



RELLIS

THE TEXAS A&M UNIVERSITY SYSTEM

Emergency Operations Plan

August 2019

Texas A&M University System
RELLIS Campus
Bryan, TX

Contents

- I. Signatures of Approval and Implementation 4
- II. Record of Changes 4
- III. Definitions..... 5
- IV. Mission, Scope, Situation Overview, and Assumptions 6
 - A. Mission 6
 - B. Scope 6
 - C. Situation Overview..... 7
 - D. Hazard Analysis 8
 - E. Capabilities Assessment 10
 - F. Planning Assumptions 11
- V. Concept of Operations 13
 - A. General 13
 - B. Resource Designation Levels 13
 - C. Emergency Operations Plan Activation Authority..... 14
 - D. Requests for Assistance & Additional Resources 15
- VI. Organization and Assignment of Responsibilities 15
 - A. Campus Organization 15
 - B. Other Campus Authorities..... 15
 - C. Notification and Warning..... 16
 - D. Emergency Communication 16
 - Communications Equipment..... 16
 - E. Emergency Public Information 17
 - F. Non-Emergency External Communications 17
- VII. Direction, Control and Coordination 17
 - A. General Procedures 17
 - B. Incident Command 18
 - C. Incident Commander 18
 - D. Incident Command Post 19
 - E. Incident Command or Unified Command 19
 - F. Emergency Operations Center 20
 - 1. RELLIS Campus Emergency Operations Center Location 20
 - G. Executive Policy Group 21
 - H. Finance 21

VIII. Plan Development and Maintenance 22

IX. Testing, Training and Exercises..... 22

 A. Testing and Exercises..... 22

 B. After Action Reviews..... 22

 C. Training 23

X. Authority and References 23

 A. Federal..... 23

 B. State..... 24

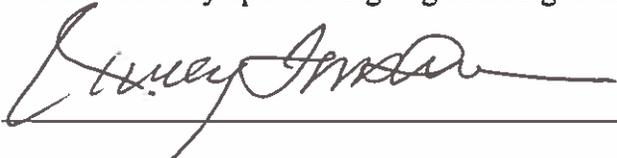
 C. Local..... 24

ANNEX A- RELLIS Campus Executive Policy Group..... 25

I. Signatures of Approval and Implementation

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. As a result, the campus has adopted and will implement the 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. 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.

This plan and its supporting contents are hereby approved, shall supersede all previous editions, and is effective immediately upon the signing of all signature authorities noted below.

Approved:  Date: 6 AUGUST 2019

Kelly Templin

Director

RELLIS Campus

II. Record of Changes

Change Number	Date of Change	Description of Change	Change Made By:
01	08/02/2019	Updates to applicable definitions, campus organization, notification and warnings and addition of Annex A.	M. Hoffman

III. Definitions

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 Director or in extreme circumstances the TAMU Police Department officer in charge to ensure that institutional operations are restored and a safe environment exists.

Emergency Purchase: purchase of goods or services that if not secured immediately, the RELLIS Campus will suffer financial or operational damage.

Executive Policy Group: 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.

Incident Command Post: (ICP) is 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.

Emergency Operations Center (EOC): Emergency Operations Center; the location where the Executive Policy Group operates out of during a crisis; this location is generally a centrally located room equipped with communications, computers and other supplies.

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.

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 located 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.

IV. Mission, Scope, Situation Overview, and Assumptions

A. Mission

It is the mission of the RELLIS Campus to provide policies, education and training to enhance the protection of lives and property. The RELLIS Executive Policy Group 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.

The key elements of The Texas A&M University System RELLIS Campus Emergency Operations Plan are intended to support the National Preparedness Goal which defines 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 Emergency Operations Plan (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.

B. Scope

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 of its staff 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 quickly and safely mitigate the emergency.

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.

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 Interjurisdictional Emergency Operations Plans in order 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 Texas A&M University System may develop agreements with Texas A&M University or other RELLIS Campus constituents regarding mutual aid so as to share resources as necessary and utilize the expertise of TAMU emergency response personnel.

C. Situation Overview

Formerly known as the Riverside Campus, the A&M System RELLIS Education and Research Campus (RELLIS Campus) consists of approximately 1,998 acres of improved and unimproved land on the west side of Brazos County, Texas. The RELLIS Campus sits at the intersection of State Highways 21 and 47 with primary access from State Highway 47 and an alternate entrance from State Highway 21. The campus immediately adjoins the western city limits of Bryan. The predominant natural features on the site include the Brazos River and large areas of vegetation. Areas of thick brush exist on the southeast portion of campus, near a retention pond, and between runways of the original air field which consists of three 5,000-foot runways, two 7,000-foot runways, and a 4,500-foot apron that is approximately 500-feet wide.

