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 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 and Amarillo, 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

This Emergency Operations Plan (EOP) was prepared by West Texas A&M University to develop, implement, and maintain a viable all hazards response capability and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a spectrum of activities.

This plan shall apply to all university personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any University-sponsored events, whether on or off campus, and all public or private University-sanctioned activities.

The Office of Emergency Management shall be responsible for plan oversight and coordination with applicable stakeholders. This EOP is based on the "all-hazards" concept and plans for natural and man-made disasters and incidents. The plan is flexible so either part of or the entire plan may be activated based on the specific emergency and decision by University executive management.

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

PRESIDENT/CEO

01.07.26
DATE

EMERGENCY MANAGEMENT COORDINATOR

01/07/2026
DATE

RECORD OF CHANGES

Basic Plan

Change Description	Date of Change	Change Entered By	
Appendices and contact update information	2-2010	Zack Workman – Risk Management	
Annual update changes	8-2011	Zack Workman – Risk Management	
Annual update changes	8-2012	Zack Workman – Risk Management	
Annual update changes	2-2014	Zack Workman – Risk Management	
Annual update changes	11-2014	Zack Workman – Risk Management	
Annual update changes	9-2015	Zack Workman – Risk Management	
Annual update changes	11-2016	Zack Workman – Risk Management	
Annual update changes	11-2017	Zack Workman – Risk Management	
Annual update changes	9-2018	Zack Workman – Risk Management	
Annual update changes	12-2019	Zack Workman – Risk Management	
Annual update and review	06-2021	Richard Smith – Risk and Compliance	
Annual update and review	12-2021	Richard Smith – Risk and Compliance	
Annual Update and review	12-2022	Richard Smith – Risk and Compliance	
Annual update and review	12-2023	Richard Smith with input from Environmental Advisory Council	
Substantive revisions document-wide including: annexes, contacts, definitions, policies, risk/hazard matrix updated via FEMA NRI	09-2024	Justin McBride Emergency Management Coordinator	
Changed "Critical Incident Response Team" to "Campus Incident Response Team" to align with Annex D.	03-2025	Sgt. Justin McBride / EMC	
Annual Update and Review. Minor grammar changes, inclusion of additional state and federal references. Change of staff in Appendix list.	10-2025	Sgt. Justin McBride / EMC	

RECORD OF DISTRIBUTION

West Texas A&M University distributes an email annually to all students, faculty, and staff with information about emergency procedures and links to an electronic version of the emergency operations plan. The plan is also available on the Office of Emergency Management website.

TABLE OF CONTENTS

TABLE OF CONTENTS

THIS SECTION INTENTIONALLY LEFT BLANK

BASIC PLAN

I. AUTHORITY

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 (NIMS)
9. NATIONAL RESPONSE FRAMEWORK (NRF)
10. NATIONAL STRATEGY FOR HOMELAND SECURITY
11. NUCLEAR/RADIOLOGICAL INCIDENT ANNEX OF THE NATIONAL RESPONSE PLAN

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. EDUCATION CODE, CHAPTER 51, SECTION 217 (MULTIHAZARD EMERGENCY OPERATIONS PLAN; SAFETY AND SECURITY AUDIT)
6. HEALTH & SAFETY CODE, CHAPTER 778 (EMERGENCY MANAGEMENT ASSISTANCE COMPACT)
7. EXECUTIVE ORDER OF THE GOVERNOR RELATING TO EMERGENCY MANAGEMENT
8. EXECUTIVE ORDER OF THE GOVERNOR RELATING TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM
9. ADMINISTRATIVE CODE, TITLE 37, PART 1, CHAPTER 7 (DIVISION OF EMERGENCY MANAGEMENT)
10. *THE TEXAS HOMELAND SECURITY STRATEGIC PLAN,* PARTS I AND II
11. *THE TEXAS HOMELAND SECURITY STRATEGIC PLAN,* PART III
12. *TEXAS A&M UNIVERSITY SYSTEM POLICY 34.07*

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 prevention, mitigation, preparedness, response, and recovery. The plan describes WTAMU's emergency response organization and assigns responsibilities for various emergency tasks. The intent of this plan is to empower employees in an emergency situation and clarify emergency roles and response. This plan also provides 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 prevention, 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

ACRONYMS

AAR	AFTER ACTION REPORT
ARC	AMERICAN RED CROSS
CFR	CODE OF FEDERAL REGULATIONS
DDC	DISASTER DISTRICT COMMITTEE
DHS	DEPARTMENT OF HOMELAND SECURITY
DPS	TEXAS DEPARTMENT OF PUBLIC SAFETY
DSHS	TEXAS DEPARTMENT OF STATE HEALTH SERVICES
EMC	EMERGENCY MANAGEMENT COORDINATOR
EMS	EMERGENCY MEDICAL SERVICE
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
IAP	INCIDENT ACTION PLAN
ICP	INCIDENT COMMAND POST
ICS	INCIDENT COMMAND SYSTEM
IP	IMPROVEMENT PLAN
JFO	JOINT FIELD OFFICE
JIC	JOINT INFORMATION CENTER
MOA	MEMORANDUM OF AGREEMENT
MOC	MOBILE OPERATIONS CENTER
MOU	MEMORANDUM OF UNDERSTANDING
NIMS	NATIONAL INCIDENT MANAGEMENT SYSTEM
NRF	NATIONAL RESPONSE FRAMEWORK (PREVIOUSLY THE NATIONAL RESPONSE PLAN)
OSHA	OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION
PIO	PUBLIC INFORMATION OFFICER
SOPs	STANDARD OPERATING PROCEDURES
SOC	STATE OPERATIONS CENTER
TDEM	TEXAS DIVISION OF EMERGENCY MANAGEMENT
TRRN	TEXAS REGIONAL RESPONSE NETWORK
TSA	THE SALVATION ARMY
VOAD	VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER

DEFINITIONS

1. <u>AREA COMMAND (UNIFIED AREA COMMAND).</u> 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. <u>DISASTER DISTRICT.</u> DISASTER DISTRICTS ARE REGIONAL STATE EMERGENCY MANAGEMENT ORGANIZATIONS MANDATED BY THE EXECUTIVE ORDER OF THE GOVERNOR RELATING TO EMERGENCY MANAGEMENT WHOSE BOUNDARIES ARE SET BY SECTION 418.113 OF THE GOVERNMENT CODE.

3. <u>Disaster District Committee (DDC)</u>. The DDC consists of a Chairperson (the TDEM Region Chief), 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. <u>Emergency Operations Center (EOC)</u>. Specially equipped facilities from which government officials coordinate necessary resources in an emergency situation to support the incident commander. The facility brings together emergency responders with jurisdiction decision makers to ensure a coordinated and effective response to any emergency. The EOC is designed to accommodate private, volunteer, regional, State, and Federal agencies and organizations with local government emergency operations.

5. <u>Emergency Situations</u>. 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:

  i. <u>Incident</u>. 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 NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.

  b. <u>Emergency</u>. 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 NRF, 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. <u>DISASTER</u>. 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 NRF, 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. <u>CATASTROPHIC INCIDENT.</u> FOR THE PURPOSES OF THE NRF, 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.*

6. <u>HAZARD ANALYSIS</u>. 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.

