



Emergency Operations Plan

January 2024

Emergency Operations Plan

SUMMARY

1. Purpose. In accordance with Texas Education Code 51.217 Multi-hazard Emergency Operations Plan and System Policy 34.07.01 Emergency Operations Plan and in conjunction with NIMS Presidential Directive #5, RELLIS Campus has adopted an all-hazards approach to assessment, prevention and mitigation of risks that face our campus.
2. As a result, the campus has adopted and will implement the Texas A&M – RELLIS Campus Emergency Operations Procedures (EOP). This document is a fluid work in progress plan that is designed to provide guidance to campus administration and personnel in the event of an emergency.
3. Tasked campus administration and personnel shall become familiar with this document and related public information, and shall actively participate in the training, exercising and maintenance needed to support this plan.
4. This plan and its supporting contents are hereby approved, shall supersede all previous editions, and is effective immediately upon the signing.
5. Points of Contact. For questions or concerns regarding Emergency Operations at RELLIS or information within this EOP.
 - a. Assistant Director, Environmental Health and Safety: 979-317-1008
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CHAPTER 1 – Definitions

1. **Campus Emergency Declaration:** Any incident that significantly impairs the normal operations of the RELLIS Campus and the campus community. The emergency event may have an impact requiring immediate action to be taken by the RELLIS Administration or in extreme circumstances the TAMU Police Department officer in charge to ensure institutional operations are restored, and a safe environment exists.
2. **Emergency Purchase:** purchase of goods or services that, if not secured immediately, the RELLIS Campus will suffer financial or operational damage.
3. **Executive Policy Group (EPG):** The EPG comprises senior campus administration members responsible for providing policy direction to incident command and setting broad priorities as they relate to responding to and recovering from emergency incidents. Upon declaration of a Campus Emergency Event that results in a Campus Declaration of Emergency, members of the Executive Policy Group will assemble in the EOC.
4. **Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure reflecting the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations. For minor emergencies, RELLIS Administration will coordinate with local responders to provide the appropriate response.
5. **Incident Command Post (ICP):** is the location at which the primary command functions take place. The incident command post will have be comprised of organizations directly related to the incident response. The location of the ICP for will be determined based on the location of the incident. The Incident Commander is located at the ICP, and there is only one ICP for each incident. Incident command will be determined based on the type of emergency.
6. **Emergency Operations Center (EOC):** Emergency Operations Center; the location where the EPG operates out of during a crisis; this location is generally a centrally located room equipped with communications, computers, and other supplies.
7. **Community Emergency Operations Center (CEOC)** Upon activation, the CEOC becomes the centralized communication and coordination facility for RELLIS Campus and the campus community emergency response. The CEOC is the key to successful coordinated efforts and responsible for supporting the Incident Commander and consequence management actions. The CEOC, if applicable:
 - a. Serves as the central meeting and gathering location for critical management, support personnel and serves as the incident support operations and resource center.
 - b. Facilitates the flow of communication and coordination between the different operating agencies, various levels of government, and the public.
 - c. Supports the Incident Commander by mobilizing and deploying resources as requested.

- d. Assembles accurate information about the incident and provides situational analysis.
 - e. Issues community-wide warnings and alerts.
 - f. Provides public information services and coordinates activities with the on-scene.
 - g. Public Information Officer (PIO) and the Joint Information Center, if established.
 - h. Communicates and implements policy-level decisions from the EPG.
 - i. Organizes and implements evacuation.
 - j. Obtains local, state, and federal assistance as needed.
8. Critical Incident Media Site: Once an emergency event has resulted in the declaration of a System Office emergency, The Texas A&M University System Vice Chancellor of Marketing and Communication or her/his designee will determine an appropriate media site that will not interfere or potentially compromise the emergency operations, rescue efforts, or resulting investigations.
 9. Parent/Family Information Site: After a campus emergency has been declared, and at the direction of the RELLIS Director, the RELLIS Academic Alliance Director, or her/his designee, will determine an appropriate location of a parent information site that will not interfere or compromise emergency operations. The Parent Information site will never be in the same locale as the Media site; nor will the media be given access to the Parent Information Site without the express permission of the Incident Command Team and the Executive Policy Group.
 10. Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.
 11. Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. The IC will be determined by type of incident. In some cases, there will be a unified command given the joint nature of the incident response. For minor emergencies, RELLIS Administration will coordinate with local responders to provide the appropriate response.
 12. Unified Command (UC): In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

CHAPTER 2 – Mission, Scope, Situation Overview, and Assumptions

1. Mission

- a. It is the mission of the RELLIS Campus Administration to provide policies, education, and training to enhance the protection of lives and property. The RELLIS EPG will coordinate and integrate all necessary resources to mitigate, prepare for, respond to, and recover from emergencies that affect the RELLIS Campus and its constituents.
- b. The key elements of RELLIS Campus EOP are intended to support the National Preparedness Goal defining what it means for the whole community to be prepared for all types of disasters and emergencies. Since an emergency is, by definition, an incident that may occur suddenly, without warning, at any time, or any place, The Texas A&M University System has developed this (EOP) to coordinate and integrate all necessary resources to prevent, protect, mitigate, respond to and recover from emergencies that affect the RELLIS Campus and its constituents. It is designed to provide the basic administrative structure and procedures necessary to cope with emergency situations.

2. Scope

- a. The RELLIS EOP was created to address emergencies that may happen on campus. The EOP is designed to assist RELLIS leaders with the ability to coordinate emergency response and minimize the effect on employees, students, visitors, and facilities. RELLIS is committed to providing continuous education and research opportunities to all its staff, faculty, and students. This plan recognizes that any interruption of service to staff or students is a potential emergency and that RELLIS will use all resources to mitigate the emergency quickly and safely.
- b. RELLIS and its operations are susceptible to emergencies such as natural disasters, severe weather, and other hazards. Because an almost limitless number of emergencies may be encountered, the EOP was designed to serve as a template for the many possible responses. Procedures within this have been designed to comply with applicable regulations.
- c. This program consists of plans, procedures, training, drills, and exercises, to acquire resources and equip facilities based in the National Incident Management System (NIMS). It has been developed to coordinate with Brazos County Inter-Jurisdictional EOPs to maintain emergency response capabilities. It is designed to interface with community response organizations and anticipate potential emergencies which may affect any operation or service. The TAMUS may develop agreements with TAMU or other RELLIS Campus constituents regarding mutual aid to share resources as necessary and utilize the expertise of TAMU emergency response personnel.
- d. The Director RELLIS Campus or Designee is responsible for maintaining and updating this plan. This plan shall be reviewed annually and updated based upon deficiencies identified during actual emergency situations, training, and exercises, and when changes in hazards, resources, capabilities, or organizational structure occur. A revised or updated plan will be provided to all departments and individuals tasked within this plan in addition to The Texas A&M University System Environment, Safety and Security Offices.

3. Situation Overview

- a. The Texas A&M – RELLIS Campus offices several organizations and entities from both the public and the private sectors. On the campus are organizations from:
 - i. TAMUS RELLIS Campus Administration
 - ii. TAMUS Academic Alliance
 - iii. Blinn College
 - iv. TAMUS Bush Combat Development Complex
 - v. Texas Division of Emergency Management (TDEM)
 - vi. Texas A&M AgriLife Research
 - vii. Texas A&M Engineering Experiment Station (TEES)
 - viii. Texas A&M Engineering Extension Service (TEEX)
 - ix. Texas A&M Transportation Institute (TTI)
 - x. Texas A&M University (TAMU)
 - 1. College of Engineering
 - 2. College of Architecture
 - 3. International Ocean Discovery Program (IODP)
 - 4. College of Agriculture and Life Sciences (Honeybee Lab)
 - 5. Conservation Research Laboratory, Center for Maritime Archaeology and Conservation
 - 6. College of Veterinary Medicine
 - ii. Various Industry Partners
- c. The campus is home to multiple academic and research buildings and sites. It is not uncommon for authorized personnel to conduct official business outside of normal business hours, so there may be activity at any time of the day on RELLIS Campus.

2. Hazard Analysis

- a. The RELLIS Campus is exposed to hazards that have the potential to disrupt the normal working operations, causing casualties, and damaging or destroying the facilities. A summary of major hazards is provided in the table below.

Hazard Type	Likelihood of Occurrence*	Estimated Impact on Public Health and Safety*	Estimated Impact on Property*
Tornado	Occasional	Major	Major
Severe Thunderstorms	Highly Likely	Limited	Limited
Flooding	Unlikely	Moderate	Limited
Severe Winter Weather (ICE)	Occasional	Moderate	Limited
Building Fire/Wildfire	Unlikely	Moderate	Moderate
Active Shooter	Unlikely	Major	Limited
Workplace Violence	Occasional	Limited	Limited
Hostile Person(s)	Unlikely	Moderate	Limited
Infectious Disease	Unlikely	Limited	Limited
Epidemic	Unlikely	Major	Moderate
Civil Disturbance	Occasional	Limited	Limited
Bomb Threat	Occasional	Limited	Limited
Suspicious Package	Occasional	Limited	Limited
Utility Service Interruption	Occasional	Limited	Limited
Chemical /Biological Spill	Unlikely	Limited	Limited
Unauthorized/Emergency Divert	Unlikely	Limited	Limited
* Likelihood of Occurrence: Unlikely, Occasional, Likely or Highly Likely			
* Estimated Impact on Public Health/Safety and Property: Limited, Moderate, Major			

3. Capabilities Assessment

- a. The RELIS Campus currently maintains policing services through an agreement with the TAMU Police Department (UPD). UPD is responsible for all law enforcement responses on RELIS Campus except inside Walter C. Schwartz and Blinn Phase 2 buildings. Law enforcement presence is provided daily within the Walter C. Schwartz and Blinn Phase 2 buildings by Blinn College. Blinn College Police are responsible for emergencies within the Schwartz and Blinn Phase 2 buildings only. Additional security coverage is provided by TAMU UPD with uniformed security officers. Fire emergency services are provided by the Bryan Fire Department.

