



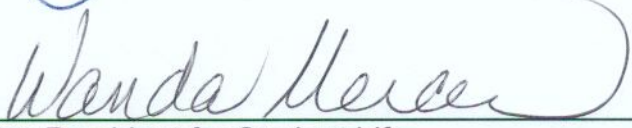
Crisis Management Plan

Tarleton State University Crisis Management Plan

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Vice President for Finance and Administration 8-13-2007
Date



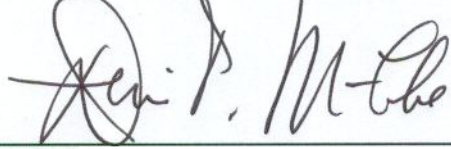
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Date

* This plan does not include Tarleton State University-Central Texas or other off-campus facilities.

CRISIS MANAGENT PLAN

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SECTION 1: AUTHORITY

These guidelines apply to Tarleton State University. The organizational and operational concepts set forth in these guidelines are promulgated under the following authorities:

A. FEDERAL

1. Federal Civil Defense Act of 1950, PL 81-920 as amended.
2. The Disaster Relief Act of 1974, PL 93-288 as amended.
3. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707
4. Emergency Management and Assistance, Code of Federal Regulations, Title 44.
5. Superfund Amendments and Reauthorization Act of 1986, PL 99-499 (Title III, "Emergency Planning and Community Right-to-Know Act of 1986").
6. Comprehensive Environment Response Compensation and Liability Act of 1980, PL 96510 (CERCLA or "Superfund").
7. Clean Water Act, (Section 311 of USC 1251).
8. Clean Air Act, (40 CFR Part 51).
9. Resource Conservation and Recovery Act (RCRA).
10. Public Health Security and Bioterrorism Preparedness and Response Act (42 CFR Part 73)
11. Agricultural Bioterrorism Protection Act of 2002; Possession, Use and Transfer of Biological Agents and Toxins (7 CFR Part 331 and 9 CFR Part 121).
12. Homeland Security Presidential Directive (HSPD)5.

B. STATE

1. Vernon's Texas Civil Statutes, Sections 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 G. 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. Tarleton State University Rule 34.07.99T1, Crisis Management
2. Emergency Management Plan for Erath County

3. Stephenville City Ordinance # 1991-5, dated 04/02/1991
4. Commissioners Court Order # 51, dated 03/11/1991.

SECTION 2: PURPOSE

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

Tarleton State University will use the National Incident Management System (NIMS) as its standard for incident management in compliance with the Homeland Security Presidential Directive (HSPD) 5 and the State of Texas Executive Order RP40. This will provide a consistent nationwide approach for Federal, State local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size, or complexity. The six major components of NIMS help to standardize the following:

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

The purpose of these guidelines is to:

1. Provide guidance for emergency operations and the utilization of all available university and government 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.
5. Objectives of Emergency Operations are to:
 - a. **Provide emergency services** including medical assistance, rescue, fire protection, and police protection for life and property within the disaster area.
 - b. **Restore utilities** within the stricken area in an orderly and timely manner.
 - c. **Maintain fire, police, and utility services** during emergency operations.
 - d. **Facilitate, provide, and coordinate shelter and mass care** during and after the emergency in cooperation with the Red Cross and other organizations.
 - e. **Keep the public informed** of the current status of emergency operations in a timely manner.
 - f. **Promote the process of recovery** from the effects of disaster situations.

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. The Chemical Emergency Transportation Center (CHEMTREC). A centralized, toll-free telephone service (800-424-9300) which has been set up to provide immediate advice on the nature of the product and steps to be taken in handling the early stages of transportation emergencies where hazardous chemical are involved. CHEMTREC promptly contacts the shipper of the material involved for more detailed information and appropriate follow-up action including on-scene assistance when feasible. See: <http://www.chemtrec.com>.
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. Contest Administrator. The individual responsible for the coordination and administration of the athletic event.
6. Crisis Management Response Team (CMRT). A team of individuals appointed by the president to respond in a critical incident and/or crisis situation.
7. SFD. Stephenville Fire Department.
8. SPD. Stephenville Police Department.
9. Crisis Management Plan. 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.
10. Texas Division of Emergency Management (DEM). A division of the Texas Department of Public Safety. See: <http://www.txdps.state.tx.us/dem/>
11. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
12. Disaster District Committee (DDC). The DDC consists of a Chairperson (the local Highway Patrol Captain or Command Lieutenant) and representatives of the state agencies and volunteer groups represented on the State Emergency Management Council with resources in the district. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing and directing state resources within the district to respond to emergencies.
13. Disaster Recovery Center (DRC). The Disaster Recovery Center is established by FEMA in partnership with state and local emergency management offices. Representatives from federal, state, local, and volunteer agencies are there to explain the assistance available and to assist victims in procuring it.

14. Emergency Alert System (EAS). A network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency – as provided by the emergency broadcast system plan. Supersedes EBS (Emergency Broadcast System).
15. Emergency Management (EM). A framework for organizing and managing emergency protection efforts. There are four phases – mitigation, preparedness, response, and recovery – in the all-hazards approach.
16. 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.
17. Emergency Management Coordinator (EMC). The Emergency Management Coordinator for the City of Stephenville is the City Administrator. This designation is codified under Chapter 34.01, Paragraph A of the Stephenville Code of Ordinances. The Mayor of Stephenville shall serve as the Emergency Management Director for the city. This designation is also codified in Chapter 34.01 of the Code, however there are numerous State laws reinforcing the obligations of the Mayor in this regard.
18. Emergency Management Director (EMD). The chief executive of each jurisdiction assumes the duties of emergency management director at the emergency operations center during an emergency. At Tarleton, the EMD is the Associate Vice President and Dean of Students. This is the senior decision making position in the EOC.
19. Emergency Operations Center (EOC). Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
20. EOC Controller. The EOC Controller is responsible for the operations of the EOC when it is activated. EOC Controller is the Emergency Management Coordinator.
21. EOC Log. The EOC Log is a log kept during an emergency situation that describes the steps taken during the emergency.
22. Emergency Public Information (EPI). Information that is disseminated to the public via the news media before, during and/or after an emergency or disaster.
23. Emergency Response Contractors. Contractors trained to respond in emergency situations.
24. Emergency Situation. As used in this plan, this term is intended to describe a range of situations, from an incident to a major disaster. It includes the following:
 - a. Incident. An incident is a situation that is limited in scope and potential effects.
 - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.
 - c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with available local resources.
25. 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>.
26. Field Command Post. Facility at a safe distance from an accident site where the incident

commander, responders and technical representatives can make response decisions, deploy manpower and equipment, maintain liaison with the media and handle communications.

