



Emergency Management Plan

Tarleton State University Emergency Management Plan

Submitted By:

~~Walter Bridges~~

Digitally signed by Walter Bridges
Date: 2022.06.07 16:29:34 -05'00'

Director of Risk Management

Approved By:

David V. Martin

Digitally signed by David V. Martin
Date: 2022.06.13 10:24:35 -05'00'

AVP for Campus Operations

Lori L. Beaty

Digitally signed by Lori L. Beaty
Date: 2022.06.13 11:59:41 -05'00'

CFO/EVP for Finance and Administration

Diana Ortega-Feerick

Digitally signed by Diana Ortega-Feerick
Date: 2022.06.24 14:22:10 -05'00'

V/P for Student Affairs

Lonn Reisman

Digitally signed by Lonn Reisman
Date: 2022.06.29 09:01:13 -05'00'

V/P for Intercollegiate Athletics

Karen R. Murray

Digitally signed by Karen R. Murray
Date: 2022.06.30 11:11:29 -05'00'

V/P for External Operations/ Dean Ft. Worth Campus

~~Rupa Iyer~~

Digitally signed by Rupa Iyer
Date: 2022.07.05 14:59:23 -05'00'

V/P of Research, Innovation & Economic Development

Javier Garza

Digitally signed by Javier Garza
Date: 2022.07.19 23:19:37 -05'00'

V/P for Enrollment Management

Anthony Vidmar

Digitally signed by Anthony Vidmar
Date: 2022.07.20 15:17:29 -05'00'

V/P for Institutional Advancement

Sherri Benn

Digitally signed by Sherri Benn
Date: 2022.08.01 15:29:32 -05'00'

V/P for Diversity, Equity and Inclusion

Credence Baker

Digitally signed by Credence Baker
Date: 2022.08.25 14:41:53 -05'00'

V/P of University Relations and Chief of Staff

Diane M.

Digitally signed by Diane M. Stearns
Date: 2022.08.11 12:46:27 -05'00'

Provost & Executive Vice President for Academic Affairs

James Hurley

Digitally signed by James Hurley
Date: 2022.08.25 14:48:23 -05'00'

University President

RECORD OF CHANGES

CHANGE #	DATE OF CHANGE	CHANGE ENTERED BY	DESCRIPTION
15	5/01/17	Kirk Turner	Annual Review & Update Training & EOC Locations
16	9/18/18	Kirk Turner	Annual Review
17	05/01/19	Kirk Turner	Annual Review
18	04/15/20	Kent Styron	Annual Review
19	10/20/20	Kent Styron/Kirk Turner	Annual Review
20	03/30/21	Hector Davis/Kent Styron	Annual Review
21	1/1/22	Walter Bridges	Update Contacts/Annual Review
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EMERGENCY 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 96-510 (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, Emergency Management Plan
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 Emergency Management Council (see **Appendix Y** for departments and members) at 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: GLOSSARY OF TERMS

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/Event Coordinator. The individual responsible for the coordination and administration of the event being held on university property.
6. SFD. Stephenville Fire Department.
7. SPD. Stephenville Police Department.
8. Emergency Management Plan (EMP). 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.
9. Texas Division of Emergency Management (TDEM). A division of the Texas Department of Public Safety. See: <https://tdem.texas.gov/>
10. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
11. Disaster District Committee (DDC). The DDC consists of a Chairperson (the local Highway Patrol Captain or Command Lieutenant) and 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.
12. Disaster Recovery Center (DRC). The Disaster Recovery Center is established by FEMA in partnership with state and local emergency management offices. Representatives from federal, state, local, and volunteer agencies are there to explain the assistance available and to assist victims in procuring it.
13. Emergency 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).

14. Emergency Council (EC).
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 Coordinator (EMC). At Tarleton, this role is performed by the university Emergency Management Coordinator. This is the senior decision-making position in the EOC unless the situation requires a change of command due to the arrival of a more competent/experienced individual.
17. Emergency Operations Center (EOC). Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
18. EOC Log. The EOC Log is a log kept during an emergency situation that describes the steps taken during the emergency.
19. Emergency Public Information (EPI). Information that is disseminated to the public via the news media before, during and/or after an emergency or disaster.
20. 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.
21. 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>.
22. 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.
23. Immediately Dangerous to Life or Health (DHL). A measure of toxicity of a substance, the concentration of a toxin that is capable of causing irreparable injury or death.
24. Incident Commander (IC). The person responsible for the management of all incident operations. The IC is in charge of the incident site. At Tarleton, this role is performed by the university Emergency Management Coordinator. This is the senior decision-making position in the EOC unless the situation requires a change of command due to the nature of the event. The EMC will determine when delegation will be turned over to the Tarleton Police Chief or Designee if the situation warrants a change in authority.
25. Incident Command Post (ICP). Location at a safe distance from an accident site where the incident commander, responders and technical representatives can make response decisions, deploy manpower, equipment, communications, and maintain liaison with the media.
26. 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

27. Liaison Officer. A member of the command staff responsible for interacting with representatives from cooperating and assisting agencies.
28. Logistics Section. The section responsible for providing facilities, services, and materials for the incident.
29. Medical Command Officer. Officer responsible for the coordination of all medical branch officers.
30. 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.
31. 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.
32. 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.
33. 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> .
34. 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 meteorologist for the provision of all specialized services. See: <http://www.nws.noaa.gov>.
35. 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.
36. 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)
37. 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).
38. Radiological Officer (RO). The Tarleton Radiological Safety Officer serves as the Radiological Officer for the Erath County Interjurisdictional Emergency Management Plan.

39. 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).
40. 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.
41. Resources List. A current list of all resources (equipment, personnel, supplies), which can be used by emergency services in response to local disaster/emergencies.
42. 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.
43. 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.
44. Sheriff Office (SO). Erath County Sheriff’s Office.
45. 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.
46. State Coordinating Office (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.
47. State Disaster Region 1. 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 Region 1. See: <https://tdem.texas.gov/>.
48. 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.
49. 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 and Erath County 911 systems. 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, Campus Operations designee, 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 Services (SHS) is a freestanding, ambulatory care facility with no emergency room. It is not equipped to receive patients from mass casualty incidents; however, it will become the staging location for triage. Casualties will be transported to local area hospitals from this location.
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. A summary of our major hazards is provided in Figure 1.1.

Possible natural hazards include, but are not limited to tornadoes, floods, fires, and winter storms. There is also the threat of terrorism related activities involving 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”).

**FIGURE 1.1
HAZARD SUMMARY**

HAZARD TYPE:	LIKELIHOOD OF OCCURRENCE* (SEE BELOW)	ESTIMATED IMPACT ON PUBLIC HEALTH & SAFETY		ESTIMATED IMPACT ON PROPERTY		
		LIMITED MAJOR	MODERATE	LIMITED	MODERATE	MAJOR
NATURAL						
DROUGHT	Occasional	←→		←→		
PANDEMIC	Occasional		←→	←→		
EARTHQUAKE	Unlikely	N/A		N/A		
FLASH FLOODING	Occasional	←→		←→		
FLOODING (RIVER OR TIDAL)	Unlikely	N/A		N/A		
HURRICANE	Occasional	←→		←→		
SUBSIDENCE	Occasional	←→		←→		
TORNADO	Occasional		←→		←→	
WILDFIRE	Likely		←→		←→	
WINTER STORM	Occasional	←→		←→		
SEVERE THUNDERSTORM	Occasional		←→		←→	
TECHNOLOGICAL						
DAM FAILURE	Unlikely	N/A		N/A		

ENERGY/FUEL SHORTAGE	Occasional	↔	↔
HAZMAT/OIL SPILL (FIXED SITE)	Unlikely	N/A	N/A
HAZMAT/OIL SPILL (TRANSPORT)	Occasional	↔	↔
MAJOR STRUCTURAL FIRE	Occasional	↔	↔
NUCLEAR FACILITY INCIDENT	Unlikely	↔	↔
WATER SYSTEM FAILURE	Occasional	↔	↔
SECURITY			
ACTIVE SHOOTER	Unlikely	↔	↔
CIVIL DISORDER	Occasional	↔	↔
ENEMY MILITARY ATTACK	Unlikely	N/A	N/A
TERRORISM	Unlikely	N/A	N/A
* LIKELIHOOD OF OCCURRENCE: UNLIKELY, OCCASIONAL, LIKELY, OR HIGHLY LIKELY			

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, demonstrations, 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 or a delegated authority may declare a campus state of disaster or emergency and or establish appropriate Condition Levels. 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 on the Tarleton State University campus. Other local government agencies responding to a request for assistance will normally be under the direction and control of the University and within NIMS command protocols.
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 plan.
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 emergency management plan 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 CONDITIONS

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. **Condition Level IV - Normal Conditions:** The term "Condition Level 4" will be used to denote normal conditions. ***Routine emergency incidents may occur.*** Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements. The normal operations of government are not affected. Employees should review emergency plans and check supplies and equipment. "Condition 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.

Typical Events: Daily emergency responses, high profile visitor(s), weather monitoring.

Typical Notification: Emergency Management Council, Fire Departments, EMS, UPD, Campus Operations, SSC.

- b. **Condition Level III - Increased Readiness – Watch Conditions:** The term "Condition Level 3" will be used to ***refer to a situation which presents a potential risk that poses no immediate threat to life or property.*** Increased readiness actions may be appropriate when situations similar to the following occur:

Typical Events: Severe weather systems, large-scale campus events, potential group protests, extended interruption of power to a portion of campus and personal threats by individuals.

Typical Notification: University community, Fire Department, EMS, local law enforcement agencies, applicable Texas A&M University System Office and other governmental agencies such as the DSHS, TCEQ, etc.

- c. **Condition Level II – High Readiness – Warning Conditions:** The term "Condition Level 2" refers to a situation with a significant potential and probability of causing loss of life or property. This condition will normally require some degree of warning to the campus community. Readiness actions may include continuous storm monitoring, identifying worst-case scenarios and potentials, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing public information.

Typical Events: Tornado warning/sighting within the city and other inclement weather emergencies, extended loss of power or services to several buildings, security breach, potential pandemic threats, and planned demonstrations or civil disturbance,

Typical Notification: Typical Notification: University community, Fire Department, EMS, local law enforcement agencies, applicable Texas A&M University System Office and other governmental

agencies such as the DSHS, TCEQ, etc.

- d. **Condition Level I – Maximum Readiness – Emergency Conditions:** The term “Condition Level 1” refers to hazardous conditions that are actually/currently occurring to various degrees. This condition denotes a greater sense of danger and urgency than associated with a “Watch” event. Actions could be generated by a severe weather warning issued by the National Weather Service combined with various factors making the event gravely critical.

