

EMERGENCY OPERATIONS PLAN

West Texas A&M University

Promulgation Statement

West Texas A&M University is committed to the safety and security of students, faculty, staff, and visitors on its campus. In order to support that commitment, the President/CEO has asked for a thorough review of the emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters.

The Emergency Operations Plan that follows is the official policy of West Texas A&M University. It is a result of a comprehensive review and update of school policies in the context of its location in Canyon, Texas and in the current world situation. We support its recommendations and commit the University's resources to ongoing training, exercises, and maintenance required to keep it current.

This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the University community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential.

APPROVAL AND IMPLEMENTATION

Emergency Operations Plan

This emergency operations plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

Draft


PRESIDENT/CEO

September 7, 2009
DATE

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BASIC PLAN

I. AUTHORITY

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 PLAN
10. NATIONAL STRATEGY FOR HOMELAND SECURITY, JULY 2002
11. NUCLEAR/RADIOLOGICAL INCIDENT ANNEX OF THE NATIONAL RESPONSE PLAN

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
7. EXECUTIVE ORDER OF THE GOVERNOR RELATING TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM
8. ADMINISTRATIVE CODE, TITLE 37, PART 1, CHAPTER 7 (DIVISION OF EMERGENCY MANAGEMENT)
9. *THE TEXAS HOMELAND SECURITY STRATEGIC PLAN*, PARTS I AND II, DECEMBER 15, 2003
10. *THE TEXAS HOMELAND SECURITY STRATEGIC PLAN*, PART III, FEBRUARY 2004

II. PURPOSE

This Basic Plan outlines WTAMU's approach to emergency management and operations. It provides general guidance for emergency management activities and an overview of WTAMU's methods of mitigation, preparedness, response, and recovery. The plan describes WTAMU's emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to empower employees in an emergency and clarify emergency roles and response. It is also intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all University faculty, staff, and students. The primary audience for the document includes the staff tasked within the document or annexes, emergency

management staff, leaders of local volunteer organizations that support emergency operations and others who may participate in mitigation, preparedness, response, and recovery efforts.

This Basic Plan outlines WTAMU's approach to emergency management and operations. It has been developed to protect the faculty, staff and students during an emergency situation. This plan takes an all-hazard approach to emergency management and plans for mitigation/prevention, preparedness, response, and recovery.

Mission and Goals

1. The mission of West Texas A&M University in an emergency/disaster is to:
 - a. Protect lives and property
 - b. Mitigate the effects of a disaster
 - c. Respond to emergencies promptly and properly
 - d. Aid in recovery from disasters
2. The goals of the West Texas A&M University Emergency Operation Plan
 - a. Provide emergency response plans, services, and supplies for all facilities and employees
 - b. Coordinate the use of University personnel and facilities
 - c. Restore normal services as quickly as possible
 - d. Provide detailed and accurate documentation of emergencies to aid in the recovery process

III. EXPLANATION OF TERMS

A. Acronyms

AAR	AFTER ACTION REPORT
ARC	AMERICAN RED CROSS
CFR	CODE OF FEDERAL REGULATIONS
DDC	DISASTER DISTRICT COMMITTEE
DHS	DEPARTMENT OF HOMELAND SECURITY
EOC	EMERGENCY OPERATIONS OR OPERATING CENTER
FBI	FEDERAL BUREAU OF INVESTIGATION
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY, AN ELEMENT OF THE U.S. DEPARTMENT OF HOMELAND SECURITY
HAZMAT	HAZARDOUS MATERIAL
HSPD-5	HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 5
ICP	INCIDENT COMMAND POST

ICS	INCIDENT COMMAND SYSTEM
IP	IMPROVEMENT PLAN
JFO	JOINT FIELD OFFICE
JIC	JOINT INFORMATION CENTER
NIMS	NATIONAL INCIDENT MANAGEMENT SYSTEM
NRP	NATIONAL RESPONSE PLAN
OSHA	OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION
PIO	PUBLIC INFORMATION OFFICER
SOPs	STANDARD OPERATING PROCEDURES
SOC	STATE OPERATIONS CENTER
TRRN	TEXAS REGIONAL RESPONSE NETWORK
TSA	THE SALVATION ARMY

B. Definitions

1. AREA COMMAND (UNIFIED AREA COMMAND). AN ORGANIZATION ESTABLISHED (1) TO OVERSEE THE MANAGEMENT OF MULTIPLE INCIDENTS THAT ARE EACH BEING MANAGED BY AN ICS ORGANIZATION OR (2) TO OVERSEE THE MANAGEMENT OF LARGE OR MULTIPLE INCIDENTS TO WHICH SEVERAL INCIDENT MANAGEMENT TEAMS HAVE BEEN ASSIGNED. SETS OVERALL STRATEGY AND PRIORITIES, ALLOCATES CRITICAL RESOURCES ACCORDING TO PRIORITIES, ENSURES THAT INCIDENTS ARE PROPERLY MANAGED, AND ENSURES THAT OBJECTIVES ARE MET AND STRATEGIES FOLLOWED. AREA COMMAND BECOMES UNIFIED AREA COMMAND WHEN INCIDENTS ARE MULTIJURISDICTIONAL.
2. DISASTER DISTRICT. DISASTER DISTRICTS ARE REGIONAL STATE EMERGENCY MANAGEMENT ORGANIZATIONS MANDATED BY THE EXECUTIVE ORDER OF THE GOVERNOR RELATING TO EMERGENCY MANAGEMENT WHOSE BOUNDARIES PARALLEL THOSE OF HIGHWAY PATROL DISTRICTS AND SUB-DISTRICTS OF THE TEXAS DEPARTMENT OF PUBLIC SAFETY.
3. DISASTER DISTRICT COMMITTEE. THE DDC CONSISTS OF A CHAIRPERSON (THE LOCAL HIGHWAY PATROL CAPTAIN OR COMMAND LIEUTENANT), AND AGENCY REPRESENTATIVES THAT MIRROR THE MEMBERSHIP OF THE STATE EMERGENCY MANAGEMENT COUNCIL. THE DDC CHAIRPERSON, SUPPORTED BY COMMITTEE MEMBERS, IS RESPONSIBLE FOR IDENTIFYING, COORDINATING THE USE OF, COMMITTING, AND DIRECTING STATE RESOURCES WITHIN THE DISTRICT TO RESPOND TO EMERGENCIES.
4. EMERGENCY OPERATIONS CENTER. SPECIALLY EQUIPPED FACILITIES FROM WHICH GOVERNMENT OFFICIALS EXERCISE DIRECTION AND CONTROL AND COORDINATE NECESSARY RESOURCES IN AN EMERGENCY SITUATION.
5. PUBLIC INFORMATION. INFORMATION THAT IS DISSEMINATED TO THE PUBLIC VIA THE NEWS MEDIA BEFORE, DURING, AND/OR AFTER AN EMERGENCY OR DISASTER.
6. EMERGENCY SITUATIONS. AS USED IN THIS PLAN, THIS TERM IS INTENDED TO DESCRIBE A RANGE OF OCCURRENCES, FROM A MINOR INCIDENT TO A CATASTROPHIC DISASTER. IT INCLUDES THE FOLLOWING:

- a. INCIDENT. AN INCIDENT IS A SITUATION THAT IS LIMITED IN SCOPE AND POTENTIAL EFFECTS. CHARACTERISTICS OF AN INCIDENT INCLUDE:
- 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and public instructions are provided in the immediate area, not community-wide.
 - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 - 5) May require limited external assistance from other local response agencies or contractors.
 - 6) For the purposes of the NRP, incidents include the full range of occurrences that require an emergency response to protect life or property.
- b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
- 1) INVOLVES A LARGE AREA, SIGNIFICANT POPULATION, OR IMPORTANT FACILITIES.
 - 2) MAY REQUIRE IMPLEMENTATION OF LARGE-SCALE EVACUATION OR IN-PLACE SHELTERING AND IMPLEMENTATION OF TEMPORARY SHELTER AND MASS CARE OPERATIONS.
 - 3) MAY REQUIRE COMMUNITY-WIDE WARNING AND PUBLIC INSTRUCTIONS.
 - 4) REQUIRES A SIZABLE MULTI-AGENCY RESPONSE OPERATING UNDER AN INCIDENT COMMANDER.
 - 5) MAY REQUIRE SOME EXTERNAL ASSISTANCE FROM OTHER LOCAL RESPONSE AGENCIES, CONTRACTORS, AND LIMITED ASSISTANCE FROM STATE OR FEDERAL AGENCIES.
 - 6) THE EOC WILL BE ACTIVATED TO PROVIDE GENERAL GUIDANCE AND DIRECTION, COORDINATE EXTERNAL SUPPORT, AND PROVIDE RESOURCE SUPPORT FOR THE INCIDENT.
 - 7) FOR THE PURPOSES OF THE NRP, AN EMERGENCY (AS DEFINED BY THE STAFFORD ACT) IS "ANY OCCASION OR INSTANCE FOR WHICH, IN THE DETERMINATION OF THE PRESIDENT, FEDERAL ASSISTANCE IS NEEDED TO SUPPLEMENT STATE AND LOCAL EFFORTS AND CAPABILITIES TO SAVE LIVES AND TO PROTECT PROPERTY AND PUBLIC HEALTH AND SAFETY, OR TO LESSEN OR AVERT THE THREAT OF CATASTROPHE IN ANY PART OF THE UNITED STATES."
- c. DISASTER. A DISASTER INVOLVES THE OCCURRENCE OR THREAT OF SIGNIFICANT CASUALTIES AND/OR WIDESPREAD PROPERTY DAMAGE THAT IS BEYOND THE CAPABILITY OF THE LOCAL GOVERNMENT TO HANDLE WITH ITS ORGANIC RESOURCES. CHARACTERISTICS INCLUDE:
- 1) INVOLVES A LARGE AREA, A SIZABLE POPULATION, AND/OR IMPORTANT FACILITIES.
 - 2) MAY REQUIRE IMPLEMENTATION OF LARGE-SCALE EVACUATION OR IN-PLACE SHELTERING AND IMPLEMENTATION OF TEMPORARY SHELTER AND MASS CARE OPERATIONS.
 - 3) REQUIRES COMMUNITY-WIDE WARNING AND PUBLIC INSTRUCTIONS.
 - 4) REQUIRES A RESPONSE BY ALL LOCAL RESPONSE AGENCIES OPERATING UNDER ONE OR MORE INCIDENT COMMANDERS.

- 5) REQUIRES SIGNIFICANT EXTERNAL ASSISTANCE FROM OTHER LOCAL RESPONSE AGENCIES, CONTRACTORS, AND EXTENSIVE STATE OR FEDERAL ASSISTANCE.
 - 6) THE EOC WILL BE ACTIVATED TO PROVIDE GENERAL GUIDANCE AND DIRECTION, PROVIDE EMERGENCY INFORMATION TO THE PUBLIC, COORDINATE STATE AND FEDERAL SUPPORT, AND COORDINATE RESOURCE SUPPORT FOR EMERGENCY OPERATIONS.
 - 7) FOR THE PURPOSES OF THE NRP, A *MAJOR DISASTER* (AS DEFINED BY THE STAFFORD ACT) IS ANY CATASTROPHE, REGARDLESS OF THE CAUSE, WHICH IN THE DETERMINATION OF THE PRESIDENT CAUSES DAMAGE OF SUFFICIENT SEVERITY AND MAGNITUDE TO WARRANT MAJOR DISASTER FEDERAL ASSISTANCE.
- d. CATASTROPHIC INCIDENT. FOR THE PURPOSES OF THE NRP, THIS TERM IS USED TO DESCRIBE ANY NATURAL OR MANMADE OCCURRENCE THAT RESULTS IN EXTRAORDINARY LEVELS OF MASS CASUALTIES, PROPERTY DAMAGE, OR DISRUPTIONS THAT SEVERELY AFFECT THE POPULATION, INFRASTRUCTURE, ENVIRONMENT, ECONOMY, NATIONAL MORALE, AND/OR GOVERNMENT FUNCTIONS. AN OCCURRENCE OF THIS MAGNITUDE WOULD RESULT IN SUSTAINED NATIONAL IMPACTS OVER PROLONGED PERIODS OF TIME, AND WOULD IMMEDIATELY OVERWHELM LOCAL AND STATE CAPABILITIES. ALL CATASTROPHIC INCIDENTS ARE *INCIDENTS OF NATIONAL SIGNIFICANCE*.
7. HAZARD ANALYSIS. A DOCUMENT, PUBLISHED SEPARATELY FROM THIS PLAN, THAT IDENTIFIES THE LOCAL HAZARDS THAT HAVE CAUSED OR POSSESS THE POTENTIAL TO ADVERSELY AFFECT PUBLIC HEALTH AND SAFETY, PUBLIC OR PRIVATE PROPERTY, OR THE ENVIRONMENT.
 8. HAZARDOUS MATERIAL (HAZMAT). A SUBSTANCE IN A QUANTITY OR FORM POSING AN UNREASONABLE RISK TO HEALTH, SAFETY, AND/OR PROPERTY WHEN MANUFACTURED, STORED, OR TRANSPORTED. THE SUBSTANCE, BY ITS NATURE, CONTAINMENT, AND REACTIVITY, HAS THE CAPABILITY FOR INFLECTING HARM DURING AN ACCIDENTAL OCCURRENCE. IS TOXIC, CORROSIVE, FLAMMABLE, REACTIVE, AN IRRITANT, OR A STRONG SENSITIZER, AND POSES A THREAT TO HEALTH AND THE ENVIRONMENT WHEN IMPROPERLY MANAGED. INCLUDES TOXIC SUBSTANCES, CERTAIN INFECTIOUS AGENTS, RADIOLOGICAL MATERIALS, AND OTHER RELATED MATERIALS SUCH AS OIL, USED OIL, PETROLEUM PRODUCTS, AND INDUSTRIAL SOLID WASTE SUBSTANCES.
 9. INCIDENT OF NATIONAL SIGNIFICANCE. AN ACTUAL OR POTENTIAL HIGH-IMPACT EVENT THAT REQUIRES A COORDINATED AND EFFECTIVE RESPONSE BY AND APPROPRIATE COMBINATION OF FEDERAL, STATE, LOCAL, TRIBAL, NONGOVERNMENTAL, AND/OR PRIVATE SECTOR ENTITIES IN ORDER TO SAVE LIVES AND MINIMIZE DAMAGE, AND PROVIDE THE BASIS FOR LONG-TERM COMMUNICATION RECOVERY AND MITIGATION ACTIVITIES.
 10. INTER-LOCAL AGREEMENTS. ARRANGEMENTS BETWEEN GOVERNMENTS OR ORGANIZATIONS, EITHER PUBLIC OR PRIVATE, FOR RECIPROCAL AID AND ASSISTANCE DURING EMERGENCY SITUATIONS WHERE THE RESOURCES OF A SINGLE JURISDICTION OR ORGANIZATION ARE INSUFFICIENT OR INAPPROPRIATE FOR THE TASKS THAT MUST BE PERFORMED TO CONTROL THE SITUATION. COMMONLY REFERRED TO AS MUTUAL AID AGREEMENTS.
 11. STAFFORD ACT. THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT AUTHORIZES FEDERAL AGENCIES TO UNDERTAKE SPECIAL MEASURES DESIGNED TO ASSIST THE EFFORTS OF STATES IN EXPEDITING THE RENDERING OF AID,