27. 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.
28. 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.
29. Incident Commander (IC). The person responsible for the management of all incident operations. The IC is in charge of the incident site.
30. 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.
31. Local Emergency Planning Committee (LEPC). There exists in Erath County a Local Emergency Planning Committee (LEPC). Responsibility for managing and organizing this body rests with the Erath County Emergency Management Coordinator. There is not a separate LEPC for the City of Stephenville.
32. Liaison Officer. A member of the command staff responsible for interacting with representatives from cooperating and assisting agencies.
33. Logistics Section. The section responsible for providing facilities, services, and materials for the incident.
34. Medical Command Officer. Officer responsible for the coordination of all medical branch officers.
35. 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.
36. Material Safety Data Sheet (MSDS). Document containing specific information on the safe handling of chemicals in the workplace.
37. National Incident Management System (NIMS). A system, mandated by HSPD-5, that provides a consistent nationwide approach for Federal, State, Tribal, and local governments; the private-sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, Tribal, and local capabilities, NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualified and certification; and the collection, tracking, and reporting of incident information and incident resources.
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. 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 the public health and safety, the common defense and security, and the environment in the use of nuclear materials in the United States. <http://www.nrc.gov>.
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. 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.
42. 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).
43. 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).
44. Radiological Officer (RO). The Tarleton Radiological Safety Officer serves as the Radiological Officer for the Erath County Interjurisdictional Emergency Management Plan.
45. 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 effects (blast of 2 PSI or more, heat, and initial nuclear radiation).
46. 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.
47. Resources List. A current list of all resources (equipment, personnel, supplies), which can be used by emergency services in response to local disaster/emergencies.
48. 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.
49. Salvation Army (SA). 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
50. Self Contained Breathing Apparatus (SCBA). Supplemental oxygen breathing equipment used primarily by firefighters and divers.
51. Shelter-In-Place. A procedure that advised people to stay indoors and to attempt to reduce the airflow into a structure. This strategy is used when it has been recognized that people could not be evacuated from an area prior to the arrival of a toxic cloud.
52. Sheriff Office (SO). Erath County Sheriff's Office.

53. Staging Area (SA). A pre-selected location having large parking areas and cover for equipment, vehicle operators, and other personnel such as a major shopping area, schools, etc. The SA provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to reception jurisdictions, a rally point for mutual aid, or a debarking area for returning evacuees.
54. State Coordinating Officer (SCO). The person designated by the Governor to serve as the on-scene representative for the Division of Emergency Management and to work in concert with the federal coordinating officer in administering state and federal assistance to disaster victims.
55. State Disaster District 6A. A multi-county region in central Texas so designated by the Texas Division of Emergency Management. A Regional Liaison Officer (RLO) and Disaster District Chairman (DDC) are appointed for each disaster district. A captain in the Austin district headquarters of the DPS is assigned as the State Disaster District Chairman for Disaster District 6A. See: <http://www.txdps.state.tx.us/dem/>
56. Unified Command. In ICS, Unified Command is a unified team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability. The operations section chief is responsible for implementing the incident action plan.
57. UPD. University Police Department.

SECTION 4: SITUATION AND ASSUMPTIONS

A. GENERAL

1. Any employee of Tarleton may be tasked by this plan.
2. The local police and fire departments will respond, where support agreements or mutual aid agreements exist.
3. Tarleton is included in the City of Stephenville 911 system. Dial 911 from campus telephones to access emergency services.
4. Most emergencies on the Tarleton campus will involve multiple responding agencies including but not limited to, University Police, Physical Plant personnel representative, Department of Risk Management and Safety, Stephenville Fire Department and other appropriate university, city, county and state agencies.
5. All emergency responses will utilize the Incident/Unified Command System as required by the Federal Emergency Management Agency (FEMA).
6. In most cases, fire department or law enforcement personnel will assume Incident Command, depending on the type of emergency.
7. Student Health Center is a freestanding, ambulatory care facility with no emergency room. It is not equipped to receive patients from mass casualty incidents. Casualties will be transported to local area hospitals.
8. Other Tarleton agencies operating on the Tarleton campus shall coordinate their emergency actions with this plan.

B. SITUATION

Because of its geographic location, population concentration, high-rise buildings, rail, and highway traffic, and other risk factors, Tarleton State University is exposed to many hazards, some of which have the potential for disrupting the university community and causing widespread damage and casualties.

Possible natural hazards include, but are not limited to tornadoes, floods, fires, 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.

The city is designated to receive evacuees from Hood and Somervell counties in the event of a significant incident at the Comanche Peak Steam Generating Station (otherwise known as "the nuclear plant").

C. ASSUMPTIONS

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

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

1. Tarleton 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 Erath County Emergency Management Coordinator will normally be available to each political subdivision, whether the disaster is localized or countywide. He/she may serve as advisor to the City Mayor, County Judge, Tarleton President, or other local government agency upon request, and will function in an advisory or other role, on staff in the Emergency Operations Center (EOC) operations, if requested.
4. Emergency response activities will employ the Incident/Unified Command System (ICS) to the maximum, practicable extent. A standard Emergency Operations Center 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 to 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 management 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.
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.
3. **Response** – Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery. Response activities include warning, fire, evacuation, rescue, and other similar operations.
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 provision of temporary housing and food, 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.

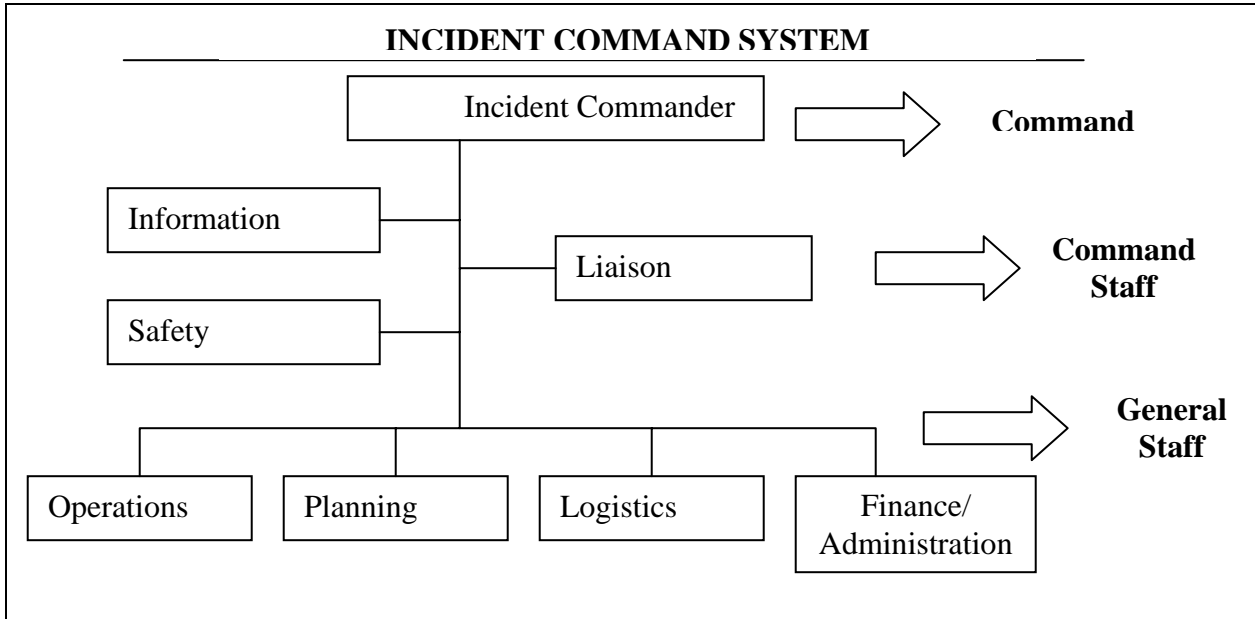
D. INCREASED READINESS CONDITONS

1. Most emergencies follow some recognizable build-up period during which actions can be taken to achieve an appropriate state of maximum readiness. 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.**
2. The following conditions of increasing readiness will be used as a means of delineating the University's alert posture.
 - a. **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 local civil unrest, or an increase in international tensions.
 - b. **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 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 attack is a possibility. Declaration of "Level 3" by the Emergency Management Director/Coordinator will require the initiation of the increased readiness activities.
 - c. **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** will be issued when there is relatively large-scale, localized violence, and/or when the international situation has deteriorated to the point that enemy 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.
 - d. **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 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) Incident Command (IC) is established at the Field Command Post (FCP) and is most often

directed and staffed mainly by Stephenville Fire Department personnel. However, TSU must be prepared and trained to execute this plan with or without the assistance or direction of outside agencies. TSU personnel shall serve in Incident Command if directed to do so by the Incident Commander, regardless whether TSU personnel or others run the IC. 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.



