and state responders.
5. All emergency responses will utilize the Incident/Unified Command System (ICS) as required by the Federal Emergency Management Agency (FEMA).
6. In most cases, the University Police Chief will assume Incident Command. In some cases, fire department or local law enforcement personnel may assume Incident Command, depending on the type of emergency.
7. Casualties will be transported to local area hospitals which may include Advent Health Central Texas Hospital, Killeen, Carl R. Darnall Army Medical Center, Fort

Hood, Seton Medical Center, Harker Heights, and Baylor Scott & White Medical Center, Temple.

8. Other Texas A&M University System agencies operating on the A&M–Central Texas campus shall coordinate their emergency actions with this plan.

B. SITUATION

Because of its geographic location, close proximity to Fort Hood (one of the largest Army installations in the world), Killeen Regional Airport, population concentration, multi-story buildings, rail, highway traffic, and other risk factors, A&M–Central Texas is exposed to many hazards, some of which have the potential for disrupting the university community and causing widespread damage and casualties. See Appendix Y: City of Killeen hazard assessment.

Possible natural hazards include but are not limited to thunderstorms, tornadoes, floods, fires, pandemics, and winter storms. 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. It is possible that A&M–Central Texas could be the recipient of evacuees from other areas in the event of a disaster that overwhelms the local resources of that area.

C. ASSUMPTIONS

1. A&M–Central Texas will continue to be exposed to the hazards and situations noted above, as well as others that may develop in the future.
2. Killeen is 54 square miles (U.S. Census Bureau, 2010), therefore, many, if not all hazards affecting the city will also affect the University. It is for this reason; the University will adopt Killeen’s hazard analysis as its own (see Appendix Y). The University will work with the Killeen Office of Homeland Security & Emergency Management and participate in the hazard assessment process to calculate threat and risk for the University and surrounding community. The university is in the process of developing its own hazard analysis.
3. Outside assistance will be available in most emergency situations that affect 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 action on an independent basis.
4. It is possible for a major disaster to occur at 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 so A&M–Central Texas must always be ready with a realistic approach.

5. University officials and representatives must recognize their responsibilities for the safety and well-being of students, employees, and guests; and assume their responsibilities in the implementation of this emergency plan.
6. Proper implementation of these guidelines will reduce or prevent disaster-related losses.
7. 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 university business activities and classes; and
 - n. Other matters of minor to serious impact or inconvenience.

SECTION 5: CONCEPT OF OPERATIONS

A. GENERAL

It is the responsibility of the university to protect life and property from the effects of hazardous events within its own jurisdiction. A&M–Central Texas has the primary responsibility for initial emergency management activities. These guidelines are based upon the concept that the emergency functions of various agencies/organizations involved in emergency management will generally parallel with normal day-to-day functions or operations. To the maximum extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency may be suspended for the duration of any emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the department, division, or agency concerned.

B. DECLARATION

The University President, or designee 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. A&M–Central Texas 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 Bell County, and the City of Killeen Office of Homeland Security & Emergency Management Director’s will normally be available to each political subdivision, whether the disaster is localized or countywide. He/she may serve as advisor upon request and will function in an advisory or other designated role, on staff in the Emergency Operations Center (EOC) if requested.
4. Emergency response activities will employ the Incident/Unified Command System (ICS) to the maximum practicable extent. A standard Emergency Operations Center (EOC) organization is discussed later in this manual.
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 duty as part of the Guidelines for Emergency Operations shall retain all the rights, privileges, and immunities of university employees.

C. PHASES OF MANAGEMENT

These guidelines are predicated on an all-hazard approach and acknowledge that most responsibilities and functions performed during an emergency are not hazard specific. Likewise, these guidelines account for activities before and after, as well as during emergency operations; consequently, all phases of emergency operations are addressed as discussed below.

1. **Mitigation** – Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities, which lessen the undesirable effects of unavoidable hazards. Some mitigation strategies include risk transfer, such as insurance policies, risk assessments for hazard identification, and monthly, quarterly, and/or annual safety inspections.
2. **Preparedness** – Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase which include:
 - a. Emergency planning, including maintaining the Emergency Operations Plan through an annual review.

- b. Arranging appropriate training for members of the Emergency Operations Team and others as deemed appropriate by the EMT.
 - Training, at this time, consists of the following FEMA courses, and assignment will be the responsibility of the Emergency Operations Coordinator:
 - FEMA IS-100.C Introduction to the Incident Command System (TrainTraQ Course number: 11016)
 - FEMA IS-200.C Basic Incident Command System Response (TrainTraQ Course number: 11017)
 - FEMA IS-700.B National Incident Command System (NIMS), An Introduction (TrainTraQ Course number: 11018)
 - FEMA IS-800.D National Response Framework, An Introduction (TrainTraQ Course number: 11019)
 - Optional FEMA Courses include:
 - FEMA IS-317 This course is an introduction to the Community Emergency Response Team (CERT) program for their own knowledge, or as a pre-requisite for completing a CERT Basic Training course that may be available in your community.
 - FEMA IS-908 Emergency Management for Senior Officials (IS-908) is a Federal Emergency Management Agency (FEMA) Emergency Management Institute course designed to introduce senior officials to the important role they play in emergency management. The responsibility for preparing for, responding to, and recovering from incidents, both natural and manmade, begins at the local level – with individuals and public officials.
3. **Response** – Response is the actual provision of emergency services during an emergency. These activities help reduce casualties and damage, and speed recovery. Response activities include warning, fire, evacuation, rescue, and other similar operations.
4. **Recovery** – Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the university and provide for the basic needs of employees, students, and visitors. Long-term recovery focuses on restoring the university to its normal pre-disaster, or an improved, state of affairs. The recovery period is also an opportune time to institute future mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be the identification of damaged areas with assessment of needs, restoration of non-vital university services, application for disaster assistance, reconstruction of damaged areas, and similar required actions.

D. INCREASED READINESS CONDITIONS

Most emergencies follow some recognizable build-up period during which time actions can be taken to achieve an appropriate state of maximum readiness. The University President, or designee will determine the universities alert posture. General departmental actions are detailed in the appropriate sections of these guidelines; however, it is acknowledged that

disasters are unique occurrences, which require specific actions dependent upon the type, nature, and extent of the emergency. In this regard, this document is not all-inclusive, nor does it limit or restrict reasonable or prudent actions.

The following conditions of increasing readiness will be used as a means of delineating the university's alert posture, Level 4 being the least potential threat to Level 1 being the greatest potential threat.

1. **Level 4** – The term “Level 4” will be used to **denote a situation that causes a higher degree of readiness than is normally present**. Employees should review emergency plans and check supplies and equipment. “Level 4” actions will be triggered by the onset of particular hazard vulnerability seasons such as tornado season, flash flood season, fire threats due to severe drought conditions, etc., the potential for civil unrest, or an increase in international tensions.
2. **Level 3** – The term “Level 3” will be used to **refer to a situation which presents a greater potential threat than “Level 4” but poses no immediate threat to life and/or property, that is, that threats are possible**. This condition includes situations that could develop into a hazardous condition such as tornado watches, small-scale civil unrest, or possible enemy or terrorist attack. Departments should begin preparing contingency plans for possible emergency response. “Level 3 actions could be generated when the international situation has deteriorated to the point that enemy or terrorist attack is a possibility. Declaration of “Level 3” by the Emergency Operations Director/Coordinator will require the initiation of the increased readiness activities.
3. **Level 2** – the term “Level 2” will be used to **signify hazardous conditions in which the significant potential and probability of causing loss of life or extensive damage to property are probable**. This condition will require some degree of warning to personnel and will be triggered by severe weather warning information issued by the National Weather Service. A ***Tornado Warning*** will be issued when a tornado has actually been sighted in the area or is indicated by radar and may strike in the vicinity. A ***Flash Flood Warning*** will be issued to alert persons that flash flooding is imminent or occurring on specified streams or designated areas, and that immediate action should be taken. ***Civil Disorder Warning*** will be issued when there is relatively large-scale, localized violence, and/or when the international situation has deteriorated to the point that enemy or terrorist attack is probable. This condition may/may not allow sufficient time for an orderly evacuation. Departments should place essential personnel on standby status and the EOC may be activated.
4. **Level 1** – The term “Level 1” will be used to **signify that hazardous conditions are imminent**. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event and includes: a tornado has been sighted close to the university; wide-spread flooding is occurring; civil disorder precipitates large-scale violence; or an enemy or terrorist attack is imminent based upon the evaluation of intelligence data. This warning (attack warning) will be declared and

disseminated by the FEMA National Warning Center over the FEMA National Warning System (NAWAS). Departments will activate emergency personnel and respond to the situation, the EOC will be activated, and non-essential services may be suspended.

E. TASKS

1. See specific appendices for tasks/actions. Tasked departments/agencies will complete actions required by this plan. These departments will provide personnel for the following response teams as required. When this plan is implemented and response teams are activated, team members will be relieved of other duties, and their response duty will become their primary duty.
 - a. The A&M–Central Texas Police Department, Department of Facilities Services, University President, University Vice Presidents, Director of Facilities (SSC), Chief Information Officer, Public Information Officer, Dean of Student Affairs, Assistant VP Business Affairs & Controller, Director of the University Business Office, Director of Human Resources, Associate Director of Finance & Administration, Contracts & Grants Coordinator, and the Procurement & HUB Coordinator must be prepared and trained to execute this plan with or without the assistance or direction of outside agencies. A&M–Central Texas personnel shall serve in Incident Command if directed to do so by the Incident Commander, regardless of whether A&M–Central Texas personnel or others run the ICP. Incident Command is typically configured as shown below, though the Incident Commander need not staff all positions shown if it is not deemed to be warranted for a specific incident.
 - b. An Incident/Unified Command System shall be utilized for all multi-agency emergency responses. The organization chart below shows the command structure of the emergency operations team.

□

Figure 2 Organization Chart for the emergency operations team.

F. ALERT PROCEDURES

1. General
 - a. The State Operations Center (SOC) serves as the state warning point and primary state direction and control facility and is managed and staffed by the Operations Section of TDEM during its normal daily operations, which is 24 hours a day and seven days a week. The Daily Operations staff monitors threats, makes notification of threats, provides information on emergency incidents to local, state and federal officials and coordinates assistance requests from local governments through the TDEM Region Assistant Chief and Section Chiefs and the District Chiefs and County Liaison Officers.
 - b. A terminal for the National Warning System is located in Austin, at the State Operations Center (SOC). A national emergency declaration and warning of

nuclear attack or enemy action will come from this source through the university or regional, district and county emergency management organizations.

- c. Notification of severe weather, tornado, and flood watches and warnings emanate from NOAA and through the SOC as well as from the National Weather Service (NWS) in Fort Worth.
2. Alert Notification (see also [Appendix B](#)): Critical personnel notification will be in accordance with the following procedures:
 - a. Weather emergency notification will be in accordance with procedures contained in [Appendix G](#), Weather Emergency.
 - b. Other emergency notifications will be in accordance with procedures contained in [Appendix A](#), Emergency Communications.
 - c. Vice President's, Deans, Department Chairs, Directors, Managers, and Supervisors shall relay threat information, warnings, and readiness preparedness condition information to ensure all employees are notified. Departments shall initiate departmental notification plans and react according to their guide for emergencies.