ASSISTANCE, EMERGENCY SERVICES, AND RECONSTRUCTION AND REHABILITATION OF AREAS DEVASTATED BY DISASTER.

12. STANDARD OPERATING PROCEDURES. APPROVED METHODS FOR ACCOMPLISHING A TASK OR SET OF TASKS. SOPs ARE TYPICALLY PREPARED AT THE DEPARTMENT OR AGENCY LEVEL. MAY ALSO BE REFERRED TO AS STANDARD OPERATING GUIDELINES (SOGs).

IV. SITUATION AND ASSUMPTIONS

A. Situation

West Texas A&M University is exposed to many hazards, all of which have the potential for disrupting the campus community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards is provided in Figure 1. More detailed information is provided in a Hazard Analysis, published separately.

Hazard Type:	LIKELIHOOD OF OCCURRENCE*	ESTIMATED IMPACT ON PUBLIC HEALTH & SAFETY			ESTIMATED IMPACT ON PROPERTY		
	(SEE BELOW)	LIMITED	MODERATE	MAJOR	LIMITED	MODERATE	MAJOR
NATURAL							
DROUGHT	Likely	Moderate			Limited		
EARTHQUAKE	Unlikely	Moderate			Moderate		
FLASH FLOODING	Likely	Moderate			Moderate		
FLOODING (RIVER OR TIDAL)	Unlikely	Limited			Limited		
HURRICANE	Unlikely	Limited			Limited		
SUBSIDENCE	Unlikely	Limited			Limited		
TORNADO	Likely	Major			Major		
WILDFIRE	Likely	Major			Major		
WINTER STORM	Likely	Moderate			Moderate		
TECHNOLOGICAL							
DAM FAILURE	Unlikely	Limited			Limited		
ENERGY/FUEL SHORTAGE	Unlikely	Limited			Limited		
HAZMAT/OIL SPILL (FIXED SITE)	Unlikely	Limited			Limited		
HAZMAT/OIL SPILL (TRANSPORT)	Occasional	Limited			Limited		
MAJOR STRUCTURAL FIRE	Likely	Major			Major		
NUCLEAR FACILITY INCIDENT	Unlikely	Limited			Limited		
WATER SYSTEM FAILURE	Unlikely	Major			Major		
SECURITY							
CIVIL DISORDER	Occasional	Moderate			Moderate		
ENEMY MILITARY ATTACK	Occasional	MAJOR			Major		
TERRORISM	Occasional	MODERATE			Moderate		
* LIKELIHOOD OF OCCURRENCE: UNLIKELY, OCCASIONAL, LIKELY, OR HIGHLY LIKELY							

B. Enrollment and employment figures

University Population

The University's Fall 2007 enrollment was approximately 7,508 students. The University's personnel is comprised of 226 full-time faculty, 33 part-time faculty, 539 full-time staff, and 11 part-time staff. In addition to that, there are approximately 100 contract tenants and dining hall staff.

Residential Students

The residence halls currently house approximately 1,400 students in eight residence halls. In addition to the residence halls, there is one apartment complex adjacent to campus that houses approximately 300 faculty, staff, or students from WTAMU.

C. Geographical location

West Texas A&M University is situated on a 135 acre campus made up of 43 buildings plus the First United Bank Center, WTAMU Horse Center, Stanley Schaeffer Agricultural Education Learning Center, Kimbrough Memorial Stadium, and the 2,400 acre Nance Ranch.

a. WTAMU consists of a main campus located at 2501 4th Avenue in Canyon, Texas. The main campus is made up of 14 academic buildings and 29 non-academic buildings. All University buildings are listed in Appendix 3.

b. A map of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, AEDs, first aid kits, hazardous materials storage, and utility shut offs is Appendix 4.

D. Assumptions

1. WTAMU 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.
2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. A single site emergency, i.e. fire, gas main breakage, etc, could occur at any time without warning and the employees of the University cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect university property.
4. Following a major or catastrophic event, West Texas A&M University will have to rely on its own resources to be self-sustaining for up to 72 hours.

5. There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. However, rapid and appropriate response will reduce the number and severity of injury.
6. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for the University to be prepared to carry out the initial emergency response on an independent basis.
7. Proper mitigation actions, such as creating a positive school environment, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of staff, students and other personnel, and conducting periodic emergency drills and exercises can improve the university's readiness to deal with emergency situations.
8. A spirit of volunteerism among West Texas A&M University employees, students and families will result in their providing assistance and support to emergency response efforts.

F. Limitations:

It is the policy of West Texas A&M University that no guarantee of a perfect response system is implied by this plan. As personnel and resources may be overwhelmed, WTAMU can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of the West Texas A&M University emergency operations program are to protect the lives and provide for the well-being of its students and staff through the prompt and timely response of trained university personnel should an emergency affect the university. To meet these objectives, WTAMU shall establish and maintain a comprehensive emergency operations program that includes plans and procedures, hazard analysis, security audits, training and exercise, and plan review and maintenance.