Ref: Emergency Management Institute

- b) An Incident/Unified Command System shall be utilized for all multi-agency emergency responses.
2. In support of Incident Command, the following departments shall designate Primary and Secondary Response Teams as follows and shall train and equip them to respond to the incident scene when requested:
- a) Primary Response Team members shall report directly to the Entry Control Point and assist the Incident Commander with action at the site. The Primary Response Team shall consist of:
- Crisis Management Response Team (CMRT)
 - University Police Representative
 - Risk Management and Safety Representative
 - Information Resource Representative
 - University Relations Representative
 - Human Resource Representative
 - Student Life Representative
 - Stephenville Fire and EMS Department
- b) Secondary Response Team consists of other university personnel that may be requested by the Incident Commander to assist in activities at the Incident Site.

F. ALERT PROCEDURES

1. General
 - a. A terminal for the National Warning System is located in Austin, at the Texas Department of Public Safety (DPS), District 6B. A national emergency declaration and warning of nuclear attack or enemy action will come from this source through the university's or county's emergency management organizations.
 - b. Notification of severe weather, tornado, and flood watches and warnings emanate from NOAA, through the Texas Department of Public Safety office (DPS) in Stephenville, as well as from the National Weather Service (NWS) in Fort Worth.
2. Alert Notification: 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, Crisis Communications.
 - c. Department and/or section heads, 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

The President, as Chief Executive Officer, and the Associate Vice President for Student Life and Dean of Students, as University Emergency Management Director, are responsible for emergency management planning and operations for the university. 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 management responsibilities are outlined in individual sections of this document.

The President, as the Chief Executive Officer for Tarleton State University, has adopted the NIMS and ICS structure as the Tarleton State University protocol for emergency response.

B. CONCEPT

1. Control Center personnel shall be responsible for contacting the appropriate Incident Commander, i.e., the Associate Vice President and Dean of Students, Director of Human Resources, or the Director of Risk Management/Safety, or the designated alternate. The Incident Commander shall contact appropriate members of the administration, and instruct Control Center personnel to contact university staff per the guidelines in Appendix C if required. Control Center personnel shall implement standard internal emergency contact procedures.

The Associate Vice President and Dean of Students is responsible for directing all emergency measures with the University, as well as coordinating with the City of Stephenville, and Erath County for mutual support.

2. **Crisis Management Plan (CMP) -**

- a. The CMP shall be reviewed in June of each year by the Crisis Management Team and modified as necessary. Results of the reviews and any changes to the CMP shall be reported to the President for approval before being submitted to the Chancellor of the A&M System.
- b. Biannual exercises shall be held to train response personnel and evaluate the adequacy of the CMP. Reports of exercises shall be prepared and submitted to the President or designee.
- c. Each unit or department identified as having a role in this CMP is responsible for communicating the content of the CMP to its staff.
- d. The Associate Vice President and Dean of Students shall serve as the Tarleton Emergency Management Coordinator (EMC), shall ensure that the University's Crisis Management Plan is consistent and compatible with the County's Emergency Management Plan, and shall coordinate the CMP with the Erath County Emergency Management Planning Office. The Tarleton EMC shall also be responsible for ensuring the annual review of the CMP, documenting approved changes to the plan and planning and coordinating biannual emergency exercises.

3. **Crisis Management Response Team -**

- a. Acts under the authority of and reports directly to the President.
 - b. Assists with the annual review of the CMP.
 - c. Assists with the planning and execution of biannual emergency drills.
4. 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.
 5. The basic function of university officials is to coordinate all response activities through the EOC and request additional resources from Stephenville, Erath County, the disaster district, the State, and other organizations and agencies as required.
 6. Departments will maintain the integrity of normal work crews whenever possible.
 7. 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.
 8. Hazardous conditions will likely follow any major disaster thereby increasing the risk of injuries and death.
 9. Supervisors at all levels must constantly emphasize safety of students, employees, visitors, and the public.
 10. A project number will be issued by Business Services 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.

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 lines of communication and coordination are established.

THE EOC IS LOCATED IN ROOM 108 of The University Central Control Center, 1301 West Vanderbilt.

THE ALTERNATE EOC is Physical Plant Conference/Break Room.

When the Emergency Operations Center is activated, department heads (and other cognizant 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 Management. 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. Coordinates all activities through the Field Command Post (FCP) 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 PIO.
6. Provides a centralized coordination and communications point, and an administrative and operational decision center for the University's response effort.

EOC STAFFING/RESPONSIBILITIES:

The Associate Vice President for Student Life and Dean of Students is responsible for directing all emergency measures with the university, as well as coordinating with Stephenville and Erath County for mutual support.

The Associate Vice President for Student Life and Dean of Students is responsible for coordinating EOC operations to effect orderly evacuation, rescue, cleanup, or other operations as required.

1. Director of University Police – has the responsibility of furnishing and directing staffing and equipment to cordon and maintain security in the affected area; conduct search and rescue operations; maintain crowd control; and direct large-scale evacuations.
2. Director of Risk Management and Safety – has the responsibility for serving as liaison with the President's Office and for authorizing mutual support needs. Serves as liaison to the Stephenville and/or Erath County Emergency Management Organization and will coordinate needed outside resources.
3. Designee of Vice President for Student Life – has the responsibility of serving as the liaison with student affairs staff; evacuation and relocation of students; and establishment of an emergency telephone information center to handle calls from parents.
4. Director of Human Resources – has the responsibility of informing and assigning appropriate responsibility to university employees.
5. Designee of the Provost and Vice President for Academic Affairs - has the responsibility of informing and assigning responsibility to the faculty.
6. Designee of Vice President for Finance and Administration – has the responsibility for coordinating financial resources for response and recovery operations.
7. Associate Vice President for Physical Facilities or Designee – has the responsibility of furnishing and directing manpower and equipment for restoring buildings to functional use; performing damage assessment and determining if buildings are structurally sound before being occupied. The Associate VP will also have the responsibility of furnishing and directing manpower and equipment in setting up cleanup operations.
8. Vice President for Institutional Advancement or Designee – has the responsibility for coordinating the needs of the outside media and for providing news releases to the public and for coordination with the on-scene PIO. See Appendix A, Crisis Communications.
9. Director of Facilities Maintenance or Designee– has the responsibility of furnishing equipment and directing manpower in setting up barricades and in supporting evacuation efforts. The Director will also assist UPD in establishing traffic flow routes and assisting with traffic control.
10. Erath County Emergency Management Coordinator (as requested) – will be responsible for assisting the TSU EOC in acquiring local resources and resources which may be required from state and federal agencies. The Coordinator may be headquartered at the Erath County Emergency Operations Center.

11. Stephenville Fire Chief – serves as liaison for emergency operations and coordinates activities with UPD and TSU Emergency Management Coordinator.
12. Administrative staff – provides support during EOC operations.

EOC Activation:

Upon notification of EOC activation, the members will report to the primary EOC located in room 108 of the University Control Center, 1301 West Vanderbilt. The secondary location is the Physical Plant Conference/Break Room. The primary EOC location for the City/County is the Police Department. The secondary location is the Sheriff's Department.

The EOC shall activate when:

- a. The President, Associate Vice President for Student Life and Dean of Students, or their representative elect to activate the entire EOC or only those elements deemed necessary for response and recovery.
- b. When a member of the Crisis Management Response Team member deems it necessary.
- c. The Stephenville EOC is activated in response to an on-campus incident.
- d. The Incident Commander requires its activation.