7. <u>HAZARDOUS MATERIAL (HAZMAT)</u>. A SUBSTANCE IN A QUANTITY OR FORM POSING AN UNREASONABLE RISK TO HEALTH, SAFETY, AND/OR PROPERTY WHEN MANUFACTURED, STORED, OR TRANSPORTED. THE SUBSTANCE, BY ITS NATURE, CONTAINMENT, AND REACTIVITY, HAS THE CAPABILITY FOR INFLICTING HARM DURING AN ACCIDENTAL OCCURRENCE. 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.

8. <u>ICS</u>: THE ICS IS A MANAGEMENT SYSTEM DESIGNED TO ENABLE EFFECTIVE AND EFFICIENT INCIDENT MANAGEMENT BY INTEGRATING A COMBINATION OF FACILITIES, EQUIPMENT, PERSONNEL, PROCEDURES, AND COMMUNICATIONS OPERATING WITHIN A COMMON ORGANIZATIONAL STRUCTURE, DESIGNED TO ENABLE EFFECTIVE AND EFFICIENT INCIDENT MANAGEMENT. A BASIC

PREMISE OF ICS IS THAT IT IS WIDELY APPLICABLE. IT IS USED TO ORGANIZE BOTH NEAR-TERM AND LONG-TERM FIELD-LEVEL OPERATIONS FOR A BROAD SPECTRUM OF EMERGENCIES, FROM SMALL TO COMPLEX INCIDENTS, BOTH NATURAL AND MANMADE. ICS IS USED BY ALL LEVELS OF GOVERNMENT: FEDERAL, STATE, AND LOCAL; AS WELL AS BY MANY PRIVATE-SECTOR AND NONGOVERNMENTAL ORGANIZATIONS. ICS IS ALSO APPLICABLE ACROSS DISCIPLINES. IT IS NORMALLY STRUCTURED TO FACILITATE ACTIVITIES IN FIVE MAJOR FUNCTIONAL AREAS: COMMAND, OPERATIONS, PLANNING, LOGISTICS, AND FINANCE AND ADMINISTRATION.

9. INCIDENT COMMANDER: THE INCIDENT COMMANDER IS RESPONSIBLE FOR ON-SCENE INCIDENT MANAGEMENT. THIS INCLUDES ENSURING INCIDENT SAFETY; ESTABLISHING AN INCIDENT COMMAND POST (ICP); ESTABLISHING IMMEDIATE PRIORITIES; DETERMINING INCIDENT OBJECTIVES AND STRATEGIES; ESTABLISHING THE LEVEL OF ORGANIZATION NEEDED AND MONITORING THE OPERATION AND EFFECTIVENESS OF THE ICS ORGANIZATION; APPROVING AND IMPLEMENTING THE INCIDENT ACTION PLAN (IAP); COORDINATING THE ACTIVITIES OF THE COMMAND AND GENERAL STAFF; AND APPROVING REQUESTS FOR ADDITIONAL RESOURCES OR FOR THE RELEASE OF RESOURCES.

10. 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.

11. 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.

12. PUBLIC INFORMATION. INFORMATION THAT IS DISSEMINATED TO THE PUBLIC VIA THE NEWS MEDIA BEFORE, DURING, AND/OR AFTER AN EMERGENCY OR DISASTER.

13. 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.

14. 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).

15. UNIFIED COMMAND: IN INCIDENTS INVOLVING MULTIPLE JURISDICTIONS, A SINGLE JURISDICTION WITH MULTIAGENCY INVOLVEMENT, OR MULTIPLE JURISDICTIONS WITH MULTIAGENCY INVOLVEMENT, UNIFIED COMMAND ALLOWS AGENCIES WITH DIFFERENT LEGAL, GEOGRAPHIC, AND FUNCTIONAL AUTHORITIES AND RESPONSIBILITIES TO WORK TOGETHER EFFECTIVELY WITHOUT AFFECTING INDIVIDUAL AGENCY AUTHORITY, RESPONSIBILITY, OR ACCOUNTABILITY.

IV. SITUATION AND ASSUMPTIONS

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 below. Index numbers are assigned for different categories of information used based on the assumed risk.

Hazard	Probability	Magnitude	Warning	Duration	Risk Priority
Drought	3. Likely	2. Limited	1. 24+ Hours	4. 12+ Hours	Medium
Earthquake	1. Unlikely	2. Limited	4. Minimal	1. < 3 Hours	Low
Flash Flooding	3. Likely	2. Limited	2. 12-24 Hours	2. 3-6 Hours	Low
Areal Flooding	2. Possible	2. Limited	2. 12-24 Hours	2. 3-6 Hours	Low
Subsidence	1. Unlikely	1. Negligible	4. Minimal	1 .< 3 Hours	Low
Tornado	4. Highly Likely	4. Catastrophic	4. Minimal	1. < 3 Hours	High
Wildfire	3. Likely	2. Limited	3. 6-12 Hours	2. 3-6 Hours	Medium
Winter Storm	3. Likely	2. Limited	1. 24+ Hours	3. 6-12 Hours	Low
Pandemic	1. Unlikely	2. Limited	1. 24+ Hours	4.12+ Hours	Low
Wind Storm	4. Highly Likely	2. Limited	2. 12-24 Hours	3. 6-12 Hours	Medium
Dam Failure	1. Unlikely	1. Negligible	4. Minimal	4. 12+ Hours	Low
Energy/Fuel Shortage	1. Unlikely	2. Limited	1. 24+ Hours	4. 12+ Hours	Low
Hazmat (Fixed Site)	1. Unlikely	2.Limited	4. Minimal	4. 12+ Hours	Low
Hazmat (Transport)	3. Likely	3. Critical	4. Minimal	4. 12+ Hours	High
Major Structure Fire	3. Likely	3. Critical	4. Minimal	3. 6-12 Hours	High
Radiological Incident	2. Possible	3. Critical	4. Minimal	4. 12+ Hours	Medium
Water System Failure	1. Unlikely	3. Critical	4. Minimal	4. 12+ Hours	Low
Cyber-Attack	4. Highly Likely	3. Critical	4. Minimal	4. 12+ Hours	High
Civil Disorder	2. Possible	2. Limited	3. 6-12 Hours	3. 6-12 Hours	Low
Enemy Military Action	1. Unlikely	4. Catastrophic	3. 6-12 Hours	4. 12+ Hours	Low
Terrorism	2. Possible	4. Catastrophic	4. Minimal	2. 3-6 Hours	Medium

CAPABILITY AND MITIGATION OVERVIEW

The University and the surrounding emergency management community have assessed their capabilities to respond to the most likely hazards, and measures are in place to address those hazards.

The University maintains a commissioned police force. The University is dependent upon the local municipalities for fire and rescue services, hazardous material response capabilities, Emergency Medical Services, bomb squad response, police tactical responses, and assistance in emergency operations staffing and support.