B. General

1. It is the responsibility of WTAMU officials to protect faculty, staff, and students from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect WTAMU.
2. It is the responsibility of WTAMU to provide in-service emergency response education for all university personnel
3. It is the responsibility of WTAMU to conduct drills and exercises to prepare university personnel as well as students for an emergency situation

4. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the university, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.
5. This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn faculty, staff, students and parents during any emergency situation, whatever the cause.
6. The Incident Command System (ICS) will be used to manage all emergencies that occur at WTAMU. Use of the ICS is encouraged to perform non-emergency tasks to promote familiarity with the system. All essential university personnel will be trained in the ICS.
7. Personnel tasked in this plan are expected to develop and keep current standard operating procedures (SOP) that describe how emergency tasks will be performed. WTAMU is charged with ensuring the training and equipment necessary for an appropriate response are in place.
8. This plan is based upon the concept that the emergency functions that must be performed by WTAMU generally parallel some normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
9. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
10. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
11. This plan, in accordance with the National Response Plan (NRP), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRP coordinating structures, processes, and protocols.

C. Operational Guidance

1. Initial Response

WTAMU personnel are likely to be first on the scene of an emergency situation within the university. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

- a. The University Police Department will be responsible for activating the WTAMU emergency operations plan and the initial response:
 - 1) Evacuation – Requires all faculty, staff, and students to leave the building. Evacuation can be highly effective if it can be completed before the arrival of the hazard.
 - 2) Reverse Evacuation – Requires all faculty, staff, and students to go to safe places in the building from outside the building.
 - 3) Lock down – All exterior doors and classroom doors are locked and everyone stays in their classrooms.
 - 4) Shelter-in-place – Faculty, staff, and students are held in the building, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving hazardous materials which produce toxic vapors outside of the facility. Taking shelter inside a sealed building is highly effective in keeping everyone safe.
 - 5) Drop, cover and hold – Faculty, staff, and students drop low, take cover under furniture, cover eyes and protect internal organs.

2. Notification Procedures

- a. In case of an incident at any WTAMU facility, the flow of information shall be from WTAMU to the TAMUS System office. Information should include the nature of the incident and the impact on the facility, faculty, staff, and students.
- b. In the event WTAMU is in receipt of information, such as a weather warning that may affect any WTAMU property, the information shall be provided to the appropriate University personnel to allow for adequate preparations. Specific guidelines are found in the individual annexes and appendices.

3. Training and Exercise

- a. WTAMU understands the importance of training, drills, and exercises in the overall emergency management program. To ensure that University personnel and community first responders are aware of their duties and responsibilities under the

WTAMU plan and the most current procedures, the following training, drill and exercise actions will occur:

- 1) Training and refresher training sessions shall be conducted for all University personnel. Training shall be held at different times during the school year that will allow for maximum attendance.
- 2) Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials such as annexes and appendices. Input from all personnel is encouraged.
- 3) WTAMU will plan for two drills/exercises during the academic year. The types of drills and exercises will be determined by the CIRT Team.
- 4) WTAMU will participate in any external drills or exercises sponsored by local emergency responders. Availability of University personnel and the nature of the drill or exercise shall govern the degree to which the University will participate as it relates to improving the University's ability to respond to and deal with emergencies.

4. Implementation of the Incident Command System (ICS)

- a. The designated incident commander (IC) for WTAMU will implement the ICS and serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
- b. For disaster situations, a specific incident scene may not exist in the initial response phase and the local Emergency Operations Center may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an Incident Command Post may be established at the University, and direction and control of the response transitioned to the IC. This scenario would likely occur during a community wide disaster.

5. Source and Use of Resources

- a. WTAMU will use its own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, the following options exist:
 - 1) Request assistance from volunteer groups active in disasters.
 - 2) Request assistance from industry or individuals who have resources needed to assist with the emergency situation.

D. Incident Command System

1. WTAMU intends to employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
2. The incident commander is responsible for carrying out the ICS function of command—managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different local emergency response agencies may be assigned to separate staff sections charged with those functions.
3. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

E. Incident Command System (ICS)—Emergency Operations Center (EOC) Interface

1. For community-wide disasters, the EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The IC is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the University faculty, staff, and students in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the University faculty, staff, and students in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
 - a. Providing resource support for the incident command operations.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.

- d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

F. Activities by Phases of Emergency Management

This plan addresses emergency actions that are conducted during all four phases of emergency management.

1. Mitigation/Prevention

WTAMU will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency operations program are:

a. Hazard Analysis

- 1) Identifying hazards
- 2) Recording hazards
- 3) Analyzing hazards
- 4) Mitigating/preventing hazards
- 5) Monitoring hazards

b. Security Audit

- 1) ViSAT

2. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in the emergency operations program are:

- a. Providing emergency equipment and facilities.
- b. Emergency planning, including maintaining this plan, its annexes, and appendices

- c. Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist WTAMU during emergencies in training opportunities.
- d. Conducting periodic drills and exercises to test emergency plans and training.
- e. Completing an After Action Review after drills, exercises and actual emergencies
- f. Revise plan as necessary

3. Response

WTAMU will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response activities include warning, first aid, light fire suppression, law enforcement operations, evacuation, shelter and mass care, light search and rescue, as well as other associated functions.

4. Recovery

If a disaster occurs, WTAMU will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to WTAMU and provide for the basic needs of the faculty, staff, and students. Long-term recovery focuses on restoring the University to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to all affected groups of the University. Examples of recovery programs include temporary relocation of classes, restoration of University services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities.

G. Emergencies Occurring During University Breaks

If a school administrator or other emergency response team member is notified of an emergency during a University break, the response usually will be one of limited school involvement. In that case, the following steps should be taken:

1. Institute the phone tree to disseminate information to CIRT Team members and request a meeting of all available members.
2. Identify those most likely to be affected by the emergency. Keep the list and recheck as the emergency dictates.
3. Notify faculty, staff, students, or families of students identified in #2 and recommend community resources for support.
4. Notify general faculty/staff by email or telephone with appropriate information.

5. Notify all appropriate constituent groups (Chancellor, BOR, legislative delegation, alumni, and donors) by email or telephone with appropriate information.
6. Schedule faculty/staff meeting for an update as soon as the emergency is passed.
7. Be alert for repercussions among faculty, staff, and students. When business reconvenes, check core group and other at-risk faculty, staff, and students and institute appropriate support mechanisms and referral procedures.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

Most Universities have emergency functions in addition to their normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. WTAMU's organization for emergencies includes an executive group, emergency operations planning team, emergency response teams, emergency services, and support services.

Executive Group

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the University President/CEO, Provost/Vice President for Academic Affairs, Vice-President for Business & Finance, Assistant to the VPBF (Director of Risk Management), Director of Environmental Safety, and University Chief of Police.

Emergency Operations Planning Team

The Emergency Operations Planning Team develops emergency operations plan for the University, coordinates with local emergency services to develop functional annexes as well as annexes for specific hazards, coordinates University's planning activities and recruits members of the University's emergency response teams. The Emergency Operations Planning Team includes the Executive group plus the Vice-President for Student Affairs, Director of Communications, Chief Information Officer, Director of Police Operations, University Medical Doctor, and Associate Vice-President for Physical Facilities.