The EOC will:

Have as its primary responsibility to provide support to the Incident Commander and maintain constant contact with the Field Command Post and Unit Control Centers.

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

1. Establish radio communications with University departments in accordance with *Appendix E, EOC Activation Checklist*.
2. Establish communications with the Field Command Post and provide resources as requested.
3. Establish radio and/or telephone communications with Erath County Emergency Management (254)-965-4152) and the City of Stephenville (254)-918-1200. Notify R.A.C.E.S. and request assistance with communications support (254)-845-6385 / 696-9494).
4. Establish internal telephone communications.
5. Notify DPS Stephenville (254)-965-5928/(254)-965-7893 of current status and submit an *Initial Disaster Report* to the DPS in Stephenville (FAX:(254)-965-5371) and the Division of Emergency Management (DEM) in Austin (FAX:(512)424-2444/7160). See **Appendix F, Tarleton Initial Disaster Report** for report format.
6. Establish computer network links.
7. Set up maps, charts, and aerial photos as required.
8. Alert the vice president for institutional advancement or designee to establish the media center/press room, and notify news media through official news releases as necessary.
9. Perform other duties as required by the situation.

D. UNIT CONTROL CENTERS (UCC):

Unit Control Centers 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:

- a. Physical Plant
- b. Student Health Center
- c. University Police
- d. Telecommunications
- e. Human Resources
- f. Department of Risk Management and Safety
- g. Finance and Administration
- h. Food Service
- i. Student Life
- j. Institutional Advancement/Public Information/News Service

E. FIELD COMMAND POST (FCP)

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

1. Incident Commander:
 - a. The Incident Commander determines the location of the FCP, determines the need for EOC activation if not already activated, which streets are to be cleared, access routes to and from the site, and any specific transportation issues (such as helicopter landing zones, EMS locations, morgue location, etc., as appropriate). The Incident Commander also determines security boundaries, notifies Public Safety Dispatch of needs, including personnel recall from other departments as required, and sets up the FCP.
 - b. The Incident Commander commands all activities.
 - 1) The Fire Department initially controls all emergencies except those specifically assigned to Police Department.
 - 2) The Police Department controls all civil disturbances, bomb incidents, and terrorist activity operations.
 - c. The Incident Commander, through the Incident/Unified Command System, coordinates the actions of Fire, Police, Physical Plant, and all other units responding to the scene.
 - d. The Incident Commander performs other duties as required by the situation.
2. Physical Plant will:
 - a. Provide barricades and/or fencing to assist Police and Fire with area cordon.
 - b. Provide resource 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 Field Commanders.
 - e. Perform other duties as required by the situation.

APPENDIX A

CRISIS COMMUNICATIONS

At the onset of a crisis, 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.

The primary Tarleton communication hub is the Control Center although the University Police Department may occasionally receive initial notification of an emergency situation. The Control Center and the UPD will ensure that any notification of a crisis is shared.

Control Center personnel shall be responsible for contacting the appropriate Incident Commander, i.e., the Associate Vice President and Dean of Students, Director of Human Resources, or the Director of Risk Management/Safety, or the designated alternate. The Incident Commander shall contact appropriate members of the administration, and instruct Control Center personnel to contact university staff per the guidelines in Appendix C if required. Control Center personnel shall implement standard internal emergency contact procedures.

If warranted, the Incident Commander may call an emergency meeting of the Crisis Management Response Team.

The Vice President for Institutional Advancement is responsible for all media communications by the university. The Incident Commander shall work in conjunction with the VPIA or his/her designated representative for all external communication.

A debriefing with individuals involved in the crisis may be held at the Incident Commander's discretion. Any debriefing should be conducted within a week after crisis resolution.

The Incident Commander shall provide a report to the Emergency Management Director. The Emergency Management Director shall submit a report to the President within thirty days of the crisis. If appropriate, the Crisis Management Response 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, pagers, and email may be used as alternate means if advantageous.

APPENDIX B

RECOMMENDED NOTIFICATION GUIDELINES

Nature of Emergency	Call Immediately*	Secondary Calls	Follow-up/Records
Suicide/Death Attempted suicide or homicide	University Police/ EMS and Assoc. VP and Dean of Students VP of Student Life or Director of HR VP of Finance and Adm. <u>If applicable:</u> Director of Residential Living and Learning	On-call counselor VP for Inst. Adv. VPAA Family Roommates Friends	Faculty Notice Registrar Notice Silver Taps Document Actions
Life threatening injury or illness	University Police/EMS and Assoc. VP and Dean of Students VP of Student Life or Director of HR VP of Finance and Adm. <u>If applicable:</u> Director of Residential Living and Learning Family	VP for Inst. Adv. VPAA Family Roommates Notify Counseling Center/Health Center	Faculty Notice Documents Actions
Aggravated Assault Aggravated Robbery Sexual Assault	University Police/EMS and Assoc. VP and Dean of Students VP of Student Life or Director of HR VP of Finance and Adm. <u>If applicable:</u> Director of Residential Living and Learning	VP for Inst. Adv. VPAA On-call counselor <u>If appropriate:</u> Rape Crisis Center	Faculty Notice (if appropriate) Document Actions
Mental health crisis	University Police/EMS and Assoc. VP and Dean of Students On-call counselor Or Director of HR VP for Finance and Adm. <u>If applicable:</u> Director of Residential Living and Learning Pecan Valley MHMR	VP of Student Life VPAA VP for Inst. Adv. Family (if applicable)	Faculty Notice (if appropriate) Document Actions
Active Shooter	University Police/EMS Stephenville Police Department CMRT VP for Finance and Adm. Director of Residential Learning and Living Director of Human Resources	On Call Counselor VPAA VP Inst. Adv. VP Student Life	Registrar Notice Silver Taps Document Actions

Health crisis Infectious disease	University Police/EMS Director Health Center and Assoc. VP and Dean of Students VP of Student Life Or Director of HR VP of Finance and Adm. <u>If applicable:</u> Director of Residential Living and Learning Director of Risk Mgmt. & Safety Medical Director	VP for Inst. Adv. VPAA Director of Facilities Maint. TX Dept of Health Roommates Family	Health Records Document Actions
Drug/alcohol overdose	University Police/EMS and Assoc. VP and Dean of Students VP of Student Life or Director of HR VP of Finance and Adm. <u>If applicable:</u> Director of Residential Living and Learning Family	VP for Inst. Adv. VPAA Family Roommates Notify Counseling Center	Faculty Notice (if appropriate) Document Action
Campus disturbance or riot Terrorist threat	University Police/EMS Assoc. VP and Dean of Students VP of Student Life <u>If applicable:</u> Director of Residential Living and Learning Director of Risk Mgmt. & Safety	VP for Inst. Adv. VPAA	Document Actions
Hazardous materials Chemical spills	University Police/EMS Director of Risk Mgmt. & Safety Assoc. VP/Facilities VP of Finance and Adm.	VP for Inst. Adv. VPAA Director of Facilities Maint.	Document Actions
Natural disasters	University Police/EMS Director of Risk Mgmt. & Safety Assoc. VP/Facilities VP of Finance and Adm. <u>If applicable:</u> Assoc. VP and Dean of Students Director of Residential Living and Learning	VP for Inst. Adv. VPAA Director of Facilities Maint.	Document Actions
Fire or explosion with injuries and/or significant damage	University Police/EMS Director of Risk Mgmt. & Safety Assoc. VP/Facilities VP of Finance and Adm. <u>If applicable:</u> Assoc. VP and Dean of Students Director of Residential Living and Learning	VP for Inst. Adv. VPAA Director of Facilities Maint.	Document Actions

* The University Police shall notify the appropriate Emergency Services (i.e. fire, ambulance, and/or city police) as necessary.