Typical Events: Evacuation and sheltering for specific parts of the impact area; community-wide threats such as a large hazardous material spill and wide-scale flooding,

Typical Notification: Typical Notification: University community, Fire Department, EMS, local law enforcement agencies, applicable Texas A&M University System Office and other governmental agencies such as the DSHS, TCEQ, etc. Departments will activate emergency personnel and respond to the situation, the EOC will be activated, and non-essential services may be suspended.

E. 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 NWS/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: Essential 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 and other applicable University Rules and Standard Administrative Procedures (SAPs).
 - c. Building Managers will coordinate with department and/or section heads, managers, and supervisors to relay threat information, warnings, and readiness preparedness condition information to ensure all employees are notified. Building Managers shall initiate departmental notification plans and react according to their Guide for Emergencies which are gone over quarterly with the Risk Management Office.

SECTION 6: ORGANIZATION

A. GENERAL

The President, the university Emergency Management Coordinator, Executive Vice President/Chief Financial Officer, and Assistant Vice President for Campus Operations 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. Typically, Control Center personnel will be responsible for contacting the university Emergency Management Coordinator or the university Chief of Police who will then contact the EC in Appendix Y. The Incident Commander shall contact appropriate members of the administration, and instruct Control Center personnel to contact University staff per the guidelines in Appendix B, if required. Control Center personnel shall implement standard internal emergency contact procedures.

In support of the Incident Commander, the university Emergency Management Coordinator is responsible for coordinating emergency measures with the University, as well as coordinating with the City of Stephenville, and Erath County for mutual support.

2. **Emergency Management Plan (EMP)**

- a. The EMP shall be reviewed annually by the Emergency Management Council and modified as necessary. Results of the reviews and any changes to the EMP shall be reported to the President for approval. The plan will be submitted to System Risk Management on an annual basis for review.
- b. Annual exercises shall be held to train response personnel and evaluate the adequacy of the EMP. Reports of exercises shall be prepared and submitted to the TAMUS Office of Risk Management.
- c. Each unit or department identified as having a role in this EMP is responsible for communicating the content of the EMP to its staff.
- d. The university Emergency Management Coordinator will evaluate Tarleton's Emergency Management Plan for compatibility with the County's Emergency Management Plan, and shall coordinate the EMP with Erath County Emergency Management. The university Emergency Management Coordinator shall also be responsible for ensuring the annual review of the EMP, documenting approved changes to the plan and planning and coordinating annual emergency exercises.
- e. The Executive Vice President/Chief Financial Officer will be a liaison between the EOC and Tarleton's Executive Cabinet.

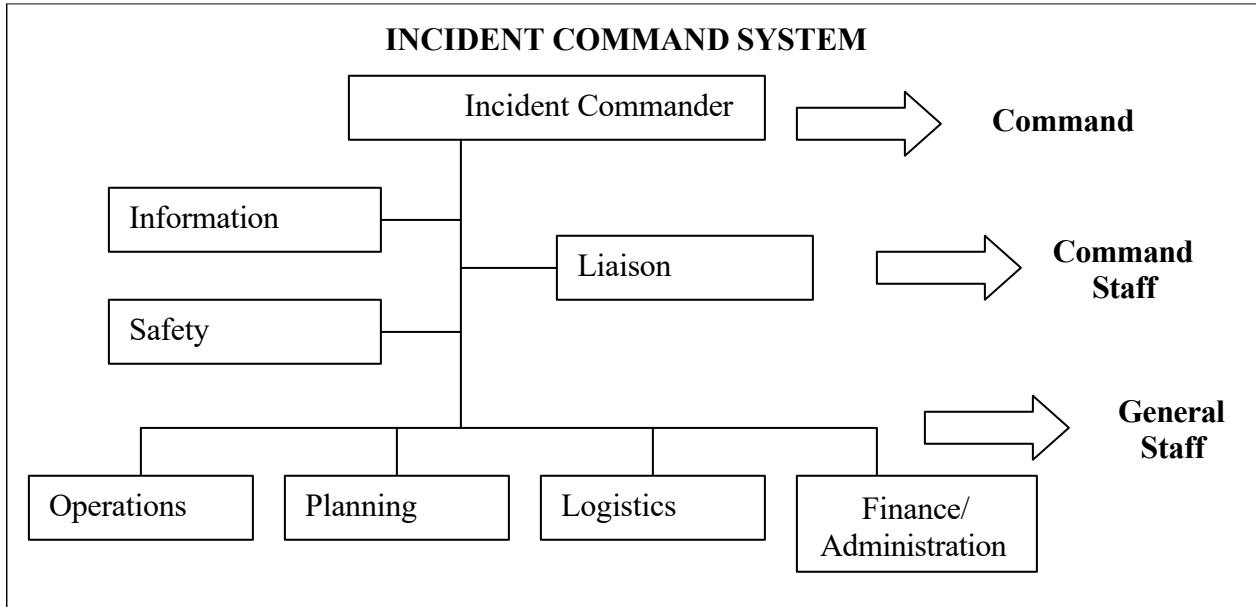
3. **Emergency Management Council (University Committee)**

- a. Acts under the authority of and reports to the university Emergency Management Coordinator.
 - b. Assists with the annual review of the EMP.
 - c. Assists with the planning and execution of annual 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. If costs are to be reimbursed by insurance or FEMA, 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 with any disaster or emergency that requires a substantial response effort.

C. 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 Emergency Management Council is activated, team members will be relieved of other duties and their response duty may become their primary duty.

- a) Incident Command (IC) is established at the Incident Command Post (ICP) and is most often directed and staffed mainly by Stephenville Fire Department personnel. However, Tarleton must be prepared and trained to execute this plan with or without the assistance or direction of outside agencies. Tarleton personnel shall serve in Incident Command if directed to do so by the Incident Commander, regardless whether Tarleton 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 have designated 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 will report directly to the Entry Control Point and assist the Incident Commander with action at the site. Generally, the Primary Response Team consists of the following:
- Emergency Management Council, (EC)
 - University Police Representative
 - Emergency Management Coordinator or designee
 - University Designee from Campus Operations
- 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.

D. 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 Math Building, RM 125.

THE ALTERNATE EOC is Room 130, within the Thompson Student Center.

Laptop or tablet computers and essential daily operating supplies will be brought to the EOC by each EC member 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 Incident Command (IC) 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 an administrative and operational decision center for the University's response effort.

EOC STAFFING/RESPONSIBILITIES:

The university Emergency Management Coordinator is responsible for activating the Emergency Operations Center and are responsible for directing all emergency measures with the University, as well as coordinating with Stephenville and Erath County for mutual support. The Executive Vice President (EVP)/Chief Financial Officer (CFO) is responsible for serving as liaison with the President's Office and for communicating mutual support needs.

The Emergency Management Coordinator is responsible for coordinating EOC operations to effect orderly evacuation, rescue, cleanup, or other operations as required.

1. University Police Chief – is responsible for 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. Designee of Vice President for Student Affairs – is responsible for 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.
3. AVP for Employee Services – is responsible for informing and assigning appropriate responsibility to University employees.
4. Designee of the Provost and Executive Vice President for Academic Affairs - is responsible for informing and assigning responsibility to the faculty.
5. Vice President for Finance and Administration – is responsible for coordinating financial resources for response and recovery operations.
6. Designee for Campus Operations – is responsible for furnishing and directing staffing and equipment for restoring buildings to functional use; performing damage assessment and determining if buildings are structurally sound before being occupied. Campus Operations will also have the responsibility of furnishing and directing staffing and equipment in setting up cleanup operations.
7. Assistant Vice President for Marketing and Communications – 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.
8. Erath County Emergency Management Coordinator (as requested) – is responsible for assisting the Tarleton 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.

9. Stephenville Fire Chief – serves as liaison for emergency operations and coordinates activities with UPD and the university Emergency Management Coordinator.
10. Finance and Administration – provides funding support during EOC operations.

EOC ACTIVATION:

Upon notification of EOC activation, the members will report to the primary EOC located in Math Building, Room 125. The secondary location is the Thompson Student Center, 1301 W. Vanderbilt. 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 university Emergency Management Coordinator, AVP for Campus Operations and EVP/CFO (or their representatives) will determine whether to activate the entire EOC or only those elements deemed necessary for response and recovery.
- b. The Stephenville EOC is activated in response to an on-campus incident.
- c. The Incident Commander requires its activation in coordination with university EMC.

The EOC will:

Have as its primary responsibility to provide support to the Incident Commander and maintain constant contact with the IC 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 IC and provide resources as requested.
3. Establish radio and/or telephone communications with Erath County Emergency Management (254)-965-1496) 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 (TDEM) 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 Assistant Vice President for Marketing and Communications 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.

E. 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. Designee for Campus Operations
- b. Student Health Services
- c. University Police

- d. Information Technology Services
- e. Employee Services
- f. Finance and Administration
- g. Food Service
- h. Student Affairs
- i. Marketing and Communication
- j. Risk Management and Safety

F. INCIDENT COMMAND POST (ICP)

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

1. Incident Commander:
 - a. The Incident Commander determines the location of the FCP, 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, Facility Services designee, and all other units responding to the scene.
 - d. The Incident Commander performs other duties as required by the situation.
2. Campus Operations designee will initiate and:
 - 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.

G. POST-INCIDENT AND EXERCISE REVIEW

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

- Training and Exercises will be conducted as follows:
 - Monthly – Five Minute Training in each monthly Emergency Management Council meeting.
 - Annually – Tabletop exercises shall be conducted at least annually. These training exercises shall be followed by an AAR.
 - Every Three Years – A full scale exercise shall be conducted at least every three years. These training exercises shall be followed by an AAR.

H. DISTRIBUTION OF PLANNING DOCUMENTS

1. The University EMC shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document on a regular basis. Copies should also be set-aside for the EOC and other emergency facilities.
2. The Distribution List (Appendix Y) indicates who receives copies of the basic plan and the various annexes to it.

I. DEVELOPMENT AND MAINTENANCE

1. This plan will be reviewed and updated as necessary, such as after an exercise or an actual event, but not less than annually by RMS. Major content revisions require the execution of a new signature page, signed minimally by the University President. Major content revisions will reflect changes in implementation procedures, improved capabilities, changes in rules and regulations, and correction of deficiencies identified in exercises and actual events.
2. The Emergency Management Coordinator will typically seek review by members of the Emergency Management Council and other university subject matter experts annually.

ATTACHMENT 1
DISTRIBUTION LIST

<u>JURISDICTION/AGENCY PLAN</u>	<u>BASIC PLAN</u>	<u>ANNEXES</u>
UNIVERSITY EXECUTIVE CABINET	1	ALL
CITY ADMINISTRATOR	1	ALL
COUNTY EMERGENCY MANAGEMENT COORDINATOR	1	ALL

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 University Police (Incident Commander), the university Emergency Management Coordinator (EMC), EVP/CFO, and the AVP of Campus Operations, and other secondary notifications. The Incident Commander shall instruct Control Center personnel to contact University staff per the guidelines in Appendix B if required. Control Center personnel shall implement standard internal emergency contact procedures.