ENROLLMENT AND EMPLOYMENT FIGURES

University Population

The University's average enrollment for 2025 was approximately 9,257 students. The University's personnel is comprised of approximately 1,032 Faculty, Staff, and Student positions.

Residential Students

The residence halls currently house approximately 1,900 students in nine residence halls. In addition to the residence halls, there is one apartment complex

adjacent to campus that houses approximately 300 faculty, staff, and students from WTAMU.

GEOGRAPHICAL LOCATION

West Texas A&M University is situated on a 176-acre campus made up of 80 buildings plus the VERO Building and TVMDL building. The WT Amarillo Center and the WT Enterprise Center are located in Amarillo, approximately 16 miles and 18 miles north of campus respectively. The 2,400 acre Nance Ranch is approximately 9 miles east of the main campus. There approximately 165 acres adjacent to the main campus for future expansion. Additionally, WTAMU utilizes the Gerdsen Family Centennial Ranch, which is located near Nance Rance and consists of 1,772 acres.

    a. WTAMU consists of a main campus located at 2501 4th Avenue in Canyon, Texas. The academic buildings include: Mary Moody Northern Hall, Fine Arts Complex, Classroom Center, Old Main, Killgore Research Center, Cornette Library, Agricultural Sciences Complex, Natural Sciences Building, Engineering Building, Bivins Nursing Learning Center, Palo Duro Research Center, Schaeffer Agricultural Education Center, VERO and TVMDL.

    b. Primary university buildings are listed in Appendix 3.

ASSUMPTIONS

The following assumptions are applied throughout the plan:

- o Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.

- o Emergency situations may occur at any time of the year, on any day, and at any time with no warning.

- o Emergency situations could be the result of human/intentional hazards, natural hazards, or technological hazards.

- o The threats and hazards identified in the Threat/Hazard Assessment Summary will likely be the most common emergency situations that West Texas A&M University faces, but there is always the potential for lesser threats and hazards or previously unidentified threat and hazards to affect the organization.

- o In most serious emergency situations, UPD, Fire & Life Safety, and emergency managers will be available for assistance. However, there may be a delay in response. Therefore, staff and faculty will often be the first on the scene and must carry out the initial incident response activities until responders arrive.

- o After a critical incident, the site may have to rely on its own resources in order to self-sustain for an extended period of time.

- o Proper prevention, protection, and mitigation actions will prevent or reduce incident-related losses.

- o Maintaining and providing frequent exercising of the EOP amongst stakeholders such as staff, faculty, students, and other members of the community can improve the outcomes of incident response.

- o Immediate response is required to reduce injuries, save lives, and protect property.

- o 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.
  - Significant numbers of people being displaced requiring evacuation, shelter, feeding, welfare, etc.
  - Structural damage to streets, buildings, utilities, and other property
  - Initial confusion of the affected population with probable delays in response due to disaster incidents
  - Extensive need for public information
  - Disruption of business activities

LIMITATIONS:

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

V. CONCEPT OF OPERATIONS

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 will establish and maintain a comprehensive emergency operations program that records and includes plans and procedures, hazard analysis, security audits, training and exercise, and plan review and maintenance.

All Hazards Approach

The Emergency Operation Plan is written using an all-hazards approach that considers potential threats and hazards identified in an annual hazard vulnerability analysis or risk assessment. The annual document will be reviewed and approved by a team comprising of senior officials from campus. A copy of the final approved assessment will be available from the Office of Emergency Management.

Additionally, the Office of Emergency Management will conduct a safety and security audit of its Emergency Management Program at least once every three years. The findings of this audit will be available upon request.

The EOP will be tested annually following the Multiyear Exercise Program. At least once every three years, an operations-based exercise will be conducted. All exercises will have a completed After Action Review and will incorporate responding agencies and jurisdictions that assist in response activities for the campus.

Required NIMS Training

The EOT will complete, at a minimum, the following required training, dependent of position and job duty. As necessary, additional training may be assigned by the Executive Team or designee.

Position	ICS-100	ICS-200	ICS-700	ICS-800
Executive Group	X			
Disaster Response Team	X		X	
EMC or Delegate	X	X	X	X
Chief of Police or Delegate	X	X	X	X
Secondary Response Teams	X		X	

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, 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 university personnel.

3. It is the responsibility of WTAMU to conduct drills and exercises to prepare university personnel as well as students for emergency situations.

4. To achieve the necessary objectives, an emergency program has been organized using a whole-community approach. That is to say, 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 <u>any</u> emergency 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 should be trained in 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. 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.

10. This plan, in accordance with the National Response Framework (NRF), 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 using NRF coordinating structures, processes, and protocols.

OPERATIONAL **G**UIDANCE
1. **Initial Response & Activation**

   WTAMU personnel are likely to be first on the scene of an emergency within the university. They will normally take charge and remain in charge of the incident until it is resolved or until other responders, who are more qualified, assume command. 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 and/or the Emergency Management Coordinator will be responsible for activating the WTAMU emergency operations plan and the initial response:

      1) <u>Evacuation</u> – 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) <u>Reverse Evacuation</u> – Requires all faculty, staff, and students to go to safe places in the building from outside the building.

      3) <u>Lock down</u> – All exterior doors and classroom doors with interior door locks are locked and everyone stays in their classrooms.

      4) <u>Shelter-in-place</u> – 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 that produce toxic vapors outside of the facility. Taking shelter inside a sealed building is highly effective in keeping everyone safe.

2. **Notification Procedures**

   a. In case of an incident at WTAMU, the flow of information is detailed in the Warning-Annex. Information should include the nature of the incident and the impact on facilities, 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**

   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 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 at least one drill/exercise during the academic year. The types of drills and exercises will be determined by the Emergency Management Coordinator.

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.

After Action Reviews

After Action Reviews (AARs) of emergency responses can yield valuable feedback to the emergency planning process and enable WTAMU to improve future emergency responses. The scope of AARs may range from small to large depending upon the complexity of the response and the number of WTAMU departments and outside entities involved.

An AAR is needed if at least one of the following criteria are met:

- Activation of the Emergency Operations Center (EOC)

- Death of an employee, student, or visitor as a result of an emergency that requires activation of this plan

- Significant release of a hazardous substance, e.g., natural gas release in occupied space, laboratory fire or explosion, or environmental release of hazardous materials

- Requested by Environmental Health and Safety, the University Police Department, Office of Emergency Management, Risk management, or University Executive Team.

4. **Implementation of the Incident Command System (ICS)**

a. The designated Incident Commander (IC) for a WTAMU incident will implement ICS and serve as the IC until relieved by a 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. As a potential threat becomes clearer and a specific impact site or sites are identified, an Incident Command Post will be established at or near the incident site. 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. 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 DDC.

      2) Request assistance from the Texas A&M University System.

      3) Summon those resources available pursuant to inter-local (Mutual-aid) agreements. See Attachment 1 to this plan, which summarizes the inter-local agreements.

      4) Request assistance from volunteer groups active in disasters.

      5) Request assistance from industry or individuals who have resources needed to assist with the emergency.

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 IC's Command Staff includes the Safety Officer, Public Information Officer, and Liaison Officer. 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 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.