**APPENDIX C
EMERGENCY RESOURCE GROUP**

Please click on the link for Current Emergency Contact List Information

http://www.tarleton.edu/~policy/EmergencyContact_Stephenville.pdf

APPENDIX D

EMERGENCY OPERATIONS CENTER OPERATIONS PROCEDURES

1. All personnel reporting shall come equipped for the long term, to the maximum predictable and practical extent, bringing with them all essential support personnel, equipment, and materials as may be required for the conduct of their duties. Cell phones and chargers are particularly useful in most situations.
2. Each person staffing a position in the EOC shall utilize some reasonable method for continuously recording incoming and outgoing messages, requests for assistance, responses to requests, anticipated requirements, and the entire spectrum of information and communication flow that typically takes place in an emergency situation. Documentation is essential! Message forms are available in the EOC and must be utilized regularly and without exception. Paper tablets, such as steno pads, are a good method of keeping track of events. All entries should have a time of occurrence entry, with attention given to date changes if the event runs long term. Event tracking and documentation software programs, if available and operational, will be the primary method of recording actions or events which take place, with message forms and notes utilized as backup and secondary means.
3. The "EOC log" record keeper must be kept informed of all information and communications so that the official log will accurately reflect the disaster sequence of events. Proper utilization of the message forms, and other information dissemination forms, will greatly aid in the preparation of this log. Information flow to this position is essential.
4. EOC personnel will normally staff their assigned positions, with the associated phone number assigned to that position at their disposal. The use of these lines for "incoming" calls, and the use of a cell phone for "outgoing" calls is recommended if practical.
5. All positions in the EOC are essential, and must remain staffed at the levels specifically indicated in this document throughout the emergency, unless the person in charge of the operation expressly stands down the position. Any such deactivation should be an EOC log entry, to document the matter.
6. As it is likely that an emergency situation will require turnover in EOC personnel, each position should maintain a record of information as to what has taken place to date, what is in progress, and what is anticipated. This information shall be used in briefing any newly arriving person regarding the specifics of the situation, and will create a smooth transition from one person to another. The EOC log entries, any individualized record keeping method, message duplicates, and so on, may serve to satisfy this purpose. In no case should a person vacate or turn over responsibility for their position, until they are certain that the new arrival has been briefed on the requirements of the position.
7. The person in charge of the EOC should routinely conduct situational updates. These briefings need not be lengthy, regularly scheduled, or overly complex. The intent is to keep everyone involved informed as to the current and projected situations, and to ensure that each person is aware of what the others are doing.
8. A status sheet or similar format, such as a listing on one of the marks-a-lot boards, shall be maintained informing EOC personnel of the current senior elected and appointed officials present in the facility.
9. Message handling methods and procedures must be promulgated and rigidly adhered to by every participant. Except when otherwise stipulated, message forms will be thoroughly completed by any participant, and properly routed. The multi-sheet, carbonless forms require routing as follows: white copy to recipient, yellow to the EOC log entry person (via the EOC person in charge) thence to the status board writer or other interested person, with the pink copy retained by the writer. Each person involved with messages, either as writer or recipient, should ensure that any completed messages are "filed" in a chronological sequence. Any necessary responses will be accomplished by an additional completed message form, properly routed, and filed as stated.

APPENDIX E

EMERGENCY OPERATIONS CENTER ACTIVATION CHECKLIST

	YES	NO
1. Has 911 Dispatch been notified?	_____	_____
2. Has Physical Plant Communications Center been notified?	_____	_____
3. Have all key staff members been notified?	_____	_____
4. Has the Incident Commander been notified?	_____	_____
5. Have the Erath County EMC's been notified?	_____	_____
6. Has the Department of Public Safety in Stephenville been notified?	_____	_____
7. Has the Regional Liaison Officer (RLO) been notified?	_____	_____
8. Has the Initial Disaster Report (Appendix F) been submitted via FAX? (DPS Stephenville)	_____	_____
9. Are radios operational?	_____	_____
10. Are the phones operational?	_____	_____
11. Has a project number been assigned and announced?	_____	_____
12. Has a planning team been appointed and begun operations?	_____	_____
13. Has an EOC duty log been started and organizational chart displayed?	_____	_____
14. Has the electronic record-keeping system been activated and do all EOC participants have access?	_____	_____
15. Does an emergency declaration need to be made?	_____	_____
16. Is an evacuation required and has an order been issued?	_____	_____
17. Has the Red Cross been notified? The Salvation Army?	_____	_____
18. Do any shelters need to be opened? Status of shelters.	_____	_____
19. Has an assessment of problems, resources, shortfalls, and options been conducted?	_____	_____
20. Are the status charts up-to-date?	_____	_____
21. Has a Disaster Situation Outline/Situation Report form been faxed to DEM in the State EOC, as well as to the RLO and the DPS in Stephenville?	_____	_____
22. Has a media center, pressroom, or Joint Information Center been established?	_____	_____
23. Has an initial press release been initiated?	_____	_____
24. Have any requests for outside assistance been made?	_____	_____
25. Have any provisions been made for 24-hour operation of the EOC?	_____	_____

APPENDIX F
TARLETON STATE UNIVERSITY INITIAL DISASTER REPORT

1. Date and time report (24-Hour Clock): _____
2. What happened: _____

3. When: _____
4. Where: _____

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

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

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

8. Additional pertinent remarks: _____

9. Name of official making report: _____
Title: _____ Location: _____
Phone(s): _____ Fax: _____
Pager: _____ Email (if available): _____
10. Point of contact's name (if different): _____
Title: _____ Location: _____
Phone(s): _____ Fax: _____
Pager: _____ Email (if available): _____

APPENDIX G

WEATHER EMERGENCIES

Stephenville Campus

In the event that weather or other conditions are such that normal campus operations could be impeded, the President is responsible for determining whether classes will be cancelled and university offices will be closed. Should this occur at night, such information will be provided to the local broadcast media by the President's office, normally no later than 6:45 a.m. Inclement weather announcements will be broadcast on radio and television and posted on Tarleton's web site: www.tarleton.edu. Employees of the Stephenville campus may also call a toll-free number 1-888-214-4636 to obtain closure information. The news media will be requested to announce the following:

"Tarleton State University is closed. Classes have been cancelled."

Should this decision occur during normal working hours, the decision will be announced through regular administrative channels in addition to announcements by radio and television stations.

Each employee and student should use common sense and good judgment about driving to and from the campus when traveling conditions are hazardous.

Killeen Campus

In the event that weather or other conditions are such that normal campus operations could be impeded, the Executive Director is responsible for determining whether classes will be cancelled and University System Center offices will be closed. Should this occur at night, such information will be provided to the local broadcast media by the Executive Director's office, normally no later than 6:45 a.m. Inclement weather announcements will be broadcast on radio and television and posted on T-CT's website: www.tarleton.edu/centraltexas. The news media will be requested to announce the following:

"Tarleton University System Center-Central Texas is closed. Classes have been cancelled."

Should this decision occur during normal working hours, the decision will be announced through regular administrative channels in addition to announcements by radio and television stations.

Each employee and student should use common sense and good judgment about driving to and from the campus when traveling conditions are hazardous.