If warranted, the Incident Commander may call an emergency meeting of the Emergency Management Council (EC)

The Associate Vice President for Marketing and Communication is responsible for all media communications by the University. The Incident Commander shall work in conjunction with the AVP 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 EMC. The EMC shall submit a report to the President within thirty days of the crisis. If appropriate, the EC may meet to evaluate the effectiveness of procedures and suggest revisions to the 'Plan'.

Communications Equipment

Standard communication modes will include email, cell phone, zoom, and two-way radio of necessary contacts. Radios will be used as alternate means if advantageous.

Communication Protocols

University protocols guide immediate emergency response and evacuation procedures, including the use of Code Purple. The protocols require authorized university officials to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency. Authorized university officials include Emergency Management Coordinator, EVP/CFO, AVP for Campus Operations, Director of Risk Management and Safety (or designee), and the university Police Chief (or designee). Emergency messages include information detailing what has occurred and directions to the community regarding what to do next. Code Purple will be activated to provide a timely notification to users through email and text message. BRG speaker systems are installed in many campus buildings which can be activated by a Code Purple message to provide an additional means of notification for the building occupants. Tarleton's [Standard Administrative Procedure 34.07.01.T1.02 Emergency Notification Protocol](#) includes information related to Code Purple as well as authority to issue a timely warning. This emergency notification does not replace the timely warning requirement provided in the previous section. The emergency notification addresses a much wider range of threats

(i.e. gas leaks, inclement weather, contagious viruses, etc.) A representative of the UPD or designee will continue the assessment of the situation and follow-up information or additional segments of the campus community may be notified if a situation warrants such an action. Once the situation is contained or the danger to the campus community has passed, an alert will be disseminated to the campus community using the same systems by which the initial alert was sent out. (Excluding Winter Weather events which will be posted on www.tarleton.edu)

The university's emergency preparedness, response and evacuation protocols are published online and accessible at [Emergency Preparedness - Tarleton State University](#). All students and employees are highly encouraged to read and review these protocols regularly. Code Purple, emergency response and evacuation procedures are tested annually.

APPENDIX B
RECOMMENDED NOTIFICATION GUIDELINES

The respective VP is responsible for informing the University President of an applicable incident in a timely manner.

Nature of Emergency	Call Immediately*	Secondary Calls	Follow-up considerations
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On-campus Suicide/Death Attempted suicide or Homicide of Student or Employee	SPD will dispatch UPD, UPD contacts Control Center. Police Chief contacts: -VP for Student Affairs (SA) and Dean of Students Other notifications: -Assistant VP for Marketing and Communication (MC) -Emergency Management Coordinator -AVP for Employee Services if employee is involved.	-EVP/CFO -Director of Risk Management and Safety -AVP for Campus Operations	Clery Timely Warning, Crime Alert Notification to Campus Parent Association Registrar Notice Silver Taps Document Actions
Life Threatening Injury or Illness of Student or Employee	-SPD will dispatch UPD and EMS Police Chief contacts: -VP for SA and Dean of Students Other notifications: -Assistant VP for MC -AVP for Employee Services if an employee is involved.	-EVP/CFO -Director of Risk Management and Safety -Emergency Management Coordinator -AVP for Campus Operations	
Aggravated Assault Aggravated Robbery Sexual Assault Robbery of Student or Employee	-Contact SPD, who, in turn dispatches UPD and EMS Police Chief contacts: -VP for Student Affairs (SA) and Dean of Students Other notifications: -Title IX Coordinator -AVP for Employee Services if an employee is involved. -Assistant VP for Marketing & Communications -Emergency Management Coordinator	-EVP/CFO -Director of Risk Management and Safety -AVP for Campus Operations	Notification to Campus Clery Timely Warning, Crime Alert
Mental Health Crisis of student or employee	-University Police/EMS and -Call RC on Call (Per procedure if applicable) -VP for SA and Dean of Students -Chief University Communications Officer -AVP for Employee Services if an employee is involved.	-EVP/CFO -Director of Risk Management and Safety -AVP for Campus Operations	
Active Shooter	-Contact SPD, who, in turn dispatches University Police/EMS -Emergency Management Coordinator and EVP/CFO -VP for SA and Dean of Students or -Assistant VP for MC	-AVP for Employee Services -AVP for Campus Operations	Clery Emergency Notification, Timely Warning or Crime Alert

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**APPENDIX C
EMERGENCY RESOURCE GROUP**

Please click on the link for Current Emergency Contact List Information

ON FILE: [Emergency Preparedness - Tarleton State University](#)

**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 Action Plan" 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. 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 the Control 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? | _____ | _____ |
| 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 TDEM
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**

Severe Weather Guidance

- I. **TORNADO WATCH** - (Tornadoes are possible in your area).
 - A. Be sure all persons know actions to take if the situation changes to a tornado warning or a tornado funnel is sighted.
 - B. Be sure that no physical restrictions exist that would prevent movement to the nearest safe area. (Locked doors, blocked aisles, etc.) If in a frame or sheet metal building and conditions permit, move to a brick or stone building for added protection.
 - C. Departmental personnel should become weather aware and monitor weather conditions through various media outlets such as the National Weather Service, News Channels, Weather Apps, etc.
- II. **TORNADO WARNING** - (Tornado has been sighted or indicated by weather radar).

The following campus locations have different warning systems based upon the city in which they reside. The information and resource links below provide necessary guidance to prepare for severe weather at each campus location.

Stephenville Campus:

The City of Stephenville Emergency Siren will be activated if a tornado is verified, on the ground within 10 miles of the Stephenville Campus by one of the following sources: Stephenville PD or UPD, Erath County SO, Texas Highway Patrol Personnel, Authorized Storm Spotter. A Code Purple will be sent out by the EMC or designee stating "A Tornado Warning has been issued by the NWS for Erath County". Seek shelter immediately message will only go out if the Tornado is within 10 miles or on a direct path to Campus. Move to basement or first floor of multi-story buildings or to the shelter areas in the buildings listed below. Because of possible power failures, avoid using elevators. Avoid glassed-in areas. Inner hallways are normally safe. If unable to move to a building shelter, move to the lowest or most depressed ground area available. Remain sheltered until the NWS Tornado Warning expires or an "All Clear" message is sent to the university community using Code Purple.

Fort Worth Campus:

See information on the web at: <http://fortworthtexas.gov/emo/sirens/>.

Waco Campus:

See information on the web at: <http://www.mclennan.edu/crisis-management/> and <http://www.waco-texas.com/emergency-sirens.asp>.

Midlothian Campus:

See information on the web at: <http://www.navarrocollege.edu/campus-safety/emergency-preparedness/> and <http://www.midlothian.tx.us/index.aspx?nid=320>.

- III. **PUBLIC SHELTER DESIGNATIONS** –Wisdom Gym, Dick Smith Library and the Thompson Student Center are designated as safe areas for the general public during emergencies. Within the Thompson Student Center alternative safe areas include the Ballrooms and Hallway on the Southside of the Ballrooms.
- IV. **SHELTER AREAS IN BUILDINGS** - (Shelter areas will not be marked). Departmental supervisors/building managers should brief each employee in the work place regarding

where they should go. A list of shelter in place locations can be found by visiting:
[Inclement or Severe Weather – Tarleton State University](#)

Inclement Weather Guidance

Summary

In order to safeguard students, faculty, and staff, Tarleton State University (Tarleton or university) may transition to virtual course delivery or close one or more campuses when unsafe weather conditions exist. This internal operating procedure (procedure) outlines the notification process and decision responsibilities related to weather-related closing of campuses.

Responsibilities

Should weather or other conditions occur such that normal campus operations could be impeded, information will be provided to the appropriate local broadcast media in addition to notification of the Tarleton Control Center. Tarleton administration will attempt to accomplish this notification by 6:00 a.m. Inclement weather announcements will be broadcast as follows:

- Code Purple;
- Posting on Tarleton’s website automatically activated by Code Purple;
- Email to faculty, staff and students;
- Tarleton social media accounts;
- Radio and television; and
- Tarleton Control Center (254-968-9265).

For inclement weather conditions during normal working hours, the decision will be announced through regular administrative channels in addition to the five media noted above.

Faculty, staff, and students should assume normal operation of the university if media outlets make no announcements of campus closings or delays.

Employees and students should use good judgment about driving to and from the campus when traveling conditions are hazardous.

Inclement weather decision responsibilities are designated as follows:

The Executive Vice President (EVP), Chief Financial Officer (CFO), or designee will consult with Cabinet members to determine whether classes will be delivered virtually, cancelled or delayed and university offices closed or opening delayed. Once a decision has been confirmed, and with time permitting, the assistant vice president for marketing and communication will be notified in the event assistance is needed with the notification process and a message, similar to the following sample message, will be submitted to applicable *news media* (Section 2, Media Notification), through university email and as a Code Purple message.

Sample Message:
“Tarleton State University – Stephenville, Waco, Fort Worth and Midlothian campus locations will be operating virtually tomorrow with employees working remotely.”

On the occasion there is an event exclusive to either the Waco, Fort Worth or Midlothian campuses that does not impact Stephenville, the Executive Vice President (EVP), Chief Financial Officer (CFO), or designee will consult with Cabinet members to determine whether classes and

operations for those campus locations will be cancelled or delayed. **If the Stephenville campus closes, all remote campuses will also be closed unless circumstances exist that warrant non-closure of those campus locations per recommendation by the vice president for external operations.** If classes are cancelled and university offices close at the remote campuses only and closure does not include the Stephenville campus, the following will occur:

The *news media* will be requested to announce applicable information if a campus will be closed or if classes will be delayed (See Sample Message in subsection 1.2.1).

This information will be posted on Tarleton's main website and each applicable location website at:

- Tarleton Homepage: <http://www.tarleton.edu/>
- Waco Campus Website: <http://www.tarleton.edu/waco/>
- Fort Worth Campuses Website: <http://www.tarleton.edu/fortworth/index.html>
- Midlothian Campus Website: <http://www.tarleton.edu/midlothian/index.html>
- Tarleton-Rellis website: [Tarleton: RELLIS-Bryan - Enrollment Management - Tarleton State University](#)

An email will be sent to the appropriate campus location distribution list providing further notification if a campus will close or if classes will be delayed.

In the event of inclement weather in Waco or Midlothian, Tarleton classes held in Waco or Midlothian will follow closing/delays as determined by McLennan Community College or Navarro College, respectively.

A Code Purple message will be sent the entire Tarleton community noting the affected location.

Other Off-campus Locations

- W.K. Gordon Center for Industrial History of Texas, Thurber, Texas – Observes the guidelines for Tarleton State University – Stephenville.

If weather conditions deteriorate, the director of each off-campus location listed above has the discretion to make decisions regarding closure or a delayed opening related to the respective location. They will communicate through Academic Affairs and Risk Management.