SECTION 6: ORGANIZATION

A. GENERAL

1. The University President, as the Chief Executive Officer for A&M–Central Texas, has adopted the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) National Incident Management System (NIMS) and Incident Command System (ICS) as the A&M–Central Texas protocol for emergency response. The ICS approach allows the capability to expand or contract to meet the needs of the incident granting the University flexibility in identifying and utilizing resources which heightens efficiency during response.
2. The University President, as Chief Executive Officer, designates the Vice President for Finance and Administration, as Emergency Operations Director, the Provost/Vice President of Student and Academic Affairs, the University Chief of Police or Assistant Chief of Police, as Emergency Operations Center Incident Commander (IC), and the Director of Facilities Services as Emergency Operations Coordinator are responsible for emergency Operations planning and operations for the university, and are the approving authorities of the Emergency Operations Plan.
 - a. In the event the President is unable to perform the duties of his office in relation to this plan, the President designates the Vice-President for Finance and Administration as first alternate.
 - b. In the event the first alternate is unable to perform those duties in relation to this plan, the President designates the Provost/Vice President of Student and Academic Affairs as second alternate.

Any department within the university may have emergency functions in addition to their normal duties; however, the particular role is situation dependent. Key departments are responsible for developing and maintaining their own guidelines for emergency operations. General emergency operations responsibilities are outlined in individual sections of this document.

B. CONCEPT

1. The University Chief of Police / Director of Public Safety is responsible for directing all emergency measures with the university, as well as coordinating with the City of Killeen, and Bell County for mutual support.
2. The Director of Facilities Services shall serve as the A&M–Central Texas Emergency Operations Coordinator (EMC) shall ensure that the university’s Emergency Operations Plan is consistent and compatible with the City of Killeen and Bell Counties Emergency Management Plan and shall coordinate the EOP with the City of Killeen and Bell County Emergency Management Planning Office. The EMC shall also be responsible for ensuring the annual review of the EOP, documenting approved changes to the plan and planning and coordinating annual emergency exercises.
3. Emergency Operations Team
 - a. Acts under the authority of and reports directly to the University President or his designee.
 - b. Assists with the annual review of the EOP.
 - c. Assists with the planning and execution of annual drills.
4. The Behavioral Intervention Team (BIT) meets regularly to assess, intervene, and/or provide timely resources and support for students displaying concerning behavior or experiencing problems that might lead to disruptive or dangerous behavior.
5. Existing departments or agencies of local government (police, fire, etc.) will be primarily responsible for performing their normal functions during emergency operations. They will also perform additional duties as stated in these procedures and as the situation dictates.
6. The Incident Commander (IC) of A&M–Central Texas is the responsible authority for directing all training exercises.
7. The basic function of university officials is to coordinate all response activities through the EOC and request additional resources from the A&M System, the City of Killeen, Bell County, TDEM District 23, TDEM Region 8, the State Operations Center (SOC), and other organizations and agencies as required.
8. Departments will maintain the integrity of normal work crews whenever possible.

9. Initial reaction to a major disaster may require extended operations with work crews operating in shifts. Department heads should plan accordingly, from the disaster onset, to provide adequate time for personnel and crew rest while maintaining continuous relief efforts.
10. Hazardous conditions will likely follow any major disaster thereby increasing the risk of injuries and death.
11. Supervisors at all levels must constantly emphasize safety of students, employees, visitors, and the public.
12. A project number will be issued by the Assistant VP Business Affairs & Controller for the incident response effort, and will be disseminated to, and used by, all departments participating. This project number will be utilized in conjunction with the applicable accounting code to document all response and recovery costs associated with any disaster or emergency that requires a substantial response effort.
13. Emergency Operations Plan (EOP)
 - a. The EOP shall be reviewed annually by the Emergency Operations Team and modified as necessary based on deficiencies identified during actual emergency situations and exercises as well as when changes in threat hazards, resources and capabilities occur. Results of the reviews and any changes to the EOP shall be submitted to the President for approval before being submitted to the Chancellor of The Texas A&M University System through the Texas A&M System Office of Environment, Safety, and Security who will also receive an updated copy of the Emergency Operations Plan.
 - b. Annual exercises of a tabletop or functional nature shall be held to train response personnel and evaluate the adequacy of the EOP. A full-scale exercise shall be held every three years. After Action Reports (AAR) of exercises shall be prepared and submitted to the President or designee as well as the A&M System Office of Environment, Safety, and Security.
 - c. Each unit or department identified as having a role in this EOP is responsible for communicating the content of the EOP to its staff.
 - d. Distribution of the Emergency Operations Plan and its annexes will be based on recommendations from the Emergency Operations Coordinator and the Emergency Operations Team. In general, copies of this plan and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document when major updates or revisions are made. Copies should also be set aside for the EOC. The Record of Distribution indicates who receives copies of the basic plan and the various annexes to it.

C. EMERGENCY OPERATIONS CENTER (EOC)

The EOC is the centralized communication and coordination facility for emergency response. It is the central meeting and gathering location for critical management and support personnel

and serves as an incident support operations and resource center. It will typically be organized in a manner that mirrors the Incident/Unified Command System (ICS), as much as the situation permits. Under the ICS, specific functions, responsibilities, and the lines of communication and coordination are established.

1. If possible, the EOC will be located in Room 119A (Bernie Beck Lecture Hall), in the General Robert M. Shoemaker Founders Hall.
2. The Alternate #1 EOC is Rooms 117/118 (Bill Yowell Conference Center), in Warrior Hall.
3. The future primary site of the EOC will be rooms 102 and 103 in the CORE Facility.

During activation, the EOC is responsible for information collection, coordination, and dissemination, and will prepare and disseminate the following reports based on the number of operational periods which are dependent upon the length of the emergency. Each operational period will contain the following forms:

1. Texas A&M University–Central Texas Initial Disaster Report ([Appendix G](#))
2. ICS Form 201, the initial emergency report, will be completed for emergency incidents that appear likely to worsen for which additional assistance may be needed, and will be sent to key decision-makers and other jurisdictions, if necessary.
3. ICS-202 will be completed for major emergencies to help the EOC establish priorities in response to that emergency.
4. ICS-203 through 206 and 215 will be completed, as needed, to aid the EOC in the development of an Incident Action Plan.
5. ICS-213 will be completed to track messages throughout the emergency.
6. ICS-214, the log of events, will be completed to track key response activities throughout the emergency, including, but not limited to:
 - a. Activation or deactivation of emergency facilities;
 - b. Emergency notifications to University or outside agencies;
 - c. Significant changes in the emergency situation;
 - d. Major commitments of resources or requests for additional resources;
 - e. Issuance of protective action recommendations to the public;
 - f. Evacuations;

- g. Casualties; and
- h. Containments or termination of the incident.

Upon EOC activation, department heads (and other managers, as assigned) will direct the efforts of their departments or organizations from the EOC according to their respective guidelines for emergency operations or standard operating procedures for emergency operations. Laptop computers and essential daily operating supplies will be brought to the EOC by each department at the time of activation, or as soon thereafter as possible. See [Appendix D](#), EOC Operations Procedures.

EOC FUNCTIONS

1. Coordinate all activities through the Incident Command Post (ICP) for operating units;
2. Provides support, assistance, and supplies for operating units;
3. Provides a communications base;
4. Obtains local, state, and federal assistance as needed;
5. Provides public information services and coordinates activities with the on-scene Media Relations; and
6. Provides a centralized coordination and communications point and an administrative operational decision center for the university response effort.

EOC STAFFING/RESPONSIBILITIES

- 1. Director of Emergency Operations Center (EOC)**
 - a. Staffed by Vice-President for Finance and Administration;
 - b. Provides oversight for strategic and operational emergency response;
 - c. Advises the University President of changing conditions;
 - d. Handles EOC staff issues including ensuring that shift changes occur for ongoing emergencies;
 - e. Coordinates internal and external emergency bulletins with the Public Information Officer;
 - f. Directs activities and resources of the EOC to ensure that all appropriate actions are being taken;
 - g. Authorizes de-activation or reduced operations for EOC and transition to recovery phase;
 - h. Maintains a log of decisions and actions during the emergency; and
 - i. Conducts and After Action Review (AAR) with input from all EOC members assigning all improvement tasks by name with a completion suspense date.
- 2. Incident Commander**

- a. Staffed by University Police Chief/Director of Public Safety or designee;
- b. Responsible for the incident;
- c. Has authority and responsibility over on-scene operation and incident;
- d. Establishes a command post;
- e. Coordinates with community, police, fire, emergency operations, HAZMAT, SWAT, etc. partners to establish a unified command structure and joint EOC as required;
- f. Determines level of response needed and develops initial organization;
- g. Develops and implements strategic and tactical decisions;
- h. Establishes an initial “hot zone,” and inner and outer perimeters to protect responders and members of the university community;
- i. Determines the immediate threat to human life and structures;
- j. Determines the need for site evacuation and carrying out evacuations as necessary;
- k. Request resources using the TDEM WebEOC STAR request system;
- l. Liaising with the EOC Director, once EOC is activated;
- m. Maintains all logs, reports, messages, and any other documents used and received during the emergency; and
- n. Provides documentation to the EOC Director for post event After Action Review.

3. Safety Officer – Command Staff

- a. Staffed by the Department of Facilities Services.
- b. Assess and monitor hazardous and unsafe conditions;
- c. Counsel Director on issues of safety;
- d. Develop measures for assuring the personnel safety;
- e. Ensure safety at incident site when requested by Incident Commander;
- f. Ensure safety of response personnel and university personnel during incident;
- g. Monitor EOC staff to ensure they get proper rest and food;
- h. Has authority to stop unsafe acts if people are in life-threatening danger;
- i. Request resources using the TDEM WebEOC STAR request System;
- j. Maintains all logs, reports, messages, and any other documents used and received during the emergency; and
- k. Provides documentation to the EOC Director for post event After Action Review (AAR).

4. Liaison Officer – Command Staff

- a. Staffed by Director of Facilities Services;
- b. Maintain communications and serve as the central point of contact for personnel from assisting or cooperating agencies, such as the local fire department, police or sheriff, American Red Cross or other outside agencies, and city and state officials as needed;
- c. Aid EOC Director and Public Information Officer as requested;
- d. Maintains all logs, reports, messages, and any other documents used and received during the emergency; and
- e. Provides documentation to the EOC Director for post event After Action Review (AAR).

5. Public Information Officer – Command Staff

- a. Staffed by Chief of Staff to the University President;
- b. Coordinates messages with the Director of Communication & Media Relations
- c. Media contact and coordination;
- d. Central point for dissemination of public information statements and releases to the media and campus population;
- e. Rumor control and correction of misinformation by monitoring news, radio, social media;
- f. Maintains all logs, reports, messages, and any other documents used and received during the emergency; and
- g. Provides documentation to the EOC Director for post event After Action Review (AAR).

6. Operations Chief Facilities

- a. Staffed by Director of Facilities (SSC Contractor);
- b. Coordinates emergency repair and restoration operations for all campus utilities and emergency support facilities for restoring buildings to functional use;
- c. Checks all utilities for safety and operational status;
- d. Coordinates with outside public utilities as needed;
- e. Coordinates provision of emergency power and support for all field operations and the EOC;
- f. Coordinates with the Controller / Director of Accounting for financial resources for response and recovery operations;
- g. Performs damage assessment;
- h. Coordinates debris removal, and repair work;
- i. Assists with evacuations efforts and other activities as requested;
- j. Maintains all logs, reports, messages, and any other documents used and received during the emergency; and
- k. Provides documentation to the EOC Director for post event After Action Review (AAR).