II. Procedure

1. The authorized news media outlets will announce approved campus closings. Faculty, staff, and students should assume normal operation of the University or University System Center if media outlets make no announcements of campus closings.
2. If a decision is made to close the University, certain critical areas shall be required to continue operations.
These areas are:
 - a. University Police - All employees report for regular shift.
 - b. Physical Plant - Employees designated by the Director of Facilities Maintenance.
 - c. Housing & Thompson Student Center - Employees designated by the Directors of Housing and the Student Center.
 - d. Food Service

- e. Any other areas deemed critical by an appropriate administrative officer.
- 3. For additional reference, emergency operation plans and procedures have been developed for the following offices and operations:
 - Tarleton Crisis Management Response Team
 - University Police Department
 - University Facilities Maintenance
 - University Housing
 - Central Texas College Police Department
 - Tarleton-Central Texas Crisis Management Response Team
- 4. University Police shall implement any sheltering or evacuation procedures if required. The Physical Facilities department shall assist as necessary.
- 5. A list of radio and television stations will be provided each fall.

Media outlets

Stephenville Campus

Radio KCUB-FM (98.3),radio KCLE-FM (92.1),radio KSTV-FM 93.1,radio KTRL-FM (100.7),radio WBAP-AM (820),television station KWTX (Channel 10-CBS), and television station KXAS-TV (Channel 5-NBC).

Killeen Campus

Radio KIIZ-FM (92.3), radio KLFX-FM (107.3), radio WACO-FM (99.9), radio KWTX-FM (97.5), radio KUSJ-FM (105.5), radio KSSM-FM (103.1), radio KTND-FM (107.7), television station KWTX (Channel 10-CBS), television station KCEN (Channel 6-NBC), and television station KXXV(Channel 25-ABC).

APPENDIX H

TOXIC CHEMICAL SPILL OR RELEASE

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

Chemical Release

Each department or unit that works with chemicals will employ its own containment/spill procedures in the event of a small unintentional release of less than one (1) liter and not extremely toxic. At the onset of a small release, the department will notify the Department of Risk Management and Safety of the chemical type and approximate quantity.

If the release cannot be abated with on-site containment procedures, laboratory personnel will notify the Department of Risk Management and Safety of chemical type, approximate quantity and need for additional assistance. In the event any release occurs after hours the University Control Center will be notified with the appropriate information.

University Control Center personnel will dispatch the City of Stephenville Fire Department, University Police and the University Hazardous Material Emergency Response Team (notification numbers contained in Appendix C) to respond appropriately.

If the release occurs inside a building all HVAC equipment will be shut down to prevent the migration of any airborne contaminants.

The University Police will document conditions and activities in a log book or on the Emergency Response Checklist.

The University Police Chief or designee will contact the Emergency Management Director who, in turn will make the appropriate notifications to other team members and other administration personnel.

Hazardous Waste Storage Building

Chemical spills, fires and other emergencies that may occur at the Hazardous Waste Storage Building located at the Science/Planetarium Building (Building 919) may require responses that differ from the above. The prescribed procedures for emergency response must correspond with the procedures contained in Tarleton's Safety Program and Procedures Manual for University Hazardous Waste Management Program.

In the event of an emergency situation at the Hazardous Waste Storage Building, the Director of Risk Management and Safety will be dispatched to provide current chemical inventory records to University and Fire Department response personnel.

Tarleton's Hazardous Waste Management Program conforms to the federal and state regulatory requirements contained in 40 CFR Part 264 Subpart D and 30 TAC Part I Chapter 334 Subchapter K.

Emergency Response Checklist

Activity	Execution Time	Initials	Data/Comments
Assessment Phase:			
Gather:			
Wind Speed			
Wind Direction			
Spill migration direction			
Container Shape			
Placards/Label			
Product Name			
Manufacturer Information			
Implementation Phase:			
Shut Down HVAC of affected buildings			
Set Up Perimeter, No access, Deny Entry (Explosives 1,000 feet in all directions)			
Ensure Personal Safety-Stay Upwind/Uphill/Upstream			
Number of individuals involved			
Potential Population Density			
Potential Patient Load			
Stream/Water Involvement			
Notifications:			
Initial			
Medical Facility, (if necessary)			
Control Center to contact Director of Risk Management & Safety			
Director of Risk Management & Safety – contacts Crisis Management Response Team (if necessary)			
After Incident is Stable			
Director of Risk Management & Safety to contact Plan Administrator			
Agency Contacts:			
Stephenville Fire Department			
Stephenville Police Department			
Texas Department of Public Safety			
TDH (Biological, Radiation)			
TCEQ (Chemical Release in Soil, Water, Air)			
FBI (Biological or other terrorist act)			

APPENDIX I

FIRE OR SMOKE

All fire/smoke conditions will be reported by dialing 911 or by calling the University Control Center at 9265. The Control Center personnel will activate their standard internal emergency contact procedures.

University Police Department

Upon notification from the Control Center personnel, assigned University Police Department personnel will respond to the scene and:

- Secure the fire area and provide crowd control.
- Assist the fire department in establishing a field command post, as necessary.

Department of Risk Management and Safety

Upon being notified of the incident, the Director of Risk Management and Safety, or designated representative, will immediately dispatch a representative to the scene.

The Department of Risk Management and Safety representative will gather information to assess the following:

- Probable cause of incident.
- Extent of property damage.
- Number and extent of casualties.

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

Facilities Maintenance

Upon notification, Facilities Maintenance personnel will dispatch personnel to the field command post.

Facilities Maintenance personnel will:

- Assist emergency responders with building information, building access, building utilities control, and availability of other resources.
- Coordinate facility recovery efforts after the facility is cleared for reentry.
- Conduct damage assessment.

APPENDIX J

LOSS OF BUILDING UTILITIES

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

University Control Center

Receives direct notification of building utility loss.

The Control Center personnel will notify Facilities Maintenance, who will notify appropriate personnel. Facilities Maintenance may request that University Police respond to the scene to secure the perimeter of the affected area.

Upon arrival at the scene the University Police may establish a field command post, if necessary.

After Hours Response

The University Control Center will notify the Facilities Maintenance On-call Personnel 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, Control Center personnel will contact the Director of Facilities Maintenance and other response personnel as necessary.

Facilities Maintenance personnel shall provide a report of the incident as required through normal reporting procedures.

APPENDIX K

BOMB THREAT

Bomb threats are serious emergencies that require prompt attention. Tarleton regards all bomb threats as potentially serious. Tarleton employees or students *shall not touch any object that is suspected to be a bomb or explosive device*.

If an object is discovered that is suspect or a bomb threat phone call is received, the observer or recipient shall evacuate the area and call the Control Center (9265). The employee/student should provide their name, department, object description, and location.

Control Center-

- Implement bomb threat procedures immediately.
- Contact Bomb Threat Search Team (BTST) via radio (phone, if necessary) and communicate the code word for a bomb threat and the location of the threat.

Bomb Threat Search Team-

- The team leaders will select the meeting place and communicate via radio to search team members and the Control Center. Group leaders will ensure members of his group are notified. Team leaders will also establish a field command post and secure the area. They will determine if a search is appropriate. Radio communication will not be used in vicinity of the threat.

Bomb Search

- Group 1 will search all closets, bathrooms, and trash cans.
- Group 2 will search mechanical rooms, basements, and roofs, and other concealed places.
- Group 3 will search the perimeter, classrooms, and all other rooms not checked by other groups.
- Group 4 will initiate the administrative chain of contact. They will notify faculty and staff to search their areas or assist in evacuation if required.
- The Director of Facilities Maintenance will provide access keys.

Threat Evaluation

- Team leaders will determine if evacuation is advisable and/or if outside emergency response is necessary.