- b. The primary and secondary agencies for emergency services are listed below.

Agency Type	Primary	Secondary
Law Enforcement	Texas A&M University Police Department	Blinn College Police Department, Bryan Police Department, College Station Police Department, Brazos County Sheriff's Office
Fire Services	City of Bryan Fire Department	According to Bryan Fire Department Mutual Aid Agreements & Brazos County Precinct 4
Emergency Medical Services	Bryan Fire Department	College Station Fire Department & Brazos County Precinct 4
Public Health	Brazos County Health Department	Texas A&M Environmental Health & Safety
Utilities/Infrastructure	TAMU UES	Atmos Energy, BTU, Enchanted Rock Energy
Facilities Services	SSC	
IT	RELLIS IT	TAMU IT Services & TAMU TTI IT
Communications	RELIUS IT	Helpdesk Central & TAMU Division of IT Telecom

4. Planning Assumptions. The following are planning assumptions specific to the RELIS Campus.
- a. The RELIS Campus will continue to be exposed to or subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.
 - b. Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.
 - c. Incident management activities will be initiated and conducted in accordance with the National Incident Management System (NIMS).
 - d. Local emergency response resources will be available in emergency situations affecting the RELIS Campus.

- e. It is possible for a major disaster to occur at any time and any place in or near the RELLIS Campus. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many disasters can, and may, occur with little or no warning.
- f. RELLIS Campus officials and representatives recognize their responsibilities for the safety and well-being of students, faculty, staff, and visitors, and assume their responsibilities in the implementation of this EOP.
- g. Proper implementation and understanding of these guidelines through training and exercising will reduce or prevent disaster-related losses.
- h. The local police and fire departments will respond where support agreements or mutual aid agreements exist.
- i. Emergencies on the RELLIS Campus may involve multiple responding departments and agencies such as, TAMU UPD, Blinn College Police, The City of Bryan Police Department, College Station Police Department, Brazos County Sherriff's Department, The Texas A&M University System, TAMU Environmental Health and Safety, Emergency Medical Services, Facilities Services / SSC Services, TAMU Utilities and Energy Services, TAMU Transportation Services, and other appropriate TAMUS members, city, county, state, and federal agencies.
- j. In most cases, the fire department or law enforcement personnel will assume Incident Command, depending on the type of emergency.
- k. Hazardous conditions may follow any major disaster thereby increasing the risk of injuries and death.
- l. Casualties will be transported to local area hospitals.
- m. Other TAMUS agencies or components operating on the campus will coordinate their emergency actions with this EOP.
- n. Regardless of the threat or type of emergency, it is possible that the following results may be encountered:
 - i. Death, injury, or illness of people and/or animals
 - ii. Interruption or disruption to transportation
 - iii. Interruption or disruption to normal communications
 - iv. Interruption or disruption to utilities and other essential services
 - v. Congregation of large numbers of people at the scene, at central locations, at shelters, etc.
 - vi. Structural damage to streets, buildings, utilities, and other property

- vii. Contamination of food, water, personnel, vehicles, property, and other substances
- viii. Shortages of essential items
- ix. Periods of civil unrest or disorder, including looting, rioting, mob scenes, violence, etc.
- x. Initial confusion of the affected population, with probable delays in response due to disaster incidents
- xi. Extensive need for public information
- xii. Disruption of business activities

CHAPTER 3 – Concept of Operations

1. General

- a. It is the responsibility of the RELLIS Campus authorities to protect life and property from the effects of disasters within its own jurisdiction. RELLIS Campus has the primary responsibility for initial emergency management activities. Information located in this section is designed to give an overall picture of incident management. It will primarily clarify the purpose and explain the overall approach to an emergency (i.e., what should happen, when, and at whose direction) to include the division of local, state, federal, and any intermediate inter-jurisdictional entities.
- b. Priorities for incident management are to:
 - i. Save lives and protect the health and safety of students, faculty, staff, visitors, responders, and recovery workers.
 - ii. Ensure security of the campus.
 - iii. Protect and restore critical infrastructure and key resources.
 - iv. Protect property and mitigate damage and impacts to individuals, the community, and the environment.
 - v. Facilitate recovery of individuals.
 - vi. Recover and restore operations.
- c. This EOP is based on the “all-hazards” approach. The plan is flexible in that part of the plan, or the entire plan may be activated based on the specific emergency and decision by RELLIS executive management.
- d. The concept of operations for RELLIS Campus is that emergency functions of various agencies/organizations/divisions/departments involved in emergency management will 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.
- e. Day-to-day functions that do not contribute directly to the emergency response may be suspended for the duration of any emergency. The efforts that would normally be required for those functions may be redirected to the accomplishment of emergency tasks by the department, division, or agency concerned. The EOP addresses all preparedness activities embedded within the key areas of emergency planning.

2. Resource Designation Levels

- a. Most emergencies follow some recognizable build-up period during which actions can be taken to achieve readiness. Actions of specific departments involved in emergency response are detailed in the appropriate sections of these guidelines; however, it is acknowledged that disasters are unique occurrences, which require specific resources 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. If an incident occurs, it will be designated a Campus, a community, or State Level Incident.

- b. The following Resource Designation Levels will be used as a means of delineating resource requirements:
 - i. Campus Incident: RELLIS Campus response services and capabilities meet the needs of the circumstance without activation of the EOC. Minor injuries to individuals or minor damage to facilities may apply. Necessary community resources such as Bryan Fire Department may be needed.
 - ii. Community Incident: RELLIS Campus response services and capabilities are exceeded by the demands and needs of the circumstance. If deemed necessary by the incident commander with assistance from the RELLIS Director, a campus EOC may be set up where the RELLIS EPG may support RELLIS Campus operations. TAMU UPD, Blinn College Police, The City of Bryan Police Department, Brazos County Sherriff's Office and/or the City of Bryan Fire Department response may be needed. If deemed necessary by the IC, the Brazos County CEOC may be activated to coordinate additional community resources in support of incident management.
 - iii. State Level Incident: The RELLIS Campus' and the community's response services and capabilities are exceeded by disastrous conditions resulting in activation of the Brazos County CEOC by the IC. Mass casualties, severe injuries to persons, and/or severe damage to property may exist. Additional support is requested from local, state, and federal entities. MOUs/MOAs are put into effect in coordination with additional support requested from local, state, and federal entities. As determined by the RELLIS Director, the EPG may be convened in support of RELLIS Campus operations during and after the emergency event.

3. Emergency Operations Plan Activation Authority

- a. The Director of RELLIS Campus is the responsible authority for coordinating emergency measures for RELLIS. If the Director is unavailable, the order of succession is:
 - i. RELLIS Deputy Director
 - ii. RELLIS Director of Operations
- b. The Director or designee will obtain a briefing from the IC on the nature of the incident and assessment of the situation. Following the incident briefing and a brief discussion of next steps, the Director will brief TAMUS Executive Leadership. If appropriate, a declaration of campus emergency will be made by the RELLIS Director, or Designee forwarded along the appropriate communication channels.

4. Requests for Assistance & Additional Resources

- a. Requests for emergency support may be received from any number of entities.
- b. Requests should be communicated to the Director, RELLIS Campus. Information on the request will be forwarded through the chain of command to the Deputy Chancellor for concurrence.

- c. Commitment of resources such as food services, transportation, security, etc. to these requests should only be granted if excess capacity - beyond that needed by the RELLIS Campus- is available.

CHAPTER 4 – Organization and Assignment of Responsibilities

1. Campus Emergency Management Organization

- a. Director, RELLIS Campus. Responsible for emergency operations planning and RELLIS Campus operations. Upon the activation of the campus EOC, the Director of Operations will assume the role as campus EOC manager, unless delegated.
- b. Executive Policy Group (EPG). For composition see Annex A. The EPG will work with other campus community leaders to provide guidance and direction during an incident in coordination with the designated campus EOC Manager. The EPG may designate a liaison to relay information between incident command or the CEOC and the campus EOC. Members of the EPG will monitor response activities, support Marketing and Communications in media relations, and lead recovery efforts.