7. Operations Chief Academics

- a. Staffed by Provost-Vice-President for Student and Academic Affairs;
- b. Keeps faculty informed;
- c. Assigns faculty members to tasks as required;
- d. Counsels EOC Director on faculty/student issues;
- e. Determines how to best continue classes after incident is under control, and works with the Logistics and Human Resources Section by providing information on resources (equipment, supplies and personnel) required for the continuation of academic operations;
- f. Maintains all logs, reports, messages, and any other documents used and received during the emergency; and
- g. Provides documentation to the EOC Director for post event After Action Review (AAR).

8. Deputy Chief Student Affairs

- a. Staffed by the Dean of Students;
- b. Serves as liaison with student affairs staff;

- c. Coordinate evacuation and/or relocation of students as required;
- d. Plan and coordinate aid to students with special needs as required;
- e. Establish an emergency telephone information center as required;
- f. Responsible for care and shelter as required;
- g. Maintains all logs, reports, messages, and any other documents you used and received during the emergency; and
- h. Provides documentation to the Operations Chief Academics for post event After Action Review (AAR).

9. Deputy Chief Records

- a. Staffed by Executive Director of Enrollment Management;
- b. Assesses damage to vital physical student and financial aid records, and ensures restoration and/or reconstruction of records if possible, engaging third-party services if required;
- c. Develops alternate strategies as needed;
- d. Brings in additional personnel as needed;
- e. Maintains all logs, reports, messages, and any other documents you used and received during the emergency;
- f. Provides documentation to the EOC Director for post event After Action Review (AAR); and
- g. Ensures that the University's "external" and central "internal" website is operational and updated as necessary (i.e. with key messages provided by the PIO), and available to be used as a primary communication medium during and after the emergency.

10. Operations Chief Information Technology

- a. Staffed by Chief Information Officer/Director of Information Technology;
- b. Initiate the Information Technology Disaster Recovery Plan as appropriate;
- c. Maintains the central data, telephone, and computing infrastructure;
- d. Assesses operational status of campus data and computing services;
- e. Ensures support to emergency data network and computing application services;
- f. Directs restoration of central computing and networking infrastructure and services, arranging for emergency repairs;
- g. Leads the provision of technical support for campus telephone and communication systems used in the emergency response;
- h. Directs restoration of communication services on campus, arranging for emergency repairs;
- i. Establishes alternate means of communication when necessary, and provides communication capabilities to support EOC operations;
- j. Assesses the need for and initiates appropriate actions (e.g. ensure availability of enterprise services such as internet access, email, voice communications, student service technology, and supporting technology);
- k. Maintains all logs, reports, messages, and any other documents you used and received during the emergency; and
- l. Provides documentation to the EOC Director for post event After Action Review (AAR).

11. Deputy Chief Human Resources

- a. Staffed by Chief Human Resources Officer;
- b. Provides service and support to meet incident needs;
- c. Provides for procurement of emergency hires until the emergency phase ends;
- d. Assesses damage to vital paper personnel records, and ensures restoration and/or reconstruction of records if possible, engaging third-party services if required;
- e. Coordinates with Finance and Administration on record keeping and funding authorizations;
- f. Maintains all documentation of purchases, services procured, staff hours utilized for emergency work, emergency staff hiring, etc. for FEMA documentation;
- g. Brings in additional personnel as needed;
- h. Maintains all logs, reports, messages, and any other documents used and received during the emergency;
- i. Provides documentation to the Operations Section Chief Finance; and
- j. Administration for post event After Action Review (AAR).

12. Operations Chief Planning

- a. Staffed by the Director of Facilities Services.
- b. Collects, evaluates, and analyzes all event information;
- c. Provides and distributes accurate, updated status incident reports to EOC;
- d. Maintains status of resources;
- e. Receives and maintains updated status from EOC staff regarding all field operations, damage assessment information, numbers of people injured, sheltered, and evacuated;
- f. Maintains updated information about external events, including weather information that may affect field operations;
- g. Posts all incident information on maps and status boards for situation status in the EOC;
- h. Identifies inaccuracies and inconsistencies in reports and clarifies miscommunications;
- i. Prepares incident action plans;
- j. Develops alternate strategies as needed;
- k. Brings in additional personnel as needed;
- l. Maintains all logs, reports, messages, and any other documents you used and received during the emergency; and
- m. Provides documentation to the EOC Director for post event After Action Review (AAR).

13. Operations Chief Finance & Administration

- a. Staffed by the Assistant Vice President-Business Affairs & Controller;
- b. Keeps time and expenses related to University personnel during incident;
- d. Performs cost analysis as requested;
- e. Manages and compensates for injuries or damages to property; and
- f. Provides documentation to the EOC Director for post event After Action Review (AAR).

14. Deputy Chief Logistics

- a. Staffed for the Procurement & VETHUB Coordinator;
- b. Provides service and support to meet incident needs;

- c. Provides for procurement, delivery, set-up and management of food service, equipment, supplies, and transportation services while the EOC is open until the emergency phase ends;
 - d. Manages the emergency contract and purchase order system;
 - e. Coordinates with Finance and Administration on record keeping and funding authorizations;
 - f. Maintains all documentation of purchases, services procured, staff hours utilized for emergency work, etc. for FEMA documentation;
 - g. Maintains all logs, reports, messages, and any other documents used and received during the emergency; and
 - h. Provides documentation to the EOC Director for post event After Action Review (AAR).
15. Police Officers furnish equipment and assist authorities to cordon and maintain security in the affected area and maintain crowd control.
16. City of Killeen Emergency Management Director (as requested), may be headquartered at the Killeen EOC, will assist the A&M–Central Texas EOC in acquiring local resources, and those which may be required from state and/or federal agencies using the TDEM WebEOC STAR request system.
17. TDEM District Chief for Disaster District 23 (as requested), will assist the A&M–Central Texas EOC in acquiring local resources, and those which may be required state and/or federal agencies using the TDEM WebEOC STAR request system.
18. Administrative Staff provides support during EOC operations.

EOC ACTIVATION

The EOC will be activated using the SafeZone Emergency Notification Application, email, and/or telephone. It is critical that all EOC members maintain up-to-date information in the SafeZone Application. Upon notification of EOC activation, members will report to the appropriate EOC as determined by the Vice President for Finance and Administration. The EOC shall activate when:

- 1. The President, Vice President of Finance and Administration, or their designee elect to activate the entire EOC or only those elements deemed necessary for response and recovery.
- 2. A member of the Emergency Operations Response Team deems it necessary.
- 3. Activation for an exercise.
- 4. The Killeen EOC is activated in response to an on-campus incident.
- 5. 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 Incident Command Post and Unit Control Centers.

The priority of work in activating the EOC is as follows:

1. Establish communications with university department in accordance with [Appendix E](#), EOC Activation Checklist.
2. Establish communications with the Incident Command Post and provide resources as requested.
3. Establish radio and/or telephone communications with the City of Killeen Office of Homeland Security and Emergency Management Director (254-501-7706), Killeen Police Department 254-501-8800 (as applicable). Notify Radio Amateur Civil Emergency Services (R.A.C.E.S) and request assistance with communications support 254-845-6385/696-9494 if required.
4. Establish internal telephone communications.
5. Notify DPS Killeen of current status and submit an Initial Disaster Report to the DPS in Killeen and the Texas Division of Emergency Management (TDEM) in Austin (512-424-2208) if required. See [Appendix F](#), A&M–Central Texas Initial Disaster Report for report format.
6. Establish computer network links if possible.
7. Set up maps, charts, and aerial photos as required.
8. Alert the Public Information Officer or designee to establish a media center/press room and notify news media through official news releases as necessary.
9. Perform other duties as required by the situation.

D. UNIT CONTROL CENTERS (UCC)

Unit Control Centers (UCC) support operations, provide a focal point within an organization to monitor unit resources and response capability and coordinate their activities during disasters. UCC will assemble and dispatch resources to support this plan. Unit Control Centers will maintain detailed logs of their activities. UCC may include:

1. University Police Department;
2. Telecommunications/Information Technology;
3. Human Resources;
4. Finance and Administration;
5. Student Affairs; and
6. Public Information Officer.

The University will use its own resources to respond to emergency situations, purchasing supplies and equipment, if necessary, and request assistance if university resources are insufficient or inappropriate. If additional resources are required, it will be coordinated through the District 28 Chief and the Texas Division of Emergency Management (TDEM) using the WebEOC STAR request system, the City of Killeen and/or the Bell County Emergency Management Directors, and/or The Texas A&M University System.

E. INCIDENT COMMAND POST (ICP)

The ICP conducts all operations using the Incident/Unified Command System (ICS). Command is usually established prior to activation of the EOC. The Incident 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. The universities ICP is the UPD Command Patrol Vehicle.

1. Incident Commander:
 - a. The Incident Commander is responsible for and commands all activities/functions at the scene.
 - i. The A&M–Central Texas Chief of Police will serve as Incident Commander. If necessary/required Killeen Fire or Police may take control upon arrival on scene.
 - ii. The Fire Department initially controls all fire emergencies except those specifically assigned to police departments.
 - iii. The Police Department controls all civil disturbances, bomb incidents, and terrorist activity operations.
 - b. The Incident Commander (IC) determines the location of the ICP, 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 the University Police Dispatch of needs, including personnel recall from other departments as required, establishes the ICP, provides a situation assessment to University Officials, identify response resources required, and direct on-scene response from the ICP. An Initial Incident/Disaster Report should be initiated at this time.
 - c. The Incident Commander, through Incident/Unified Command System, coordinates the actions of Fire, Police, and all other units responding to the scene.
 - d. The Incident Commander performs other duties as required by the situation.
2. Police/Security will:
 - a. Provide assistance in barricading and/or fencing to cordon the area.
 - b. Provide resources and logistical support for public safety operations.
 - c. Assist with evacuation efforts.

- d. Support search and rescue operations, and coordinate with other operating units through the Police, Fire, and Incident Commanders.
- e. Perform other duties as required by the situation.

F. TRACKING OF RESOURCES AND EXPENDITURES

Emergency operations may require significant resources. Tracking those resources is vital for several reasons:

1. Knowing what resources are on hand and available;
2. Anticipating what will be needed;
3. Tracking resources and returning resources at the conclusion of the operation; and
4. Tracking costs as necessary for reimbursements

The Operations Chief Finance / Administration (Assistant Vice President-Business Affairs-Controller) will assign a project number for the incident response effort and will disseminate the project number for use by all participating departments. This project number will be utilized in conjunction with the applicable accounting code to document all response and recovery costs associated with any disaster or emergency that requires a substantial response effort. All receipts and documentation related to any and all expenses incurred with regards to the incident will be submitted to the Finance / Administration Section Chief (Assistant Vice President-Business Affairs / Controller) who will prepare final incident accounting close-out.

FEMA reimbursable expenditures should be tracked using FEMA forms, which can be found via the FEMA website at <http://www.fema.gov>, and in the A&M–Central Texas OneDrive Virtual EOC. The Finance / Administration Section Chief (Assistant Vice President-Business Affairs / Controller) shall be responsible for preparing and submitting the FEMA packet for reimbursable expenses.

G. POST-INCIDENT AND EXERCISE REVIEW

The EOC Director is responsible for organizing and conducting an After-Action Review (AAR) within thirty days, if possible, following the conclusion of a significant emergency event, incident, or exercise. The After-Action Report will entail both verbal and written input from all appropriate participants, and an improvement plan will be developed based on the deficiencies identified. The development plan will, at a minimum, identify the individual, department, or agency responsible for correcting the deficiency, and the timeframe established for the correction.

APPENDIX A

EMERGENCY COMMUNICATIONS

[Link to SafeZone application webpage](#)

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. EOC activation is accomplished using the SafeZone Emergency Notification Application.