MEDIA NOTIFICATION

The list of radio and television stations to be contacted is as follows per respective location:

Stephenville

Radio

- KSTV – FM 93.1
- KTRL (Tarleton Public Radio) – FM 90.5
- WBAP – 820 AM

Television

- KXAS - (5) NBC Affiliate
- WFAA – (8) ABC Affiliate

Waco

Radio

- WACO-FM 100

Television

- KWTX-(10) CBS Affiliate

Fort Worth and Midlothian Campuses

Radio

- WBAP – 820 AM

Television

- KXAS - (5) NBC Affiliate
- WFAA – (8) ABC Affiliate

CRITICAL SERVICES

If a decision is made to close the university, certain critical areas shall be required to continue operations. These areas include:

- University Police – All essential personnel will report for regular shift.
- Campus Operations – Personnel designated by Campus Operations and Tarleton's facilities services provider, SSC.
- Residence Life – Personnel designated by the director.
- Barry B. Thompson Student Center – Personnel designated by the director.
- Dining Services – Personnel designated by Campus Operations and Tarleton's dining services vendor Sodexo.
- University Control Center – Personnel designated by Campus Operations.
- Recreational Sports – Personnel designated by the director.
- Library locations if conditions permit.
- Any other areas deemed critical by an appropriate administrative department.

EMERGENCY MANAGEMENT PLANS

For additional reference, emergency plans and procedures should be maintained by the following offices and operations:

- Tarleton Emergency Management Council
- University Police Department
- University Campus Operations
- University Residence Life
- McLennan Community College Police Department
- Tarleton-Rellis Location
- Navarro College – Midlothian Campus

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 Office of Risk Management and Safety to respond appropriately.

If the release occurs inside a building, the Control Center staff (after consultation with Risk Management) should consider shutting down HVAC equipment 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.

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.

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.

**APPENDIX I
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			
University Police Department – contacts EMC (if necessary)			
Agency Contacts:			
Stephenville Fire Department			
Stephenville Police Department			
Texas Department of Public Safety			
TDSHS (Biological, Radiation)			
TCEQ (Chemical Release in Soil, Water, Air)			
FBI (Biological or other terrorist acts)			

	Execution Time	Initials	Data/Comments
Personnel Assignments:			
Safety Officer			
Resource Officer			
Media Director			
Other:			
Other:			
Other:			
Evacuation:			
For known chemicals refer to ERG			
Unknown chemicals Evacuate 500 – 1,000 feet (Small)			
Unknown chemicals Evacuate 1,000 – 1,500 feet (Large)			
2,500 feet for tank trucks or rail cars if fire is a concern			
Decontamination			
Gross decontamination of exposed ambulatory			
Gross of Non-ambulatory			
Secondary of Non-ambulatory			
General			
Other:			
Notes:			

APPENDIX J FIRE OR SMOKE

All fire/smoke conditions will be reported by dialing 911.

Stephenville Dispatch Center will notify UPD and the Stephenville Fire Department to the scene and:

- Investigate the situation.
- Secure the scene and provide crowd control.
- Assist the fire department in establishing an ICP, as necessary.

Residence Life (RL)

Upon notification, Residence Life will activate internal plans to ensure a safe exit from the building. RL Staff will notify the University Control Center situational information that can be provided to responding personnel.

Department of Risk Management and Safety

The Control Center will notify the Director of Risk Management, or designated representative

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.
- Provide notifications to applicable agencies.

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

Campus Operations

Upon notification, Tarleton's designee for Campus Operations will dispatch personnel to the ICP.

The following actions may be initiated

- 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.

Other University Departments

Deans, Department Heads, Directors, and other Administrators are familiar with the commitments and requirements of their areas of responsibility and should assist with building evacuations to ensure that faculty, staff and students exit safely from the building in a fire emergency.

For additional information refer to Tarleton's Emergency Guide at [Emergency Guide - Tarleton State University](#).

APPENDIX K
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 the applicable Campus Operations representative, who will notify appropriate personnel.

The Campus Operations designee 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 ICP, if necessary.

After Hours Response

The University Control Center will notify the Campus Operations representative scheduled (On-call) to respond to the campus to determine the extent of utility loss that has occurred.

The On-call representative will determine if additional personnel shall be notified.

Campus Operations personnel shall provide a report of the incident as required through normal reporting procedures.

Campus Operations will make the determination of which building managers need to be notified and send the appropriate messaging.

The Tarleton's Campus Operations representative will consult with the Emergency Management Coordinator to determine if an emergency notification (CODE PURPLE) or other university notification is warranted based on Clery requirements. The AVP for Marketing and Communication can be contacted to assist with the resulting communication.

APPENDIX L 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-

- Contact the University Police Department and the Department of Risk Management and Safety via radio (phone, if necessary) and communicate the code word for a bomb threat and the location of the threat.

Bomb Threat Response –

- The Chief of Police, or his designee, will be the Incident Commander and will be responsible for the investigation of the incident and the allocation of resources as determined.
- Requests for resources will be made through the Control Center who will then be responsible for making appropriate contact or acquisition.

Bomb Search

- The Incident Commander, or his designee, will coordinate a search for the suspected device utilizing the requested resources.
- The University Police Department will follow its established guidelines as detailed in its General Orders.

Threat Evaluation

- The Incident Commander will determine if evacuation is advisable and/or if outside emergency response is necessary. This decision will be made in conjunction with input from the university Emergency Management Coordinator or their designee.

Evacuation Required

- Occupants will be directed to exit the building and to gather at a location a “safe distance,” as determined, away from the building.
- Occupants will not be allowed to return to the building until instructed to do so by the Incident Commander or his designee.

Device Located

- The Incident Commander will notify the Control Center to request assistance from Stephenville Fire Department.
- A request for assistance will be made to the appropriate explosive disposal unit.
- The Incident Commander will request that the Control Center make appropriate notifications to ranking administrative personnel.

THE INCIDENT COMMANDER WILL ESTABLISH AN INCIDENT COMMAND POST AND REMAIN IN CHARGE UNTIL THE CONCLUSION OF THE INCIDENT OR WHEN RELIEVED BY A HIGHER-RANKING UNIVERSITY POLICE OFFICER.

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 ICP 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 and Safety.

RMS personnel will begin immediate investigation to determine the nature of the illness and simultaneously contact appropriate medical personnel for assistance. Also, they will notify university SHS medical personnel and will coordinate actions and activities as necessary.

Affected individuals will be transported to Texas Health Resources 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. (See Appendix B)

The Incident Commander will implement procedures as required.

The EMC may be assembled. 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.

Overall Considerations involving the death of a student or employee:

- Police department confirmation that family has been notified. President and/or appropriate VP notified?
- Family or Emergency Contact notified?
 - VPSA or designee will notify family of a student and initiate campus notification through email.
 - Director of Employee Services or designee will notify the family of an employee and initiate campus notification through email.
- Student Involvement and Family Relations notified? (i.e. student affiliations, colleagues, faculty)
- Consider providing counseling resources to the campus community.
- Debriefing and final report preparation?
- Close out records and accounts? (Dean of Students for student, Employee Services/employing department for employee)

On-campus Injury or Death Considerations:

- Notification protocol initiated?
- Police, Dean of Students, Counselor – on scene?
- EOC command center initiated?
- Media involvement?
- Communication needed...immediate v. on-going?
- Resources identified? Immediate v. on-going? (i.e., counseling, general population meetings, hot-line, web notices, Code Purple, others who need to be at the table, etc.)

APPENDIX P
EVACUATION OF PERSONS WITH DISABILITIES

The responsibilities listed below are important to follow:

RESPONSIBLE PARTY	EMERGENCY SITUATION	NON-EMERGENCY SITUATION
Faculty, Staff, Students, Visitors	<p>Administrative Procedures-</p> <ul style="list-style-type: none"> • Supervisors must confer with employee(s) with physical disabilities under their authority. • Encourage applicable students to register with the Office of Student Disability Services. 	<p>Administrative Procedures-</p> <ul style="list-style-type: none"> • Confer with any individuals with a physical or medical disability(s) under their authority. • Develop evacuation plans with individuals with a physical or medical disability(s). • Encourage applicable students to register with the Office of Student Disability Services.
	<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 • UPD supplies 911 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 • University Control Center contacts: <ul style="list-style-type: none"> - UPD - Director of Student Disability Services - RMS

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 Code Purple, social media, radio, news 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.
 - Await updates through the applicable modes of communication listed above 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 Leader, 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 your cell phone, 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.
- Do not re-enter building until cleared by authorized personnel.

Bomb Threat

Telephone Call -

- Immediately after the call is terminated, obtain a dial tone and call **911**.

If you locate a suspicious-looking item, do not handle the item. Clear the area of personnel and call **911**.

- 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 in the Emergency Guide.

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 **911**

If Parcel is Open and/or Threat is Identified -

For a Bomb -

- Evacuate immediately
- Call **911**

For Radiological -

- Limit exposure - don't handle
- Evacuate area
- Shield yourself from the object
- Call **911**

For Biological or Chemical -

- Isolate - don't handle
- Call **911**
- 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 911.
- 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 Students, Employees, and Guests
Complete Report of *Accident/Illness* form and send **original** to RMS and a **copy** to Employee Services.
- Form available at <http://www.tarleton.edu/safety/forms/employeeaccidentreport.pdf>

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 RMS and a **copy** to Employee Services.
- Tarleton State University Students
Complete the *Tarleton State University Accident Report*. Send the **original** to Student Services and a **copy** to the Department of Risk Management & Safety.
- Form available at <http://www.tarleton.edu/safety/forms/employeeaccidentreport.pdf>

Radiation Emergency

Personnel Injury Involving Radioactive Material Contamination

- Render first aid immediately for serious injuries, as trained.
- Call **911**.
- Notify RMS (x0598) and CSI (**x9898**) 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 **RMS and CSI** 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 **RMS and CSI** 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 RMS or CSI.
- 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.

Tornado -

When weather conditions are favorable for the development of a Tornado the National Weather Service will issue a TORNADO WATCH for the county or counties that are affected. The university will notify students, faculty and staff through university email advising individuals to become “weather aware” and to monitor local weather news sources for updated information.

When a Tornado has been identified on radar or observed, the National Weather Service will issue a TORNADO WARNING for the county or counties that are affected.

If a **Tornado Warning** is issued for a county in which Tarleton has a physical location, and classes are either in session or housing units could be affected, a Code Purple will be initiated. When applicable, the city where the warning is issued will initiate their emergency warning systems (sirens).

Affected individuals should:

- 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.

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, **911** (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/SPECIAL EVENT EMERGENCIES

If the threat of severe weather endangers Memorial Stadium or other Tarleton athletic facilities (i.e. lightning, 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 National Weather Service or Emergency Management Coordinator.
- 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 refuge locations.
- 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 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/special 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 has 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. An Incident Command Post (ICP) 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 and will assume command of the scene upon arrival.