Emergency Response Teams

Emergency Response Teams assists the Incident Commander in managing an emergency and providing care for WTAMU employees, students and visitors before local emergency services arrive or in the event of normal local emergency services being unavailable. The Emergency Response Teams include selected faculty, staff, and volunteers.

Emergency Services

Emergency Services include the IC and those departments, agencies, and groups with primary emergency response actions. The IC is the person in charge at an incident site.

Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

Volunteer and Other Services

This group includes organized volunteer groups and businesses who have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, University personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from that area that possesses the most appropriate knowledge and skills. Other university personnel may be assigned support responsibilities for specific emergency functions.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Listed below are general responsibilities assigned to the Executive Group, Emergency Operations Planning Team, Emergency Response Teams, Emergency Services, and Support Services. Additional specific responsibilities can be found in the functional annexes to this Basic Plan.

3. Executive Group Responsibilities

a. The Executive Group will

- 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- 2) Establish a University emergency operations plan review committee to approve and coordinate all emergency response plans
- 3) Review construction and renovation projects for safety

b. The President/CEO or his/her designee will:

- 1) Appoint a University Emergency Management Coordinator to assist in planning and review

- 2) Consult with the local Emergency Management Office to analyze system needs in regard to emergency preparedness, planning and education and to ensure coordination of the school plan with community emergency plans
 - 3) Develop and coordinate in-service emergency response education for all WTAMU personnel
 - 4) Initiate, administer, and evaluate emergency operations programs to ensure the coordinated response
 - 5) Authorize implementation of emergency preparedness training
 - 6) Gather information from all aspects of the emergency for use in making decisions about the management of the emergency
 - 7) Have overall decision-making authority in the event of an emergency until emergency services arrive
 - 8) Monitor the emergency response during emergency situations and provide direction where appropriate
 - 9) With the assistance of the Public Information Officer, keep the public informed during emergency situations
 - 10) Stay in contact with the leaders of the emergency service agencies working with the emergency
 - 11) Keep the Texas A&M University System informed of emergency status
 - 12) Request assistance from local emergency services when necessary
 - 13) Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.
 - 14) Assign resources (persons and materials) to various sites for specific needs.
 - 15) Authorize immediate purchase of outside services and materials needed for the management of emergency situations.
- c. The University Emergency Management Coordinator (Vice President for Business and Finance) will:
- 1) Serve as the staff advisor to the President/CEO or his/her designee on emergency management matters.
 - 2) Keep the President/CEO or his/her designee appraised of the preparedness status and emergency management needs.

- 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
 - 4) Prepare and maintain a resource inventory.
 - 5) Arrange appropriate training for emergency management personnel and emergency responders.
 - 6) Coordinate periodic emergency exercises to test emergency plans and training.
 - 7) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
 - 8) Coordinate with organized volunteer groups and businesses regarding emergency operations.
 - 9) Provide copies of the plan to the University personnel and local Emergency Management office
 - 10) Monitor developing situations such as weather conditions or incidents in the community that may impact the school
 - 11) Establish an Incident Command Post
 - 12) Act as Incident Commander
 - 13) Assign emergency responsibilities to personnel as required
 - 14) Coordinate use of buildings as public shelters for major emergencies occurring in the city or county
 - 15) Coordinate emergency assistance and recovery
- d. Emergency Operations Planning Team will:
- 1) Create and maintain the Emergency Operations Plan
 - 2) Conduct a hazard analysis in conjunction with local Emergency management personnel
 - 3) Organize Emergency Response Teams
 - 4) Recommend training for the Emergency Response Teams
 - 5) Provide information to faculty, staff, students, and the community on emergency procedures
 - 6) Provide assistance during an emergency in accordance with designated roles
 - 7) Conduct debriefings at the conclusion of each emergency to critique the effectiveness of the emergency operations plan

e. Emergency Response Teams will:

- 1) Participate in the Community Emergency Response Team (CERT) program
- 2) Create annexes for their specific emergency function
- 3) Assist the Emergency Management Coordinator during an emergency by providing support and care for WTAMU employees, students and visitors during an emergency before local emergency services arrive or in the event of normal local emergency services being unavailable.
- 4) Provide the following functions when necessary and when performing their assigned function will not put them in harm's way:
 - a) Facility evacuation – The Evacuation team will be trained to assist in the evacuation of all WTAMU facilities and to coordinate the assembly and the accountability of the employees and students once an evacuation has taken place
 - b) First aid – The First Aid team will be trained to provide basic first aid to the injured
 - c) Search and rescue – The Search and Rescue team will be trained in search and rescue operations. They will perform light search and rescue to find those missing or trapped and note and record the situation for other responders
 - d) Limited fire suppression – The Limited Fire Suppression team will be trained to provide light fire suppression and provide utility shut-off if necessary
 - e) Damage assessment – The Damage Assessment team will be trained to conduct a building assessment of University buildings to evaluate whether the building(s) are safe for occupation
 - f) Student/Parent Reunification – The Student/Parent Reunification team will establish means for parents to contact their students and verify their well-being
 - g) Support and security – The Support and Security team will be responsible for securing University facilities making preparations for caring for students who have been displaced

f. Technology/Information Services Role

- 1) Coordinate use of technology.
- 2) Assist in establishment/maintenance of emergency communications network.
- 3) Assist in obtaining needed student and staff information from the computer files.

- 4) Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.
- 5) Establish and maintain computer communication with the Computer Center and with other agencies capable of communication.
- 6) Establish and maintain, as needed, a stand-alone computer with student and staff database for use at the emergency site.
- 7) As needed, report various sites involved in the communication system if problems occur in that system.

g. Common Responsibilities for Emergency and Support Services

All emergency services and support services will:

- 1) Provide personnel, equipment, and supplies to support emergency operations upon request.
- 2) Provide trained personnel to staff the ICP and EOC and conduct emergency operations.
- 3) Report information regarding emergency situations and damage to facilities and equipment to the IC or the EOC.
- 4) Establish evacuation methods and plans in the event of major incident

h. Emergency Services Responsibilities

The IC will:

- 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
- 2) Determine and implement required protective actions for response personnel and the public at an incident site.

VII. DIRECTION AND CONTROL

A. General

1. The Emergency Management Coordinator is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. During disasters, he/she may carry out those responsibilities from the ICP.

2. The Emergency Management Coordinator will provide overall direction of the response activities of the University. During major emergencies and disaster, he/she will normally carry out those responsibilities from the ICP.
3. The Emergency Management Coordinator will manage the Incident Command Post.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the Incident Command Post.
5. During emergency operations, the WTAMU administration retains administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Incident Commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as a common communications protocol, may be adopted to facilitate coordinated effort.
6. If the University's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, or the State should be requested.

B. Emergency Facilities

1. Incident Command Post.

Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an Incident Command Post or command posts will be established in the vicinity of the incident site(s). As noted previously, the Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene.