The RELLIS Campus offices several organizations and entities from both the public and the private sectors. On the campus are organizations from:

- RELLIS Campus Administration
- TAMUS Academic Alliance
- Texas A&M Transportation Institute (TTI)
- Texas A&M Engineering Experiment Station (TEES)
- Texas A&M Engineering Extension Service (TEEX)
- Texas A&M University (TAMU)
 - College of Engineering
 - College of Architecture
 - International Ocean Discovery Program (IODP)
 - Department of Entomology (Honey Bee Lab)
 - Conservation Research Laboratory, Center for Maritime Archaeology and Conservation
 - College of Veterinary Medicine
- AgriLife Research
- Blinn College

- Western Dairy Transport

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.

D. Hazard Analysis

The RELLIS Campus is exposed to hazards that have the potential for disrupting 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
Active Shooter	Unlikely	Major	Limited
Infectious Disease	Unlikely	Limited	Limited
Hostile Person(s)	Unlikely	Moderate	Limited
Epidemic	Unlikely	Major	Moderate
Workplace Violence	Occasional	Limited	Limited
Severe Thunderstorms	Highly Likely	Limited	Limited
Civil Disturbance	Occasional	Limited	Limited
Bomb Threat	Occasional	Limited	Limited
Suspicious Package	Occasional	Limited	Limited
Flooding	Unlikely	Moderate	Limited
Wild Fire	Unlikely	Moderate	Moderate
Ice (Winter Weather)	Occasional	Moderate	Limited
Building Fire	Unlikely	Moderate	Moderate
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

E. Capabilities Assessment

The RELLIS Campus currently maintains policing services through an agreement with the Texas A&M University Police Department. Additional security coverage is provided by a contracted security service, and additional law enforcement presence is provided within the Walter C. Schwartz Building by Blinn College. Fire emergency services are provided by the Bryan Fire Department.

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	Brazos County Sheriff's Office
Fire Services	City of Bryan Fire Department	According to Bryan Fire Department Mutual Aid Agreements
Emergency Medical Services	Bryan Fire Department	College Station Fire Department
Public Health	Brazos County Health Department	Texas A&M Environmental Health & Safety
Utilities/Infrastructure	TAMU UES	Atmos Energy, BTU, Enchanted Rock Energy
Facilities	SSC	
IT	TAMU System IT & TAMU TTI IT	TAMU IT Services

Communications	TAMU Division of IT Telecom	Helpdesk Central
----------------	--------------------------------	------------------

F. Planning Assumptions

The following are planning assumptions specific to the RELLIS Campus.

- The RELLIS Campus will continue to be exposed to and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.
- Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.
- Incident management activities will be initiated and conducted in accordance with the National Incident Management System (NIMS).
- Local emergency response resources will be available in emergency situations affecting the RELLIS Campus.
- 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.
- 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.
- Proper implementation and understanding of these guidelines through training and exercising will reduce or prevent disaster-related losses.
- The local police and fire departments will respond where support agreements or mutual aid agreements exist.
- Emergencies on the RELLIS Campus may involve multiple responding departments and agencies which could include, but not be limited to, Texas A&M University Police, Blinn College Police, Brazos County Sherriff's Department, The Texas A&M University System, TAMU Environmental Health and Safety, Emergency Medical Services, Facilities Services / SSC Service Solutions, TAMU Utilities and Energy

Services, TAMU Transportation Services, and other appropriate Texas A&M University System members, city, county, state and federal agencies.

- In most cases, the fire department or law enforcement personnel will assume Incident Command, depending on the type of emergency.
- Hazardous conditions may follow any major disaster thereby increasing the risk of injuries and death.
- Casualties will be transported to local area hospitals.
- Other Texas A&M University System agencies or components operating on the campus will coordinate their emergency actions with this EOP.
- Regardless of the threat or type of emergency, it is possible that the following results may be encountered:
 - Death, injury, or illness of people and/or animals
 - Interruption or disruption to transportation
 - Interruption or disruption to normal communications
 - Interruption or disruption to utilities and other essential services
 - Congregation of large numbers of people at the scene, at central locations, at shelters, etc.
 - Structural damage to streets, buildings, utilities, and other property
 - Contamination of food, water, personnel, vehicles, property, and other substances
 - Shortages of essential items
 - Periods of civil unrest or disorder, including looting, rioting, mob scenes, violence, etc.
 - Initial confusion of the affected population, with probable delays in response due to disaster incidents
 - Extensive need for public information
 - Disruption of business activities

V. Concept of Operations

A. General

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.