2. Other Campus Authorities

- a. The RELLIS Campus currently maintains policing services through an agreement with the Texas A&M University Police Department (UPD). UPD are the primary response agency and is responsible for all law enforcement responses on RELLIS Campus except within the Walter C. Schwartz and Blinn Phase 2 Buildings by Blinn College. Blinn College Police are the primary response agency for emergencies within the Schwartz and Blinn Phase 2 buildings only.
- b. Additional daytime and nighttime security coverage is provided by UPD that patrol RELLIS Campus.
- c. Fire emergency services are provided by the City of Bryan.
- d. The primary and secondary agencies for emergency services are listed in the Capabilities Assessment section (Chapter 2 Sect. 5)

3. Notification and Warning

- a. Notification of an emergency condition(s) is essential to preserve the safety and security of the RELLIS Campus and is critical to an effective response and recovery.
- b. In the event of a serious incident posing an immediate threat to members of the RELLIS campus community, RELLIS Administration has established the RELLIS Alert process for communicating emergency and critical information. Upon confirmation, UPD or RELLIS Administration personnel issues a RELLIS Alert message alerting or providing details of the designated incident. Methods of communication include some or all of the following RELLIS Alerts, desktop alerts and phone calls.
- c. RELLIS Campus Administration or UPD, without delay, considering the safety of the community, determines the content of the notification and initiate the notification system, unless issuing a notification, in the professional judgment of responsible authorities, compromises efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

- d. Members of the responsible law enforcement agency may initiate an alert without consulting RELLIS Campus Administration if, in their professional judgment, consulting with said person(s) unduly delays the Emergency Notification process and follows up with the RELLIS Administration leadership within a reasonable amount of time once issued.
 - e. If a situation arises that UPD constitutes a serious or continuing threat to the safety of students, faculty or staff, a campus wide “Timely Warning” is issued. UPD will initiate a Timely Warning when a report is received for any Clery Act crime on campus representing a serious or continuing threat to the safety of students, faculty, and staff. Timely information is widely distributed throughout campus, provided to campus media representatives, posted on the RELLIS web site and, to the extent possible, emailed as quickly as possible to the RELLIS campus community. Information for this type of warning may also be provided by other law enforcement agencies or public safety offices. Every attempt is made to distribute a warning in a timely manner as soon as pertinent information is available. Warnings can be distributed to students, faculty and staff through e-mail, flyers and web page posted messages. Some or all these methods of communication may be activated and used for issuing a Timely Warning.
 - f. Situations, either on or off campus, that, in the judgment of the RELLIS Campus Administration, constitute a serious or continuing threat that do not meet the criteria of a Timely Warning or Emergency Notification is evaluated by the RELLIS Campus Administration to determine the need for a mass notification announcement. In the absence of the Director, RELLIS Campus, the Deputy Director or the Director of Operations, RELLIS Campus is consulted.
 - g. Alternative methods for notification to the campus community other than RELLIS Alert may be implemented depending on the nature of the incident.
 - h. Periodic updates should be provided to the campus community utilizing the most appropriate notification method until the emergency has been resolved.
4. Emergency Communication
- a. Reliable and interoperable communications systems are essential to obtain the most complete information during emergencies and share information amongst the Key Stake holders, the campus community and emergency response partners.
 - b. Examples of communications equipment could be:
 - i. Telephones, cellular or landline, are the primary means of communication for contacting key emergency responders and EPG members.
 - ii. Radio equipment may be utilized by first responders and other emergency response partners.
5. Emergency Public Information. RELLIS Marketing with support from the TAMUS Division of Marketing and Communications has primary responsibility for all RELLIS Campus press releases and other public communication efforts during an emergency; however, in the best interest of public safety, the UPD Public Information Officer (PIO), while directly coordinating with RELLIS Marketing and The Texas A&M University System Division of Marketing and

Communications, may also release emergency public information based on their internal policies and statutes.

6. Non-Emergency External Communications

- a. During an incident, the RELLIS Campus expects to receive a high volume of calls seeking information as to the welfare of students, staff, and faculty from concerned parents, relatives, spouses, friends, and loved ones. The surge in volume of calls to the Campus's main numbers may quickly exceed the system's capabilities.
- b. It is essential that call centers are activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident.
- c. Call centers will only release information that has been approved by the Incident Commander, RELLIS Administration and the TAMUS Division of Marketing and Communications.

CHAPTER 5 – Direction, Control and Coordination

1. General Procedures

- a. For minor emergencies, RELLIS Campus Administration and local responders will handle the appropriate response. The county may be called upon to provide supplemental assistance and coordination whenever the consequences of an emergency exceed campus and local capabilities.
- b. If the incident exceeds the capabilities of the community resources, the State can mobilize an array of resources including specialized response teams, support personnel, and specialized equipment to support disaster or emergency affairs.
- c. The RELLIS Director or designee is the person responsible for providing guidance on the emergency management program and response and recovery operations.
- d. Additional resources from local, state, and federal entities may be requested through the Brazos CEOC.
- e. A clear division of responsibilities between the ICP and the EOC (if activated) during an emergency is critical to an effective and timely operation. A division of responsibilities may be modified based upon unique incidents and operations. If an incident warrants additional resources, the RELLIS Director or IC would initiate activation of the EOC. Upon activation of the campus EOC for a campus incident, the Director of Operations will serve as the RELLIS EOC Manager as outlined by this plan. For large-scale incidents, the IC may choose to activate the Brazos CEOC.
- f. Once established, the overall emergency operations will be directed from Brazos CEOC. The emergency field operations will be directed from an established ICP.
- g. This plan embraces an "all-hazards" principle that most emergency response functions are similar, regardless of the hazard. The RELLIS Campus will mobilize functions and personnel as required in an emergency.

2. Incident Commander

- a. The focal point of the ICS is the IC. The ICS organization has the capability to expand or contract to meet the needs of the incident, but all emergency incidents, regardless of size or complexity, will have an IC. Initially, the IC will be the senior first responder to arrive at the scene. The IC is responsible for on- scene management until command authority is transferred to another person, who then becomes the IC. Unified command 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.
- b. The IC will also ensure the following, if applicable to the incident:
 - i. Isolate the incident site and maintain control of the inner and outer perimeters.
 - ii. Establish tactical communications and designate a primary radio channel.
 - iii. Facilitate tactical planning and contingency planning.

- iv. Brief first responder personnel.
 - v. Designate a staging area for supporting agencies.
 - vi. Ensure documentation of tactical decisions and activities.
 - vii. Provide situational updates to the EOC at regular intervals, if activated.
 - viii. Approve requests for additional resources or for the release of resources (demobilization) through Dispatch or the EOC, if activated
 - ix. Establish immediate priorities.
 - x. Coordinate any specific transportation issues (such as helicopter landing zones, EMS locations, morgue location, etc., as appropriate).
 - xi. Determine security boundaries.
 - xii. Notify dispatch or the EOC (if activated) of needs, including personnel recall from other departments as required.
 - xiii. Approve emergency public information messaging prior to release by the Public Information Officer.
 - xiv. Participate in the after-action review process.
 - xv. Perform other duties as required by the situation.
3. Incident Command Post. The location at which the primary command functions take place. The Incident Commander is located at the ICP, and there is only one ICP for each incident. The ICP should be located:
- a. Away from the general noise and confusion associated with the incident.
 - b. Outside the area of present and potential hazards.
 - c. Within view of the incident, when possible.
4. Incident Command or Unified Command
- a. The Incident Command or Unified Command shall:
 - i. Coordinate the actions of Fire, Police, EMS, and all other responding emergency units to the scene through a Unified Command System.
 - 1. The UPD assumes IC/UC in all civil disturbances, bomb incidents, and terrorist activity operations on the RELLIS Campus (local and state police will coordinate with arriving FBI at a suspected terrorist event).

2. The Bryan Fire Department assumes IC/UC in all emergencies on the RELLIS Campus except those specifically assigned to the police department.
 - ii. Command all field activities and has the authority to direct all on site incident activities within the RELLIS Campus's jurisdiction.
 - iii. Establish an ICP and provide an assessment of the situation to the Director, RELLIS Campus or other officials, identify incident management resources required, and direct the on-scene incident management activities from the command post.
 - iv. The first trained emergency responder on-scene will assume the role of Incident Commander until a more qualified individual can assume command. For minor emergencies, RELLIS Administration will coordinate with local responders to provide the appropriate response.

5. Emergency Operations Center
 - a. The RELLIS Campus EOC will function as the primary physical location for campus coordination and management of the crisis or emergency situation. The authority and decision to activate the EOP resulting in the opening of the EOC will follow the Chain of Command beginning with the IC or Director, RELLIS Campus. The EOC will remain operational until the Director or administrator in charge declares the crisis or emergency incident to no longer be a threat to the campus and the campus is returned to normal operations.
 - b. Coordination of establishing the EOC operational support will be managed by the RELLIS Director of Operations.
 - c. RELLIS Campus Emergency Operations Center Location
 - i. The primary RELLIS EOC shall be located in the RELLIS Administration Building 8081, Main Conference Room 101, and shall be the base of operations for the EPG.
 - ii. Should the primary RELLIS EOC location become unsafe, members will meet at the Joint Library Facility (JLF) 1568 Bryan Road, Bryan, Texas 77807 United States (JLF is rated up to and F3 Tornado - wind speeds 158-206 mph).
 - iii. If the secondary JLF location becomes unsafe, members will meet at Moore/Connally Building, 301 Tarrow St., College Station, TX 77840, and Room 124.
 - iv. If the IC activates the Brazos CEOC, the RELLIS EOC will continue to function as a base for the EOP, and a representative(s) from the RELLIS EPG will be sent to the Brazos CEOC to serve as a liaison.

6. Executive Policy Group. Provides overall leadership and guidance to the RELLIS campus community during an emergency or disaster. They may meet as a separate entity or elect to assemble in the RELLIS EOC to assess the greater effect of the incident and better assess the

emergency and determined response. In the event the IC requests the EOC be activated in support of first responders, the EPG will identify a liaison to serve within the EOC who will provide guidance and direction during an incident in coordination with the EOC Manager. The EPG will receive constant and current updated status reports from the ICP or EOC liaison at regular intervals or at the request for any additional information needed.

