

IX. EMERGENCY MANAGEMENT

1.0 Purpose

- 1.1 Texas A&M University is subject to emergencies or disasters resulting from human-induced incidents or natural phenomena. As such, Texas A&M University employs an “all hazards” approach as the standard for emergency management.
- 1.2 Texas A&M University is a member of the Brazos County Interjurisdictional Emergency Management Program with Brazos County and the Cities of Bryan and College Station. As a result, Texas A&M University receives support from local, State, and Federal agencies.
- 1.3 For more information, see <http://www.tamu.edu/emergency>

2.0 Phases of Emergency Management

2.1 Mitigation

- 2.1.1 Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities, which lessen the undesirable effects of unavoidable hazards. Examples include fire suppressions systems in campus buildings, testing of natural gas lines and construction of detention ponds to control storm water.

2.2 Preparedness

- 2.2.1 Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.

2.3 Response

- 2.3.1 Response is the actual provision of emergency services during a crisis. These activities help reduce casualties and damage, and speed recovery. Response activities include warning, fire, evacuation, rescue, and other similar operations.

2.4 Recovery/Business Continuity

- 2.4.1 Recovery/Business Continuity is both a short-term and long-term process. Short-term operations seek to restore, or maintain vital services to the University and provide the basic needs of employees, students, and visitors. Long-term recovery focuses on

restoring the University to its normal pre-disaster, or an improved, state of affairs. The recovery/business continuity phase is also an opportune time to institute future mitigation measures, particularly those related to the recent emergency.

3.0 Roles and Responsibilities

3.1 Individual

3.1.1 Given that emergencies cannot always be avoided, our common first line of defense is our own initial actions (i.e., those things that we do before emergency responders arrive). These actions are:

3.1.1.1 Maintain situational awareness

3.1.1.1.1 At its core, situational awareness involves being aware of where you are and what is happening around you to understand how information, events, and your own actions will impact your safety and your ability to protect yourself, both now and in the near future.

3.1.1.2 Take actions to protect yourself

3.1.1.2.1 Based upon your assessment of the situation, use your best judgment to protect yourself and, if possible, others (e.g., evacuate or shelter-in-place).

3.1.1.3 Summon assistance

3.1.1.3.1 Call for help.

3.1.1.3.2 See Section 4, Summoning Emergency Services, below.

3.1.1.4 Warn others

3.1.1.4.1 Once you are safely away from the danger, warn others of the hazard.

3.1.2 Detailed procedures can be found at:

3.1.2.1 <http://www.tamu.edu/emergency/procedures/>

3.1.2.2 Emergency Protocol Quick Reference Guide
(<http://www.tamu.edu/emergency/resources/plans.html>)

3.2 Colleges, Divisions, and Departments

- 3.2.1 Every college, division, and department has a responsibility to ensure a safe environment for its employees and to maintain operations.
 - 3.2.1.1 Every major building on campus is required to have an emergency evacuation plan.
 - 3.2.1.2 Each college, division and/or department is encouraged to have a business continuity plan.
- 3.2.2 To ensure that colleges, divisions, and departments are prepared for emergencies, the above plans should be practiced and tested.
- 3.2.3 Contact the Office of Safety and Security or Environmental Health and Safety for assistance in developing these plans.

3.3 University

- 3.3.1 Texas A&M University, through the Office of Safety & Security, is responsible for maintaining the emergency management program ranging from:
 - 3.3.1.1 Maintaining the broad-based Texas A&M University Crisis Management Plan, and associated plans;
 - 3.3.1.2 Working with departments to write and exercise building emergency plans;
 - 3.3.1.3 Maintaining the emergency exercise and training program;
 - 3.3.1.4 Maintaining public awareness on emergencies; and
 - 3.3.1.5 Coordinating University efforts with local and regional partners.