Top priorities for incident management are to:

- Save lives and protect the health and safety of students, faculty, staff, visitors, responders and recovery workers
- Ensure security of the campus
- Protect and restore critical infrastructure and key resources
- Protect property and mitigate damages and impacts to individuals, the community, and the environment
- Facilitate recovery of individuals
- Recover operations

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.

The concept of operations for RELLIS Campus is that the emergency functions of various agencies/organizations/divisions/departments involved in emergency management will generally parallel normal day-to-day functions or operations. To the maximum extent possible, the same personnel and material resources will be employed in both cases.

Day-to-day functions that do not contribute directly to the emergency 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.

B. Resource Designation Levels

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, the RELLIS Campus may

immediately determine it to be a Campus Incident, a Community Incident or State Level Incident.

The following Resource Designation Levels will be used as a means of delineating resource requirements:

- **Campus Incident:**

RELLIS Campus response services and capabilities meet the needs of the circumstance without activation of the EOC. Minor injuries to individuals or little damage to facilities may apply. Necessary community resources such as Bryan Fire Department may be needed.

- **Community Incident:**

RELLIS Campus response services and capabilities are exceeded by the demands and needs of the circumstance. If deemed necessary by the RELLIS Director, a campus EOC may be set up where the RELLIS Executive Policy Group may support RELLIS Campus operations. Brazos County Sherriff's Office and/or the City of College Station Fire Department response may be needed. If deemed necessary by the Incident Commander, the Brazos County CEOC may be activated to coordinate additional community resources in support of incident management.

- **State Level Incident:**

The RELLIS Campus's and the community's response services and capabilities are exceeded by disastrous conditions resulting in activation of the Brazos County CEOC by the Incident Commander. 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 Executive Policy Group may be convened in support of RELLIS Campus operations during and after the emergency event.

C. Emergency Operations Plan Activation Authority

The Executive Director of RELLIS Campus is the responsible authority for coordinating emergency measures for RELLIS. If the Director is unavailable, the order of succession is:

1. RELLIS Deputy Director
2. RELLIS Facilities Manager

The Director or the RELLIS Campus, or designee, will obtain a briefing from the Incident Commander (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 executive management. If appropriate, a declaration of campus emergency will be made by the RELLIS Director, or successor, in coordination with the Texas A&M University System Office.

D. Requests for Assistance & Additional Resources

Requests for emergency support may be received from any number of entities.

- Requests should be communicated to the RELLIS Director. Information on the request will be forwarded through the chain of command to the Executive Vice Chancellor and CFO for concurrence.
- 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.

VI. Organization and Assignment of Responsibilities

A. Campus Organization

Emergency Management for the RELLIS Campus is comprised of the following:

- RELLIS Campus Director
 - The RELLIS Director is responsible for Emergency Operations Planning and RELLIS Campus operations. Upon the activation of the campus EOC, the Director may assume the role as campus EOC manager, unless delegated.
- Executive Policy Group
 - The Executive Policy Group is comprised of the RELLIS Director, executive staff, and The Texas A&M University System Office of Risk Management, or their designees. The Executive Policy Group will work with other campus community leaders to provide guidance and direction during an incident in coordination with the designated campus EOC Manager. The Executive Policy Group may designate a liaison to relay information between incident command or the CEOC and the campus EOC. Members of the Executive Policy Group will monitor response activities, and support Marketing and Communications in media relations, and lead recovery efforts.

B. Other Campus Authorities

The RELLIS Campus currently maintains policing services through an agreement with the Texas A&M University Police Department. Additional security coverage is provided by a contracted security service, and additional law enforcement presence is provided within the Walter C. Schwartz Building by Blinn College. Fire emergency services are provided by the Brazos County Volunteer Fire Department Precinct 4 who is supported by an intra-agency agreement for mutual aid services through the City of Bryan.

The primary and secondary agencies for emergency services are listed in the Capabilities Assessment section of this document.

C. Notification and Warning

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.