INCIDENT COMMAND SYSTEM (ICS)—EMERGENCY OPERATIONS CENTER (EOC) INTERFACE

1. For community-wide disasters, the EOC will be activated. The primary EOC location for WTAMU has been designated as the University Police Department Training Room. 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 and managing the emergency resources committed there.

c. Warning the University faculty, staff, and students around the incident and providing emergency instructions to them. The general public may also need to be made aware of the situation. The IC will make that determination and utilize university processes to issue the warning/notification.

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. A transition to an Area Command is desirable, and the allocation of resources to specific field operations is to be coordinated through the EOC.

STATE, FEDERAL, & OTHER ASSISTANCE

2. **State & Federal Assistance**

a. If local resources are inadequate to deal with an emergency, assistance will be requested from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.

b. Requests for state assistance will be made to the Disaster District Committee (DDC) Chairperson. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance will be made by the appropriate chief elected official or designee, and may be made by telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, except for the National Guard. Use of National Guard resources requires approval of the Governor.

c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the district to the State Operations Center (SOC) in Austin for action.

d. A request for A&M system resources or WTAMU resources by a State, Federal, VOAD, or other relief agency must be made to the A&M System Office. Regional or local requests for facilities, equipment, and/or personnel may be approved by the President or their designee.

3. **Other Assistance**

   a. If resources required to control an emergency are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

   b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.

   c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.

   d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

EMERGENCY AUTHORITIES

   a. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.

   b. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official(s), with several powers to control emergency situations. If necessary, these powers will be used during emergency situations.

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, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although

mitigation/prevention may also occur during the aftermath (response and recovery) of an emergency 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

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 make every effort to 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 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, volunteer and donation resource management, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities.

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 critical personnel 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, Executive Vice President/Provost, Vice President for Business & Finance, University Chief of Police, Vice President for Risk & Compliance, Assistant Vice President for Risk & Compliance, Emergency Management Coordinator, and Director of Fire Safety.

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 Assistant Chief of Police, Vice President for Student Enrollment, Engagement and Success, Vice President for Institutional Advancement, Director of Fire Safety, Director of Communications, and Director of Facilities/Construction.

Campus Incident Response Team (CIRT)

The Campus Incident Response Team (CIRT) is comprised of volunteer faculty and staff assigned as building and floor coordinators to assist 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.

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 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 or 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 concerning 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 arrives.

8) Monitor the emergency response during emergency situations and provide direction where appropriate.

9) Assume the role of Incident Commander, if the situation warrants.

10) With the assistance of the Public Information Officer, keep the public and the DDC informed during emergency situations.

11) Stay in contact with the leaders of the emergency service agencies working with the emergency.

12) Keep the Texas A&M University System informed of emergency status.

13) Request assistance from local emergency services or the State when necessary.

14) Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.

15) Assign resources (persons and materials) to various sites for specific needs.

16) Authorize immediate purchase of outside services and materials needed for the management of emergency situations.

17) Direct activation of the EOC.

18) Order evacuation.

c. The University Emergency Management Coordinator will:

1) Serve as the staff advisor to the President or his designee on emergency management matters.

2) Keep the President or his 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 the Emergency Operations Plan 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 affect the school.

11) Assume the role of Incident Commander, if the situation warrants.

12) Direct activation of the EOC.

13) Manage the EOC, develop procedures for their operation, ensure the operational capabilities, and conduct training for those who staff them.

14) Assign emergency responsibilities to personnel as required.

15) Coordinate use of buildings as public shelters for major emergencies occurring in the city or county.

16) 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 and the Building & Floor Coordinators (CIRT).

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 analyze the effectiveness of the emergency operations plan.

e. Emergency Response Teams will:

1) Participate in the Campus Incident Response Team (CIRT) program.

2) 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.

3) Provide the following functions when necessary and when performing their assigned function will not put them in harm's way:

    a) Facility evacuation – An assigned 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 – An assigned first aid team will be trained to provide basic first aid to the injured.

    c) Search and rescue – An assigned search and rescue team will be trained in search and rescue operations. Search and rescue will perform light search and rescue to find those missing or trapped. They will also note and record the situation for other responders.

    d) Limited fire suppression – An assigned limited fire suppression team will be trained to provide light fire suppression and provide utility shut-off if necessary.

    e) Damage assessment – An assigned 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 – An assigned student/parent reunification team will establish means for parents to contact their students and verify their well-being.

    g) Support and Security – An assigned support and security team will be responsible for securing University facilities and making preparations to care for students who have been displaced.

f. **Health and Medical:**

1) Primary responsibility for health and medical response activities is assigned to the Bi-City-County Health District (Amarillo Public Health Department).

2) Emergency health activities to be performed include:

    a) Coordination of the location, procurement, screening and allocation of health supplies and resources, including volunteers.

    b) Implementation of syndromic and disease surveillance SOP as applicable.

    c) Implementation of mass immunization and/or prophylaxis SOP as applicable.

    d) Coordination of the collection, identification and interment of deceased victims.

    e) Inspection of food and water supplies.

    f) Development of emergency public health regulations and orders.

g. **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.

h. **Utilities:**

1) Primary responsibility for public utilities is assigned to the City of Canyon Director of Utilities, and the Randall County Maintenance Supervisor.

2) Emergency support tasks to be performed include:

   a) Prioritize restoration of utility service (electrical, gas, water, or sewer) to vital facilities.

   b) Arrange for the provision of emergency power sources where required.

   c) Assess damage to, repair, and restore public utilities.

i. 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 and the EOC.

4) Establish evacuation methods and plans in the event of major incident.

j. Emergency Services Responsibilities

The IC will:

1) Manage emergency response resources and operations at the incident 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 (EMC) is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. During disasters, the EMC may carry out those responsibilities from the EOC.

2. The Emergency Management Coordinator will provide overall direction of the response activities of the University. During major emergencies and disaster, the EMC will normally carry out those responsibilities from the EOC

3. The Emergency Management Coordinator will also manage the EOC.

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 and establish Unified Command as necessary.

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, assistance from local emergency services, organized volunteer groups, or the State (via the Regional DDC Liaison) should be requested.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency 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.

2. Emergency Operations Center (EOC). When major incidents or disasters have occurred or appear imminent, the EOC will be activated. The general responsibilities of the EOC are to provide policy direction, coordination, and support to Incident Command/Unified Command. Activities may involve coordination of activities beyond the incident location. Some of these activities include:

   - Serves as the central meeting and gathering location for critical management and support personnel.

   - Serves as the incident support operations and resource center.

   - Facilitates the flow of communication and coordination between the different operating agencies, different levels of government, and the public.

- Create situational awareness of the scope and magnitude of the incident(s);

- Provide logistics support by identifying, mobilizing and deploying resources to be employed by the Incident Command/Unified Command;

- Determine and implement campus-wide protective actions (e.g. take shelter or evacuation) and warning of the campus community (refer to EOP Warning Annex);

- Coordinate, and when necessary, initiate shelter and mass care operations (refer to EOP Shelter and Mass Care Annex);

- Coordinate, and when necessary, initiate damage and consequence assessment;

- Provide emergency information to the public;

- Recommend the cancellation of classes and campus events.