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.

Campus Operations shall be responsible to assist with 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.

RMS and Campus Operations 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 sometime 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 emergency management and consequence management. UPD and law enforcement will have the lead in emergency 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 Emergency Management Coordinator in the same manner as the response and recovery operations for other emergencies and disasters, including close coordination with city, county, and state officials.

Emergency Management

UPD is responsible for establishing a crime scene boundary with access control, as necessary. UPD will notify and coordinate incident response activities (incident resolution, investigation, and apprehension of suspects) with the local police departments, DPS, and the FBI. As requested by the Emergency Management Coordinator, 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 Emergency Management Coordinator is 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, DSHS-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 Student 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.

APPENDIX U

SECURITY BREACH OR UNAUTHORIZED RELEASE OF CONFIDENTIAL/PERSONAL IDENTIFIABLE DATA

Tarleton State University personnel including contractors and affiliates are responsible for safeguarding University assets and required to report violations or security breaches regardless of intent to cause harm or whether or not it may actually result in data theft or compromise. Data owners are defined by Texas state law (see link below) Examples of an information resources security breach are but not exclusive to things such as:

- the loss or unauthorized sharing or theft of confidential or personal identifiable information (PII)
- an unauthorized exposure of confidential information or PII;
- inappropriate use of University Information Resource workstations;
- inappropriate use of University credentials (sharing passwords or logins); or
- a defaced or hacked University website

In the event of a security breach the following notification process will be followed:

- A. The individual identifies a possible security breach or an unauthorized disclosure of confidential or PII data is required to provide any details leading up to and/or relating to the discovery of the suspected exposure or breach and to notify:
 - a. their respective supervisor
 - b. who in turn calls their Vice President
 - c. who in turn calls the Incident Commander of the University Emergency Management Council (EC)
- B. Incident Commander of the EMC may call the Information Security Officer or the Executive Director of Information Technology Services for advice. They will need to provide any details leading up to and/or relating to the discovery of the suspected exposure or breach.
- C. If it is suspected that a technology error created the breach, the Information Technology Services team and the Information Security Officer will handle the incident going forward and partner with all parties while keeping the EMC informed, as required.
- D. If criminal activity is suspected related to the breach, the Information Security Officer takes no further action except to immediately notify the University Police and the University EMC Incident Commander. The University Police will coordinate and facilitate all forensics activities and gathering of evidence to support a lawful forensic investigation.
- E. If/when a security breach or an unauthorized disclosure of confidential data has been confirmed:
 1. The data owner, the Incident Commander of the EMC and where applicable, the Information Security Officer assigns a severity level to the incident (see chart below).
 2. If the incident is related to online information, the owner continues to work closely with the Information Technology Services team for recovery or remediation activities to immediately identify, isolate and secure the data. Otherwise the University EMC coordinates isolating and securing the data.
 3. The applicable University EMC representative in concert with the Information Security Officer files a report of the incident to the Texas Department of Information Resources (DIR).

F. Depending on the severity level assigned:

1. If High:

- a. The Incident Commander of the University EMC will coordinate with Public Information Officer regarding any campus or University level communications required.
- b. The Incident Commander of the University EMC will coordinate with the respective department or owner and General Counsel in notifying the customer base in case the data may have compromised the customers' confidential information. Texas Business & Commerce Code, Title 11, § 521.053, provides for notification requirements following breach of security of computerized data. See:

<http://www.statutes.legis.state.tx.us/Docs/BC/htm/BC.521.htm#521.053>

1. Examples of expected notifications are, but not exclusive to:

- i. Standard notification letters to external partners where applicable;
- ii. Standard notification letters to University students, faculty and/or staff (depending on what data was exposed); or
- iii. Standard offerings to students, faculty or staff in case of possible identity theft from the exposed data.

2. If Medium:

- *And a non-technology incident*, the University EMC and the data owner will partner in the remediation and reporting activities as required.
- *And if a technology error created the incident*, the Information Security officer and the department representative or owner will partner in the remediation and reporting activities as required.

3. If Low or Very Low:

- The University EMC and the department representative will partner in the remediation and reporting activities as required.

G. Depending on the severity level of the incident, the Incident Commander or the Information Security Officer will provide an Executive Summary of the sequence of events and the resolution relating to the suspected breach to the respective University executive(s).

H. If no apparent breach or data exposure occurred, the situation is documented, reported to system authorities and closed by the respective owner and executive.

Assigning Severity Levels

Level	Description
High	<ul style="list-style-type: none"> • Confidential information has been exposed, corrupted or destroyed (or) • University operations have been disrupted (or) • Public perception will be affected
Medium	<ul style="list-style-type: none"> • An incident has resulted in the potential but unconfirmed exposure, corruption or loss of critical or sensitive data (or) • There has been a successful attempt to gain unauthorized access (hacking) to a University information asset (or) • No significant risk exists to public perception of the University
Low	<ul style="list-style-type: none"> • Incident impact is limited to a single user or system, and does not result from a hacking attempt (or) • The incident carries no apparent potential for exposure, corruption or loss of critical or sensitive data
Very Low	<ul style="list-style-type: none"> • The possibility of a future attack warrants increased vigilance (or) • Detection systems indicate potential targeting of University assets

REFERENCES:

Notification Procedures for owners of data are located in:

Texas Administrative Code Title 1, Part 10, Chapter 202 Rule §202.76

[http://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=1&pt=10&ch=202&rl=76](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=1&pt=10&ch=202&rl=76)

Tarleton’s Standard Operating Procedure regarding identifying and reporting a suspected security breach are located in <https://www.tarleton.edu/technology/informationsecurity.html>.

Confidential or personal identifiable data defined <https://www.dol.gov/dol/ppii.htm>

APPENDIX V
PANDEMIC INFECTIOUS DISEASE RESPONSE PLAN
(ADAPTABLE TO ANY INFECTIOUS DISEASE SCENARIO)

I. AUTHORITY

Tarleton State University Emergency Management Plan, Section 1. The plan presented is based on a worse-case scenario and the EMC may recommend varying levels of response appropriate for the scope and size of the incident and the infectious agent involved.

II. Purpose

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

III. Definitions

Definitions

- 1) Confirmed Case — A laboratory-confirmed influenza virus infection in a person with influenza-like illness.
- 2) Community Containment Measures — The separation of infected or exposed people from non-infected people by use of quarantine or other restrictions on movement and activities.
- 3) Community Emergency Operations Center — The EOC that includes representatives from Erath County, City of Stephenville and Tarleton State University.
- 4) Close Contact — A person who has been exposed to an influenza case in some way during the infectious period and as defined by the Centers for Disease Control.
- 5) Control Measures — Standard emergency containment practices in public health that aim to control exposure to both infected and potentially infected people.
- 6) Epidemic — A disease affecting many persons at the same time, and spreading from person to person in a locality where the disease is not permanently prevalent.
- 7) Incubation Period — The amount of time it takes for symptoms of a disease to appear after an individual is infected with the pathogen that causes the disease. The incubation period for influenza is usually 2 days but can vary from 1 to 5 days. On the other end of the spectrum, COVID-19 has an incubation period of 2 – 14 days.
- 8) Infection Control Measures — Actions taken to decrease the risk for transmission of infectious agents.
- 9) Influenza-like Illness – an individual with the following symptoms: Fever 100.4 degrees Fahrenheit or higher, AND cough, AND/OR sore throat.
- 10) Isolation — The separation and restriction of movement of people with a lab-confirmed communicable disease to contain the spread of that illness to susceptible people.
- 11) Pandemic — An epidemic on a world-wide scale.
- 12) Pandemic Influenza – A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short time (WHO-accessed 10/29/09). The strains of concern have been H1N1 (2009), COVID-19 (2019).
- 13) Personal Protective Equipment (PPE) — Barrier protection to be used by an individual to prevent disease transmission.
- 14) Prophylactic Drugs — Drugs used to prevent disease, such as vaccines and antivirals.
- 15) Quarantine — The separation and restriction of movement of well people who may have been exposed to an infectious agent and may be infected but are not yet ill.
- 16) Seasonal Influenza – Contagious respiratory illness caused by influenza viruses, affecting 5-20% of the US population annually and causing 200,000 hospitalizations and 36,000 deaths (CDC website).
- 17) Surge Capacity — The accommodation to transient sudden rises in demand for services following an incident.

It is the ability of a health system to expand beyond normal operations to meet a sudden increased demand for service.

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

IV. Situation and Assumptions

A. Situation

It is very likely that the only treatment medication available will be anti-virals like Tamiflu and other treatments that do not prevent infection, but may lessen the symptoms. Once the pandemic flu strain is isolated, a vaccine will be developed; however initial production will take several months and it is likely the initial amount produced will not be enough to cover even those individuals determined to be “Essential Personnel”.

B. Assumptions

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

1. The student population that can travel will be ordered off-campus.
2. Students that must remain on-campus will be advised of shelter in-place locations.

V. Pandemic Planning Matrix

For planning purposes, the following action levels should be evaluated for consideration based on the available facts independent of the listed assigned level or response measure. This information is to be used as guidance for campus leaders involved in the decision-making process.

Level definitions

LEVEL I - No Pandemic in Progress. Health Center to monitor and communicate with EMC.