4.0 Summoning Emergency Services

- 4.1 To summon emergency services, call 9-911 from a campus phone or 911 from a non-campus phone (e.g., cell phone). Remember to remain calm, notify others, and respond to the emergency as appropriate. Do not attempt to handle any emergency situation in which you do not have training (e.g., firefighting, first aid, spill response, etc.).
 - 4.1.1 Relay the following information to the emergency dispatcher:

- 4.1.1.1 Your location – building name and area
- 4.1.1.2 Nature of emergency
- 4.1.1.3 If there are any injuries
- 4.1.1.4 Your name and the phone number you are calling from

- 4.1.2 Remember to always:
 - 4.1.2.1 Answer the emergency dispatcher’s questions
 - 4.1.2.2 Follow all directions given
 - 4.1.2.3 Do not hang up until told

- 4.1.3 Campus Emergency Telephones
 - 4.1.3.1 Texas A&M maintains more than 100 “blue light” emergency telephones on campus. Use these for local calls and/or for calling 911 to summon emergency services.

- 4.1.4 Other Emergency Telephone Numbers
 - 4.1.4.1 University Police Dispatch – (979) 845-2345
 - 4.1.4.2 University EMS Dispatch – (979) 845-1525
 - 4.1.4.3 Physical Plant Communications Center – (979) 845-4311
 - 4.1.4.4 Environmental Health & Safety – (979) 845-2132
 - 4.1.4.5 Radiological Emergencies – (979) 862-1111
 - 4.1.4.6 University Animal Facilities – (979) 845-7433

5.0 Training Resources

5.1 As part of an educational institution, it is important to provide training and educational opportunities for all those interested in learning more about emergency preparedness. For additional information about specific trainings that can be provided to students, faculty, and staff, please visit the Resources section of the Emergency Preparedness Website.

- 5.1.1 <http://www.tamu.edu/emergency/resources/>

6.0 Warning Systems

6.1 Texas A&M University has many warning systems on campus. Each warning system is just one “tool” in the campus “warning toolbox”. Any one warning system can be used, as well as any system can be used in conjunction with others. In combination, Texas A&M University is able to provide timely warnings to the campus community for imminent threats to safety and security.

- 6.1.1 **Code Maroon** – Code Maroon is Texas A&M University’s proprietary emergency warning system comprised of a collection of technologies involving, but not limited to, SMS (text message), email, the KAMU radio station, and on-campus cable television.
- 6.1.2 The following are brief descriptions of the types of warning systems utilized by the University:
- 6.1.2.1 **Building Fire Alarm Systems** – These warning systems are ideal to provide immediate warnings to individuals within a given building.
 - 6.1.2.2 **Bull Horns (Megaphones)** – Megaphones are often utilized by fire departments and law enforcement to project a warning message quickly to people within a defined area.
 - 6.1.2.3 **Weather Radios** – Weather radios provide timely warnings to a broad populous for weather (or potential) emergencies activated by the National Weather Service.
 - 6.1.2.4 **Lightning Warning System** – The campus is equipped with a warning system that is activated automatically when a lightning strike is likely. When the alarm is sounded (one continuous 15-second horn blast), seek shelter indoors until the alarms have annunciated the “all clear” signal (three 5-second horn blasts).
 - 6.1.2.5 **EAS Radios** – EAS radios are similar to weather radios except EAS radios can be activated by university officials, not the National Weather Service. These radios broadcast warnings for any emergency (weather-related or not) to anyone with such radios.
 - 6.1.2.6 **Email / Text Messaging** – Members of the Texas A&M campus community may receive email and/or text message warnings through voluntary participation in this system.
 - 6.1.2.7 **Television / Radio** – Television and radio broadcasts are ideal for broad distribution of an emergency message to the masses. The message distribution can be accomplished by working with the media or automated text crawlers for television.
 - 6.1.2.8 **Emergency Notification System** – Texas A&M University utilizes a reverse 911 system that will send emergency

messages to landline telephones in a defined geographic area.

6.1.2.9 **TAMU Emergency Website** – Emergency messages will be posted on the TAMU emergency website containing more detailed emergency information that otherwise can not be distributed by other warning systems.

6.1.2.9.1 <http://emergency.tamu.edu>

6.1.2.10 **Word of Mouth** – The most effective warning system is by word of mouth, whether it is from university officials or people passing on the emergency warning to others.

END OF SECTION