The primary A&M–Central Texas communication hub is the Public Information Officer, although the A&M–Central Texas University Police Department (UPD) may receive the initial notification of an emergency. The Public Information Officer and the A&M-Central UPD will ensure that any notification of an emergency is shared.

The Public Information Officer and or A&M–Central Texas UPD personnel shall be responsible for contacting the appropriate Incident Commander (Police Chief) and other EOC personnel, i.e., the Vice President for Finance and Administration, Provost and Vice President for Student and Academic Affairs, Chief Human Resources Officer, or the designated alternate. The Incident Commander shall contact appropriate members of the administration and instruct the Public Information Officer to contact university staff per the guidelines in [Appendix C](#) if required. The Public Information Officer shall implement standard internal emergency contact procedures (Safe Zone app).

If warranted, the Incident Commander may call an emergency meeting of the Emergency Operations Team.

The Public Information Officer is responsible for all media communications by the university. The University President, EOC Director, and Incident Commander shall work in conjunction with the Public Information Officer or designee for all external communication.

An After-Action Review (AAR) with individuals involved in the emergency will be held at a location designated by the Incident Commander and conducted within one week after the emergency is resolved, if feasible.

The Incident Commander shall provide a report to the Emergency Operations Director. The Emergency Operations Director shall submit a report to the President within thirty days of the emergency. If appropriate, the Emergency Operations Team may meet to evaluate the effectiveness of procedures and suggest revisions to the ‘Plan’.

Communications Equipment

Telephones are the primary means of communication for making necessary contacts. Radios, cell phones, other digital devices and email may be used as alternate means if advantageous.

APPENDIX B

RECOMMENDED NOTIFICATION GUIDELINES

Nature of	Call Immediately	Secondary Calls	Follow-up/Records
Suicide/Death Attempted Suicide or Homicide	<ul style="list-style-type: none"> • EMS/Police • University President • Provost & VP for Academic and Student Affairs • Dean of Student Affairs and/or Director of Human Resources • VP for Finance & Administration • Contact the Director of the A&M System Office of Environment, Safety, and Security (will contact the Chancellor on our behalf, if requested) 	<ul style="list-style-type: none"> • Assoc. VP for Academic and Student Affairs • Counseling Center • Family • Roommates • Friends 	<ul style="list-style-type: none"> • Faculty Notice • Registrar Notice • Document Actions
Life Threatening Injury or Illness	<ul style="list-style-type: none"> • EMS/Police • University President • Provost & VP for Academic and Student Affairs • Dean of Student Affairs and/or Director of Human Resources • VP for Finance & Administration • Contact the Director of the A&M System Office of Environment, Safety, and Security (will contact the Chancellor on our behalf, if requested) 	<ul style="list-style-type: none"> • Assoc. VP for Academic and Student Affairs • Counseling Center • Family • Roommates • Friends 	<ul style="list-style-type: none"> • Faculty Notice • Document Actions
Aggravated Assault Aggravated Robbery Sexual Assault	<ul style="list-style-type: none"> • EMS/Police • University President • Provost & VP for Academic and Student Affairs • Dean of Student Affairs and/or Director of Human Resources • VP for Finance & Administration • Contact the Director of the A&M System Office of Environment, Safety, and Security (will contact the Chancellor on our behalf, if requested) 	<ul style="list-style-type: none"> • Assoc. VP for Academic and Student Affairs • Counseling Center <p>If Applicable: Rape Crisis Center</p>	<ul style="list-style-type: none"> • Faculty Notice (if appropriate) • Document Actions
Mental Health Crisis	<ul style="list-style-type: none"> • EMS/Police • Provost & VP for Academic and Student Affairs • Counseling Center • Dean of Student Affairs and/or Director of Human Resources • VP for Finance & Administration 	<ul style="list-style-type: none"> • Assoc. VP for Academic and Student Affairs • Family (if applicable) 	<ul style="list-style-type: none"> • Faculty Notice (if appropriate) • Document Actions

Active Shooter/Attack	<ul style="list-style-type: none"> • EMS/Police • CMRT • VP for Finance & Administration • University President • Provost & VP for Academic and Student Affairs • Director of Human Resources • Director of Students Affairs • Contact the Director of the A&M System Office of Environment, Safety, and Security (will contact the Chancellor on our behalf, if requested) 	<ul style="list-style-type: none"> • Counseling Center • Assoc. VP for Academic and Student Affairs 	<ul style="list-style-type: none"> • Registrar Notice • Document Actions
Health Crisis Infectious Disease	<ul style="list-style-type: none"> • University President • Provost & VP for Academic and Student Affairs • VP for Finance & Administration • Director of Students Affairs • Director of Human Resources • Contact the Director of the A&M System Office of Environment, Safety, and Security (will contact the Chancellor on our behalf, if requested) 	<ul style="list-style-type: none"> • Assoc. VP for Academic and Student Affairs • TX Dept. of Health • Roommates • Family • Texas Department of State Health Service 	<ul style="list-style-type: none"> • Document Actions
Drug/Alcohol Overdose	<ul style="list-style-type: none"> • EMS/Police • Provost & VP for Academic and Student Affairs • VP for Finance & Administration • Dean of Student Affairs or Director of Human Resources • Contact the Director of the A&M System Office of Environment, Safety, and Security (will contact the Chancellor on our behalf, if requested) 	<ul style="list-style-type: none"> • Assoc. VP for Academic and Student Affairs • Counseling Center • Roommates • Family 	<ul style="list-style-type: none"> • Faculty Notice (if appropriate) • Document Actions
Campus Disturbance/Riot Terrorist Threat	<ul style="list-style-type: none"> • EMS/Police • University President • Provost & VP for Academic and Student Affairs • VP for Finance & Administration • Dean of Student Affairs • Contact the Director of the A&M System Office of Environment, Safety, and Security (will contact the Chancellor on our behalf, if requested) 	<ul style="list-style-type: none"> • Assoc. VP for Academic and Student Affairs 	<ul style="list-style-type: none"> • Document Actions

<p>Hazardous Materials Chemical Spills</p>	<ul style="list-style-type: none"> • EMS/Police • Provost & VP for Academic & Student Affairs • VP for Finance and Administration • Director of Facilities Services • Director of Facilities (SSC) & • Dean of Student Affairs • Contact the Director of the A&M System Office of Environment, Safety, and Security (will contact the Chancellor on our behalf, if requested) (DEPENDENT UPON SIZE AND NATURE OF SPILL) 	<ul style="list-style-type: none"> • Assoc. VP for Academic & Student Affairs • Killeen Fire Department • Killeen HAZMAT team • HAZMAT clean up contractor 	<ul style="list-style-type: none"> • Document Actions
<p>Natural Disasters</p>	<ul style="list-style-type: none"> • EMS/Police • Provost & VP for Academic & Student Affairs • VP for Finance and Administration • Director of Facilities Services • Dean of Student Affairs • Contact the Director of the A&M System Office of Environment, Safety, and Security (will contact the Chancellor on our behalf, if requested) 	<ul style="list-style-type: none"> • Assoc. VP for Academic & Student Affairs 	<ul style="list-style-type: none"> • Document Actions
<p>Fire or Explosion with Injuries and/or Significant Damage</p>	<ul style="list-style-type: none"> • EMS/Police • University President • Provost & VP for Academic & Student Affairs • VP for Finance and Administration • Director of Facilities Services • Dean of Student Affairs • Contact the Director of the A&M System Office of Environment, Safety, and Security (will contact the Chancellor on our behalf, if requested) 	<ul style="list-style-type: none"> • Assoc. VP for Academic & Student Affairs • Killeen Fire Department • Killeen HAZMAT team • HAZMAT clean up contractor 	<ul style="list-style-type: none"> • Document Actions

*Police Chief or designee will contact the appropriate Emergency Services as necessary.

APPENDIX C

EMERGENCY MANAGEMENT TEAM

Position	Director of the Emergency Operations Center (EOC)
VP for Finance & Administration	1. VPFA/CFO - Mr. Todd Lutz
	2. CIO - Ms. Gail Wallin
	3. Chief of Police – Chief Andrew Flores
Position	Incident Commander
Chief of Police	1. Chief of Police – Chief Andrew Flores
	2. Assistant Chief of Police – Assistant Chief Chuck Wilson
	3. Police Sergeant – Officer Carl Trusell
Position	Safety Officer
Safety & Risk Management Officer	1. Mr. Mensh Wragg
	2. Mr. Shawn Kelley
	3. Ms. Jessica Calwell
Position	Liaison Officer
Director of Facilities Services	1. Mr. Shawn Kelley
	2. Mr. Mensh Wragg
	3. Ms. Jessica Caldwell
Position	Public Information Officer
Chief of Staff to the President	1. Ms. Vicky Ferguson
	2. Dr. Karen Clos
	3. Chief of Police – Chief Andrew Flores
Position	Operations Chief: Student Affairs
Dean of Student Affairs	1. Dr. John Howe
	2. Ms. Stephanie Legree-Roberts
	3. Mr. Jeremy Abshire
Position	Operations Chief: Academics
Provost and VP Academic & Student Affairs	1. Dr. Clifton T. Jones
	2. Dr. Kellie Cude
	3. Dr. Sam Fiala
Position	Deputy Chief: Student Affairs
Dean of Student	1. Ms. Stephanie Legree-Roberts
	2. Dr. John Howe
	3. Mr. Jeremy Abshire
Position	Deputy Chief: Records
Executive Director of Enrollment Management	1. Mr. Clifton W. Jones
	1. Ms. Hannah McDonald
	2. Mr. Ryan Khamkongsay
Position	Operations Chief: Facilities Manager
Director of Facilities	1. Mr. Robert (Bob) Moseley
	2. Mr. Luke Newcomb
	3. Mr. Thomas Torres
Position	Operations Chief: Information Technology
Chief Information Officer	3. Ms. Gail Wallin
	4. Ms. Courtney Dobbs
	5. Mr. Juan Maldonado
Position	Operations Chief: Records
Executive Director of Enrollment	1. Mr. Clifton W. Jones

Management	2. Ms. Hannah McDonald 3. Mr. Ryan Khamkogsay
Position	Operations Chief: Finance & Administration
Director of Business Affairs & Controller	1. Ms. Danielle Clouden 2. Ms. Darla Bland 3. Ms. Rachel Borego
Position	Deputy Chief: Human Resources
Director of Human Resources	1. Ms. Tina Flores-Nevarez 2. Ms. Debbie Morrison 3. Ms. Marissa Perez
Position	Deputy Chief: Logistics
Procurement & HUB Coordinator	1. Mr. Johnathan Fuselier 2. Ms. Melissa Barlow 3. Mr. Kendrick Savannah

ADDITIONAL KEY CONTACTS

Department	Contact
University Police	Main Campus: 254-501-5805 Parking Services: 254-501-5802
Killeen Emergency Management Coordinator	Office: 254-501-7706
Killeen Police Department	254-501-8830
Bell County Emergency Management	254-933-5587
Texas A&M Forest Service (Gatesville, TX)	979-218-3108
Department of Public Safety Criminal Intelligence	254-634-1919 254-501-8796
Bell County Sheriff's Department	254-933-5400
Killeen Fire Department	254-501-7660
Advent Health Hospital	254-526-7523
Carl R. Darnall Army Medical Center	254-288-8000
Seton Medical Center	254-690-0900
Baylor Scott & White Medical Center	254-724-2111
Poison Control Center	800-222-1222
American Red Cross	877-272-7337

APPENDIX D

AGREEMENTS AND CONTRACTS

Killeen Police Department for Law Enforcement Assistance – KPD will assist A&M–Central Texas Police Department in emergency situations. KPD can request additional resources, if needed; by relying upon their own department or agreements the department has in place with other agencies such as Fort Hood, to assist us through these emergencies, i.e. bomb threats.