LEVEL II - Pandemic influenza virus activity identified, but none in the United States

LEVEL III - Pandemic influenza virus activity identified in the United States, but none in Texas

LEVEL IV - Pandemic influenza activity identified throughout Texas

LEVEL V – For Severe Influenza Illness (epidemic begins to impinge on essential services)

	Level II	Level III (in addition to Level II actions)	Level IV (in addition to Level III actions)	Level V (in addition to Level IV actions)
1. Emergency Management Council	<ol style="list-style-type: none"> 1. Contact MARCOM. 2. Conduct Weekly Planning Meetings. 3. Communicate with TDSHS and University departments. 4. Provide member reports to Incident Commander. 	<ol style="list-style-type: none"> 1. Request and review response plans until Executive Task Force is established. 	<ol style="list-style-type: none"> 1. Continue Operations. 	<ol style="list-style-type: none"> 1. Continue Operations.
2. Incident Commander	<ol style="list-style-type: none"> 1. Attend Emergency Management Council Meetings. 2. Incident Commander – Monitor situation and update appropriate personnel. 	<ol style="list-style-type: none"> 1. Communicate and benchmark other college Health Services and RMS Depts. 2. Alert Executive Cabinet and recommend Executive Task Force. 3. Update emergency management plan by EMC as situation evolves. 4. Coordinate with TAMUS to coordinate potential testing, case tracking, contact tracing and vaccine distribution. 5. Ensure appropriate personnel are trained in administering tests to students and employees. 6. Identify space and other 	<ol style="list-style-type: none"> 1. Attend EOC and City/County Meetings as scheduled. 2. Ensure Case Management Plans are in place. 3. Ensure isolation space is available. 4. Provide case numbers to City Public Health Authority as they become available. 5. Report weekly case information to MARCOM and TAMUS Risk Management. 6. Report Tarleton Metrics and Mitigation Plan weekly to TAMUS Risk Management. 	<ol style="list-style-type: none"> 1. Continue Operations.

		resources are available to administer tests and vaccine when it becomes available. 7. Initiate account request from VPFA to track associated expenditures. 8. Establish Case Management Reporting Group to meet weekly to track cases for required reporting.		
3. University Police	1. Attend Emergency Management Council Meetings.	1. EMC/IC informs dispatchers, security, and police of infectious flu or agent. 2. Essential personnel receive online training and medical clearance to wear N95 respirators.	1. Ensure officers are aware of isolation space locations on campus.	1. Continue Operations.
4. Facility Services Designee	1. Attend Emergency Management Council Meetings.	1. Environmental Services to adjust facility cleaning procedures in public areas to reduce viral spread. 2. Essential personnel receive online training on respiratory protection from RMS if N95 masks are available.	1. Same as Level III. Essential personnel receive N95 respirators from RMS, if available. Face coverings may be required depending on Federal, State, TAMUS or Tarleton order.	1. Stand by to shut off utilities as directed by Incident Commander, if necessary. 2. Begin decontamination procedures of facilities as needed.
5. Risk Management & Safety (RMS)	1. Attend Emergency Management Council Meetings.	1. Verify health-care personnel and nursing students have appropriate supply of N95 respirators. 2. Develop and install appropriate CDC signs for good hygiene practices on restrooms and other applicable areas. 3. Distribute and maintain hand sanitizers in within public areas of buildings. 4. Request students, faculty,	1. Verify contract with hazardous material company for biohazard waste disposal. 2. Arrange for additional medical waste pickups, if needed. 3. If disinfectant wipes and hand sanitizer products are in demand use WHO's recipe for making replacements.	1. Provide notification of floor deputies. 2. Assist Health Care Center in distributing N95 Respirators to essential personnel.

		and staff to report all applicable travel and cases through on-line form. 5. Track university expenditures related to event for potential FEMA reimbursement.		
6. President & Executive Council		1. Establish Task Force. 2. Review content of internal and external communication plan. 3. Consider remote work/course delivery plan. 4. Consider event and travel restrictions. 5. Essential services to consider alternating staff work times.	1. Monitor TAMUS/CDC/TDSHS guidance and set response priorities as appropriate. 2. Consider virtual "town hall" sessions from members of the Executive Cabinet to provide consistent message to the university community. 3. Evaluate and/or activate temporary suspension of classes or closure while maintaining critical infrastructure and services. 4. Consider suspending research activities except those deemed as critical.	Continue Operations.
7. Marketing and Communications	1. Issue communications to the campus community regarding status of disease spread, self-protection and member response. 2. Monitor TAMUS MARCOM information.	1. Collaborate with IC to draft internal and external bulletins and announcements. 2. Implement Communication Response plan and coordinate press releases, and manage news teams and interviews, etc.	1. Support Executive Leadership to conduct virtual communication campaign.	Continue Operations.
8. Residence Life	1. Attend Emergency Management Council Meetings.	Enact planning for isolation of students. 1. Health Center and RMS provides essential personnel on risks and response. 2. Identify potential rooms and/or buildings to be used	Evaluate/determine need for student isolation (if activated) 1. Set up Residence Life and Dining Services command center and recall essential personnel. 2. Enact emergency phone contact tree, if applicable.	1. Activate plan from Level III to isolate students in conjunction with the guidance from TAMUS, CDC and TDSHS.

		<p>for isolating students. Update by semester based on current occupancy.</p> <ol style="list-style-type: none"> 3. Notify current occupants in spaces that will be needed of the potential or need for them to move. 4. Ensure emergency response menu is planned for various degrees of need. 5. Stockpile additional food stuffs and water. 6. Ensure food delivery process is planned and delivery supplies are on hand. 7. Establish facility decontamination procedures by cleaning staff. 8. Essential personnel receive orientation on respiratory protection, if applicable. 	<ol style="list-style-type: none"> 3. Identify meal delivery need and method for isolated students with food service vendor. 4. Communicate situation and needs to owners and landlords of rented properties. 5. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance, and housekeeping. 6. Essential personnel receive N95 masks, if available. 	
9. Dining Services		See RL	See RL	See RL

10. Health Center	<p>1. Encourage hand hygiene and cough etiquette for well and ill students, faculty, and staff. For more information, see: http://www.cdc.gov/handwashing/.</p> <p>2. Attend Emergency Management Council Meetings.</p>	<p>1. Communicate with TDSHS regarding planning and surveillance.</p> <p>2. Implement standard precautions.</p> <p>3. Review respiratory protection equipment inventory.</p> <p>4. In-service training for flu. Follow CDC, DSHS and local hospital protocols for patient testing.</p> <p>4. Monitor Health Care workers</p> <p>5. Essential personnel receive respirator orientation from website.</p> <p>6. Develop guidance for Media Relations to communicate to students and employees to call the Health Center or their primary care physician prior to showing up, if they have symptoms.</p>	<p>1. Initiate procedures for personal protection of health care workers.</p> <p>2. Isolate and monitor suspected cases.</p> <p>3. TDSHS to provide guidance if contacts of suspected cases are needed.</p> <p>4. Communicate with parents of suspected cases and explain procedure.</p> <p>5. Counseling center initiates pre-event counseling for essential personnel.</p> <p>6. Update Incident Commander</p> <p>7. Request students, faculty, and staff to report all applicable travel and cases through on-line form.</p>	<p>If necessary, activate</p> <p>1. Isolation rooms in Housing facilities.</p> <p>2. Arrange for counseling services.</p>
11. ITS	<p>1. Attend Emergency Management Council Meetings.</p> <p>2. Evaluate resource needs in the event the university moves to virtual learning and remote work.</p>	<p>1. Verify that backup personnel or contractors are cross-trained. Consider A/B shift for essential personnel.</p> <p>2. Verify process for loaner laptops to employees and students, based on need.</p>	<p>1. Verify that backup personnel or contractors are cross-trained.</p> <p>2. Activate all proactive plans.</p> <p>3. Activate plans to provide services to employees and students that may be on or off-campus.</p>	<p>1. Assist Media Relations regarding phone banks and emergency voicemail announcements.</p>
12. Academic and Student Affairs	<p>1. Attend Emergency Management Council Meetings.</p>	<p>1. Office of International Academic Programs (OIAP) and Academic Affairs monitor and prepare to call in all</p>	<p>1. Arrange for monitoring/delivery of medications, other goods and services to isolated cases.</p> <p>2. Assist with relocation of students</p>	<p>Continue Operations.</p>

	<p>2. Assure that travelers have the latest travel health information for affected areas (including domestic), based upon recommendations from local, state, and federal health agencies. See: http://www.cdc.gov/travel.</p>	<p>Study Abroad trips. 2. Formulates and rehearses launch of case management plan to address needs/support for students. 4. Review and launch, when appropriate virtual course delivery (Hy-Flex) and remote work plans for students, faculty and staff. 5. Coordinate plans for evaluating reduced capacity within residential, office and classrooms.</p>	<p>for isolation. 3. Assist with telephone consultation and support. 4. Utilize Maxient to track and manage cases to provide appropriate level of care to students and employees. This will include access by appropriate designated rep from Student Affairs, Residence Life, Compliance, EMC, and Employee Services.</p>	
13. Employee Services	<p>1. Attend Emergency Management Council Meetings.</p>	<p>1. Monitor guidance issued from TAMUS HRO group. 2. Inform employees of campus policies regarding working from home, travel, using sick leave, and other policies as applicable.</p>	<p>1. Inform employees that physician's note to confirm illness is not required. 2. Provide AWL resources to employees. 3. Develop on-going guidance for Supervisors.</p>	Continue Operations.
14. Athletics	<p>1. Attend Emergency Management Council Meetings. 2. Monitor NCAA and Conference guidance.</p>	<p>1. Review and update existing plans for: Testing, Case Management, Travel, and Practice and Competition Protocols.</p>	<p>1. Update plans as needed.</p>	Continue Operations.

VI. Direction and Control

A. General

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

B. Decision-Making Process

The priorities of decisions may change as the situation evolves.

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

C. Decision-Making Timeline

1. Travel Advisories — Advisories regarding voluntary travel restrictions should coincide with federal, state, and/or local recommendations as the situation evolves (e.g. travel advisories should be issued to voluntarily restrict travel to affected regions).
2. Screening, Triage, Isolation — Screening, triage, and isolation should be implemented as soon as possible. Past experiences with H1N1, SARS and other biological incidents have demonstrated quarantine to be ineffective. The implementation of mandatory quarantine has also been deemed too resource-intensive for the University to employ; therefore, voluntary quarantine should be considered as a containment measure. Isolation is recommended to be voluntary. Due to extensive legal constraints, only under extreme measures should mandatory isolation be implemented. Beyond the point to maintain screening, triage, and isolation, social distancing measures should be employed.
3. Special Events/Mass Gatherings (to include classes) — Suspension of special events and mass gatherings (including suspension of classes) will be considered based on guidance from TAMUS and local public health officials.
4. Resumption of Normal Operations should be predicated on the recommendations of state, TAMUS and federal authorities. Other factors for University resumption should be:
 1. Decreased morbidity and/or mortality rate
 2. Decreased rate/speed of disease spread
 3. Other regional schools/school systems resuming operations
 4. Transportation systems opening/increasing interstate travel
 5. Availability of sufficient faculty and staff to support resumption of classes and research

D. Lines of Succession

The lines of succession for University officials will follow normal succession as provided in Section 1 of the Emergency Management Plan.

E. Incident Command System — Emergency Operations Center Interface

The EOC will not be physically activated in response to social distancing measures in place during an influenza pandemic. However, the EOC will be activated in concept as stated in the Tarleton Emergency

VII. Concept of Operations

A. General

The basis of the University response is the **preservation of health, safety, and the well-being of the campus community**. It is paramount that the University tends to the campus community to foster a healthy environment during a pandemic.

Maintaining economic stability and feasibility is secondary to the health, safety, and the well-being of the campus community. Every action will be taken to minimize adverse health effects and negative economic disruptions.

All employees (essential and non-essential) may be tasked to perform other duties, essential duties, as a result of a pandemic response. Training for these situations will be provided as necessary through Risk Management, Department Heads, and Supervisors.

The basic order of operational priorities is:

- 1) Maintaining the health, safety and well-being of the campus community.
- 2) Maintaining business continuity to minimize negative economic disruptions.
- 3) Maintaining critical infrastructure and/or facilities to support remaining campus residents and other essential duties and personnel.
- 4) Resume normal University operations.