C. Continuity of University Administration during Emergencies

1. The line of succession for the President/CEO is:
 - a. Provost/Vice-President for Academic Affairs
 - b. Vice-President for Business and Finance
 - c. Vice-President for Student Affairs
2. The line of succession for the Emergency Management Coordinator is:
 - a. Chief of Police
 - b. Director of Environmental Safety
 - c. Lieutenant/Director of Police Operations
3. The line of succession for the Public Information Officer is:
 - a. Director of Communications

- b. Asst. Director of Communications
 - c. Director of Police Administration
4. The lines of succession for each position shall be in accordance with the SOPs established by the University unless mandated otherwise by the emergency.

VIII. READINESS LEVELS

A. Readiness Levels

Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. A five-tier system is utilized. Readiness Levels will be determined by the President/CEO or his/her designee and the Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.

B. Readiness Action Level Descriptions

The following readiness action levels will be used as a means of increasing the University's alert posture. (Based on the Department of Homeland Security. Suggested by Department of Education)

1. Green—Low

- a. Assess and update emergency operations plans and procedures
- b. Discuss updates to university and local emergency operations plans with emergency responders
- c. Review duties and responsibilities of emergency response team members
- d. Provide CPR and first aid training for staff
- e. Conduct training and drills

2. Blue—Increased Readiness

- a. Review and upgrade security measures
- b. Review emergency communication plan
- c. Inventory, test, and repair communication equipment
- d. Inventory and restock emergency supplies
- e. Conduct emergency operations training and drills

3. Yellow—Elevated
 - a. Inspect buildings and grounds for suspicious activities
 - b. Assess increased risk with public safety officials
 - c. Review crisis response plans with University personnel
 - d. Test alternative communications capabilities
4. Orange—High
 - a. Assess facility security measures
 - b. Update campus community on preparedness efforts
 - c. Update media on preparedness efforts
 - d. Address student fears concerning possible emergency
 - e. Place campus emergency response teams on standby alert status
5. Red—Severe
 - a. Follow local and/or federal government instructions (listen to radio/TV)
 - b. Activate emergency operations plan
 - c. Provide mental health services to anxious students and staff

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should WTAMU resources prove to be inadequate during an emergency; requests will be made for assistance from local emergency services, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the University officials authorized to request assistance pursuant to those documents.
2. The agreements and contracts pertinent to emergency management that WTAMU is party to are summarized in Appendix.

B. Reports

1. Initial Emergency Report

This short report should be prepared and transmitted by the Incident Command Post when an on-going emergency incident appears likely to worsen and assistance from local emergency services may be needed.

2. Situation Report

A daily situation report should be prepared and distributed by the Incident Command Post during major emergencies or disasters.

3. Other Reports

Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations

WTAMU is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

a. Activity Logs

The ICP shall maintain accurate logs recording key response activities, including:

- 1) Activation or deactivation of emergency facilities.
- 2) Emergency notifications to local emergency services
- 3) Significant changes in the emergency situation.
- 4) Major commitments of resources or requests for additional resources from external sources.
- 5) Issuance of protective action recommendations to the campus.
- 6) Evacuations.
- 7) Casualties.
- 8) Containment or termination of the incident.

b. Incident Costs.

- 1) WTAMU shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future budgets.

c. Emergency or Disaster Costs. For major emergencies or disasters, WTAMU shall maintain detailed records of costs for emergency operations to include:

- 1) Personnel costs, especially overtime costs
- 2) Equipment operations costs
- 3) Costs for leased or rented equipment
- 4) Costs for contract services to support emergency operations
- 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

2. Preservation of Records

- a. In order to continue normal University operations following an emergency situation, vital records must be protected. These include legal documents and student files. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Personnel responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- b. If records are damaged during an emergency situation, WTAMU will seek professional assistance to preserve and restore them.

D. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Randall County District Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

E. Post-Incident and Exercise Review

The Emergency Management Coordinator is responsible for organizing and conducting a critique following the conclusion of a significant emergency event, incident, or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, University personnel will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The Emergency Operations Planning Team is responsible for the overall development and completion of the Emergency Operations Plan, including annexes. The Executive Group is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

1. The Executive Group shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those tasked in this document. Copies should also be set aside for the EOC and other emergency facilities.
2. The Basic Plan should include a distribution list that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes the emergency management organization and basic operational concepts.

C. Review

The Basic Plan and its annexes shall be reviewed annually by the Executive Group. The Emergency Operations Planning Team will establish a schedule for annual review of planning documents by those tasked in them.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or University structure occur.
2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every Three years**. Responsibility for revising or updating the Basic Plan is assigned to the Executive Group.
3. The Emergency Management Coordinator is responsible for distributing all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.

XI. REFERENCES

Office for Domestic Preparedness *Emergency Response Planning for WMD/Terrorism Incidents Technical Assistance Program*

FEMA Independent Study Program: IS 362 – *Multi-Hazard Emergency Planning for Schools*

XII. APPENDICES

- Appendix 1 – Agreements and Contracts
- Appendix 2 – Incident Command System Summary
- Appendix 3 – Campus Map and GPS Coordinates
- Appendix 4 – Campus Building Plans
- Appendix 5 – Phone Tree
- Appendix 6 – Emergency Operations Planning Team
- Appendix 7 – Emergency Contact Numbers
- Appendix 8 – Resource Inventory
- Appendix 9 – Staff Skills Survey & Inventory
- Appendix 10 – Emergency Response Drill Log
- Appendix 11 – Distribution List
- Appendix 12 – Security Audit

APPENDIX 1 SUMMARY OF AGREEMENTS AND CONTRACTS

AGREEMENTS

DESCRIPTION: MUTUAL AID AGREEMENT WITH CITY OF CANYON
SUMMARY OF PROVISIONS: FIRE AND EMERGENCY ASSISTANCE
OFFICIALS AUTHORIZED TO IMPLEMENT: EMERGENCY MANAGEMENT COORDINATOR, PRESIDENT, VPBF
COSTS: NONE SPECIFIED
COPIES HELD BY: **WTAMU, CITY OF CANYON**

DESCRIPTION: MUTUAL AID AGREEMENT WITH CANYON POLICE DEPARTMENT
SUMMARY OF PROVISIONS: LAW ENFORCEMENT RESPONSE TO ASSIST WT POLICE
OFFICIALS AUTHORIZED TO IMPLEMENT: EMERGENCY MANAGEMENT COORDINATOR, CHIEF OF POLICE OR DESIGNEE
COSTS: NONE SPECIFIED
COPIES HELD BY: **WTAMU POLICE DEPT., CANYON POLICE DEPT.**

DESCRIPTION: MUTUAL AID AGREEMENT WITH RANDALL COUNTY SHERIFF'S OFFICE
SUMMARY OF PROVISIONS: LAW ENFORCEMENT RESPONSE TO ASSIST WT POLICE
OFFICIALS AUTHORIZED TO IMPLEMENT: EMERGENCY MANAGEMENT COORDINATOR, CHIEF OF POLICE OR DESIGNEE
COSTS: NONE SPECIFIED
COPIES HELD BY: WTAMU POLICE DEPT., RANDALL COUNTY SHERIFF'S OFFICE

DESCRIPTION: MUTUAL AID AGREEMENT WITH AMARILLO POLICE DEPARTMENT
SUMMARY OF PROVISIONS: SPECIFIC LAW ENFORCEMENT RESPONSE, INCLUDING SWAT TEAM, BOMB SQUAD, AND HOSTAGE NEGOTIATORS.
OFFICIALS AUTHORIZED TO IMPLEMENT: EMERGENCY MANAGEMENT COORDINATOR, CHIEF OF POLICE OR DESIGNEE
COSTS: NONE SPECIFIED
COPIES HELD BY: WTAMU POLICE DEPT., AMARILLO POLICE DEPT.