Bell County Sheriff’s Office for Law Enforcement Assistance – BCSO is a secondary responder who will aid if Killeen Police Department unavailable and provide resources during response.

APPENDIX E

EMERGENCY OPERATIONS CENTER: OPERATING 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. Laptops, 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 each Operations Chief and Command Staff Forms folder in the OneDrive Virtual EOC folder 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 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 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. Furthermore, no one will leave or be dismissed from their duties within the EOC without the approval of the EOC Director or his/her designee. The Director may have current knowledge that he/she has not yet had time to share with the group making these functions critical to the ongoing function of the EOC and the management of the emergency.
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 EOC Director or designee 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 listing on a board 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 using ICS Form 213 General Message. 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 F

EMERGENCY OPERATIONS CENTER ACTIVATION CHECKLIST

	YES	NO
1. Has 911 Dispatch been notified (if necessary)?	_____	_____
2. Have all key staff members been notified?	_____	_____
3. Has the Incident Commander been notified?	_____	_____
4. Has A&M System Risk Management been notified?	_____	_____
5. Has A&M System Environment, Safety, & Security notified?	_____	_____
6. Has the A&M System Chancellor been notified?	_____	_____
7. Has the Killeen/Bell County EOC been notified (if necessary)?	_____	_____
8. Has the Police Department in Killeen been notified (if necessary)?	_____	_____
9. Has the TDEM District Chief been notified?	_____	_____
10. Has the Initial Disaster Report (Appendix F) been submitted?	_____	_____
11. Are radios operational?	_____	_____
12. Are the phones operational?	_____	_____
13. Has a project number been assigned and announced?	_____	_____
14. Has a planning team been appointed and begun operations?	_____	_____
15. Has an EOC duty log been started and organizational chart displayed?	_____	_____
16. Does an emergency declaration need to be made?	_____	_____
17. Is an evacuation required and has an order been issued?	_____	_____
18. Has the Red Cross or Salvation Army been notified?	_____	_____
19. Do any shelters need to be opened? Status of shelters.	_____	_____
20. Has an assessment of situation, resources, and options been conducted?	_____	_____
21. Are the status charts up to date?	_____	_____
22. Has a Disaster Situation Outline/Situation report form been faxed/emailed to the SOC, as well as to the TDEM District Chief and the DPS in Killeen (if necessary)?	_____	_____
23. Has a media center, pressroom, or information center been established?	_____	_____
24. Has an initial press release been initiated?	_____	_____
25. Have any requests for outside assistance been made?	_____	_____
26. Have provisions been made for 24-hour operation of the EOC?	_____	_____

APPENDIX G

TEXAS A&M UNIVERSITY–CENTRAL TEXAS: INITIAL DISASTER REPORT

1. Date and Time (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: _____
Pager: _____ Email (if available): _____
10. Name of contact's name (if different): _____
Title: _____ Location: _____
Phone(s): _____ Fax: _____
Pager: _____ Email (if available): _____

APPENDIX H

WEATHER EMERGENCIES

In the event that weather or other conditions are such that normal campus operations could be impeded, the University President and/or designee is responsible for determining if classes will be cancelled and/or the campus will be closed. Should this decision occur during normal working hours, the decision will be announced through regular administrative channels in addition to various media outlets and the SafeZone app. Should the decision be made at night, such information will be provided to the local broadcast media by Enrollment Management and Marketing normally no later than 6:45 a.m. Inclement weather announcements will be broadcast via SafeZone, radio, television, social media, and posted on the A&M–Central Texas website.

Each employee and student should use common sense and good judgment about driving to and from the campus when traveling conditions are hazardous. Employee and student safety is always the first priority.

Procedures

1. The authorized news media outlets will announce approved campus closings. Faculty, staff, and students should assume normal operation of the campus if media outlets make no announcements of campus closings and/or a SafeZone notification has not been received. Note: Is it critical that the SafeZone app be updated regularly. If an email is received but a text message is not the app needs to be updated.
2. If a decision is made to close the university, certain critical areas, as determined by an appropriate administrative officer, may be required to continue operations.
3. A&M–Central Texas Police Department shall implement any sheltering or evacuation procedures if required. All faculty and staff are to adhere to the instructions provided by police personnel.
4. A list of radio and television stations will be updated each fall.

Media Outlets

- Clear Channel radio stations
- KWTX (CBS affiliate) 254-776-3242 (Killeen) or 254-776-1330 (Waco)
- KCEN (NBC affiliate) 254-859-5481 or 254-773-6868
- KXXV (ABC affiliate) 254-754-2525 or 254-757-2525
- KWKT (Fox affiliate) 254-776-3844
- Spectrum Cable 254-847-2389 or 888-406-7063

APPENDIX I

TOXIC CHEMICAL SPILL OR RELEASE

1. Whenever toxic solids, liquids or vapors are unintentionally released on A&M–Central Texas property, every effort shall be made to protect students, employees, visitors, and members of participating response units and agencies assisting at the incident.
2. 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 one (1) liter and not extremely toxic. At the onset of a small release, the department will notify the Vice President of Finance and administration, and the Director of Facilities Services of the chemical type and approximate quantity.
3. If the release cannot be abated with on-site containment procedures, laboratory personnel will notify the Vice President of Finance and Administration, the University Police Department and the Director of Facilities Services of chemical type, approximate quantity and need for additional assistance. In the event any release occurs after hours, the university campus will be notified with the appropriate information via SafeZone, e-mail, social media, and local media outlets (as applicable).
4. The Vice President for Finance and Administration or designee will call 911 and Killeen Fire Department/HAZMAT Unit as applicable. Emergency response personnel will determine the first responder. In an event with clear risk to life or property the first person on the scene will call 911.
5. The first responder will determine if the HVAC equipment will be shut down to prevent the migration of any airborne contaminants.
6. The first responder will document conditions and activities as indicated in their emergency response plans. Texas A&M–Central Texas’s Vice President for Finance and Administration or designee shall document the conditions and activities. The first responder’s report shall be attached to the A&M–Central Texas report as supplemental documentation.
7. The Vice President for Finance and Administration will make the appropriate notifications to other team members and other administration personnel as necessitated by the situation.
8. Spills requiring outside agency assistance or resulting in an injury require an incident report in the Origami Incident Reporting System.

APPENDIX J

FIRE OR SMOKE

All fire/smoke conditions will be reported by dialing 911, pulling a fire alarm and notifying A&M–Central Texas Police.

4. A&M–Central Texas Police will:

1. Notify Bell County 911 and Killeen Fire Department as necessary.
2. Ensure the building(s) are evacuated.
3. Notify the Director of Facilities Services.
4. Secure the fire area and provide crowd control.
5. Assist the Killeen Fire Department in establishing an Incident Command Post, as necessary.

The Director of Facilities Services will:

1. Assist the University Police Department and/or Killeen Fire Department in gathering information to assess the probable cause/extent of property damage, and the number and extent of injuries and/or casualties.
2. Assist maintenance personnel (SSC) with building information, building access, and building utilities control.

A report of the incident will be supplied according to established internal reporting procedures.

APPENDIX K

UTILITY ISSUES

The disruption or loss of electricity, telephone, potable water, HVAC, sanitary disposal or other building utilities may severely affect university operations.

Director of Facilities (SSC):

1. Receives direct notification of building utility loss.
2. Will notify third party service provider. If necessary, SafeZone will be utilized to notify the campus community of cancellation of classes or closure of campus.
3. May request university police or appropriate police/security personnel to respond to the scene to secure the perimeter of the affected area.

Upon arrival at the scene, the university police may establish an Incident Command Post, if necessary.

After Hours Response

1. Main Campus – University Police Department will notify the Director of Facilities Services and the Director of Facilities (SSC) to respond to the campus to determine the extent of utility loss that has occurred. The on-call personnel will determine if additional personnel shall be notified. If so, Director of Facilities (SSC) will notify the Director of Facilities Service and/or the Vice President for Finance and Administration and other response personnel as necessary.
2. A report of the incident will be supplied according to established reporting procedures.

APPENDIX L

BOMB THREAT OR EXPLOSIVE DEVICE

1. Because of the seriousness of the situation and the possibility of severe physical injury to the parties concerned, initial precaution must be taken in the case of a bomb threat or presence of explosive devices. If an employee or student suspects an object to be an explosive, he/she shall **in no way handle, touch, or move the object.**
2. The building or grounds where the bomb threat is expected, or where a suspicious object is found, will be evacuated immediately using the SafeZone Application.
3. All bomb threats and suspected explosive devices will be reported to the A&M–Central Texas Police and the Vice President for Finance and Administration.
4. A&M–Central Texas Police Department or the Vice President for Finance and Administration will notify the 911 dispatcher, providing all available information, including a description of the object, an exact location, and the name of the person reporting the suspected explosive device. Do not take photos with a cellular telephone as the signal could cause detonation.
5. Radio and cellular telephone communication will not be used in the vicinity of any suspected explosive device.
6. A&M–Central Texas Police Department will ensure the suspected bomb location is secured. A SafeZone notification and/or a Fire Alarm handle will be pulled to initiate building evacuation.
7. A&M–Central Texas Police Department will establish a command post to provide support and assistance to the respective police department, Texas Division of Emergency Management (TDEM) District Chief, or an appropriate State or Federal Agency.
8. All employees, when notified of a bomb threat, will make an observation of their work area as they exit the building and notify police/security personnel of any unusual or suspicious items (e.g., bags, pipes, unfamiliar packages).
9. Building occupants shall assemble at the designated assembly areas or as appropriate based on location and in accordance with building evacuation procedures.
10. Individuals shall not return inside a building until authorized to do so by authorities.
11. A report of the incident will be supplied according to established reporting procedures.

APPENDIX M

BUILDING EVACUATION

[Link to University Police bomb threats webpage](#)

[Link to University Police Handling Suspicious Mail webpage](#)

1. A&M–Central Texas Police Department, upon receipt of information concerning a possible serious interruption of university operations, will immediately notify the Vice President for Finance and Administration.
2. A&M–Central Texas Police Department, after analyzing the situation, may establish an Incident Command Post.
3. Formal order to evacuate will be given by one of the following:
 - a. President
 - b. Vice President(s)
 - c. A&M–Central Texas Police Department
 - d. Division Director(s)
4. **Any employees** may order immediate evacuation IF DANGER IS IMMINENT.
5. Evacuation notification will be initiated using the SafeZone Application.
6. Nothing within this instruction shall be construed to interfere with individual building or unit evacuation procedures.
7. A report of the incident will be supplied according to established reporting procedures.

APPENDIX N

DEMONSTRATION/CIVIL DISTURBANCE

[Link to University Police Disruptive Individual on Campus webpage](#)

1. In the event that riots, looting, political violence and/or similar civil disturbance should occur, Texas A&M–Central Texas has capabilities which, if used promptly, can minimize loss and damage to its resources resulting from such disturbances.
2. In the event of civil disturbance, the A&M–Central Texas Police Chief, with the guidance of the University President and Vice President’s will make the determination to request assistance and call 911 for emergency assistance.
3. Upon arrival at the scene, an Incident Command Post (ICP) may be established depending on the seriousness of the circumstances.
4. A report of the incident will be supplied according to established internal reporting procedures.