7. Finance

- a. Emergency operations may require significant resources. Tracking those resources is vital for several reasons:
 - i. Knowing what resources are on hand and available.
 - ii. Anticipating what will be needed.
 - iii. Tracking resources and returning resources at the conclusion of the operation.
 - iv. Tracking costs as necessary for reimbursements.
- b. FEMA reimbursable expenditures should be tracked using FEMA forms.
- c. In the event of an emergency affecting the RELLIS Campus, RELLIS Director of Finance will establish a project account for the incident response effort and will disseminate the project account for use by all departments affected. This project account will be utilized in conjunction with the applicable accounting code to document all response and recovery costs associated with any disaster or emergency that requires a substantial response effort. The Budget and Accounting Office will prepare and submit support documentation and seek reimbursement where applicable.
- d. Emergency Purchases. When possible, those requiring an emergency purchase will contact RELLIS Director of Finance prior to acquiring the goods or services. If the situation allows, informal bids will be taken. The requesting department should submit a requisition after the order has been placed and include a letter of justification that must:
 - i. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency.
 - ii. State the financial or operational damage that will occur if needs are not satisfied immediately. State why the needs were not or could not be anticipated so that the items could have been purchased through regular procurement procedures.

CHAPTER 6 – Testing, Training and Exercises

1. Testing and Exercises.

- a. Per System Policy 34.07.01, The RELLIS EOP will be tested and exercised at least annually utilizing a discussion-based level exercise or higher.
- b. An operation-based exercise will be performed at least once every three years. The agencies and emergency response entities that will interface with RELLIS officials during an actual emergency will be invited to participate in the campus exercises.
- c. Actual emergency situations or false emergency alarms will not be used to meet the requirements for testing and exercising the RELLIS EOP.

2. After Action Reviews

- a. After action reviews of emergency responses can yield valuable feedback to the emergency planning process and enable RELLIS to improve future emergency responses. The scope of after-action reviews may range from small to large depending upon the complexity of the response and the number of campus departments and outside entities involved.
- b. After action reviews are intended to be examinations of the emergency response effort and/or the ensuing recovery efforts. Investigations into the root cause of an incident are not the focus of this section. Input for the after-action report may come from after action debriefings or follow-up meetings or from written comments provided by any person involved in or observing the emergency response action.
- c. The after-action report should be written and, at a minimum, provide information to include a summary of the incident, participating response organizations, and major strengths and areas for improvement regarding the response. A copy of the report should be provided to the responders involved, the administrator(s) of the responding departments, and the RELLIS Campus Director. The RELLIS Campus Director shall retain a copy of the report, including any recommendations for corrections or improvements, for a minimum of two years.
- d. Criteria for Conducting an After-Action Review:
 - i. Activation of the EOC
 - ii. Death of an employee, student, or visitor
 - iii. Significant release of a hazardous substance, e.g., natural gas release in occupied space, laboratory fire or explosion, and environmental release of hazardous materials
 - iv. At the discretion of the RELLIS Campus Director or his designee

3. Training

- a. Primary and alternate members of the EPG will receive training in ICS 100, and NIMS 700 level courses.
- b. Upon completion of these courses via Train Traq, it is the individual's responsibility to provide proof of completion to the RELLIS Director or designee.
- c. If after action reviews identify gaps in training from the EPG, FEMA course or courses will be identified for these individuals to complete. It is the responsibility of the individual on the EPG to schedule time to complete the identified course(s) at the soonest date their calendar allows.

CHAPTER 7 – Authority and References

1. Federal

- a. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
- b. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- c. Emergency Management and Assistance, 44 CFR
- d. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- e. Homeland Security Act of 2002
- f. Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents
- g. Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- h. National Incident Management System
- i. National Response Framework
- j. National Strategy for Homeland Security, July 2002
- k. Nuclear/Radiological Incident Annex of the National Response Framework

2. State

- a. Government Code, Chapter 418 (Emergency Management)
- b. Government Code, Chapter 421 (Homeland Security)
- c. Government Code, Chapter 433 (State of Emergency)
- d. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
- e. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
- f. Executive Order of the Governor Relating to Emergency Management (RP32 - 01/28/2004)
- g. Executive Order of the Governor Relation to National Incident Management System

- h. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
 - i. State of Texas Emergency Operations Plan
 - j. Texas Homeland Security Strategic Plan
 - k. Texas Education Code Section 51.217
3. Local
- a. Texas A&M University System Policy for Emergency Management (34.07)
 - b. Texas A&M University System Regulation for Emergency Management EOP for System Campuses (34.07.01)

ANNEX A - Campus Executive Policy Group

FOR ANY EMERGENCY, DIAL 911

UPD: 979-845-2345

TAMU Communications 24-hour emergency line (Radio Room): 979-845-4311

TAMU Environmental, Health and Safety Office: 979-845-2132

Executive Policy Group			
Name	Organization	Title	Office Location
Kelly Templin	RELLIS Campus	RELLIS Director	RELLIS Bldg. 8081, Suite 107
James Bright	RELLIS Campus	RELLIS Deputy Director	RELLIS Bldg. 8081, Suite 103
Sarah Goodrich	TAMUS	TAMUS Budget & Accounting Executive Director	RELLIS Bldg. 8081, Suite 113
Brent McCully	TAMUS	Director, Facilities Planning and Construction	MCB 207
Charles Darby	SSC	Mgr, Operations	TAMU Building 1156 600 Agronomy Road, College Station, TX 77843
Nathan Jones	TAMU	Director, Utilities & Energy Services	Utilities Central Office 1584 TAMU, College Station, TX 77843-1584
Ray Bonilla (or designee)	TAMUS	General Counsel	MCB 615
Steve Moore	TAMUS	Vice Chancellor for Marketing and Communications	RELLIS Bldg. 8081, Suite 129
Charles Longoria	TAMUS	Director Risk Management	MCB 506
Brad Hall	RELLIS Campus	Director of Operations, RELLIS	RELLIS Bldg. 8081, Suite 125
Maeci Hoffman	TAMUS	Director, EHS	MCB 337, Liaison to Brazos CEOC

ANNEX B - Call Tree Execution

Call Trees

A call tree is a layered hierarchical communications model used to notify specific individuals of an unplanned event that would impact or prevent employees from reporting to work and plays a significant role in Crisis Management situations. During an incident, a call tree is initiated once the division leadership/safety officer has assessed the emergency and has deemed that the employees must be notified not to report for duty at the RELLIS Campus area. The Division must designate a lead and an alternate to initiate the call tree if the lead is not available.

As the call tree progresses, employees should take notes on who was not notified and go to the next employee. That data must be relayed back to the Call tree lead for follow-up.

Call Tree Execution



Note: Each partner organization shall submit a call tree to RELLIS Administration for inclusion in the filed copy of this plan and shall not be published in the public copies.

ANNEX C - Tornado Severe Thunderstorm Response

1. Weather Related Definitions:

- a. **WATCH:** Severe weather or flash flood WATCH means that conditions are such that a storm or flood of significant magnitude is likely to occur. Persons within the area alerted should take precautionary steps.
- b. **WARNING:** Announcement that threatening conditions (thunderstorm, high winds, tornado, flooding, dam, or levee failure) are occurring or are imminent and are expected to have a harmful effect upon the area alerted. People within the area must take immediate steps to protect themselves.
- c. **SPECIAL WEATHER STATEMENT:** Used to pass along information on non-severe weather events and the status of watches. It may also include information on urban flooding and winter weather events, and to clear areas of severe weather watches.
- d. **SEVERE WEATHER STATEMENT:** Used to report severe weather, to cancel all or part of a warning and to provide follow-up information on a warning in effect.
- e. **REDEFINING STATEMENT:** Issued after a tornado/severe thunderstorm watch and which is expressed in terms of whole counties with cities and well-known landmarks included.

2. Severe Weather Procedures:

- a. Severe Thunderstorm watches and warning:
 - i. A Severe Thunderstorm watch, or warning is announced via RELLIS Alert, local media outlets, in person, or through cell phone notification.
 - ii. Action Required:
 1. Stay inside until the storm leaves the area. A sturdy building or shelter can protect you from deadly lightning, large hail, damaging winds, flooding rain and tornadoes. Fortunately, thunderstorms typically do not last very long and will most often pass by your location in less than one hour.
 2. Stay away from windows and avoid electrical equipment and plumbing.
 3. If caught outside, take shelter in a sturdy enclosed building or hard top automobile immediately. Avoid open spaces, isolated objects, high-ground and metallic objects.
- b. Tornado warning:
 - i. A tornado warning will be announced via RELLIS Alert, local media outlets, in person, or through cell phone notification.

ii. A warning indicates a tornado has been sighted by ground observers or is indicated on radar within Brazos County.

iii. Action Required:

1. Proceed to the nearest tornado shelter away from windows and exterior doors.
2. Stay inside and be alert for flying debris.
3. Stay away from windows, mirrors, glass, and unsecured objects such as filing cabinets or bookcases.
4. If requested, accompany, and assist persons with disabilities who need assistance.
5. Remain in the safe area until the tornado warning has expired.
6. Monitor the local radio stations and/or weather radio for the all-clear announcement.
7. Planning includes identifying the appropriate areas in your building to seek shelter should a tornado occur. It is also recommended that your office have and maintain a battery powered radio for monitoring weather conditions during the warning.

c. Once the warning is over, the RELLIS Director or designee will give the all clear to come out of shelter locations.

d. If the campus has sustained no damage all members should resume normal working conditions.

3. Inclement Weather Emergencies

a. In the event of forecasted inclement weather such as snow, ice, or flooding, The RELLIS campus shall follow the guidance of The Texas A&M University System.

b. These types of weather events usually have some advance notice. Members will be instructed to monitor local television and radio to determine the course of action. Typical actions include:

i. Delayed start: In this instance the start time of the workday will be delayed, allowing conditions to clear or roads to be cleared.

ii. Canceled Day: In this case RELLIS Campus shall ensure continuity of service in supporting all operations and activities scheduled on the campus.