All emergency operations for responding to an influenza pandemic shall be within the framework of the National Incident Management System (NIMS).

B. Essential Duties

1. Security
2. RMS
3. ITS Support
4. Employee Services
5. Financial Operations
6. Campus RLL
7. Food Services
8. Maintaining Critical Infrastructure
9. Course Instruction
10. Research

C. Essential Personnel

1. In general, if employees' job duties affect the security, safety, or physical operation of the University (including providing services to students) they may be employed in a position that is considered "essential" during these closings, as defined by Employee Services.
2. Vice President's, Deans, Department Heads, Directors, and other Administrators are familiar with the commitments and requirements of their areas of responsibility within the University and are uniquely positioned to make the decision as to who needs to work as an "essential person" during these times.

D. Employee Well-being and Support

The response to an influenza pandemic will pose substantial physical, personal, social, and emotional challenges to employees of the University. Therefore, it is imperative for the University to provide employee well-being and support. It is infeasible for the University to operate and maintain a University-wide phone bank because of the increased burden to faculty and staff. For this reason, each department

is encouraged to check on the well-being of its employees and to provide support as necessary. Departments are encouraged to monitor the health and emotional status of its employees by any number of mechanisms. These mechanisms may be in the form of (but not limited to) the following:

1. Establish a coordinated case management system utilizing Maxient to document the well-being of those affected by the illness.

E. Business Continuity

1. Business Continuity planning is critical before an influenza pandemic. Maintaining business continuity will mitigate disruptions to critical services and infrastructure caused by pandemic influenza. As well as these mitigating disruptions, Business Continuity planning enhances the recovery efforts caused by pandemic influenza.
2. Services critical to University operations are financial services, employee services, safety and security, medical services, food services, educational services, etc. Critical infrastructure, being the infrastructure essential to providing critical services, includes utilities, water, information technology, telecommunications, road services, etc.
3. To maintain Business Continuity, departments will identify essential services or duties and who they serve to maintain University operations. After developing a written list of essential duties and services, each department will determine essential personnel to perform these duties. Each department will:
 - a. identify the number of essential personnel.
 - b. identify the number of shifts (if applicable) and the number of personnel per shift.
 - c. identify alternate locations for work, e.g. telecommute.
 - d. identify how many must report to campus for work.
 - e. identify how many must interact with other people on campus.
4. Departments will identify other departments that are critical to maintain their respective essential services.
5. Departments will identify, train and prepare ancillary workers to assist in areas needing augmented staffing (e.g. non-essential staff, contractors, retirees). In addition, individuals with similar job duties from other departments should be identified to augment staffing.
6. Departments are responsible for maintaining and updating their department business continuity plans on an annual basis, or as to reflect personnel changes or changes to essential services, policies, or duties.
7. The University will develop policies and procedures for payroll services, expedited supply purchases, and infrastructure maintenance.
8. The University will develop policies to address the cancellation of University operations and lecture/research operations.

F. Communication

1. General
 - a. Pandemic influenza imposes extra difficulties on communication. Therefore, it is of great importance to know who to contact and how to contact them. Effective communication is comprised of redundant communication systems, effective internal communication (communication among the University community) and effective external communication (communication with external agencies and the general public).
 - b. A reliable and redundant communications system is essential to obtain the most complete information on emergency situations and to direct and control resources responding to those situations.
 - c. In an emergency, one or more communication strategies/systems can become disabled or ineffective. Therefore, it is critical that planning takes into consideration the need for backup communication modes, diversity of communication modes and redundancy. Diverse and redundant communication systems will include, but are not limited to, Code Purple, email, internet, and phone lines (land or cellular).

- d. Communication should happen early and often. All communication should be easily understood and culturally appropriate.
2. Communication with member(s) of the University community traveling in affected regions must consider:
 - a. Members of the University community that are traveling to affected regions as part of a University-sanctioned event will provide contact information before departure to the leading department and/or the Study Abroad Office per existing University policies.
 - b. Members of the University community that are traveling to affected regions not in capacity of a University-sanctioned event will be encouraged to voluntarily register through International Study Abroad Office. All contact information obtained through voluntary registration will be recorded in the CISI and or the Terra Dotta software/database.
 - c. Primary modes of communication for all individuals will vary depending on the type of communication services available in the travel destination. Registered individuals will indicate the primary modes of communication. However, generally, the primary modes are telephone or email.
3. Communicating University Closures
 - a. Any announcements regarding closures or cessation of University events will be communicated via Code Purple (Tarleton's official emergency notification system), the Tarleton home web page, email, and television/radio announcements.
4. Internal Communication
 - a. General University Community — General information regarding pandemic influenza will be distributed in the form of public service announcements (PSAs) through any and all available modes of communication (i.e., internet, email, telephone, radio, television, etc.) as appropriate.
 - b. Essential Personnel.
 - 1) All departments will utilize multiple modes of communication and calling trees as established in departmental business continuity plans.
 - 2) In general, the primary modes of communication are landline telephones, email, and two-way radios for all University employees.
5. External Communication

The modes of external communications are specified in the EMP and, typically will be approved by Marketing and Communications.
6. Resumption of University Operations

Resumption of University operations will be communicated through multiple means. Primary means for communicating the resumption of University operations will be via the Tarleton website and social media. Other means for communication will be utilized as deemed appropriate.

G. Surveillance and Health Monitoring

1. Surveillance and health monitoring will be provided by the University Health Center and the Texas Department of State Health Services (DSHS).
2. Surveillance and health monitoring includes increased attention to symptoms indicative of influenza-like illness and disease in persons who have engaged in travel to the affected area(s). Disease tracking will be provided through a laboratory setting and contact tracing.
3. The university may establish testing locations on campus in order to identify those affected by the virus in order to make timely decisions on their care and to protect other members of the campus community.

H. Containment Measures

The University will employ disease containment measures to slow the transmission of disease on campus. Containment measures may include:

1. Infection control measures such as respiratory etiquette, hand hygiene and/or the use of personal protective equipment.

2. Reduction in routine University-related activities as part of “ice days” strategy and social distancing strategies for employees who must work because their function is deemed essential (e.g. cancellation of face-to-face meetings, staggering of work shifts, etc.).
3. Implementing virtual learning opportunities and the option for employees to work remotely.
4. Contact tracing may be performed by campus personnel or through the TAMUS Public Health group utilizing the RedCap solution to document potential close contacts.

I. Health Care

1. Medical Support

The University will have primary responsibility for the health care services needed by students during a pandemic. Medical support will be under the direction of the Director for the SHC.

2. Screening/Triage

Typically, communication will inform students, faculty and staff to contact the SHC (students) or their health care physician prior to entering into the applicable health care facility. The screening and triage functions would be conducted, using standard criteria, through the following mechanisms: phone- and web-based screening/triage and screening/triage at SHC. Based on the completed screening the SHC or Health Care Provider may recommend the individual to self-isolate or be transported to the emergency room.

Isolation

- a. During the early stages of a pandemic, people known to be infectious with pandemic influenza will be advised to isolate themselves from others, typically in their own homes. For infectious students housed on campus and unable to be isolated at home, the University will isolate students with influenza-like illnesses in designated locations within Residence Life housing facilities.
- b. Plans to monitor and provide outpatient health care for students on campus under isolation conditions will be under the direction of the Director of the SHC.
3. **Quarantine**
The implementation of quarantine will be on a voluntary basis. Individuals that may have been exposed to pandemic influenza, through travel or other means, should self-quarantine in accordance with CDC and Tarleton protocols.

J. Medical Supply Distribution

If applicable, vaccines and prophylaxes provided directly to Tarleton State University by DSHS or any other health organization will be distributed under the supervision and by the recommendations of the SHC.

K. Mass Fatalities Management

The management of mass fatalities will be performed in accordance with the Director of the SHC and the Department of State Health Services.

L. Residence Life

1. In the event that a portion of the student population remains on campus, Residence Life may consolidate the students and families to the least number of buildings possible to reduce the magnitude of essential duties. If students are consolidated in an appropriate facility, decisions will be based on current CDC guidelines and best practices. Residents in the University apartments will remain in the University apartment buildings.
2. The consolidation of campus residences will be affected by the students’ perception of the situation. That is, students may perceive the cancellation of classes (and subsequently, the closing of University operations) as a holiday, leaving a majority of personal belongings in campus Residence Life. Under these circumstances, the consolidation of remaining campus residences may be revised.

M. Food Distribution

1. The Dining Hall will serve as walk-in facility for feeding of well students. This facility will be utilized per Dining Services departmental protocols.
2. Dining Services will evaluate food supplies for an anticipated low student population residing on campus.
3. Student Affairs and the Dining Service provider will coordinate alternate meal options which may include take out, delivery, or staggered meal times within the Dining Hall following suggested social distancing protocols.

N. Security

1. The primary role of the University Police during any emergency operation is to provide for the safety and security of the campus community.
2. Many of the tasks required of the department during an influenza pandemic are simply an expansion of normal daily responsibilities including enforcing laws, maintaining order, protecting lives, property, and providing traffic and crowd control.
3. In addition to their normal duty assignments, security departmental personnel may be called upon to protect and control access to key facilities, disseminate information to the public (should primary systems be inoperative), and provide security for vacated buildings on campus.

O. Academic

1. Course Offerings — All course offerings will be in accordance with the Provost for Academic Affairs recommendations.
2. Course Credits
 - a. If the “crisis” comes between semesters, consider suspending the beginning of classes and readjust the calendar to begin when safe conditions prevail.
 - b. If the “crisis” comes during the first 12 days of a long term or first 4 days of a summer term, consider suspending classes and readjust the calendar to begin when safe conditions prevail. At the time that classes begin again, allow time for a full semester (70 days).
 - c. If the “crisis” comes later in the semester so that only 12 days for a long term (or 4 days for a summer term) are lost at the end, consider declaring it a “full semester” with credit assigned based on the work completed.
 - d. If the “crisis” comes any time in the long term between the first/last 12 days (or the first/last 4 days of a summer term), consider suspending classes until safe conditions prevail. Readjust the calendar to begin again when classes resume. This will effectively be a “time out” with course content resuming when classes resume.
3. Grades — Options to Consider
 - a. If the semester has started and classes are suspended, and a student returns when classes resume, the grade will be assigned at completion.
 - b. If the semester has started and classes are suspended, and a student chooses not to return, grade options for NG or W will be decided by the Dean of the College (or designee) providing the course.
 - c. If the semester must be terminated near the end of classes but before the last/final exams are given, grades may be affected. If this is a catastrophic situation, it may be appropriate for all grades for that semester be reported only as pass/fail rather than letter grades.
4. Refunds
If classes have begun and are completed on-time on-line, no refund is given.
5. Communication
 - a. Official course and semester calendar information will be provided on the Tarleton website homepage.
 - b. Specific course information concerning any classes will be posted on the University Faculty Web pages.