APPENDIX O

AIRBORNE OR FOODBORNE ILLNESS

1. Upon receipt of information concerning a possible airborne or food-borne illness, the University Police, Division Director, or other senior administrator will notify the Director of Facilities Services.
2. The Director of Facilities Services designates personnel to cordon off designated area and contact appropriate medical personnel for assistance. Immediate documentation of activities leading to the incident should be completed and reported to appropriate authorities.
3. Affected individuals will be transported to local hospitals as determined appropriate by EMS personnel.
4. A report of the incident will be supplied according to established reporting procedures.

APPENDIX P

INJURY OR DEATH OF A STUDENT OR EMPLOYEE

1. Upon the serious injury or death of a student or employee, the primary responding unit will notify the appropriate Incident Commander.
2. The Incident Commander will implement procedures as required.
3. The Emergency Operations Team may be assembled, if needed. Chain of command contacts will be implemented and accomplished by the Incident Commander.
4. A report of the incident will be supplied according to established reporting procedures.
5. The Office of Human Resource (for employees) and the Division of Student Affairs (for students) will determine if Critical Incident Stress Management (CISM) debriefings are needed. If that is determined, the Employee Assistance Program (ComPsych Employee Assistance Program) will be contacted to provide on-site assistance based on the incident and the Student Wellness & Counseling Center for students.

APPENDIX Q

EVACUATION OF PERSONS WITH DISABILITIES

[Link to Evacuation Assembly Areas webpage](#)

The responsibilities listed below are important to follow:

RESPONSIBLE PARTY	EMERGENCY SITUATION	NON-EMERGENCY SITUATION
<p>Supervisor(s) (i.e. Division Directors, Faculty, President, Vice Presidents)</p>	<p>Administrative Procedures</p> <ul style="list-style-type: none"> • Supervisors must confer with physically impaired employee(s) under their authority. • Develop with physically impaired person(s) best method(s) for evacuation. 	<p>Administrative Procedures</p> <ul style="list-style-type: none"> • Confer with physically impaired employee(s) under their authority. • Develop with physically impaired person(s) best method(s) for evacuation.
<p>Individual(s) at the scene</p>	<p>Administrative Procedures</p> <p>Be prepared to explain how and where person(s) should provide support.</p> <p>Practice instructions beforehand.</p> <ul style="list-style-type: none"> • Call 911 • Supply 911 district dispatcher with appropriate information. • Name and title of caller • Building address, location, floor, suite, and room number • Explain emergency situation • Consult with physically impaired person on the use of a stairwell evacuation chair to accomplish evacuation 	<p>Administrative Procedures</p> <p>Be prepared to explain how and where person(s) should provide support.</p> <p>Practice instructions beforehand.</p> <ul style="list-style-type: none"> • Call A&M–Central Texas Police • Supply A&M–Central Texas Police with appropriate information. • Name and title of caller • Building location and address • Explain non-emergency situation

Physically Impaired Person(s)	<ul style="list-style-type: none">• Seek out persons who would be able to assist in an emergency.• Carry a cell phone, loud whistle, horn or similar device. It may be used to alert people of location if trapped.	<ul style="list-style-type: none">• Convey to supervisor or instructor the need for evacuation assistance.
--------------------------------------	--	--

APPENDIX R

EMERGENCY PROTOCOLS

[Link to Desktop Emergency Guidebook webpage](#)

The following protocols in this appendix are intended to guide faculty, staff, students, and visitors who are not trained emergency responders. In the event of an emergency that affects campus, individuals should use these protocols to protect themselves.

AREA EVACUATION/SHELTER IN PLACE

In some emergency situations, such as flooding or release of hazardous materials, emergency responders may order protective actions for people who work on campus. Typically, these protective actions are to evacuate to a safer area or to shelter-in-place. It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, you will be appropriately advised by police, fire, safety or university officials via the SafeZone Application, email, radio, television, social media, Emergency Alert System, public address systems, loudspeakers, door-to-door notifications, or other appropriate means.

Area Evacuation

An area evacuation is an organized withdrawal from a building or area to reach a safe haven.

Upon notification to evacuate, quickly:

- a. Dress appropriately for the weather.
- b. Take only essentials with you (e.g. cell phones, eyeglasses, medications, and identification and cash/checks/credit cards) do not pack personal belongings.
- c. Turn off unnecessary equipment, computers, and appliances.
- d. Close the door as you exit your room or office.
- e. Follow the directions provided for safe routes of evacuation.
- f. Listen to radio, if available, to monitor emergency status.
- g. Do not use your personal vehicle for evacuation unless specifically ordered to do so. If cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems turned off.

If you need special assistance, contact the A&M–Central Texas Police at 254-501-5805.

Shelter in Place

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

- a. Move indoors or remain there. Avoid windows and areas with glass.
- b. If available, take a radio or television to the room to track emergency status.

- c. Keep telephone lines free for emergency responders; do not call 911 for information.
- d. If hazardous materials are involved, contact Facilities Maintenance (SSC) and/or A&M–Central Texas Police to turn off all ventilation systems and close all outside air inlets. Select [Shelter-In-Place](#) room(s) which may be easier to seal, and if possible, has a water supply and access to restrooms.
- e. If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth, and breathe through the cloth as normally as possible.

FIRE EMERGENCY

Inside a Building

- a. Activate a fire alarm at any pull station.
- b. Call 911 (give dispatcher callers name, building name, address, floor, location, etc.).
- c. Evacuate the building using Building Evacuation procedures.

Outside a Building

- a. Call 911 (give dispatch caller name and address, location of fire, etc.).
- b. Do **NOT** activate the building fire alarm system.

Portable Fire Extinguisher use allowed if:

- a. Properly trained (hands-on training).
- b. Small, contained fire (e.g. wastebasket).
- c. Can extinguish within 15 seconds (evacuate if it takes longer).

BUILDING EVACUATIONS

When the building fire alarms sound:

- a. Immediately evacuate using [building emergency plan procedures](#).
- b. Walk to nearest exit/stairwell (close doors behind you).
- c. Do not use elevators.
- d. Proceed to the [designated assembly area](#) outside the building.
- e. Do not re-enter the building until cleared by authorized personnel.
- f. Assist with the evacuation of individuals with special needs.

BOMB THREAT

Telephone Call – immediately after the call is terminated, obtain a dial tone and contact University Police at 254-501-5805, or use the SafeZone App.

Suspicious Item

If you locate a suspicious-looking item, do not handle the item. Clear the area of personnel and call University Police at 254-501-5805 or use the SafeZone App.

- a. Notify the department head/director/manager.
- b. Meet with and assist police personnel as directed.
- c. Evacuate building, as directed (use of public address system preferred or use building fire alarm system).

- d. Do not re-enter building(s) until cleared by authorized personnel.
- e. Document the conversation using the [Bomb Threat Checklist](#).

SUSPICIOUS LETTER/PACKAGE/SUBSTANCE

What to Do Upon Letter/Package Receipt

- a. [Link to Handling Suspicious Mail webpage](#)
- b. Do not handle
- c. Do not shake or bump
- d. Isolate and look for indicators
- e. Don't open, smell, or taste
- f. Treat it as suspect!!
- g. Call University Police (254-501-5805) or use the SafeZone App

If Parcel is Open and/or Threat is identified

For a Bomb

- a. Evacuate immediately
- b. Call University Police (254-501-5805) or use the SafeZone App

For Radiological

- a. Limit exposure – don't handle
- b. Evacuate area
- c. Shield yourself from the object
- d. Call University Police (254-501-5805) or use the SafeZone App

For Biological or Chemical

- a. Isolate – don't handle
- b. Wash your hands with soap and water
- c. Call University Police (254-501-5805) or use the SafeZone App

Suspicious Substance in Campus Building

- a. Clear and isolate the contaminated area. Do not touch or disturb anything.
- b. Wash your hands with soap and water
- c. Call University Police (254-501-5805) or use the SafeZone App
- d. Identify individuals who may have been exposed to the material
- e. Do not leave premises until dismissed by authorities

INJURY REPORTING PROCEDURES

When Injured or Witness to an Injury

- a. A&M–Central Texas employees (including student employees) contact Human Resources to complete the accident reporting/worker's compensation-work related injuries using the Origami [Risk Incident Entry portal](#).
- b. A&M–Central Texas students complete Report of Accident/Illness form using the Origami [Risk Incident Entry portal](#).

MEDICAL EMERGENCY

If Ambulance is needed

- a. Call 911
- b. Contact University Police at (254-501-5805) or use the SafeZone App
- c. Assist until ambulance arrives, only if qualified

If Ambulance is not needed

- a. Render first aid, as trained
- b. Assist with transportation of an employee to their personal physician or contact emergency contact if student

Note: An accident report is required with all medical emergencies.

RADIATION EMERGENCY

Emergency personnel should be contacted for a radiological incident. University Police must be notified if incident occurs at main campus.

SEVERE WEATHER General

- a. Refer to A&M—[Central Texas guide for emergencies](#)
- b. Listen to radio and television for weather updates
- c. Check with media sources (including university website) for return to work status
- d. Check for SafeZone notifications

TORNADO

- a. Civil Defense sirens will sound and/or the National Weather Service will issue a tornado warning.
- b. Move to the lowest level of the building.
- c. Move to interior hallways and small interior rooms (e.g. bathroom, closet, etc.). [Shelter-In-Place Procedures](#).
- d. Stay away from exterior walls, doors, and windows.
- e. Check for Safe Zone notifications

CAMPUS CLOSURE

Due to Inclement Weather

In the event that weather or other conditions are such that normal campus operations could be impeded, the President is responsible for determining cancellation of classes and closing of university offices. Certain university offices or functions may be required to continue operations.

GAS LEAKS Gas Odor

- a. Call University Police (254-5015805) (give caller name, location of odor, etc.);
- b. Warn others in the immediate area;
- c. Vacate and secure area;
- d. Notify department head;

- e. Meet with and assist emergency response personnel; and
- f. [Link to the Spill Prevention, Control and Countermeasure Plan](#)

MAJOR LEAK (e.g. pipeline break)

- a. Call University Police (254-501-5805) (give caller name, location of leak, etc.);
- b. Initiate evacuation of the building or if outside, isolate the area;
- c. Warn others in the immediate area;
- d. Prevent sources of ignition (cigarettes, electrical equipment, etc.);
- e. Meet with and assist emergency response personnel; and
- f. Do not re-enter building(s) or outside area until cleared by authorized personnel.

Note: There are no natural gas lines on the A&M–Central Texas campus. Propane gas is used in the laboratories in Warrior and Heritage Hall only.

APPENDIX S

SPECIAL EVENTS EMERGENCIES

If the threat of inclement weather endangers a Special Event or other A&M–Central Texas facilities (i.e. lightening, hail, tornadoes) the following procedures shall apply:

- a. The University Manager of Event Services, University Police, and/or the Director of Facilities Services will stay informed of any threats and/or warnings that are provided by the National Weather Service (NWS) in Fort Worth and/or the State Operations Center (SOC) in Austin, or Emergency Response personnel.
- b. Activation of the city of Killeen alert siren shall also serve as a signal for initiating emergency procedures.
- c. The University Manager of Event Services, University Police, and/or the Director of Facilities Services will notify event officials of any impending threatening weather conditions. After the event has begun, event officials determine event continuance, suspension, or cancellation.
- d. The University Manager of Event Services may order audience evacuation. If that occurs, the University Police will supervise the evacuation of the special event and the operation of the refugee locations.
- e. The University Manager of Event Services, University Police, and/or the Director of Facilities Services shall inform the refuge centers when the “all clear” signal is given.
- f. The University Manager of Event Services, University Police, and/or the Director of Facilities Services informed of all activities.
- g. For other emergency situations such as fire or terrorists threats the University Police, and/or the Director of Facilities Services shall, in conjunction with the University Manager of Event Services, determine the status of the event and the need for audience evacuation.