4. Suggested Shelter locations.

a. Ideal shelter locations are identified as newer constructed buildings.

- b. Supervisors shall ensure all employees, students, visitors, etc., are aware of the nearest emergency sheltering locations. The following locations are examples of suitable locations for sheltering:
- i. Center for Infrastructure Renewal (CIR) – Bldg 8535
 - ii. Texas Department of Emergency Management (TDEM) – Bldg 7058
 - iii. Research Integration Center (RIC) – Bldg 8700
 - iv. TEEEX ILEPSE – Bldg 7751
 - v. TEEEX ITSI – Bldg 7900
 - vi. TTI HQ – Bldg 8537
 - vii. Academic Alliance – Bldgs 6000/6001
 - viii. Blinn – Bldgs BL-1/BL-2

ANNEX D - Flooding

1. Flooding may include storm water building infiltration, sewer backups, or plumbing sources. In all flooding situations, be aware of electrical equipment, appliances, cords, power strips, outlets, light/appliance switches, and other electrically connected items.
2. Do not touch or go near electrical objects in contact with water. If electrical circuits or items get wet, leave the area immediately. Try to identify the source of water and turn it off if this can be done safely. Evacuate personnel to higher ground as needed and attempt to protect property and records by removing items from floors or covering them with water resistant coverings. If the flooding is caused by torrential rain, attempt to close doors and windows to prevent water from entering.
3. Notify RELIS administration in the event of significant flooding events either weather or mechanically related.

ANNEX E - Severe Winter Weather

1. Winter storms are known as deceptive killers because most deaths are indirectly related to the storm, such as vehicle accidents caused by winter road conditions, improper use of heaters, and exposure/hypothermia. Severe winter weather includes freezing temperatures, freezing rain, ice, heavy snow, and blizzards. Accumulation of ice or snow can knock down trees, power lines, and structures causing power outages, utility disruptions, and communication interruptions.
2. What to do during a winter storm:
 - a. Monitor local weather broadcasts and weather conditions.
 - b. Stay indoors and minimize travel. If you must travel, drive slowly, and increase the distance required for stopping.
 - c. Watch for downed trees and power lines.
 - d. Keep a full tank to prevent ice in the tank and fuel lines.
 - e. Never use a portable generator or operate unvented fuel-burning appliances in an enclosed space.
3. RELLIS Alert will be used to issue information concerning RELLIS Campus delays and cancellations.

ANNEX F- Fire (Building/Wild)

1. Fire presents a constant threat to Campus operations. If you discover fire or smoke within a facility (remember RACE):
 - a. Rescue: Remove anyone from immediate danger; close the door to confine smoke and fire.
 - b. Alarm: Pull any available emergency pull station. ALSO, call 911 if safe to do so.
 - c. Contain: Take immediate action to control the fire with available firefighting equipment IF you are not in immediate danger AND you are professionally trained in the use of the equipment.
 - d. Evacuation: Proceed to a safe stairwell or hallway and begin to evacuate, unless told to do otherwise by emergency personnel.
 - i. If leaving a room, feel the door with the back of your hand before opening it and do not open any door that appears hot.
 - ii. Do not return to your area for personal belongings.
 - iii. If you are in an elevator when the alarm sounds, do not push the “emergency stop” button.
 - iv. Return to the building only when instructed to do so by campus staff, police, or fire department officials.
 - e. If you catch on fire, DO NOT RUN!
 - i. Stop where you are.
 - ii. Drop to the ground, and
 - iii. Roll over and over to help smother the flames.
 - f. If a fire is suspected and you have not heard an alarm, if the building is equipped activate the nearest fire alarm and evacuate the area and when safe to do so Dial 911.
 - g. If you are trapped in your office/room:
 - i. Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
 - ii. Close as many doors as possible between you and the fire.
 - iii. Use the telephone to notify 911 of your problem and location.
 - iv. If you are trapped in an area and need fresh air, only break a window as a last resort.

- v. Use caution when breaking the window to avoid possible serious injury.
- h. Response to audible fire alarms:
 - i. If the audible alarm sounds, evacuate the building immediately. DO NOT wait to determine whether the alarm is false.
 - ii. If requested, accompany, and assist persons with disabilities who need assistance.
 - iii. Do not delay evacuation to retrieve personal property.
 - iv. Report to the Evacuation Assembly Area.
 - v. Return to the building only when instructed to do so by police, or fire department officials.
- i. Evacuation – Become familiar with all emergency exits and routes in your area.
- j. Disabled Individuals – Please provide assistance to disabled individuals in exiting the building. People with functional needs should use the closest accessible exit if it's safe to do so. If additional assistance in planning is needed, please contact the Supervisor or Safety Officer for assistance.
- k. If unable to safely use the closest exit put as many doors and walls between you and the fire as possible. If safe, rooms with windows are preferable. Call 911 from any office phone or 911 by cell and notify them of your location and that you are trapped.
- l. Fire Extinguishers
 - i. Because of the training and experience in the decision-making and technique required for proper and safe use of fire extinguishers, the United States Fire Administration recommends that only those personnel who are professionally trained attempt to extinguish a fire with a fire extinguisher.
 - ii. Therefore, unless professionally trained or as a last resort for personal protection, staff should not attempt to extinguish a fire using available fire extinguishers. Instead, evacuate the building, activate the building fire alarm if safe to do so, and call 911.

2. Fire Drills

- a. Fire drills will be conducted annually by RELLIS Campus Administration at unexpected times and under varying conditions to simulate the unusual conditions that occur in the case of fire. Since various primary exits could be made temporarily unavailable occupants are responsible for knowing the locations of secondary routes of evacuation.
- b. Fire drills shall involve all occupants. Everyone shall leave the building when the fire alarm sounds.

- c. Emphasis should be placed upon an orderly evacuation, rather than upon speed. The Safety Officer and Area Building Proctors are expected to perform their assigned duties as if in an actual emergency.
 - d. Provisions will be made to evaluate the orderliness of each drill.
 - e. The assembly area for fire drills and actual emergency evacuations are noted in the evacuation diagrams in each building's Emergency Action Plan (EAP) or Crisis Management Plan (CMP). Note, do not congregate in the driveways as these must be kept clear for emergency response vehicle traffic.
3. For fire on the proving grounds, immediately call 911 for assistance. Fire extinguishers have been placed in multiple locations along RELLIS Parkway and runway 35R. During dry periods proving ground users should be aware of the fire danger rating if they plan to do any off hard surface testing.

ANNEX G - Active Shooter

1. An active shooter is defined as one or more subjects who actively engage in killing or causing life-threatening injuries to multiple people in a confined and populated area. Active shooter situations are dynamic, evolve quickly, and often end before law enforcement arrives at the scene. How you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions to help you plan a strategy for survival.
2. For links to safety videos on how to survive an active shooter situation see links at the bottom of this annex.
3. Should you ever find yourself in the middle of an active shooter incident, your survival may depend on whether you have a plan. The plan does not have to be complicated. There are three things you could do that make a difference: Run. Hide. Fight.
4. When safe to do so call 911 from an office phone or 911 from a cell phone.
 - a. Report the location
 - b. Number of Persons involved _____
 - c. Number and Types of Weapons _____ (if known?)
 - d. What led to the incident _____ (if known?)
5. Run. When an active shooter is in your vicinity:
 - a. If there is an escape path, attempt to evacuate.
 - b. Evacuate whether others agree to or not.
 - c. Leave your belongings behind.
 - d. Help others escape, if possible.
 - e. Prevent others from entering the area.
 - f. Call 911 when you are safe.
6. Hide. If an evacuation is not possible, find a place to hide and:
 - a. Lock and/or blockade the door.
 - b. Silence your cell phone.
 - c. Hide behind large objects.
 - d. Remain very quiet.
7. Your hiding place should:

- a. Be out of the shooter's view.
 - b. Provide protection if shots are fired in your direction.
 - c. Not trap or restrict your options for movement.
8. Fight. As a last resort, and only if your life is in danger:
 - a. Attempt to incapacitate the shooter.
 - b. Act with physical aggression.
 - c. Improvise weapons.
 - d. Commit to your actions.
9. Arriving law enforcement's first priority is to engage and stop the shooter as soon as possible. Officers will form teams and immediately proceed to engage the shooter, moving towards the sound of gunfire.
10. When law enforcement arrives:
 - a. Remain calm and follow instructions.
 - b. Keep your hands visible at all times.
 - c. Avoid pointing or yelling.
 - d. Know that help for the injured is on its way.
 - e. Protect yourself and do not put yourself in immediate danger.
11. Support Links:
 - DHS: Active Shooter Preparedness (<https://www.cisa.gov/topics/physical-security/active-shooter-preparedness>)
 - Run. Hide. Fight. Surviving an Active Shooter (<https://www.youtube.com/watch?v=5VcSwejU2D0&list=PLUra6uw6CXXK9SNLZeddcLIufDY5OfnMpU&index=2>)
 - FEMA Training: IS-907: Active Shooter: What You Can Do (<https://training.fema.gov/is/courseoverview.aspx?code=is-907&lang=en>)
 - How to Take Out the Shooter Tactics (<https://www.youtube.com/watch?v=r2tIeRUbRHwm>)

ANNEX H - Hostile Persons

1. In numerous cases stressors both internal and external may cause people to act much differently than normal posing a potential risk to our campus residents. The following section provides a tool to identify and respond to encounters with individuals displaying hostile or violent behaviors.
2. Concerning Behavior:
 - a. Often after a tragedy, people come forward with information and observations that may have signaled a larger issue. This information, when viewed collectively, may be helpful in preventing tragic events and initiating assistance to an individual.
 - b. The RELLIS Campus and its associated members are committed to a proactive approach and need your help. As a member of the campus community, if you observe any behavior that causes concern, please notify your direct supervisor, providing detailed information of the observation.
3. Workplace violence:
 - a. These safety tips and guidelines may be used as resource or training materials by posting or distributing and reviewing with employees at meetings and may be modified to develop specific departmental procedures.
 - b. These guidelines have been developed to help staff create and maintain an environment which is mutually respectful and conducive to learning.