When the RELLIS Campus Director has made the decision to act on an emergency that affects the RELLIS Campus, and after local emergency responders have been notified, the Texas A&M University Office of Safety and Security or designee will immediately initiate a Code Maroon message for the RELLIS Campus. Alternatively, the TAMU Police may become aware of an incident affecting the RELLIS Campus and will determine the need for issuance of a RELLIS Code Maroon message. In such a situation, the Office of Safety and Security will brief the RELLIS Campus Director or representative on the situation as soon as time permits after the RELLIS Code Maroon has been sent.

Alternative methods for notification to the campus community other than those listed above may be implemented depending on the nature of the incident.

Periodic updates should be provided to the campus community utilizing the most appropriate notification method until the emergency has been resolved.

D. Emergency Communication

Reliable and interoperable communications systems are essential to obtain the most complete information during emergencies and share information amongst the Executive Policy Group as well as the campus community and emergency response partners.

Communications Equipment

- Telephones, cellular or landline, are the primary means of communication for contacting key emergency responders and Executive Policy Group members.
- Radio equipment may be utilized by first responders and other emergency response partners.

E. Emergency Public Information

The Texas A&M University System Division of Marketing and Communications has primary responsibility for all RELLIS Campus press releases and other communication efforts during an emergency; however, in the best interest of public safety, the Texas A&M University Police Department Public Information Officer (PIO) may also release emergency public information based on their internal policies and statutes.

F. Non-Emergency External Communications

- 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.
- 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.
- Call centers may also be a resource in helping to control rumors.
- Call centers will only release information that has been approved by the Incident Commander and The Texas A&M University System Division of Marketing and Communications.

VII. Direction, Control and Coordination

A. General Procedures

- For minor emergencies, the RELLIS Campus 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.
- If the disaster, emergency, or terrorism incident exceeds the capabilities of the Brazos County resources, the regional counter-terrorism task forces can provide assistance in the form of specialized response teams. Additionally, the State of Texas will be requested to provide assistance. If needed, the State can mobilize an array of resources including, specialized response teams, support personnel, and specialized equipment to support disaster or emergency affairs.
- The RELLIS Director or designee is the person responsible for providing guidance on the emergency management program and response and recovery operations.
- Additional resources from local, state and federal entities will be requested through the Brazos CEOC.

- 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 Incident Commander would initiate activation of the Emergency Operations Center (EOC). Upon activation of the campus EOC for a campus incident, the Director, or designee, may serve as the RELLIS EOC Manager as outlined by this plan. For large-scale incidents, the Incident Commander may choose to activate the Brazos CEOC
- Once established, the overall emergency operations will be directed from the Brazos CEOC. The emergency field operations will be directed from an established ICP.
- 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 by the emergency situation.

B. Incident Command

In all emergencies, it is essential that there be a planned and predetermined command structure to take control of the scene, maintain control, and direct emergency response operations. The Incident Command System (ICS) will be followed at the scene of the emergency and for emergency operations and organization.

For emergencies affecting the RELLIS Campus, Incident Command will be established and followed according to Texas A&M University Police Department Standard Operating Procedures.

C. Incident Commander

The focal point of the ICS is the Incident Commander. 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 Incident Commander. Initially, the Incident Commander will be the senior first responder to arrive at the scene. The Incident Commander is responsible for on-scene management until command authority is transferred to another person, who then becomes the Incident Commander. 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.

The Incident Commander will also ensure the following, if applicable to the incident:

- Isolate the incident site and maintain control of the inner and outer perimeters
- Establish tactical communications and designate a primary radio channel

- Facilitate tactical planning and contingency planning
- Brief first responder personnel
- Designate a staging area for supporting agencies
- Ensure documentation of tactical decisions and activities
- Provide situational updates to the EOC at regular intervals, if activated
- Approve requests for additional resources or for the release of resources (demobilization) through Dispatch or the EOC, if activated
- Establish immediate priorities
- Coordinate any specific transportation issues (such as helicopter landing zones, EMS locations, morgue location, etc., as appropriate)
- Determine security boundaries
- Notify dispatch or the EOC (if activated) of needs, including personnel recall from other departments as required
- Approve emergency public information messaging prior to release by the Public Information Officer
- Participate in the after action review process
- Perform other duties as required by the situation

D. Incident Command Post

The **Incident Command Post (ICP)** is 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:

- Away from the general noise and confusion associated with the incident.
- Outside the area of present and potential hazards.
- Within view of the incident, when possible.