APPENDIX T

TRAIN/TRUCK/LAB/CHEMICAL WASTE AND/OR STORAGE AREA SPILL OF HAZARDOUS MATERIAL

[Link to the Spill Prevention, Control and Countermeasure Plan](#)

General

1. This appendix provides for a coordinated response by A&M–Central Texas personnel, Killeen fire, HAZMAT team and police departments, Fort Hood fire and police departments, and industry representatives to minimize the adverse effects on the university campuses, the local communities, and the environment that may result from unintentional releases of hazardous substances. These releases may occur from train derailments or truck transportation accidents.
2. Hazardous materials are transported through and/or adjacent to the A&M–Central Texas campus locations which can pose a potential threat to campus facilities, employees, students, and visitors. Fires, explosions, and/or release of toxic vapors that can harm personnel and property are possible from transportation accidents.
3. All local fire departments and A&M–Central Texas Director of Facilities (SSC) have personnel trained and limited equipment available for hazardous materials response. Transportation companies can also be asked to assist with major spill response, cleanup, and recovery needs. Additionally, emergency response contractors must be considered for response in catastrophic emergencies.

Purpose/Responsibilities

1. The first fire official or police officer arriving at an incident involving the release of hazardous materials is the Incident Commander (IC) and will immediately notify his/her dispatcher or communications center and provide incident information. This first responder, as IC, must take initial steps to protect himself/herself and the public, isolate the incident, begin product identification and call for resources as the situation dictates. Incident Command will be transferred to the most appropriate person as incident response progresses. An Incident Command Post (ICP) may be established near the incident to coordinate response requirements. The IC or authorized A&M–Central Texas official may request the activation of the university’s emergency operations center (EOC).
2. The Incident Commander, alone or in concert with the A&M–Central Texas EOC, shall assess the need for evacuation, plan the evacuation, and coordinate support for the evacuation effort. The decision to recommend evacuation of the populace in and around the area of the incident site rests with the IC. Evacuation or shelter-in-place procedures shall be followed. (See Appendix Q).

3. The local fire department will often be the first responder. When they are, they usually assume responsibility for the incident from the first responder and initiate response procedures under the incident command system.
4. In coordination with the IC, the local police department and A&M–Central Texas Police shall have responsibility for traffic and crowd control, scene security, evacuation, and coordination with other appropriate governmental agencies.
5. The Director of Facilities Services and the SSC Facilities maintenance shall be responsible to assist with rescue or recovery operations, provide barricades, provide heavy equipment, restore utilities, and assist with removal of hazardous substances as required while operating within the guidelines of current statutes and laws.
6. Finance and Administration Department will be responsible for assisting and coordinating with evacuation, spill cleanup and disposal, recovery operations, and coordinating regulatory compliance with appropriate state agencies.

APPENDIX U

TERRORISM

[Link to the University Police Terrorism/Disaster Planning webpage](#)

General

1. This appendix provides for a coordinated response by Texas A&M University–Central Texas personnel, A&M–Central Texas Police Department, Killeen fire and police departments, and Fort Hood fire and police departments, and other county, state, and federal agencies to minimize the adverse effects on university students, faculty, staff, the local communities, and the environment that may result from an act of terrorism.
2. 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 sometime after the initiating event. The affected area could simultaneously be a crime scene, a hazardous materials (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 local area but still produce victims in the local area.

Purpose/Responsibilities

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

1. Local police departments are responsible for establishing a crime scene boundary with access control, as necessary. A&M–Central Texas Police Department will notify and coordinate incident response activities (incident resolution, investigation, and apprehension of suspects) with the local and county police departments, DPS, and the FBI. As requested by the EOC Director, A&M–Central Texas Police will provide resources to assist with a lockdown and/or quarantine of various areas of the university campus.

Consequence Management

1. All response actions initiated by the EOC 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:
 - a. Biological Agents – County, City, and State public health officials, A&M–Central Texas
 - b. Chemical/Hazardous Agents – County and State public health officials, A&M–Central Texas
 - c. Nuclear/Radiological Events, TDH – Bureau of Radiation Control, A&M–Central Texas

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

- a. [Evacuation](#) and or [shelter-in-place](#) recommendations.
- b. Contact with local hospitals, Bell County Health Department, and the Department of State Health Services and preparation for dealing with mass illness and casualties.
- c. Preparation for handling large numbers of students, staff, and faculty at all local hospitals.
- d. Preparation for activation of re-location centers to handle displaced students as necessary.
- e. Request a HAZMAT team from Killeen or Bell County for decontamination facilities.
- f. Verification and protection of the integrity of campus water and utilities.
- g. Lockdown of some area(s) of the campus.
- h. Quarantine of some area(s) of the campus.
- i. Curtailment/re-routing of transportation assets, using permanent staff.
- j. Identification of laboratories that may have special equipment or analysis capabilities for incident response, i.e., Heritage Hall Laboratory Room 310, Instrumental/Analytical Chemistry Lab.
- k. Provide the police, fire department, and HAZMAT team with a chemical inventory and safety data sheets (SDS) as necessary. Safety Data Sheets available at [MSDS Online](#).
- l. Cancellation of classes.
- m. Cessation of laboratory research activities.
- n. Release of faculty and 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 students, faculty, staff and guests; and address the public fear caused by a terrorist incident.

APPENDIX V

ARMED INDIVIDUAL / ACTIVE SHOOTER/ATTACK

[Link to University Police Active Shooter webpage](#)

General

1. An active shooter/attack incident occurs when one or more armed persons are present on campus with the intent to cause serious injury or death to as many persons as possible. Generally, victims are selected at random, and the violence escalates very quickly and will require the immediate response from armed law enforcement officers who are trained to deal with such incidents.
2. This appendix provides for a coordinated response by A&M–Central Texas personnel, A&M–Central Texas Police Department, Killeen fire and police departments, other local police departments, and other county, state, and federal agencies to minimize the adverse effects on university students, faculty, and staff.

Purpose/Responsibilities

1. Once it has been determined that the initiating event involves an active shooter/armed suspect, the EOC will be activated (if it is not already), and response efforts will consist of both emergency operations and consequence management. Law enforcement will have the lead in emergency operations; specifically, all facets related to any criminal activity.

Emergency Operations

1. Local police departments are responsible for establishing a crime scene boundary with access control, as necessary. University police 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, University Police will provide resources to assist with a lockdown and/or quarantine of various areas of the university campus.

Consequence Management

1. Consequence management activities deal with the effects (on people and property) of an active shooter/attack 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.
2. The following response actions should be considered based upon the specific incident events:
 - a. [Evacuation](#) and or [shelter-in-place](#) recommendations.

- b. Contact with local hospitals, Killeen Police, Killeen Fire and EMS, Bell County and State health officials and preparation for dealing with mass casualties.
 - c. Preparation for handling large numbers of students, faculty, or staff at all local hospitals.
 - d. Request a HAZMAT team from Killeen or Bell County for decontamination facilities if required.
 - e. Verification and protection of the integrity of campus water and utilities.
 - f. Lockdown of some area(s) of the campus.
 - g. Quarantine of some area(s) of the campus.
 - h. Curtailment/re-routing of transportation assets, using permanent staff.
 - i. Cancellation of classes.
 - j. Release of faculty and non-essential staff.
3. 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 students, faculty, and staff; and address the public fear caused by the active shooter incident.

Safety Guidelines in case of an Active Shooter/attacker on Campus:

- a. If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact emergency services at 911.
- b. Remember, there may be more than one active armed subject.
- c. Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- d. In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

Response if the armed subject is outside the building:

- a. Proceed to a room that can be locked or barricaded.
- b. Lock all doors, turn out the lights and stay away from and lower than the windows.
- c. Barricade the door if you cannot lock it.
- d. Dial 911 and advise the dispatcher of what is taking place and your location. Remain on the line to give the dispatcher any further information that may be needed.
- e. Remain in the room until the police or a campus administrator gives the “all clear.” Be sure it is the police or a campus administrator who is giving the “all clear” and not the shooter attempting to gain entry into the room.
- f. [Link to Active Shooter University web page](#)

Response if the armed subject is inside the building:

- a. Remember, there may be more than one active armed subject.
- b. If it is possible to flee the area safely and avoid danger, do so.
- c. Contact emergency services at 911 with your location if possible.
- d. Notify an Emergency Contact if possible.
- e. If flight is impossible, lock all doors and secure yourself in your space.

- f. Get down on the floor or under a desk and remain silent.
- g. Get students on the floor and out of the line of fire.
- h. Wait for the “all clear” instruction sent by SafeZone

Response if the armed subject comes into your class or office:

- a. There is no one procedure the authorities can recommend in this situation.
- b. Attempt to get the word out to other staff if possible and call 911 if that seems practical.
If it is possible to talk, give the shooter’s location and description. If it is not safe to speak, just leave the line open so the dispatcher can hear what is taking place.
- c. Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- d. Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- e. If the shooter leaves the area, attempt to lock the door or barricade the door or proceed to a safe location.
- f. Wait for the “all clear” instruction sent by SafeZone.

APPENDIX W

PANDEMIC INFECTIOUS DISEASE

(ADAPTABLE TO ANY INFECTIOUS DISEASE SCENARIO)

I. AUTHORITY

The plan presented is based on a worse-case scenario and the Emergency Management Team (EMT) may recommend varying levels of response appropriate for the scope and size of the incident and the infectious agent involved.

See Pandemic Response Plan

II. Purpose

The purpose of the Texas A&M University–Central Texas Pandemic Response Plan is to provide organized, comprehensive guidelines for an effective response to a pandemic that helps ensure the health, safety and well-being of the University community. This document addresses how the University will maintain continuity of operations, while providing medical support to those affected by a pandemic is based on certain assumptions and uncertainties of the situation.

III. Definitions

- 1) **Confirmed Case** — A laboratory-confirmed virus infection in a person with influenza-like illness.
- 2) **Community Containment Measures** — The separation of infected or exposed people from non-infected people by use of quarantine or other restrictions on movement and activities.
- 3) **Community Emergency Operations Center** — The EOC includes representatives from the city of Killeen, Bell County and A&M–Central Texas.
- 4) **Contact** — A person who has been exposed to an influenza case in some way during the infectious period.
- 5) **Contact Tracing** The process of attempting to identify people who have recently been in contact with someone diagnosed with an infectious disease, especially in order to treat or quarantine them.
- 6) **Control Measures** — Standard emergency containment practices in public health that aim to control exposure to both infected and potentially infected people.
- 7) **Epidemic** — A disease affecting many persons at the same time and spreading from person to person in a locality where the disease is not permanently prevalent.
- 8) **Incubation Period** — The amount of time it takes for symptoms of a disease to appear after an individual is infected with the pathogen that causes the disease. The incubation period for influenza is usually 2 days but can vary from 1 to 5 days.
- 9) **Infection Control Measures** — Actions taken to decrease the risk for transmission of infectious agents.

10) **Influenza-like Illness** – an individual with the following symptoms: Fever 100 degrees Fahrenheit or higher, AND cough, AND/OR sore throat.

11) **Isolation** — The separation and restriction of movement of people with a specific communicable disease to contain the spread of that illness to susceptible people.

12) **Pandemic** — An epidemic on a world-wide scale.

13) **Pandemic Influenza or other respiratory diseases** – A flu or respiratory disease pandemic occurs when a new virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness and/or death, and can sweep across the country, and around the world in very short time.