Effective Verbal Communication	
A. Keep language descriptive, factual, and functional	
	Avoid personalizing, e.g., instead of ‘you are supposed to ...’ Try, ‘The first thing to do is ...’
	Avoid blaming
	Restate blaming statements by the person in descriptive, factual terms
	Use “I” statements, such as I’m concerned that ... rather than “You shouldn’t ...”
B. Explain the rules, procedures, and the reason for the decision	
	Use active listening to find out the person’s understanding of the situation, that is, what is it the person doesn’t understand?
	Where possible and appropriate, use the persons wording to help explain
	Get feedback to ensure that the message is understood, e.g., have person retell
C. Respond to individual differences in communication skills	
	Ask the person how they process information best
	Break information into chunks and summarize
	Use a variety of methods, e.g., flow chart, list, using brief, simple statements

4. Warning Signs of Potential Violence
 - a. No one can predict human behavior, and there is no specific profile of a potentially violent person. Nevertheless, a potentially violent person may exhibit any or all the following characteristics:

Physical Signs	
Use caution if someone exhibits one or more of the following non-verbal signs or body language:	
Exaggerated or violent gestures	Red-faced or white-faced
Change in voice	Sweating
Loud talking or chanting	Pacing
Shallow, rapid breathing	Restless or repetitive movements
Scowling sneering or use of abusive language	Trembling or shaking
Glaring or avoiding eye contact	Clenched jaws or fists
Violating your personal space	Facial grimacing

History of Violence	Threatening Behavior
<ul style="list-style-type: none"> Fascination with weapons, acts of violence, or both 	<ul style="list-style-type: none"> States intention to hurt someone (verbal or written)
<ul style="list-style-type: none"> Demonstrates violence towards inanimate objects 	<ul style="list-style-type: none"> Hold grudges
<ul style="list-style-type: none"> Evidence of prior violent behavior 	<ul style="list-style-type: none"> Excessive behavior (phone calls, gift-giving)
	<ul style="list-style-type: none"> Escalating threats that appear well planned
	<ul style="list-style-type: none"> A preoccupation with violence
Intimidating Behavior	Increase in Personal Stress
<ul style="list-style-type: none"> Argumentative 	<ul style="list-style-type: none"> An unreciprocated, romantic obsession
<ul style="list-style-type: none"> Displays unwarranted anger 	<ul style="list-style-type: none"> Serious family or financial problems
<ul style="list-style-type: none"> Easily frustrated 	<ul style="list-style-type: none"> Recent job loss
<ul style="list-style-type: none"> Uncooperative 	
<ul style="list-style-type: none"> Impulsive 	
<ul style="list-style-type: none"> Challenges co-worker and management 	
Negative Personality Characteristics	Socially Isolated
<ul style="list-style-type: none"> Extreme or bizarre behavior 	<ul style="list-style-type: none"> History of negative interpersonal relationships
<ul style="list-style-type: none"> Irrational beliefs and ideas 	<ul style="list-style-type: none"> Few friends or family
<ul style="list-style-type: none"> Appears depressed 	<ul style="list-style-type: none"> Sees the workplace as a “family”
<ul style="list-style-type: none"> Expresses hopelessness or heightened anxiety 	<ul style="list-style-type: none"> Has an obsessive involvement with his or her job
<ul style="list-style-type: none"> Demonstrates a drastic change in belief systems 	<ul style="list-style-type: none"> Abuses Drugs or Alcohol
<ul style="list-style-type: none"> Marked decline in work performance 	

5. Use the “Buddy” System.

- a. The buddy system is a procedure in which two people (buddies) work closely to monitor each other’s activities and safety in certain situations. This is to be used in situations where an individual is likely to be or become upset or irate, aggressive or commit an act of violence.
- b. “Buddies” must be aware of each other throughout the day to watch for impromptu meetings and situations that may need monitoring by your Buddy.

6. If you feel threatened, trust your instincts, and summon immediate assistance by calling the local police at 911 or through any of the following methods as applicable to your campus:
 - a. If you need assistance from your “buddy” use the code phrase “Can you bring me the Purple Folder?”
 - b. A colleague will then need to come to where you are and ask if you need assistance or if they are not comfortable with assisting get the next in line supervisor to assist.
 - c. If you need law enforcement to respond, immediately use the code word “Code Black”
 - d. Using any of the following as applicable to the specific location:
 - i. Radios
 - ii. Cell phones
 - iii. Email
 - iv. Verbally
 - v. Through another individual
7. Implement a Personal Check by another Person
 - a. Checking the worker’s well-being may be achieved by periodic visits at regular intervals by an individual, such as the employer, another worker of the employer or someone designated by the employer.
 - b. Establish a Buddy that will check on you at pre-determined intervals.
 - c. Establish if you want the person to verbally check in or just visually check on you.
8. Implement Periodic Telephone Contact
 - a. Use the telephone for communications at regular intervals. Telephone numbers for routine calling and emergency situations must be posted prominently.
 - b. Establish a Buddy that will call you at pre-determined intervals.
 - c. Use a yes/no technique with a co-worker who calls and asks the following questions at a pre-arranged time:
 - i. Are you alright?
 - ii. Do you want me to come to your office?
 - iii. Do you want me to call Supervisor/Police?

9. Implement Periodic Email Contact

10. Use Email for communication at regular intervals. Email addresses for colleagues must be readily available and known by the staff.

- a. Establish a Buddy that will email you at pre-determined intervals.

11. Trusting Your Instincts

- a. Certain comments and/or conduct may not be welcomed. For example, this could include someone taking pictures of you without your consent. Consider:
 - i. Keeping personal information at a minimum when talking with anyone who makes you feel uncomfortable.
 - ii. Do not engage in conversations that make you feel uncomfortable. Excuse yourself and walk away.
 - iii. Being firm and confident and do not permit any kind of harassment.
 - iv. Being alert for anger and hostility. De-escalate arguments whenever this is possible.
- b. If you feel you are being harassed, threatened, or intimidated: tell the person to stop, document the incident and inform your supervisor, Emergency Preparedness Coordinator or Human Resources.

12. Person with a Weapon

- a. Upon reasonable suspicion of a present danger to the campus community involving a weapon immediate notification must be made. Follow the active shooter response.
- b. Protect yourself and do not put yourself in immediate danger.
- c. Goal/Purpose of Lockdown: The purpose of a lockdown is to minimize accessibility to the building and to reduce the risk of injury or danger to staff, students, or visitors.
- d. Decision to Lockdown: A campus lockdown would be implemented when requested by the RELLIS Director or designee, law enforcement, or fire department. The CIO or designee would utilize the campus software to lock the exterior doors on campus and the Appointed Campus Emergency Manager would direct securing of those buildings not in the automated system.
- e. Incidents Requiring a Lockdown:
 - i. Person(s) armed with firearm or weapon on the property.
 - ii. Gunshots directed at or near the RELLIS campus.
 - iii. Police incidents involving dangerous person(s) that are adjacent to or within a short distance of the campus.

- iv. Intruders,
- v. Hazardous chemical spills near ITSI property
- vi. Gas leaks near ITSI property
- vii. Disasters on campus.

f. These examples are not absolute but reflect the type of situation that may require a lockdown.

13. General Lockdown Procedures: In the event of a command to lockdown staff will report to designated locations and begin locking exterior doors. All faculty and staff should also shelter in place in classrooms and offices until an All Clear has been given. Inform staff and students that they should not leave until notified by emergency personnel or an All Clear has been issued.

ANNEX I - Surrounding Community Health Crisis

1. To provide general and basic guidelines for responding to and managing a large-scale medical emergency or potential exposure, an incident causing multiple injuries or any hazard that could negatively impact the health of a large population on Campus. For the purposes of emergency management of campus related events, health emergencies will also include mental health care following a large-scale medical emergency. This annex does not apply for singular medical emergencies and non-emergencies. For these, existing policies should be utilized.
2. This annex may be activated for any public health crisis or following a briefing from a local, state, or federal public health official and/or safety official. Consideration for activation includes:
 - a. A health emergency has a high potential to directly impact the campus community.
 - b. A health emergency will cause closure or isolation of campus property for an extended period of time.
 - c. There is a confirmed communicable disease alert, food-borne illness or bio-terror attack in the areas served by the campus.
 - d. A national or regional alert status has been upgraded due to a health or medical emergency.
3. Goals
 - a. Goal 1 (before): Keep the campus community safe from health crises, such as communicable diseases and pandemics.
 - b. Goal 2 (during): Ensure the health and safety of the campus community and prevent the spread of the threat.
 - c. Goal 3 (after): Provide appropriate aftercare to all in need and take action to prevent future crises.
4. Objectives (See Course of Action)
 - a. Objective 1:
 - i. Monitor local, national, and worldwide health crises and establish an action plan to address the potential for the crisis should it reach the campus.
 - ii. Inform the campus community of imminent threats; provide information regarding how to prevent or minimize exposure; train everyone on how to address threats if and when one happens.
 - b. Objective 2:
 - i. Ensure that everyone affected is provided prompt and appropriate medical care and take action to minimize the spread of the threat.
 - ii. Take action to support the continued performance of essential campus functions.