3. EOC locations include the following:
    - The Primary EOC

        UPD Emergency Operations Center at 301 23rd Street, Old SUB, Training Room.

    - The Alternate EOC

        Old Main Board of Regents Room at 2501 4th Avenue, 3rd Floor.

        Amarillo Center at 720 South Tyler Street, Amarillo, Room 189.

    - A virtual EOC may be enacted at any time at the discretion of the Emergency Management Coordinator, Chief of Police, or Executive Team member. The VEOC may be conducted on software developed for use as a VEOC or other software developed as a virtual meeting tool.

C. Continuity of University Administration during Emergencies

1. The line of succession for the President is:

    a. Executive Vice President/Provost

    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. Assistant Chief of Police

    c. Fire & Life Safety Manager

3. The line of succession for the Public Information Officer is:

    a. Director of Communications

b. Asst. Director of Communications

c. UPD PIO/Assistant Chief of Police

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 four-tier system is utilized. Readiness Levels will be determined by the President, the Emergency Management Coordinator, Chief of Police, or the appropriate designee of each. 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.

Level IV: Normal Conditions

No significant emergency is present. The Office of Emergency Management and the WTAMU campus continues to conduct normal business and monitors the campus for any natural and technological threats. Local responders resolve emergency incidents that might occur in their areas of responsibility.

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

Actions: Normal Operations.

Level III: Increased Readiness

A significant emergency has not yet occurred, but a higher than normal level of readiness is warranted because of increased vulnerability to a specific hazard. Advisory notifications are sent to the EPT and appropriate team members and department representatives are briefed on anticipated risk situations and potential impacts. Coordination activities may increase.

Typical Events: Winter weather system, severe weather development, escalating or immediate risk to impact area.

Actions: Pre-planning, information gathering, and area coordination with local agencies and university departments.

Level II: Escalated Response Conditions

The scope of the emergency has expanded beyond that which can be handled by university personnel alone. Normal university and local government operations may be impaired. EMC makes recommendations on a higher level of activation of the EPT. Depending upon the incident or event; emergency facilities increase staffing, expand hours of operation and intensify coordination. Requests for mutual aid resources for emergency assistance may be received and/or requested. Appropriate officials and agency representatives are briefed on the current situation and anticipated impacts.

Typical Events: Major tornado impact, widespread flooding, major fire conditions, major medical emergencies.

Actions: EOC activation, initiate command structure

Level I: Emergency Conditions

The scope of the incident has expanded beyond the response capability of university and local agencies. The EOC is staffed with representatives from the EOT, agencies and organizations remain operational for the duration of the incident. The EOC fulfills and/or requests for assistance from local governments and may seek intrastate mutual aid and/or federal aid as needed.

Typical Events: Large scale evacuation and sheltering for specific parts of the impact area due to a major incident response, community wide threats such as a large hazardous material spill and wide scale flooding. Total devastation from a natural or technological hazard.

Actions: EOC activation, initiate command structure, initiate continuity plan

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, industry, and TDEM, 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 1.

B. Reports

1. Initial Emergency Report: This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and assistance from local emergency services or the DDC may be needed.

2. Situation Report: A daily situation report should be prepared and distributed by the EOC 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 and the EOC 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: 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. 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, 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 an After Action Review following the conclusion of a significant emergency event, incident, or exercise. The AAR 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 EOP utilizes existing program expertise and personnel to provide preparedness, mitigation, response, and recovery efforts of post-event consequences while also following the principles of the National Incident Management System and the Homeland Security Exercise and Evaluation Program (HSEEP). The EOP addresses response, training, exercises, equipment, evaluation, and corrective action practices. 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 Office of Emergency Management. The Emergency Management Coordinator will establish a schedule for annual review of planning documents.

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 Office of Emergency Management.

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

FEMA, Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education

FEMA, State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning.

U.S. Department of Homeland Security, National Response Framework.

U.S. Department of Education Practical Information on Crisis Planning A Guide for Schools and Communities

Jane's Safe Schools Planning Guide for All Hazards

Texas A&M University System Policy 34.07

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 – Considerations for Persons Requiring Special Assistance
Appendix 9 – Staff Skills Survey & Inventory
Appendix 10 – Emergency Response Drill Log
Appendix 11 – Schedule of Exercises
Appendix 12 – Security Audit
Appendix 13 – Annex Assignments
Appendix 14 – Emergency Procedures

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.

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) <u>Reliance on an Incident Action Plan</u>. 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) <u>Integrated Communications</u>. Integrated communications include 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) <u>Accountability</u>. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder. Effective accountability during incident operations includes:

- <u>Check-In</u>: All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

- <u>Incident Action Plan</u>: Response operations must be directed and coordinated as outlined in the IAP.

- <u>Unity of Command</u>: Each individual involved in incident operations will be assigned to only one supervisor.

- <u>Span of Control</u>: Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.

- <u>Resource Tracking</u>: Supervisors must record and report resource status changes as they occur.

i) <u>Deployment</u>: Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

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 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. <u>Multiagency Coordination Systems</u>. 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. <u>Public Information</u>. 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.

2. <u>Preparedness.</u> 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. <u>Resource Management</u>. 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. <u>Communications and Information Management</u>. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.

5. <u>Supporting Technologies</u>. 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. <u>Ongoing Management and Maintenance</u>. 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

INCIDENT COMMANDER:

LIAISON OFFICER:

COMMAND STAFF:

SAFETY OFFICER:

PUBLIC INFORMATION OFFICER:

Operations Section Chief:	**Planning Section Chief:**	**Logistics Section Chief:**	**Finance/Admin. Section Chief:**