Evacuation Required

- Implement through the use of Group 4 and/or the fire alarm system.
- Direct building occupants to gather at a selected location at least 300 feet from the threat area.
- Occupants will not return to building until instructed to do so by team leaders.

BTST leaders will provide an incident report according to established internal reporting procedures.

APPENDIX L

BUILDING EVACUATION

The University Police Department, upon receipt of information concerning a possible serious interruption of University operations, will immediately notify the appropriate Incident Commander.

University Police, after analyzing the situation, may establish a field command post.

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

- University police officer
- Director of Risk Management and Safety
- Dean, Director, Department Head, Building Manager, Residence Hall Coordinator
- Facilities Maintenance Director

Authorized employees will order immediate evacuation IF DANGER IS IMMINENT.

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

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

APPENDIX M

DEMONSTRATION/CIVIL DISTURBANCE

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

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

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

University Police will make determination to request off-campus emergency response based on available resources and crowd control requirements.

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

APPENDIX N

AIRBORNE OR FOODBORNE ILLNESS

Upon receipt of information concerning a possible airborne or food-borne illness, the building manager, dean or director of the affected facility will notify the Department of Risk Management & Safety.

The Department of Risk Management and Safety personnel will begin immediate investigation to determine the nature of the illness and simultaneously contact appropriate medical personnel for assistance. Also, they will notify Student Health Center medical personnel and will coordinate actions and activities as necessary.

Affected individuals will be transported to Harris Methodist Hospital for treatment by medical personnel.

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

APPENDIX O

INJURY/DEATH OF STUDENT OR EMPLOYEE

Upon the serious injury or death of a student or employee, the primary responding unit will notify the appropriate Incident Commander.

The Incident Commander will implement procedures as required.

The Crisis Management Response Team may be assembled if needed. Chain of command contacts will be implemented and accomplished by the Incident Commander.

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

APPENDIX P

EVACUATION OF PERSONS WITH DISABILITIES

The responsibilities listed below are important to follow:

RESPONSIBLE PARTY	EMERGENCY SITUATION	NON-EMERGENCY SITUATION
<p>Supervisor/s</p> <p>(I.E., Deans/Directors, Instructors, 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 person(s) under their authority. • Develop with physically impaired person(s) best method(s) for evacuation.
	<p>Instructional Procedures-</p> <p>Be prepared to explain how and where person(s) should provide support. Practice instructions beforehand.</p> <ul style="list-style-type: none"> • Call 911 • Supply 911 District Dispatcher with appropriate information. <ul style="list-style-type: none"> • Name and title of caller • Building location and address • Explain emergency situation 	<p>Instructional Procedures-</p> <p>Be prepared to explain how and where person(s) should provide support. Practice instructions beforehand.</p> <ul style="list-style-type: none"> • Call Control Center at 9265 • Supply Control Center with appropriate information. <ul style="list-style-type: none"> • Name and title of caller • Building location and address • Explain non-emergency situation
<p>Physically Impaired Person(s)</p>	<ul style="list-style-type: none"> • Seek out persons who would be able to assist in an emergency. • Carry a loud whistle, horn or similar device. It may be used to alert people of location if trapped. 	<ul style="list-style-type: none"> • Convey to supervisor or instructor the need for evacuation assistance.

APPENDIX Q

EMERGENCY PROTOCOLS

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 persons who live or 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 radio and television stations and the Emergency Alert System (EAS), 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 safe haven. Upon notification to evacuate, quickly:

- Dress appropriately for the weather.
- Take only essentials with you (e.g., eyeglasses, medications, identification and cash/checkbook/credit cards) - do not pack belongings.
 - Turn off unnecessary equipment, computers and appliances.
 - Close the door as you exit your room or office.
 - Follow the directions provided for safe routes of evacuation.
 - Listen to radio, if available, to monitor emergency status.
 - Do not use your personal vehicle for evacuation unless specifically ordered to do so...if cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems turned off.
- If you need special assistance, contact your Resident Advisor, Building Manager, or other appropriate emergency contact. If these persons are not available, call University Control Center, **968-9265** for assistance.

Shelter in Place

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

- Move indoors or remain there - avoid windows and areas with glass.
- If available, take a radio or television to the room to track emergency status.
- Keep telephone lines free for emergency responders; do not call **911** for information.
- If hazardous materials are involved,
 - Contact the Control Center to turn off all ventilation systems and close all outside air inlets.
 - Select a room(s), which is easy to seal, and, if possible, has a water supply and access to restrooms.
 - If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth and breathe through it in as normal a fashion as possible.

Fire Emergency

Inside a Building

- Activate a fire alarm or pull station.
- Call **911** (give caller name, building name, address, floor, location, etc.).
- Evacuate the building using Building Evacuation instructions.

Outside a Building

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

Portable Fire Extinguisher use allowed if:

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

Building Evacuation

When the building fire alarms sound:

- Immediately evacuate using building emergency plan procedures.
- Walk to nearest exit/stairwell (close doors behind you).
- Do not use the elevators.
- Proceed to the designated gathering area outside the building.
- Report to your Floor Proctor (for a headcount).
- Do not re-enter building until cleared by authorized personnel.
- Assist with the evacuation of individuals with special needs.

Bomb Threat

Telephone Call -

- Immediately after the call is terminated, obtain a dial tone and call **9265**.

If you locate a suspicious-looking item, do not handle the item. Clear the area of personnel and call **9265**.

- Notify the department head/building manager.
- Meet with and assist University Police personnel.
- As directed by University Police, help locate/identify suspicious items.
- Evacuate building, as directed (use of public address system preferred or use building fire alarm system).
- Do not re-enter building until cleared by authorized personnel. Refer to Guide for Emergencies, Bomb Threat Procedures.
- Document the conversation using the Bomb Threat Checklist.

Suspicious Letter/Package/Substance

What to Do Upon Letter/Package Receipt -

- Do not handle
- Don't shake or bump
- Isolate and look for indicators
- Don't open, smell, or taste
- Treat it as suspect!!
- Call **9265**

If Parcel is Open and/or Threat is Identified -

For a Bomb -

- Evacuate immediately
- Call **9265**

For Radiological -

- Limit exposure - don't handle
- Evacuate area
- Shield yourself from the object
- Call **9265**

For Biological or Chemical -

- Isolate - don't handle
- Call **9265**
- Wash your hands with soap and water

Suspicious Substance in Campus Building -

- Clear and isolate the contaminated area. Do not touch or disturb anything.
- Call University Control Center, 968-9265.
- Wash your hands with soap and water.
- Identify individuals who may have been exposed to the material.
- Do not leave premises until dismissed by authorities.

Injury Reporting Procedures

When Injured or Witness to an Injury

- Tarleton State University **Employees** (includes student employees)
Complete Report of *Accident/Illness* form and send **original** to Safety Office and a **copy** to Human Resources.
- Tarleton State University Students
Complete the *Tarleton State University Accident Report (Students Only)*. Send the **original** to Student Services and a **copy** to the Safety Office.
- Form available at <http://www.tarleton.edu/~policy/>

Medical Emergency

If Ambulance is Needed -

- Call **911**
- Assist until ambulance arrives, only if qualified.

Ambulance is Not Needed-

- Render first aid, as trained.
- Assist with transportation of an employee to their personal physician or a student to the Health Center, if appropriate.

Accident Report required with all medical emergencies.