- iii. Develop a Point of Distribution (POD) plan to distribute medications, vaccines, etc. in the event of a public health crisis.

c. Objective 3:

- i. Ensure appropriate aftercare and support services are available to all in need.
- ii. Review the event and response capabilities with onsite staff and outside partners (i.e., county, state, CDC, etc.)
- iii. Develop a plan of action to prevent a similar occurrence in the future.

5. Course of Action

- a. Due to the transiency of the campus population, a variety of medical and health emergencies can affect the campus community. These include clusters of communicable disease, including, but not limited to, pandemic flu, influenza-like illness, gastrointestinal illness, food-borne illness, meningitis, tuberculosis, or any other reportable communicable disease (excluding sexually transmitted disease).
 - i. The City or County Health Department is responsible for assessment, surveillance, and clinical triage.
 - ii. In managing a large-scale emergency, RELLIS Administration will cooperate with and take direction from local, state and/or federal public health agencies.
 - iii. Medical: Anyone can report a medical emergency to 9-1-1.
 - iv. Health-Related Exposure: Anyone can report potential health-related exposure to the Emergency Manager. Exposure may include, but is not limited to, direct contact with hazardous agents, ingestion of contaminated food, or suspected release of biological agents in the geographical area of any campus. Beyond initial reporting, RELLIS will rely primarily on the expertise of local, state and/or federal public health agencies for large-scale medical emergencies.
 - v. Mental Health Monitoring: If the EOC determines that the nature of the incident may result in mental health issues for responders, staff, or students, then it can request mental health monitoring or crisis counseling. RELLIS personnel will work with local resources such as the American Red Cross to create and implement the mental health monitoring plan.

6. Organizations Responsible for Providing Disaster/Emergency Health and Medical Services

County Health Department
201 North Texas Avenue Bryan, TX 77803
Phone : 979-361-4440
Fax : 979-823-2275
Email : healthdept@brazoscountytexas.gov

State Department of Health Services
2408 S 37th St Temple, TX 76504
Phone: 254-778-6744
Fax: 254-778-4066
Website: Region 7 Home Page (texas.gov)

ANNEX J - Civil Disturbance

1. Purpose. This document establishes procedures to assist in managing civil unrest or civil disturbance on campus, or any civil unrest or disturbance off-campus that might impact campus operations. This annex assumes that civil unrest has occurred or is about to occur and that one or more of the following conditions exists: a threat to the health and/or safety of individuals is present; normal campus operations are disrupted; the teaching and learning process is disrupted; and/or campus facilities are at risk of being seriously damaged.
2. Goals
 - a. Goal 1 (before): Prevent/limit a civil unrest situation from occurring on campus.
 - b. Goal 2 (during): Protect people and property during a civil unrest situation.
 - c. Goal 3 (after): Provide necessary medical attention, psychological aftercare, and damage assessment.
3. Objectives (See Course of Action)
 - a. Objective 1:
 - i. Agencies should jointly study previous unrest situations to identify any common predictors of the probability of their reoccurrence.
 - ii. Educate decision makers, students, faculty, staff, and community representatives about the risk of civil unrest and circumstances that can cause civil unrest.
 - iii. Provide civil unrest training to all faculty, staff, and students. This training should be followed by civil unrest and lockdown drills.
 - b. Objective 2:
 - i. Establish first amendment zones on campus and a peaceful protest policy.
 - ii. Immediately notify emergency responders of the incident and begin providing first aid to those in need if safe to do so.
 - iii. Take action to establish a dialog with protest organizers.
 - c. Objective 3:
 - i. Ensure appropriate psychological aftercare and support services are available to all in need, including reunification, counseling, family support, shelter, and transportation. Ensure temporary housing is available if needed.
 - ii. Assess physical damage to property and ensure structural safety of facilities.

4. Course of Action

- a. Civil unrest differs from peaceful demonstrations in that the protestors cause one or more forms of disturbance, i.e., potentially impacts health and/or safety; disrupts the teaching, learning and administrative processes; or threatens campus property.
- b. At the RELLIS Campus, freedom of expression is vital to our shared goal of the pursuit of knowledge. Such freedom comes with a responsibility to welcome and promote this freedom for all, even in disagreement or opposition. The right to freedom of expression includes peaceful protests and orderly demonstrations.
- c. However, RELLIS has the obligation to ensure the safety of individuals, the protection of property and the continuity of the educational process. Students, faculty, and staff may engage in peaceful demonstrations if they follow proper procedures designed to ensure community safety and they do not disrupt the teaching and learning process.
- d. In dealing with civil unrest on campus it is of primary importance to remember that we are a community. Providing for the safety of all our community members is the primary function of any response. In responding to civil unrest on/near campus, the primary goal is coming to a peaceful resolution.
- e. All students, faculty and staff are asked to be continually vigilant to the risk of violence on campus. Everyone is urged to be aware of:
 - i. Social or political issues that might lead to unrest.
 - ii. Plans for demonstrations on campus that have not been approved through appropriate channels.
 - iii. Persons on campus attempting to incite discord.

Notify 9-1-1 of any suspicions or observations.

5. Peaceful, Non-Obstructive Demonstrations (not Civil Unrest)

- a. Generally, demonstrations of a peaceful nature will not be interrupted. Demonstrators should not be obstructed or provoked, and all efforts should be made to conduct campus business as normal.
- b. If demonstrators are asked to leave but refuse to leave by regular facility closing time, arrangements will be made by the Emergency Manager to monitor the situation during non-business hours, or the determination will be made to treat the violation of regular hours as a disruptive demonstration (civil unrest).

6. If Civil Unrest Occurs

- a. Most campus demonstrations such as marches, meetings, picketing, and rallies are peaceful and non-obstructive.
- b. A campus demonstration will generally not be disrupted unless the demonstration:
 - i. Interferes with the normal campus operations.

- ii. Prevents access to offices, classrooms, buildings, residence halls or other facilities on campus.
 - iii. Disrupts the teaching and learning activities on campus.
 - iv. Threatens the health and/or safety of individual(s).
 - v. Includes activities that may damage campus facilities.
- c. The decision to interrupt a campus demonstration will reside with the Office of the President or designee. An appropriate liaison will be appointed by the President or designee. The liaison will coordinate communication with the demonstrators. In congruence with normal operating procedures, emergency responders have the authority to take immediate action to prevent harm to individuals in the event an immediate threat to health or safety exists.
- d. In the event that a demonstration blocks access to campus facilities or interferes with campus operation but does not cause an immediate threat to the health or safety of individuals:
 - i. The appointed liaison and key personnel may meet with demonstrators to discuss the situation and attempt to persuade the demonstrators to desist.
 - ii. If the demonstrators persist in the disruptive activity (civil unrest) they will be apprised that failure to discontinue the specified action within a specified period of time may result in disciplinary action and/or intervention by civil authorities, which may lead to individual arrests.
 - iii. The Campus Director or designee will determine if and when to involve the civil authorities. It is typically a good idea to give such authorities advanced notice of potential protests.

ANNEX K - Bomb Threat

1. Bomb threats pose a serious danger to the safety and order of The RELIS Campus residents and are always taken seriously. Most bomb threats are delivered by telephone. The caller usually calls when someone receives a threat. Each threat **MUST BE HANDLED AS IF IT IS GENUINE**. Upon receiving a threat, contact 911. Coordinate with municipal first responders if their assistance is deemed necessary. Render assistance as required.
2. For main campus evacuation procedures for a campus-wide bomb threat, click here. (<https://www.tamu.edu/emergency/emergency-procedures/personal-safety/evacuation.html>)
3. A bomb threat is generally defined as a verbal or written threat to detonate an explosive or incendiary device to cause property damage, injuries, or loss of life whether or not such a device actually exists.
4. Two main reasons someone may call with a bomb threat:
 - a. The person knows of an explosive device that is in place and wants to minimize injuries.
 - b. The person wants to create an environment of panic/confusion or to interrupt normal office/building functions.
5. Unfortunately, there is often no way to tell which is the motivation of the caller until after a thorough inspection of the building is conducted. This means that there will always be a response to the threat by emergency services personnel (police, fire, and medical).
6. If you receive a call:
 - a. Do not hang up, keep talking to the caller. Document as much information from the caller as possible using the Bomb Threat Checklist. Make note of the line the call came in on if you have a display phone.
 - b. If possible, have another person on a different line, call 911.
 - c. Call 911 and the dispatcher will notify law enforcement.
 - d. Document the conversation using the Bomb Threat Checklist.
 - e. Notify the department head/building proctor.
 - f. Department head/Building proctor notifies RELIS Director of Operations or designee.
 - g. Meet with and assist law enforcement personnel.
 - h. As directed by law enforcement, help locate/identify suspicious items.
 - i. Evacuate building, as directed (use of public address system preferred or use building fire alarm system).
 - j. Do not re-enter the building until it is cleared by authorized personnel.