GENERAL STAFF:
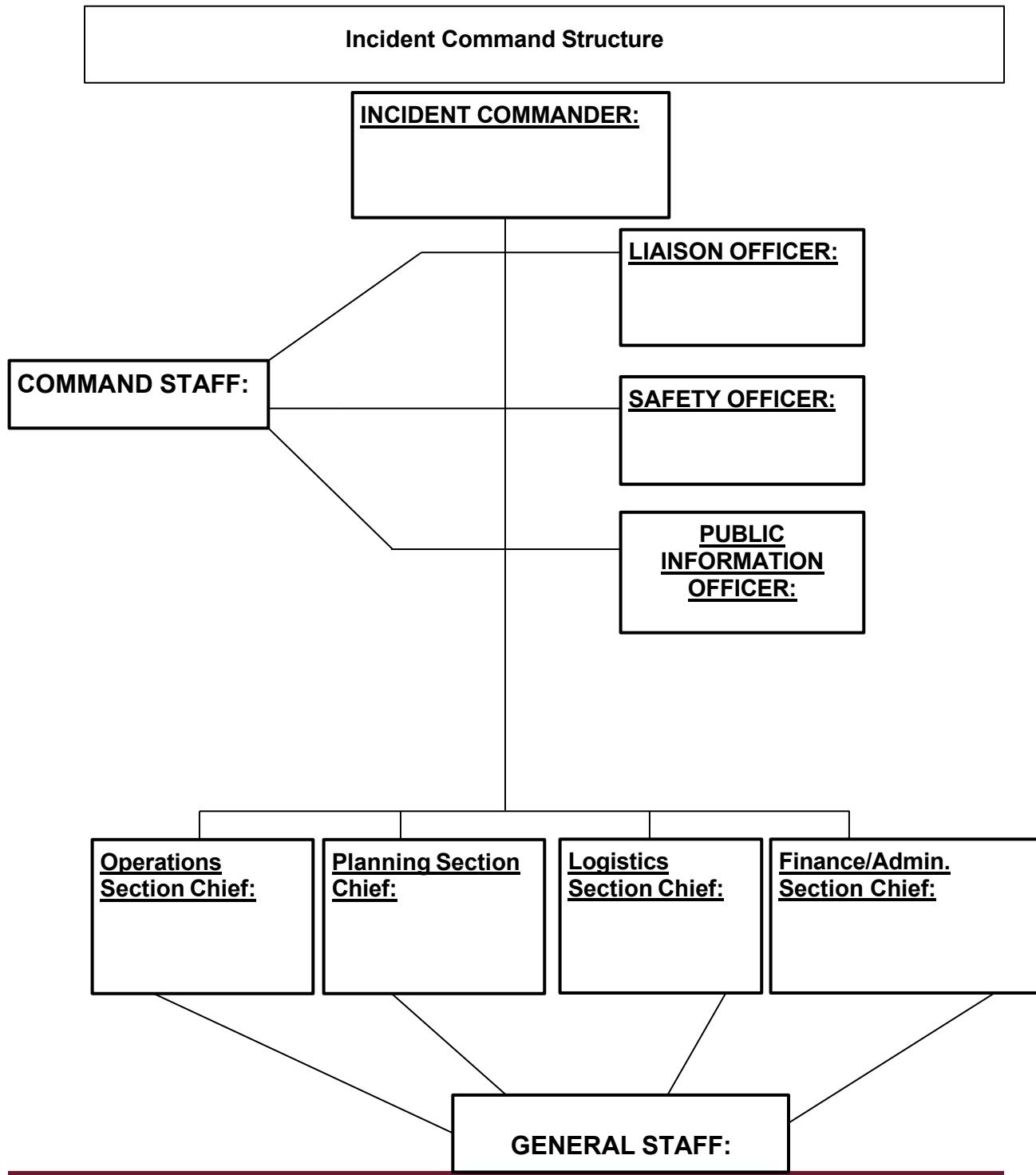
APPENDIX 3
CAMPUS GPS LOCATIONS

Building	Coordinates					
Old Student Union Building	W	101.91884	°	N	34.98127	°
Fieldhouse / The Box	W	101.91895	°	N	34.98204	°
Mary Moody Northern Hall	W	101.91796	°	N	34.98375	°
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	°
Geneva Schaeffer Education Building	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	°
Boiler Plant	W	101.91466	°	N	34.98334	°
Cornette Library	W	101.91460	°	N	34.98209	°
Cousins Hall	W	101.91362	°	N	34.98166	°
Natural Science Building	W	101.91364	°	N	34.97988	°
Engineering	W	101.91527	°	N	34.97981	°
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	°
Bivins Nursing & Learning Center	W	101.91516	°	N	34.98524	°
Physical Plant	W	101.91692	°	N	34.98567	°
Football Stadium/Sports Complex	W	101.91133	°	N	34.98621	°
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 – (FUBC)	W	101.90349	°	N	34.98063	°
Palo Duro Research Center	W	101.90903	°	N	34.98147	°
Schaeffer Agricultural Education Center	W	101.90201	°	N	34.99011	°
Nance Ranch	W	101.79670	°	N	34.56912	°
Agriculture Science Classroom	W	101.9090	°	N	34.9850	°
Ag Complex Pavilion	W	101.9080	°	N	34.9850	°
Ag Complex Arena	W	101.9070	°	N	34.9850	°
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	°

Greenhouses	W	101.91548	°	N	34.9878.3	°
Buff Hall	W	101.54502	°	N	34.5903.3	°
Centennial Hall	W	101.54477	°	N	34.5856.9	°
Founders Hall	W	101.54370	°	N	34.5857.0	°
Bain Center	W	101.91554	°	N	34.98554	°
Herdsmen Facility	W	101.90211	°	N	34.99032	°
Feedlot	W	101.79685	°	N	34.96939	°
Swine Facility	W	101.80256	°	N	34.9637	°
Amarillo Center	W	101.8393	°	N	35.2065	°
VERO	W	101.9060	°	N	34.9850	°
Agrilife Research and Ext. Center	W	101.9039	°	N	34.9835	°
TVMDL	W	101.90542	°	N	34.98412	°
Gerdsen Ranch	W	101.776239	°	N	35.003697	
WT Enterprise Center	W	101.88346	°	N	35.23451	°

APPENDIX 4: CAMPUS BUILDING PLANS

MAP AND BUILDING DIAGRAMS ARE AVAILABLE FROM THE PHYSICAL PLANT #806-651-2133 AND THE FIRE SAFETY OFFICE #806-651-2134. DIAGRAMS MAY BE NECESSARY IN CERTAIN FIRE OR TACTICAL SITUATIONS TO INCLUDE:

- ❑ Primary evacuation routes
- ❑ Alternate evacuation routes
- ❑ Handicap evacuation areas
- ❑ Utility access/shut-off for
  - ▪ Gas
  - ▪ WATER
  - ▪ Electricity
  - ▪ HVAC System
  - ▪ Telephone system
- ❑ Haz Mat storage areas
- ❑ Heat plants/boilers
- ❑ Room numbers
- ❑ Door/window locations

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
> > Emergency Management Coordinator
> > VP for Business and Finance
> > Assistant Chief of Police
> > Director Fire Safety
> > Assistant VP Risk and Compliance
> > CIRT/Volunteer members (if needed)
>
> President will notify:
> > Chancellor/BOR
> > VP for Philanthropy and External Relations
> > VP for Research and Compliance
> > Executive VP/Provost
> > Vice President for Information Technology
>
> VP for Business and Finance will notify:
> > VP for Student Affairs
> > Assistant VP Facilities
> > Assistant VPBF-Budget Office
> > Director of SSC
> > Director of Purchasing and Inventory

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	Email Address	Office Number
President Dr. Walter Wendler	wwendler@wtamu.edu	806-651-2100
Executive Vice President – Provost Dr. Neil Terry	nterry@wtamu.edu	806-651-2044
VP-Business & Finance Todd McNeill	tmcneill@wtamu.edu	806-651-2095
VP-Student Affairs Dr. Chris Thomas	cthomas@wtamu.edu	806-651-2053
VP-Ethics, Risk, Research, and Compliance Dr. Angela Spaulding	aspaulding@wtamu.edu	806-651-2731
AVP-Ethics, Risk, Research, and Compliance Richard Smith	rcsmith@wtamu.edu	806-651-2740
Chief of Police Shawn Burns	sburns@wtamu.edu	806-651-2300
Assistant Chief of Police Kyle Hawbaker	Khawbaker@wtamu.edu	806-651-2301
Emergency Management Coordinator Justin McBride	jmcbride@wtamu.edu	806-651-2413
AVP-Comm. And Marketing Dr. De'Arno De'Armond	ddearmond@wtamu.edu	806-651-2125
Chief Information Officer James Webb	jwebb@wtamu.edu	806-651-1240
Dir Fire Safety Rob Thompson	rthompson@wtamu.edu	806-651-2134
VP-Institutional Advancement Dr. Todd Rasberry	trasberry@wtamu.edu	806-651-2069
AVP Business and Finance Weslee Green	wgreen@wtamu.edu	806-651-2939