14) **Personal Protective Equipment (PPE)** — Barrier protection to be used by an individual to prevent disease transmission.

15) **Prophylactic Drugs** — Drugs used to prevent disease, such as vaccines and antivirals.

16) **Quarantine** — The separation and restriction of movement of well people who may have been exposed to an infectious agent and may be infected but are not yet ill.

17) **Seasonal Influenza** – Contagious respiratory illness caused by influenza viruses, affecting 5-20% of the US population annually and causing 200,000 hospitalizations and 36,000 deaths (CDC website).

18) **Surge Capacity** — The accommodation to transient sudden rises in demand for services following an incident. It is the ability of a health system to expand beyond normal operations to meet a sudden increased demand for service.

19) **Surveillance** — The systematic collection, analyzing, interpretation and dissemination of health data on an ongoing basis.

IV. Situation and Assumptions

A. Situation

The medical community believes that once an animal flu or other virus mutates into a pandemic flu or other virus, currently available vaccines will not be effective. It is very likely that the only treatment medication available will be antivirals like Tamiflu that do not prevent infection but may lessen the symptoms. The amount of available Tamiflu is very limited in comparison to the population that would need it. Once the pandemic flu or virus strain is isolated, a vaccine will be developed; however, initial production will take several months, and it is likely the initial amount produced will not be enough to cover even those individuals determined to be “Essential Personnel”.

B. Assumptions

For the purpose of this plan, two scenarios will be assumed:

1. The student population will be ordered off-campus.

**Pandemic Response
Level definitions**

PREPARATION - No Pandemic in Progress.

LEVEL I - Confirmed cases of pandemic in North America.

LEVEL II - Confirmed cases of pandemic in the United States.

LEVEL III - Confirmed cases of pandemic in Texas (not including Bell County).

LEVEL IV – Confirmed cases of pandemic in Bell County and/or Killeen.

	Level I	Level II (in addition to Level I actions)	Level III (in addition to Level II actions)	Level IV (in addition to Level III actions)
1. Emergency Operations Team (EMT)	1. Contact 2. Conduct Weekly Planning Meetings. 3. Attend emergency planning meetings with City of Killeen. 4. Communicate with Texas Department of State Health Services, if warranted, and University departments. 5. Review essential personnel lists.		1. Attend EOC Meetings with City of Killeen as scheduled. 2. Priority groups receive vaccine as it becomes available. 3. Evaluate need to activate University EOC.	1. Activate University Emergency Operations Center (EOC).
2. Incident Commander	1. Incident Commander – Monitor situation and update appropriate personnel.	1. Alert Executive Cabinet. 2. Establish communication with deans.	1. Notify Student Affairs and Counseling.	1. Evaluate and/or recommend temporary closure of building(s), isolation activities and suspension of student and academic activities. 2. Ensure that each Operations Group function is covered. 3. Provide oversight for student, staff, & faculty family notifications if appropriate.

3. University Police		1. Risk Management informs dispatchers, security, and police of infectious flu or agent.	1. Transporting individuals to hospitals. (Shelter-in-place)	1. Secure buildings and post signage. 2. Assist Director of Facilities Services.
4. Facility Services Designee		1. Environmental Services to adjust facility cleaning procedures in public areas to reduce viral spread. 2. Essential personnel receive online training on respiratory protection from RMC.	Same as Level III.	1. Standby to shut off utilities as directed by Incident Commander, if necessary. 2. Begin decontamination procedures of facilities as needed.
5. Department of Facilities Services	1. Assure that travelers have the latest travel health information for affected areas (including domestic), based upon recommendations from local, state, and federal health agencies. See: http://www.cdc.gov/travel	1. Update emergency action plan with EMRT as the situation evolves. 2. Assess respiratory protection plan and resources and provide on-line respirator training. 3. Distribute and maintain hand sanitizers within public areas of buildings. 4. Initiate poster, e-mail campaign on self-protection. Update Website. 5. Ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases.	1. Daily and /or weekly meetings with the Texas Department of State Health Services (DSHS), Texas Division of Emergency Management (TDEM), Bell County Emergency Management, and the A&M System Office of Environment, Safety, and Security 2. Verify contract with hazardous material company for biohazard waste disposal. 2. Report weekly ILI data to System RMS. 3. Arrange for additional medical waste pickups.	Same.
6. President & Executive Council		1. Receive information from Incident Commander. 2. Review content of internal and external public information bulletins and announcements. 3. Work with Media Relations to select appropriate University spokesperson(s) for media reporting.	1. Advise Executive Cabinet on response options. 2. Evaluate information on institutional effects of the incident and set response priorities as appropriate. 3. Prepare a policy for closing down all or parts of the University.	1. Evaluate and/or activate temporary suspension of classes or closure while maintaining critical infrastructure and services. 2. Consider closing research facilities except those deemed as critical.

		<p>4. Review restricting movement on and off campus for activities/athletic events.</p> <p>5. Review restricting travel needs of staff off campus into areas of pandemic.</p> <p>6. Based on U.S. State Department recommendations, University recommends campus community not to travel to affected countries.</p>		
7. Marketing and Communications	1. Issue communications to the campus community regarding status of disease spread, self-protection and member response.	<p>1. PIO with EMT guidance to draft internal and external bulletins and announcements.</p> <p>2. PIO to issue communication(s) to campus community regarding status of disease spread, self-protection, and University response. (Email, website, town meetings).</p>	<p>1. Write and record bulletins and updates on the University's website.</p> <p>2. Write scripts for phone tree with approval from PIO.</p>	<p>1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control)</p> <p>2. Implement Communication Response plan and coordinate press releases, and manage news teams and interviews, etc.</p>
8. IT		1. Review and provide status of campus communications equipment.	<p>1. Verify that backup personnel or contractors are cross trained.</p> <p>2. Activate all proactive plans.</p>	1. Assist Media Relations regarding phone banks and emergency voicemail announcements.
9. Academic and Student Affairs	1. Assure that travelers have the latest travel health information for affected areas (including domestic), based upon recommendations from local, state, and federal health agencies. See: http://www.cdc.gov/travel .	<p>1. Monitors student travelers entering from effected regions and assists with communication to international students and their families.</p> <p>2. Formulates and rehearses plan to address needs/support for all students.</p> <p>3. Student Life – formulate and rehearse plan to address needs/support for student organizations.</p> <p>4. Identify department personnel available for</p>	<p>1. Assist with relocation of students for quarantine if required.</p> <p>2. Assist with telephone consultation and support.</p> <p>3. Establish protocol, train, and identify personnel for communicating with families in the event of a serious illness or death.</p>	<p>1. Identify student events where confirmed patients have attended.</p> <p>2. Provide oversight for student, staff, & faculty family notifications if appropriate.</p>

		telephone support work.		
10. Office of Human Resources		1. Inform employees of campus policies regarding working from home, travel, using sick leave, and other policies as applicable.	Same as Level III. 1. Inform employees that physician's note to confirm illness is not required.	1. Provide oversight for student, staff, & faculty family notifications if appropriate.
11. Student Wellness & Counseling Center				1. Support/conduct testing and coordinate vaccination sites.

VI. Direction and Control

A. General

The President of the University retains authority for making decisions affecting the University. All decisions to be made should be based on federal, state, and/or local recommendations/mandates. These decisions may include issuing travel advisories, suspending mass gatherings (including classes) or moving them to virtual settings, suspending research, and the suspending and resumption of normal University operations.

B. Decision-Making Process

The priorities of decisions may change as the situation evolves.

1. Issuance of Travel Advisories
2. Cancellation of Special Events
3. Cancellation of Classes
4. Initiation of Telecommuting
5. Suspension of Research
6. Cancellation of University Operations
7. Resumption of Normal Operations

C. Decision-Making Timeline

1. Travel Advisories — Advisories regarding voluntary travel restrictions should coincide with federal, state, A&M System, and/or local recommendations as the situation evolves (e.g. travel advisories should be issued to voluntarily restrict travel to affected regions).
2. Screening, Triage, Isolation — Screening, triage, and isolation should be implemented as soon as possible. The implementation of mandatory quarantine will likely be ordered by executive order from the governor's office.
3. Special Events/Mass Gatherings (to include classes) — Suspension of special events and mass gatherings (including suspension of classes) will be considered at Level IV.B.

4. Suspension of Research/Normal University Operations — The University will consider suspension of research and normal University operations at Level IV.B.
5. Resumption of Normal Operations should be predicated on the recommendations of federal, state, A&M System and/or local health authorities. Other factors for university resumption should be:
 1. Updated executive orders;
 2. Decreased morbidity and/or mortality rate;
 3. Decreased rate/speed of disease spread;
 4. Other regional schools (ISDs)/university systems resuming operations;
 5. Transportation systems opening/increasing interstate travel; and
 6. Availability of sufficient faculty and staff to support resumption of classes and research.

APPENDIX X

Business Continuity Plan

PURPOSE

To the maximum extent possible, A&M–Central Texas provides a safe and secure learning environment by ensuring the university is capable of conducting its essential missions and functions under all threats and conditions. This Business Continuity Plan (BCP) has been developed to ensure academic and business continuity before, during, and after emergencies.

APPENDIX Y

City of Killeen Hazard Assessment 2022

A&M-Central Texas Hazard Assessment in development.

City of Killeen, TX

Emergency Management

Hazards - City of Killeen
Hazard Vulnerability Assessment Tool

Alert Type	PROBABILITY Likelihood this will occur	ALERTS Past 10 Years* *except for active shooter	ACTIVATIONS Number of Alerts Number of Activations	SEVERITY = (MAGNITUDE - MITIGATION)						RISK * Relative threat 0 - 100%
				HUMAN IMPACT Possibility of death or injury	PROPERTY IMPACT Physical losses and damages	BUSINESS IMPACT Interruption of services	PREPARED-NESS Preplanning	INTERNAL RESPONSE Time, effectiveness, resources	EXTERNAL RESPONSE Community/Mutual Aid staff and supplies	
				0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = High 2 = Moderate 3 = Low	0 = N/A 1 = High 2 = Moderate 3 = Low	0 = N/A 1 = High 2 = Moderate 3 = Low	
Active Shooter	2	3	3	3	0	3	2	2	1	44%
Drought	2	45	0	1	1	1	3	3	3	63%
Excessive Heat	3	2	0	2	1	1	3	3	2	48%
Flash Flood	3	26	0	1	1	1	2	1	1	36%
Lightning	3	4	0	2	2	2	1	1	1	36%
Flood	1	7	0	2	2	2	3	2	1	44%
Lightning	3	4	0	2	2	2	1	1	1	36%
Thunderstorm Winds	3	38	0	1	1	1	2	1	1	37%
Wildfire	2	6	2	1	2	1	1	2	1	34%
Winter Weather	1	12	2	1	1	2	3	3	2	53%
Civil Unrest / Protesting	1	1	0	1	1	3	3	2	2	22%
Dam Failure	1	0	0	3	3	3	2	2	2	17%
Hazmat	1	2	0	3	3	3	1	1	1	26%
Pandemic	1	1	1	3	0	3	2	3	2	31%
Cyber Incident	2	2	0	1	2	3	3	3	2	44%
Tropical Storms	1	3	1	1	1	1	3	2	1	28%
Aircraft Accidents	1	16	0	3	3	3	2	1	1	58%
Hail	2	103	0	1	1	0	3	1	1	38%
Utility Disruption	2	4	2	1	1	3	3	1	1	40%
Earthquake	1	0	0	1	2	2	3	2	2	13%
Terrorism	2	1	1	3	2	3	2	2	1	41%