7. The decision to evacuate a building is generally determined by specific information received regarding the bomb threat. The Division Director or Designee will be consulted and will decide as to whether evacuation is appropriate. In cases where a clear and present danger is determined to exist, evacuation would be ordered.
8. The person receiving a bomb threat (or other threatening call) whether by phone or other means of communication should proceed as follows: ⁽⁰⁸⁾

BOMB THREAT CHECKLIST—QUESTIONS TO ASK THE CALLER

Why did you place the bomb at? _____
 When will the bomb explode? _____
 Where is the bomb right now? _____
 What does the bomb look like? _____
 What kind of bomb is it? _____
 What will cause the bomb to explode? _____
 Did you place the bomb? _____
 What is your address? _____
 What is your name? _____
 Exact wording of the threat: _____

IMMEDIATELY DIAL 911 THEN COMPLETE THIS CARD

Sex of caller _____ Accent _____ Age _____
 Length of call _____ Number at which call is received _____

Description of voice (circle all that apply)

Calm	Crying	Deep	Clearing	Throat	
Normal	Rugged		Excited	Distinct	
Angry	Slow		Slurred	Deep	Breathing
Rapid	Nasal		Soft	Cracking	Voice
Stutter	Disguised		Loud	Lisp	
Whispered	Laughter		Raspy	Familiar	

If the voice sounds familiar, who did it sound like? _____

Background Sounds (circle all that apply)

Music	Clear	Street Noises	House Noises
Local	Voices	PA system	Animal Noises
Motor	Static	Office	Machinery
Long Distance	Factory	Machinery	Other _____

Threat Language (circle all that apply)

Well spoken (*educated*): _____ Taped _____ Incoherent _____
 Prepared message by threat maker: _____ Foul _____ Irrational _____

DO NOT DISCUSS the threat with anyone else! (*Except to notify building administration*)

Your Name: _____ Date: _____ Time of call: _____ Position: _____ Phone: _____

ANNEX L - Suspicious Packages

1. It is possible that someone on campus may receive a suspicious letter or parcel or discover a suspicious object somewhere on the campus grounds. A suspicious object is defined as anything that is out of place and cannot be accounted for, or any item suspected of being an explosive device.
2. If you receive a written threat or a suspicious parcel, or if you find a suspicious object anywhere on campus:
 - a. Keep anyone from handling it or going near it.
 - b. Do not use portable radio equipment within 100 feet of the suspicious item. The signal from the device may activate any electronic detonating device.
 - c. Call 911 IMMEDIATELY
 - d. Promptly write down anything you can remember about receiving the letter or parcel or finding the object. The information will be needed by the security officer and/or police.
 - e. Remain calm. Do not discuss the threat with others.
 - f. Be guided by administration, or other safety personnel's instructions.
3. How to Identify Suspicious Packages/Letters
 - a. Packages with excessive postage
 - b. Packages that are poorly addressed
 - c. Packages with incorrect titles
 - d. Packages with no name or misspelled words on them
 - e. Packages with oily stains, discolorations, or odors
 - f. Packages with missing or suspicious return addresses
 - g. Packages with excessive weight for their size
 - h. Packages that come in lopsided or uneven envelopes
 - i. Packages with protruding wires or aluminum foil on them
 - j. Packages with excessive wrapping material such as tape or string on them
 - k. Packages marked with restrictive endorsements, such as "personal" or "confidential."
 - l. Packages that show a city or state in the postmark that does not match the return address.
 - m. Packages that are unexpected

- n. Hand delivered packages or ones that are “dropped off for a friend.”
- o. Packages arriving before or after a phone call from an unknown person asking if the item was received.
- p. Packages where you hear any buzzing, ticking or sloshing sounds from inside of it.

ANNEX M - Utility Service Interruption

1. This Annex outlines appropriate actions that should be taken, and which notifications must be made during a service interruption or utility failure. These actions help ensure the safety of campus employees and students, protect property, and maintain teaching and business operations.
2. Goals
 - a. Goal 1 (before): Mitigate the potential for service interruptions.
 - b. Goal 2 (during): Re-establish service as quickly as possible.
 - c. Goal 3 (after): Inspect and bring all mechanical systems back online.
3. Objectives
 - a. Objective 1:
 - i. Perform required preventive maintenance on systems and generators. The Facilities Services and/or contractors who provide maintenance service agreements for campus should be included in this process.
 - ii. Periodic testing of emergency lighting and safety systems.
 - iii. Establish procedures for rapidly contacting local utility providers and contractors.
 - b. Objective 2:
 - i. Ensure mechanical systems are protected through physical inspection. Manually bring up systems that do not restart.
4. Gas Leak
 - a. A gas leak refers to a leak of natural gas, from a pipe or other containment, into any area where gas should not be. Although natural gas is by nature colorless and odorless, scents in the form of traces of mercaptans are usually added to assist in identifying leaks (smells of rotten eggs/sulfurs). As natural gas can explode when exposed to flame or sparks, it is important to report any suspected gas leaks immediately.
 - b. If you smell a gas odor, or if a gas monitor alarm sounds and reads "GAS":
 - i. Evacuate and secure area.
 - ii. Warn others in the immediate area.
 - iii. Call the Communications Center at 979-845-4311 and give your name and the location of the odor.
 - iv. Notify your department head/building proctor.
 - v. Meet with and assist emergency response personnel.

5. If there is a major leak such as a pipeline break:
 - a. Call 911 and give the dispatcher your name, location of the odor, and related information.
 - b. Initiate an evacuation of the building or if outside, isolate the area.
 - c. Warn others in the immediate area.
 - d. Prevent source of ignition (cigarettes, electrical equipment, etc.).
 - e. Meet with and assist emergency response personnel.
 - f. Do not re-enter the building or outside area until it is cleared by authorized personnel.

6. Power Failure
 - a. If a power failure occurs in your area, emergency lighting will illuminate. Continue working unless directed by a campus official. Report all persons trapped in elevators to Communications Center at 979-845-4311 and give your name and the location.
 - b. If it becomes necessary to evacuate the premises during a power failure, be sure to protect all valuables and make sure that all equipment is safe when the power comes back on.
 - c. When there is a power failure, DO NOT use the elevator. It may become inoperative, and you could become trapped.
 - d. Assist those in your area who may be unfamiliar with your space.
 - e. In the event of a power outage, emergency generators should provide lighting in hallways and stairways and will illuminate the building "Exit" lights.
 - f. If you are in an elevator, stay calm. Use the emergency button or call 979-845-4311 on a cell phone.
 - g. If the building is evacuated, DO NOT re-enter the building until power is restored. Emergency Power does not support building operations.

7. Water Outage. If a water outage occurs call the Communications Center at 979-845-4311 and give your name and the location. If a water outage compromises the building sprinkler system, Physical Plant will either set up an appropriate fire watch or close the building. Water outages that shut down the potable drinking water may require appropriate postings at drinking water sources. Building water outages that shut down the water supply to all restroom toilets will require the closure of that building.

8. Telecommunication/Internet Outage. A telecommunications disruption may affect voice communications and/or data communications. Many times, telecommunications service disruption is caused by a power service failure. In the event of a power disruption, the telephone system may not be operational for 10 to 45 minutes. For disruption of phone or internet service contact the RELLIS Helpdesk at (979) 317-1111.

9. Heating/Cooling/Ventilation Outage. Heating/air system failure during cold or heat spells may create discomfort for employees and students, but generally does not cause a building evacuation. Normal operations should continue. If you become aware of a Heating/Cooling/Ventilation Outage, not just temperature issues, call the Communications Center at 979-845-4311 and give your name and the location. If smoke odors come from the ventilation system, immediately notify 911. Heating and air conditioning failures may occur across campus or be isolated to one or more buildings.

ANNEX N - Chemical Spill or Release

1. Hazardous materials come in the form of explosives, flammable and combustible substances, poisons, and radioactive materials. Many products containing hazardous chemicals are used and stored in homes routinely, and in the university research setting, these materials are handled daily.
2. Hazardous materials in various forms can cause death, serious injury, long-lasting health effects, and damage to buildings, homes, and other property.
3. If there is a hazardous materials release/chemical spill inside a building:
 - a. Isolate and secure the spill area.
 - b. Warn others in the immediate area.
 - c. Based upon the hazard, attempt cleanup if trained and if you have appropriate personal protective equipment.
 - d. If assistance is needed, call 911 and give the location and type of material spilled.
 - e. Evacuate the building if required (use of public address system preferred or use of building fire alarm system).
 - f. Meet with and assist emergency response personnel.
4. If there is a hazardous materials release/chemical spill outside the building:
 - a. Isolate and secure the spill area.
 - b. Warn others in the immediate area.
 - c. Based upon the hazard, attempt cleanup if trained and have appropriate personal protective equipment.
 - d. If unable to do cleanup but conditions do not require evacuation, contact RELLIS Environmental Health and Safety at 979-317-1008.
 - e. If assistance is needed, call 911 and give the location and type of material spilled.
 - f. Do not wash spilled material into storm drain.
 - g. Meet with and assist emergency response personnel.
5. If there is a personnel injury involving chemical contamination:
 - a. Assist with emergency eyewash/shower use, as appropriate.
 - b. Provide first aid immediately for serious injuries.
 - c. Call 911 and give the location and type of material involved.
 - d. Notify RELLIS Environmental Health & Safety at 979-317-1008.

- e. If it is possible to remove contaminated clothing without harming the victim, do so.
- f. Obtain a Safety Data Sheet for the material involved. A Safety Data Sheet is a document created by a manufacturer or distributor of a chemical that provides information about the contents, characteristics, physical hazards, and health hazards associated with the chemical.

Support Links

- SDS Look up (link forth coming)

ANNEX O - Unauthorized/Emergency Divert

1. With a major part of the campus housing an airfield with 7000 ft. runways, our facility is designated through the FAA as an emergency airfield.
2. The FAA private airport designation is Texas A&M Flight Test Station Airport (83TX), with instructions stating 35L/17R is the emergency runway while indicating others are present with obstructions.
3. Though unlikely the use of 35L/17R as an emergency runway, it is incumbent on those utilizing this testing area to stay vigilant to air traffic and make the necessary plans to clear the runway of personnel in case an emergency landing event occurs with little or, more likely, no notice.