CONTRACTS

DESCRIPTION:
SUMMARY OF PROVISIONS:
OFFICIALS AUTHORIZED TO IMPLEMENT:
COSTS:
COPIES HELD BY:

DESCRIPTION:
SUMMARY OF PROVISIONS:
OFFICIALS AUTHORIZED TO IMPLEMENT:
COSTS:
COPIES HELD BY:

APPENDIX 2
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY

A. BACKGROUND

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

B. COMPONENTS

1. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
 - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.
- c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.
- e) Use of Position Titles. All ICS positions have distinct titles.

- f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

2) UNIFIED COMMAND

- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.
- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.

- b. **Multiagency Coordination Systems.** Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
 - c. **Public Information.** The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.
2. **Preparedness.** Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
 3. **Resource Management.** All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
 4. **Communications and Information Management.** Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
 5. **Supporting Technologies.** This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
 6. **Ongoing Management and Maintenance.** The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

Incident Command Structure

Draft

**APPENDIX 3
CAMPUS MAP**

Insert Map of WTAMU and Surrounding Area

**At Minimum, include the following on the map:
Primary and Alternate Evacuation route from campus**

**GPS Coordinates
West Texas A&M University**

Building	Coordinates
Old Student Union Building	W 101.91884 ° N 34.98127 °
Fieldhouse	W 101.91895 ° N 34.98204 °
Stafford Hall	W 101.91924 ° N 34.98445 °
Mary Moody Northen Hall	W 101.91796 ° N 34.98375 °
New Fine Arts Complex	W 101.91638 ° N 34.98427 °
Classroom Center	W 101.91578 ° N 34.98343 °
Jack B. Kelley Student Center	W 101.91669 ° N 34.98263 °
Old Education	W 101.91739 ° N 34.98203 °
Panhandle Plains Historical Museum	W 101.91798 ° N 34.98002 °
Old Main	W 101.91588 ° N 34.98111 °
Killgore Research Center	W 101.91519 ° N 34.98206 °
Computer Center	W 101.91533 ° N 34.98282 °
Buffalo Courts	W 101.91525 ° N 34.98342 °
Guenther Hall	W 101.91578 ° N 34.98397 °
Conner Hall	W 101.91455 ° N 34.98482 °
Terrill Hall	W 101.91404 ° N 34.98483 °
Boiler Plant	W 101.91466 ° N 34.98334 °
Cornette Library	W 101.91460 ° N 34.98209 °
Cousins Hall	W 101.91362 ° N 34.98166 °
Agriculture and Natural Science	W 101.91364 ° N 34.97988 °
Agriculture and Nursing	W 101.91527 ° N 34.97981 °
Hudspeth Hall	W 101.91300 ° N 34.98210 °
Shirley Hall	W 101.91360 ° N 34.98326 °
Alumni Banquet Hall/Dining Hall	W 101.91358 ° N 34.98389 °
Jarrett Hall	W 101.91357 ° N 34.98561 °
Engineering Technology/Meat Lab	W 101.91516 ° N 34.98524 °
Physical Plant	W 101.91692 ° N 34.98567 °
Residential Living	W 101.91167 ° N 34.98552 °
North Physical Education	W 101.91329 ° N 34.98660 °
Soccer	W 101.91133 ° N 34.98621 °
Wind Test Center	W 101.90929 ° N 34.98790 °
President's Home	W 101.90898 ° N 34.99083 °
Virgil Henson Activity Center	W 101.91154 ° N 34.98423 °
Jones Hall	W 101.91154 ° N 34.98355 °
Cross Hall	W 101.91251 ° N 34.98277 °

Police Department Substation	W	101.90920	°	N	34.98300	°
First United Bank Center	W	101.90349	°	N	34.98063	°
Old Palo Duro Hospital	W	101.90903	°	N	34.98147	°
Dairy	W	101.90223	°	N	34.98959	°
Schaeffer Agricultural Education Center	W	101.90201	°	N	34.99011	°
Nance Ranch	W	101.79670	°	N	34.56912	°
Kimbrough Memorial Stadium	W	101.91735	°	N	34.01344	°
Horse Center	W	101.91797	°	N	35.00311	°
Rodeo Arena	W	101.91688	°	N	35.00903	°
J.A. Hill Chapel	W	101.91364	°	N	34.98097	°
McCaslin Apartments	W	101.91684	°	N	34.97940	°
Greenhouse	W	101.91548	°	N	34.98783	°
Old Fine Arts	W	101.91929	°	N	34.98381	°

APPENDIX 4 CAMPUS BUILDING PLANS

-INSERT MAPS OF CAMPUS BUILDINGS-

**AT MINIMUM INCLUDE THE FOLLOWING INFORMATION ON THE MAP:
(PRIMARY AND ALTERNATE EVACUATION ROUTE MAPS SHALL BE PLACED IN EACH ROOM)**

- Primary evacuation routes
- Alternate evacuation routes
- Handicap evacuation areas
- Utility access/shut-off for
 - Gas
 - WATER
 - Electricity
 - HVAC System
 - Telephone system
- Site assignments and Staging Areas identified on page 2
- Haz Mat storage areas
- Heat plants/boilers
- Room numbers
- Door/window locations
- Any other information deemed appropriate by your planning committee

NOTE:

IT IS RECOMMENDED THAT YOU DEVELOP A DIAGRAM OF THE ENTIRE CAMPUS AND SURROUNDING AREAS. IN AN EMERGENCY A DIAGRAM MAY BE EASIER TO READ THAN BLUE PRINTS. CONSULT WITH LOCAL EMERGENCY RESPONDER AGENCIES ON WHAT TYPE OF MAPS OR DIAGRAMS THEY PREFER. BLUE PRINTS OF THE SITE SHOULD BE AVAILABLE IN ADDITION TO THE MAP OR DIAGRAM. BLUE PRINTS MAY BE NECESSARY IN CERTAIN FIRE OR TACTICAL SITUATIONS.

**APPENDIX 5
PHONE TREE**

UPD Dispatch will notify the Chief of Police and command staff immediately during emergencies. The phone tree will proceed as follows:

Chief of Police will notify the following:

- President/CEO
- VP for Business and Finance
- Director of Environmental Safety
- CERT members (if needed)

President/CEO will notify:

- Director of Communications
- Provost/VP for Academic Affairs
- Chancellor/BOR
- Chief Information Officer

VP for Business and Finance will notify:

- VP for Student Affairs
- Assistant to the VPBF
- Associate VP for Physical Facilities

Other notifications will occur as the situation warrants and is dependent on time of day and day of week as other resources may be more efficient to notify groups.