E. Incident Command or Unified Command

The Incident Command or Unified Command shall:

- Coordinate the actions of Fire, Police, EMS, and all other responding emergency units to the scene through a Unified Command System.
 - The TAMU Police Department assumes Incident Command/Unified Command 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).
 - The Bryan Fire Department assumes Incident Command/Unified Command in all emergencies on the RELLIS Campus except those specifically assigned to the police department.
- Command all field activities and has the authority to direct all on site incident activities within the RELLIS Campus's jurisdiction.
- Establish an ICP and provide an assessment of the situation to the RELLIS Campus Director or other officials, identify incident management resources required, and direct the on-scene incident management activities from the command post.
- The first trained emergency responder on-scene will assume the role of Incident Commander until a more qualified individual can assume command.

F. Emergency Operations Center

The RELLIS Campus Emergency Operations Center 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 Emergency Operations Plan resulting in the opening of the Emergency Operations Center will follow the Chain of Command beginning with the Incident Commander or RELLIS Campus Director. The Emergency Operations Center 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.

Coordination of center set up and operational support will be managed by the System Office of Risk Management.

1. RELLIS Campus Emergency Operations Center Location

- The primary RELLIS EOC shall be located in the RELLIS Administration Building 8081, Main Conference Room 104, and shall be the base of operations for the Executive Policy Group.
- Should the primary RELLIS EOC location become unsafe, members will meet at the Moore/Connally Building, 301 Tarrow St., College Station, TX 77840, Room 124.
- If the Incident Commander activates the Brazos CEOC, the RELLIS EOC will continue to function as a base for the Executive Policy Group, and a representative(s) from the RELLIS Executive Policy Group will be sent to the Brazos CEOC to serve as a liaison.

G. Executive Policy Group

This 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 Campus Emergency Operations Center to assess the greater effect of the incident and better assess the emergency and determined response. In the event that the Incident Commander requests that the CEOC be activated in support of first responders, the Executive Policy group will identify a liaison to serve within the CEOC who will provide guidance and direction during an incident in coordination with the CEOC Manager. The Executive Policy Group will receive constant and current updated status reports from the ICP or CEOC liaison at regular intervals or at the request for any additional information needed.

H. Finance

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

- Knowing what resources are on hand and available
- Anticipating what will be needed
- Tracking resources and returning resources at the conclusion of the operation
- Tracking costs as necessary for reimbursements

FEMA reimbursable expenditures should be tracked using FEMA forms.

In the event of an emergency affecting the RELLIS Campus, The Texas A&M University System Executive Director of Budgeting and Accounting or designee 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.

Emergency Purchases

When possible, those requiring an emergency purchase will contact The Texas A&M University System Director of Procurement or designee 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:

- State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation.

- 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.

VIII. Plan Development and Maintenance

The RELLIS Campus Director in coordination with The Texas A&M University System Office of Risk Management is responsible for maintaining and updating this plan. This plan shall be reviewed at least 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 Office of System Risk Management.

IX. Testing, Training and Exercises

A. Testing and Exercises

Per System Policy 34.07.01, The RELLIS Emergency Operations Plan will be tested and exercised at least annually utilizing a discussion-based level exercise or higher. An operations-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 situation will be invited to participate in the campus exercises. Actual emergency situations or false emergency alarms will not be used to meet the requirements for testing and exercising the RELLIS EOP.

B. After Action Reviews

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.

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.

The after action report should be written and, at a minimum, provide the 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 involved responders, 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.

Criteria for Conducting and After Action Review:

- Activation of the EOC
- Death of an employee, student or visitor
- Significant release of a hazardous substance, e.g., natural gas release in occupied space, laboratory fire or explosion, and environmental release of hazardous materials
- At the discretion of, the RELLIS Campus Director, RELLIS executive management, or The Texas A&M University System Office of Risk Management

C. Training

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

X. Authority and References

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents
7. Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
8. National Incident Management System

9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Framework

B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management (RP32 - 01/28/2004)
7. Executive Order of the Governor Relation to National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. State of Texas Emergency Operations Plan
10. Texas Homeland Security Strategic Plan
11. Texas Education Code Section 51.217

C. Local

1. Texas A&M University System Policy for Emergency Management (34.07)
2. Texas A&M University System Regulation for Emergency Management EOP for System Campuses (34.07.01)