- Tarleton State University Employees (includes student employees)
Complete Report of *Accident/Illness* form and send **original** to Safety Office and a **copy** to Human Resources.
- Tarleton State University Students
Complete the *Tarleton State University Accident Report (Students Only)*. Send the **original** to Student Services and a **copy** to the Safety Office.
- Form available at <http://www.tarleton.edu/~policy/>

Radiation Emergency

Personnel Injury Involving Radioactive Material Contamination

- Render first aid immediately for serious injuries, as trained.
- Call **911**.
- Notify the Department of Risk Management and Safety, **968-9898** or Control Center **968-9265** to report the injury.
- As possible, without doing harm to the victim, monitor the injured and remove contaminated clothing and gross personal contamination.

Radioactive Contamination of Personnel -

- Remove and bag all contaminated clothing.
- Call the Department of Risk Management and Safety **968-9898** or Control Center, **968-9265** to report the incident.
- Skin contamination should be cleaned using mild soap and tepid water. Use portable survey meter to monitor for remaining contamination. If not free of contamination, re-wash and re-survey.
- Survey for contamination elsewhere on the body as well as on clothes, shoes, floor, door handles, telephones, etc.
- Document the entire incident.

Radiation Spill or Release -

- Stop work and confine the spill immediately using an absorbent, enclosure, etc.
- Call the Department of Risk Management and Safety, **968-9898** or Control Center, **968-9265** to report the incident.
- Warn others of the hazard and isolate the area.
- Monitor personnel during and after cleanup for contamination.
- Collect all used cleanup materials as radioactive waste. Remove and bag all contaminated clothing or cleaning items for removal by Safety Department.
- Commence wipe surveys and decontamination. Perform surveys of surrounding areas to ensure that all contaminated areas are identified.
- Document the entire incident.

Severe Weather

General -

- Refer to Tarleton State University, Guide for Emergencies.
- Listen to radio and television for weather updates.
- Check with media for return to work status.
Check website (www.tarleton.edu)

Tornado -

- City sirens will sound
- Go to basement or lowest floor of building.
- Stay away from exterior walls, doors, and windows.
- Move to interior hallways and small interior rooms (e.g., bathroom, closet, etc.).
- Get under a piece of furniture, if possible (e.g., sturdy table, desk).
- Call **911** if emergency help is needed.

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. The authorized news media outlets will announce approved campus closings.

If closing occurs certain offices are to continue operation.

University Police- All employees report to regular shift.

Facilities Maintenance- Employees designated by Director of Facilities Maintenance.

Housing & Residence Life - Employees designated by the Director of Residential Living and Learning & Residence Life.

Gas Leaks

Gas Odor

- Call University Control Center, **968-9265** (give caller name, location of odor, etc.).
- Warn others in the immediate area
- Vacate and secure area
- Notify department head/building manager
- Meet with and assist emergency response personnel

Major Leak (e.g., pipeline break)

- Call University Control Center, **968-9265** (give caller name, location of leak, etc.).
- Initiate evacuation of the building or if outside, isolate the area.
- Warn others in the immediate area.
- Prevent sources of ignition (cigarettes, electrical equipment, etc.).
- Meet with and assist emergency response personnel.
- Do not re-enter building or outside area until cleared by authorized personnel.

APPENDIX R

ATHLETIC EVENTS EMERGENCIES

If the threat of inclement weather endangers Memorial Stadium or other Tarleton athletic facilities (i.e. lightening, hail, tornadoes) the following procedures shall apply:

- The Control Center personnel will inform the contest administrator and chief law enforcement officer or designee of any threats and/or warnings that are provided by the Weather Bureau or Emergency Response personnel.
- Activation of the city alert siren shall also serve as a signal for initiating emergency procedures.
- The contest administrator will notify contest officials of any impending threatening weather conditions. After the contest has begun, contest officials determine contest continuance, suspension, or cancellation.
- The contest administrator may order audience evacuation. If that occurs, the chief law enforcement officer or designee shall supervise the evacuation of the stadium and the operation of the refugee locations.
- The basement area of Wisdom Gym is designated as the nearest place of refuge. If time permits, the Thompson Student Center basement (east entrance) shall serve as an additional place of refuge.
- The chief law enforcement officer or designee shall inform the refuge centers when the "all clear" signal is given.
- The chief law enforcement officer or designee shall keep the Tarleton Control Center informed of all activities.

For other emergency situations such as fire or terrorists threats the chief law enforcement officer or designee shall, in conjunction with the senior athletic department representative and the contest administrator, determine the status of the event and the need for audience evacuation.

For any athletic event crisis, a report of the incident will be supplied according to established internal reporting procedures.

APPENDIX S

TRAIN/TRUCK SPILL OF HAZARDOUS MATERIAL

General:

This appendix provides for a coordinated response by Tarleton personnel, Stephenville fire and police departments, and industry representatives to minimize the adverse effects on the University campus, 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.

Hazardous materials are transported through and/or adjacent to the Tarleton campus 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.

The Stephenville Fire Department and Tarleton's Director for Risk Management and Safety have personnel trained and limited equipment available for hazardous materials response. Transportation companies can also be asked to assist with major spills response, cleanup, and recovery needs. Additionally, Emergency Response Contractors must be considered for response in catastrophic emergencies.

Purpose/Responsibilities:

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. A Field Command Post (FCP) may be established near the incident to coordinate response requirements. The IC or authorized Tarleton State University official may request the activation of the University's Emergency Operations Center (EOC).

The Incident Commander, alone or in concert with the Tarleton 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 around the area of the incident site rests with the IC. Evacuation or shelter-in-place procedures shall be followed. See appendix Q (Emergency Protocols) Area Evacuation/Shelter-In-Place for University procedures.

The Stephenville Fire Department will often be the first responder. When they are not, they usually assume responsibility for the incident from the first responder and initiate response procedures under the incident command system.

Under the direction of the IC, the University Police Department shall have responsibility for traffic and crowd control, scene security, evacuation, and coordination with other appropriate governmental agencies.

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.

The Department of Risk Management and Safety and Physical Facilities shall be responsible with assisting in evacuation, spill cleanup and disposal, recovery operations, and coordinating regulatory compliance with appropriate state agencies.

APPENDIX T

TERRORISM

General:

This appendix provides for a coordinated response by Tarleton State University personnel, Stephenville fire and police departments, and Erath County to minimize the adverse effects on University students, faculty and staff, the local communities, and the environment that may result from an act of terrorism.

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

Purpose/Responsibilities:

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 crisis management and consequence management. UPD and law enforcement will have the lead in crisis management; specifically all facets related to any criminal activity.

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

Crisis Management

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

Consequence Management

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.

Biological Agents-County, City and State public health officials, Tarleton State University
Chemical/Hazardous Agents-County and State public health officials, Tarleton State University
Nuclear/Radiological Events, TDH-Bureau of Radiation Control, Tarleton State University
Incendiary/Explosives-Fort Hood Bomb Squad, Tarleton State University

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

- Evacuation and/or Shelter-in-Place recommendations.
- Contact with local hospitals, Erath County and State health officials and preparation for dealing with mass illness and casualties.
- Preparation for handling large numbers of students at the University Health Center.
- Preparation for activation of re-location centers to handle displaced students.
- Preparation for activation of campus decontamination facilities.
- Preparation to provide increased meal service for students and re-location centers.
- Verification and protection of the integrity of campus water, utility, and food supplies.
- Lockdown of some area(s) of the campus.
- Quarantine of some area(s) of the campus.
- Curtailment/re-routing of transportation assets, using permanent staff.
- Identification of laboratories that may have special equipment or analysis capabilities for incident response.

- Cancellation of classes.
- Cessation of laboratory research activities.
- 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, and staff; and, address the public fear caused by a terrorism incident. See Appendix A, Crisis Communication.

References

See Crisis Management Plan Appendices for other specific response actions.

This document was modeled after the Texas A&M University's Crisis Management Plan/ Texas A&M University System.