**APPENDIX 6
EMERGENCY OPERATIONS PLANNING TEAM**

Name	Phone Number	Email Address	Other
President/CEO J. Patrick O'Brien	504-343-5184	<u>pobrien@wtamu.edu</u>	
Provost/VPAA James Hallmark	806-655-8526	<u>jhallmark@wtamu.edu</u>	
VPBF Gary Barnes	806-680-2912	<u>gbarnes@wtamu.edu</u>	
VP Don Albrecht	806-341-0373	<u>dalbrecht@wtamu.edu</u>	
Asst VP-Risk Management Zack Workman	806-331-4537	<u>zworkman@wtamu.edu</u>	
Dir Env Safety Kathy Green	806-655-7373	<u>kgreen@wtamu.edu</u>	
Chief of Police Shawn Burns	806-341-1402	<u>sburns@wtamu.edu</u>	
VP-Institutional Advancement Neal Weaver	806-367-2103	<u>nweaver@wtamu.edu</u>	
Chief Info Offr James Webb	806-290-1423	<u>jwebb@wtamu.edu</u>	
Dir Police Ops Lt. Patrick Coggins	806-341-7645	<u>pcoggins@wtamu.edu</u>	
Univ Doctor Jims Gibbs, M.D.	806-651-3287	<u>jgibbs@wtamu.edu</u>	
Assoc. VP - Facilities Danny Smith	806-570-4540	<u>dksmith@wtamu.edu</u>	

APPENDIX 7 EMERGENCY CONTACT NUMBERS

Public Safety Agencies	Number
General Emergency	9-911*
Police/Sheriff/Fire	9-911*
Poison Control	1-800-362-0101
Northwest Texas Hospital	806-354-1000
Baptist St. Anthony's Hospital	806-212-2000
BSA Ambulance	806-358-8511
AMS Ambulance	806-358-8511
Canyon Fire Department	806-655-5010
Amarillo Police Department	806-378-3038
Randall County Sheriff's Office	806-468-5751
Department of Public Safety	806-468-1394
Amarillo Emergency Management	806-378-3004
Red Cross	806-376-6309
University/System Contacts	Number
President	504-343-5184
VP Business & Finance	806-680-2912
VP Academic Affairs	806-655-8526
VP Student Services	806-341-0373
Environmental Safety	806-655-7373
Police Department	806-651-5000
Communications	806-651-5000
Food Services	806-651-2705
Health Services	806-651-3287
Chancellor's office	979-458-6000

*** 9-1-1 or 9-9-1-1 will reach Emergency Services**

**APPENDIX 8
RESOURCE INVENTORY**

**-INSERT RESOURCE
INVENTORY OF EMERGENCY EQUIPMENT-**

INCLUDE:

- Communications equipment
- First aid supplies
- Fire fighting equipment
- Lighting
- Classroom emergency kits
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

**IDENTIFY ANY AND ALL AVAILABLE RESOURCES THAT MAY BE USED OR MAY BE
NEEDED IN THE EVENT OF AN EMERGENCY**

APPENDIX 11 DISTRIBUTION LIST		
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<u>Jurisdiction/Agency</u>	<u>Basic Plan</u>	<u>Annexes</u>
President	2	All
Provost/VP Academic Affairs	1	All
VP Business & Finance	2	All
VP Student Services	1	All
VP Enrollment Management	1	All
VP Institutional Advancement	1	All
Chief Information Officer	1	All
Dean - College of Agriculture, Science & Engineering	1	
Dean - College of Business	1	
Dean - College of Education and Social Sciences	1	
Dean - College of Fine Arts & Humanities	1	
Dean - College of Nursing and Health Sciences	1	
University Medical Services	1	
University Police Department	2	All
WTAMU Environmental Safety	2	All
Assoc VP for Physical Facilities	2	
Building Coordinators	1	
Floor Coordinators	1	
Canyon Fire Department	1	All
Potter/Randall Office of Emergency Management	1	All
Randall County Sheriff's Office	1	All
Canyon Police Department	1	All
Randall County Judge	1	All
Bi-County Health Officer	1	
Northwest Texas Hospital	1	
Baptist-St. Anthony's Hospital	1	
Canyon ISD Superintendent	1	
American Red Cross	1	
The Salvation Army	1	
GDEM Regional Liaison Officer	1	All

**APPENDIX 12
SECURITY AUDIT**

INSERT SECURITY AUDIT INFORMATION

Draft

**APPENDIX 13
ANNEX ASSIGNMENTS**

ANNEX	ASSIGNED TO:
ANNEX A: WARNING	UNIVERSITY POLICE CHIEF
ANNEX B: COMMUNICATIONS	UNIVERSITY POLICE CHIEF
ANNEX C: SHELTER & MASS CARE	VP FOR STUDENT SERVICES
ANNEX D: RADIOLOGICAL PROTECTION	FIRE CHIEF/FIRE MARSHAL
ANNEX E: EVACUATION	UNIVERSITY POLICE CHIEF
ANNEX F: FIREFIGHTING	FIRE CHIEF/FIRE MARSHAL
ANNEX G: LAW ENFORCEMENT	UNIVERSITY POLICE CHIEF
ANNEX H: HEALTH AND MEDICAL SERVICES	UNIVERSITY MEDICAL SERVICES
ANNEX I: PUBLIC INFORMATION	DIRECTOR OF COMMUNICATIONS
ANNEX J: RECOVERY	VP FOR BUSINESS AND FINANCE
ANNEX K: PUBLIC WORKS & ENGINEERING	ASSOC VP FOR PHYSICAL FACILITIES
ANNEX L: UTILITIES	ASSOC VP FOR PHYSICAL FACILITIES
ANNEX M: RESOURCE MANAGEMENT	HUMAN RESOURCES DIRECTOR
ANNEX N: DIRECTION & CONTROL	UNIVERSITY PRESIDENT/CEO
ANNEX O: HUMAN SERVICES	HUMAN RESOURCES DIRECTOR
ANNEX P: HAZARD MITIGATION	UNIVERSITY EMERGENCY OPERATIONS PLANNING TEAM
ANNEX Q: HAZARDOUS MATERIALS & OIL SPILL RESPONSE	FIRE CHIEF/FIRE MARSHAL
ANNEX R: SEARCH & RESCUE	FIRE CHIEF/FIRE MARSHAL/RESCUE OFFICER
ANNEX S: TRANSPORTATION	ISD TRANSPORTATION DIRECTOR
ANNEX T: DONATIONS MANAGEMENT	VP FOR INSTITUTIONAL ADVANCEMENT
ANNEX U: LEGAL	TAMUS OFFICE OF GENERAL COUNSEL
ANNEX V: TERRORIST INCIDENT RESPONSE	UNIVERSITY POLICE CHIEF