P. Research

Reserved

Q. Utilities

The Facility Services designee will initiate activities in an attempt to maintain minimum heating and cooling in non-occupied buildings to maintain building materials within the facility.

R. Recovery/Resumption of Normal Operations

Emergency operating procedures for pandemic emergency conditions listed in this plan will cease when the campus returns to a Preparedness Phase or as recommend by federal, state, and/or local recommendations. Campus personnel will be notified by various means such as Code Purple, university web pages, social media or other suitable means.

APPENDIX W
ACTIVE SHOOTER

The University Police Department will provide primary response to any report of an active shooter at the Stephenville Campus.

The decision to contact additional law enforcement agencies will be made by the responding UPD officers and/or Supervisor, as needed.

University Police will coordinate the response with assistance from the Stephenville Police Department, the Erath County Sheriff's Department, the Department of Public Safety and other agencies.

A perimeter will be formed around the affected area or building by responding Law Enforcement agencies in an attempt to contain the suspects and to monitor any movement.

If the suspects have not yet been properly contained within a building or area by law enforcement, occupants will be asked to shelter in place. All occupants will remain within these areas unless they feel flight is necessary for personal safety or they are asked to evacuate by a law enforcement representative.

An Incident Command Post will be established by the Incident Commander at the scene. A member of the Emergency Management Council will assess whether safety permits a timely activation of the EOC or if factors require the threat to be mitigated prior to activation.

APPENDIX X

BUSINESS CONTINUITY PLAN (BCP)

Unlike the comprehensive Emergency Management Plan (EMP), which describes the way the University will respond to an incident on campus that impacts our normal operations; the BCP provides information and guidance on how to restore critical operations following a significant campus incident. As good stewards of Tarleton's mission, departments need to be ready to meet the challenges of any disruption by evaluating, mitigating, and planning their specific responses to a variety of possible scenarios. This preparation is known as business continuity planning.

Purpose

The BCP establishes a framework to continue to provide the most essential services to our university community in the event of an emergency or disruption to operations.

The BCP does not apply to temporary disruptions of service including minor IT system or power outages and any other scenarios where essential services can be quickly restored.

Planning

Annually, the Emergency Management Coordinator will forward a planning template request to appropriate university leaders representing each department. The university leader will be requested to certify their existing plan or to complete an initial departmental planning document. These completed planning documents will become part of the university BCP.

Oversight

The Emergency Management Council will serve in the capacity of providing oversight and direction of the BCP under the guidance of the Emergency Management Coordinator.

Communication

The Emergency Management Coordinator will be responsible for providing recommendations to Tarleton's EVP/CFO who will, after collaboration with fellow executive cabinet members, authorize specific actions consistent with the EMP and BCP.

Testing of the Plan

The Emergency Management Coordinator will be responsible for scheduling and coordinating required exercises annually.

Training

Applicable university leaders involved in the Business Continuity planning process will be requested to complete the FEMA Training Course titled, NIMS IS-330 located at the following link:<https://training.fema.gov/is/courseoverview.aspx?code=IS-1300>.

Additional resource information regarding the BCP process is located at the following link:

<https://rise.articulate.com/share/wDhK4ipObI3KwRlqZSE960VgGPIkQarL/#>

Fundamental Elements

Emergency Management Coordinator

The Emergency Management Coordinator is responsible for developing and guiding Tarleton's Business Continuity Plan with the Emergency Management Council serving as the steering committee.

Essential Services

Departments/divisions will determine the functions that they must perform in order to continue to operate and provide necessary services when submitting their initial BCP. These functions are considered essential functions. During and after a disruption, it may be impossible to immediately perform all university functions at full capacity. To enable the University to focus resources

appropriately, departments/divisions will categorize their essential functions into the following tiers with the objective of re-establishing or recovering operations (Recovery Time Objective = RTO) in the specified timeframes:

- Critical Level Infrastructure: Uninterrupted. Directly impacts life, health, safety or security. RTO<4 hours
- High Level Infrastructure: Must continue at normal or increased level. RTO <24 hours
- Medium: Must continue if all possible, perhaps in a reduced mode. RTO < 1 week
- Low: May be suspended for up to one month without causing significant disruption. RTO <1 month
- Deferrable: May pause and resume when conditions permit. RTO > 1 month

Essential departments and functions include, but are not limited to:

Course Instruction/Delivery
Police Operations
Campus Operations
Emergency Management
Information Technology Services/Support
Registrar
Payroll
Admissions
Dining Operations
Critical Research
Residence Life
Finance & Administration

Alternate Facilities

In the event the relocation of staff and support equipment are necessary, Campus Operations will evaluate and identify appropriate space available to facilitate the continuance of services for critical departments.

Remote Work Procedures

In the event university employees cannot work at their assigned campus location due to a critical incident they may submit for consideration a standard Alternate Work Schedule (AWS) or Alternate Work Location (AWL) arrangement. These requests will be vetted through the approval process and employees will receive a response from their supervisor as soon as possible. These requests are temporary and participating in an alternate work location agreement can be terminated at any time by the supervisor or the employee. Both employees and supervisors are responsible for ensuring business continuity and proper stewardship of university and state resources.

1. Alternate Work Schedule (AWS) Agreement

- a. With supervisor approval, employee may adjust hours within a workday or workweek through the Alternate Work Schedules (AWS) Agreement.
- b. The Work Time section must equal the employed hours for the employee. For example, if the employee is a full-time employee (100% effort), ensure the hours outlined total to a 40-hour work schedule.
- c. Employee will report to work out of his/her respective work/office location.
- d. Forward the completed and signed agreement to Employee Services.

2. Alternate Work Location (AWL) Agreement

- a. If an AWS is not feasible; the employee and supervisor should assess the feasibility of an Alternate Work Location (AWL) through the completion of the AWL Agreement.
- b. Forward the completed and signed agreement to Employee Services.

- c. The Proposed Alternate Work Location Schedule section must equal the employed hours for the employee. For example, if the employee is full time employee (100% effort), ensure the hours outlined total to a 40-hour work schedule.

Supervisor Guidance Upon receiving a request

Supervisors should review the request with the staff member, assess with the factors listed below in mind, and discuss with their division vice president.

- Is the requested work arrangement considered reasonable, given the employee's position and essential job functions?
- How does the requested work arrangement compare with others to ensure fair and equitable treatment?
- Are the operational, supervisory, and staffing needs in the department adequate to ensure proper coverage?
- What has been the team member's performance level, i.e., is the individual in good standing?
- Are the measurements to ensure customer service under this arrangement relevant to the employee's contributions to the department and the University?

Supervisors have discretion to approve/deny alternate work arrangement requests if the arrangement would hinder and/or impact the department's business continuity. Supervisors are responsible for consistently and equitably assessing alternate work arrangement requests.

Important As you navigate this process with your employees:

1. Remember HIPAA (medical confidentiality) requirements during interactions with employees.
2. Remember your teams and check in with them to make sure they are okay.
3. It is important to advise the employee ongoing communication and updates should be maintained with the respective supervisor.
4. Student Employees (hourly and GA)-Supervisors are encouraged to seek meaningful projects their student employees may perform away from the office in the event they need to self-isolate, to include performing projects that may not be part of their current responsibilities but will benefit the department and can be handled remotely. Students working remotely are required to complete an AWL. Employee Services may be reached via email at employeeservices@tarleton.edu for assistance.

BUSINESS CONTINUITY PLAN (BCP) CHECKLIST

The following checklist identifies specific activities and suggestions to help departments in their continuity of operations planning efforts in order to resume departmental operations as quickly and efficiently as possible during and after an emergency that interrupts operations.

- IMPACT OF SERVICES:** (Departmental Responsibility) Planning Steps:
 - Assign a departmental BCP coordinator with the following duties:
 - Coordinate the development of the departmental Business Continuity Plan
 - Act as liaison between various departmental and university units
 - Coordinate departmental efforts during recovery
 - Assign an alternate BCP coordinator to serve as a backup and assist the BCP coordinator
 - Consider assembling an internal departmental continuity committee to gain input regarding the development of the BCP Plan. Some individuals you may want to consider include your department head, assistant department head, an IT professional, and a representative from your department's human resources or business services

- CONTACT INFORMATION:** (Departmental Responsibility)
 - Plan for a notification method for contacting departmental employees, university units, vendors, students, as well as other contacts needed to continue departmental operations. For example, use a phone tree, create a departmental contact list, develop an email list-serve.

- MISSION CRITICAL DEPARTMENTAL FUNCTIONS/SERVICES** (Departmental Responsibility)
 - Determine which departmental functions are mission-critical. Decide which processes need to be maintained or restored first to keep the departmental services and functions running. Then prioritize these services.
 - Determine an alternate recovery process for temporary recovery and for normal recovery
 - Determine the impact should there be a loss of essential/critical departmental functions/services/processes. Also, consider both monetary and non-monetary outcomes. These should be measured with respect to safety, compliance, property loss, fines, legal, and loss of critical services.

- DATA AND TECHNOLOGY NEEDS** (Departmental Responsibility)
 - Develop a technology plan to determine which mission-critical data and technology components (both hardware and software) would be needed to recover documents, information, and research in the event of disruption of services.
 - Assess how quickly and accurately services can be restored. Perform a data recovery test, if possible.
 - Determine the effectiveness of the department's data backup policies and procedures and who is responsible for maintenance of this documentation.

- DEVELOP THE DEPARTMENTAL BUSINESS CONTINUITY PLAN** (Departmental Responsibility)
 - Determine necessary resources, facility and infrastructure requirements, as well as equipment and supplies needed for recovery of mission critical departmental services and functions

- COMMUNICATE THE PLAN** (Risk Management and Safety)

- Provide access to the BCP to personnel. Be sure to also share evacuation and shelter-in-place procedures with department employees and students.

TEST AND MAINTAIN THE PLAN (Risk Management and Safety)

- Test the BCP upon completion and update it annually to ensure information is accurate. Be sure that any sensitive information in the BCP is securely stored.

**APPENDIX Y
EMERGENCY COUNCIL (EC)**

Emergency Management Coordinator	Walter Bridges 254-459-5458
Tarleton PD	Matt Welch 254-968-9875
Stephenville PD	Amanda Atchison 254-434-1482
Erath County Sheriff	Matt Coats 254-965-3338
Stephenville Fire Dept	Scott Brinkley 254-918-1249
TSU Athletics	Troy Jones 254-592-6335
Campus Ops	Ben Kunze 512-657-2821
Tarleton Health Center	Bridgette Bednardz 254-968-9271
Tarleton Marketing and Communications	Cecilia Jacobs 254-968-1620
Tarleton Academic Affairs	Jordan Barkley 254-968-9103
Tarleton Finance & Administration	Shante Hackworth 254-968-9873
Residential Life	Scott Blackwell 254-968-9083