APPENDIX 7
EMERGENCY CONTACT NUMBERS

Public Safety Agencies	Number
General Emergency	911
Police/Sheriff/Fire	911
Poison Control	1-800-222-1222
Northwest Texas Hospital	806-354-1000
Baptist St. Anthony's Hospital	806-212-2000
BSA Ambulance	806-378-9055
AMS Ambulance	806-378-9055
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 Area Office Emergency Management	806-378-3004
Red Cross	806-376-6300

<div align="center">

APPENDIX 8
CONSIDERATIONS FOR PERSONS REQUIRING SPECIAL ASSISTANCE

</div>

This attachment outlines additional considerations for persons requiring special assistance during emergencies.

General

West Texas A&M University has identified several university departments and programs on campus with resources that can be accessed prior to and during an emergency to aid those on campus who may require special assistance.

Those requiring special assistance may include the following:
- Individuals with disabilities
- Individuals who live in institutionalized settings
- Elderly individuals
- Individuals under the age of 18
- Individuals from diverse cultures
- Individuals who have limited English proficiency or are non-English speaking

The university encourages individuals who require special assistance during an emergency to discuss their needs with someone in their building prior to an emergency. Students may register with the Office of Student Accessibility, Student Disability Services, while faculty and staff may contact Human Resources and/or their supervisor.

Notification

The university ensures notifications are made more accessible for persons requiring special assistance. For additional information on notification and warning, see Annex A: Warning.

- Text messages and emails sent via Buff Alert allow the university to communicate effectively with individuals who may be deaf or hard of hearing.

- Buff Alert allows for Emergency notification messages to appear on hard-networked PCs on campus.

- Door-to-door contact will be utilized when appropriate to communicate with individuals who may have language barriers or other barriers to effective communication. Emergency responders can utilize language translators through their dispatch center.

Evacuation

The university will provide reasonable accommodations for persons requiring special assistance to evacuate. For additional information on evacuation, see Annex E: Evacuation.

- Individuals requiring assistance to evacuate a building should first seek aid from others within their facility. If help is unavailable or additional help is needed, individuals should call 911. Emergency responders are equipped with specialized equipment to aid in the extraction and evacuation of persons with physical disabilities.

- During an evacuation of campus, persons requiring transportation assistance may contact university police dispatch for paratransit assistance.

Sheltering

The university will provide reasonable accommodations for persons requiring special assistance during a sheltering operation. For additional information on sheltering, see Annex C: Shelter and Mass-Care.

- All university facilities identified as temporary shelters are accessible to persons with physical disabilities and meet Americans with Disabilities Act (ADA) standards. University shelters will also comply with FEMA's guidance on Functional Needs Support Services in General Populations Shelters.

- Should the university need to provide a temporary shelter, persons requiring special assistance may request the following accommodations:

  o Service animals will be allowed to accompany their owners into facilities. Owners should come prepared to care for their animals for the duration of the sheltering operation.

  o Persons requiring refrigeration for their medications should contact shelter management, who will assist by either providing access to a refrigerator or another means to cool their medication such as cooler with ice.

  o Individuals who require electricity to power or charge their medically necessary equipment may notify shelter management, who will provide them access to electrical outlets within the facility.

Disability Resources

The office of Student Accessibility offers students accommodations, coordination, evaluation referral, disability-related information, adaptive technology services, sign language interpreting, and transcription services for academically related purposes. This is a voluntary program as students have the option to utilize disability resources but are not required to contact or report to the department.

Office of Student Accessibility: 806-651-2335

APPENDIX 9   **STAFF**

SKILLS SURVEY & INVENTORY

Name & School _____ / _____ Room _____
                                      Name   School

During any emergency, it is important to be able to draw from all available resources. The special skills, training and capabilities of the staff will play a vital role in coping with the effects of any emergency incident. These will be of paramount importance during and after a major or catastrophic disaster. The purpose of this survey/inventory is to pinpoint those staff members with equipment and the special skills that might be needed. Please indicate the areas that apply to you and return this survey to your administrator.

PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE & TRAINING.
CIRCLE YES OR NO, WHERE APPROPRIATE.

_____ First Aid (current card yes/no)   _____ CPR (current yes/no)   _____ Triage   _____ Firefighting

_____ Construction (electrical, plumbing, carpentry, etc.)   _____ Running/Jogging

_____ Emergency Planning   _____ Emergency Management   _____ Search & Rescue

_____ Law Enforcement   Bi/Multi-lingual (what language (s)) _____

_____ Mechanical Ability   _____ Structural Engineering   _____ Bus/Truck Driver
                                                                                              (Class 1 or 2 license yes/no)

_____ Shelter Management   _____ Survival Training & Techniques   _____ Food Preparation

_____ Ham Radio Operator   _____ CB Radio   _____ Journalism

_____ Camping   _____ Waste Disposal   _____ Recreational Leader

DO YOU KEEP A PERSONAL EMERGENCY KIT? _____ in your car? _____ in your room? _____

DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY?
(i.e., athletic bibs, traffic cones, carpet squares) _____ Yes _____ No

DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT YOUR SCHOOL SITE THAT
COULD BE USED AN IN EMERGENCY? _____ YES _____ NO
PLEASE LIST EQUIPMENT AND MATERIALS.

_____

_____

COMMENTS _____

_____

WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD A DISASTER STRIKE WHILE YOU WERE AT SCHOOL?

_____

_____

APPENDIX 10
EMERGENCY RESPONSE EXERCISE LOG

Date	TYPE OF EXERCISE	Comments
5/2011	Table-top	Active shooter exercise facilitated by Amarillo-OEM.
5/2012	Functional Exercise – Full Scale	Full scale active shooter exercise.
7/2012	TABLE-TOP	Tornado table-top exercise with TEEX.
2/2013	Functional Exercise – Drill	Campus evacuation exercise.
5/2014	Functional Exercise – Full Scale	Full scale active shooter exercise.
11/2014	TABLE-TOP	Winter weather table-top exercise.
12/2015	TABLE-TOP	Shelter-in-Place exercise.
8/2016	Functional Exercise - Full Scale	Full scale active shooter exercise.
1/2017	TABLE-TOP	Winter weather table-top exercise.
2/2018	TABLE-TOP	Tornado table-top exercise
5/2018	Functional Exercise – Full Scale	Full scale first responder exercise with City of Canyon
8/2019	Functional Exercise – Full Scale	Full scale Point-of-Distribution (POD) medication exercise
7/2020	Table-Top	Pandemic Response Table-Top
10/2020	Table-Top	Table-top exercise with Amarillo PD – Amarillo OEM facilitated
11/2022	Table-Top	Table-top Cyber Attack Exercise and Test of Emergency Notification System (SafeZone)
07/2023	Functional Exercise – Drill	Centennial Hall Fire Drill
07/2024	Table-Top	System Emergency Management Workshop / Extreme Heat
05/2025	Functional Exercise	Active Shooter Exercise – Engineering Building

| APPENDIX 11 SCHEDULE OF EXERCISES ||

FEBRUARY 2018	TORNADO TABLETOP EXERCISE
MAY 2018	FULL SCALE WITH CITY OF CANYON EXERCISE
SEPTEMBER /OCTOBER 2018	EVACUATION DRILLS – RESIDENCE HALLS
FEBRUARY /MARCH 2019	EVACUATION DRILLS – RESIDENCE HALLS
AUGUST 2020	ACTIVE SHOOTER EXERCISE – POSTPONED DUE TO COVID-19
AUGUST 2021	TABLETOP EXERCISE FOCUSED ON RESPONSE RECOVERY AND AFTER ACTION
MAY 2022	TABLE-TOP EXERCISE FOCUSED ON ON-GOING OPERATIONS AND POST INCIDENT OPERATIONS
MAY 2023	ACTIVE SHOOTER EXERCISE
JULY 2023	CENTENNIAL HALL FIRE DRILL
DECEMBER 2024	SHELTER-IN-PLACE DRILL – AMARILLO CENTER
May 2025	FULL SCALE EXERCISE
Summer 2026	TABLE-TOP
Spring 2027	DRILL
Spring 2028	FULL SCALE EXERCISE

APPENDIX 12
SECURITY AUDIT

(JUNE 2008)
AT THE REQUEST OF THE TEXAS A&M UNIVERSITY SYSTEM (TAMUS), THE NATIONAL EMERGENCY RESPONSE AND RESCUE TRAINING CENTER (NERRTC) OF THE TEXAS ENGINEERING EXTENSION SERVICE (TEEX) AND THE STATE AUDITORS OFFICE HAVE CONDUCTED A REVIEW OF THE WEST TEXAS A&M UNIVERSITY (WTAMU) EMERGENCY OPERATIONS PLAN.

(FEBRUARY 2012)
THE TEXAS A&M UNIVERSITY SYSTEM COMPLETED AN AUDIT AND REVIEW OF WTAMU EMERGENCY OPERATIONS, PLANNING, AND CAMPUS NOTIFICATION.

(JULY 2015)
THE TEXAS A&M UNIVERSITY SYSTEM COMPLETED A REVIEW OF WTAMU EMERGENCY OPERATIONS, PLANNING, AND CAMPUS NOTIFICATION.

(JUNE 2021)
THE TEXAS A&M UNIVERSITY SYSTEM COMPLETED A SAFETY AND SECURITY AUDIT, INCLUDING REVIEW OF EMERGENCY MANAGEMENT PROGRAM, EMERGENCY OPERATIONS PLAN, AND BUSINESS CONTINUITY PLAN

(JUNE 2024)
THE TEXAS A&M UNIVERSITY SYSTEM COMPLETED A SAFETY AND SECURITY AUDIT, INCLUDING REVIEW OF EMERGENCY MANAGEMENT PROGRAM, EMERGENCY OPERATIONS PLAN, AND BUSINESS CONTINUITY PLAN

(2027)

APPENDIX 13
Annex Assignments

ANNEX	ASSIGNED TO:
ANNEX A: WARNING	UNIVERSITY POLICE CHIEF/ UPD EMC
ANNEX B: COMMUNICATIONS	UNIVERSITY POLICE CHIEF
ANNEX C: SHELTER & MASS CARE	VP-STUDENT AFFAIRS/UNIVERSITY MEDICAL SERVICES
ANNEX D: AUXILIARY PERSONNEL ANNEX (C.D.R.T.)	UNIVERSITY POLICE CHIEF/UPD EMC
ANNEX E: EVACUATION	UNIVERSITY POLICE CHIEF
ANNEX F: FIRE RESPONSE	FIRE SAFETY OFFICE
ANNEX G: LAW ENFORCEMENT	UNIVERSITY POLICE CHIEF
ANNEX H: RECOVERY	VP FOR BUSINESS & FINANCE
ANNEX I: RESOURCE MANAGEMENT	VP FOR BUSINESS & FINANCE
ANNEX J: DIRECTION & CONTROL	UNIVERSITY PRESIDENT
ANNEX K: HAZARDOUS MATERIALS RESPONSE	FIRE SAFETY OFFICE/ UNIVERSITY POLICE CHIEF/ AVP-RISK AND COMPLIANCE
ANNEX L : ACTIVE SHOOTER RESPONSE	UNIVERSITY POLICE CHIEF
ANNEX M: EMERGING INFECTIOUS DISEASES	UPD EMC
ANNEX N: STUDY ABROAD CRISIS MANAGEMENT PLAN	VP- STUDENT AFFAIRS/EXTERNAL PROGRAMS
ANNEX O: STADIUM EVACUATION	UNIVERSITY POLICE CHIEF/ ATHLETIC DIRECTOR
ANNEX P: POD MEDICATION DISTRIBUTION	UNIVERSITY POLICE CHIEF
ANNEX Q: BUSINESS CONTINUITY PLAN	VP – BUSINESS AND FINANCE

APPENDIX 14
EMERGENCY PROCEDURES

WT Emergency Management
WEST TEXAS A&M UNIVERSITY™

EMERGENCY PROCEDURES

DIAL 911 | University Police Department 806-651-2300

MEDICAL EMERGENCY	Call 911 from any available phone and describe the nature of the medical emergency and the location of the emergency on campus.

- If you have been trained; quickly:
- Control serious bleeding by applying direct pressure on the wound.
- If the victim is not breathing, begin CPR; Push hard and fast in the center of the chest.
- If an AED is available, turn on the unit and follow the verbal instructions.
- Remain with the injured person until help arrives.

FIRE	• ACTIVATE the fire alarm using a pull station. • EVACUATE the building using the nearest exit or stairwell. • DO NOT use the elevators. • CALL 911. • REPORT Locations of individuals needing assistance to first responders. • NEVER re-enter the building unless instructed to do so by first responders.	**FIRE EXTINGUISHER INSTRUCTIONS** P – Pull the pin on the extinguisher. A – Aim the hose or nozzle at the base of the fire. S – Squeeze the handle to activate the extinguisher. S – Sweep the extinguisher back and forth at the base of the fire.

EVACUATION	

- Do not delay your evacuation. Take your phone but leave all personal items.
- Evacuate using the stairs ONLY and get as far away from the building as you can.
- Look to be sure everyone around you heard or saw the alarm and are leaving the building. Warn others as you are evacuating.
- Individuals with disabilities should seek shelter in a protected (enclosed) stairwell. Evacuating persons should inform first responders of locations of persons with disabilities so that they may assist them. DO NOT Re-enter the building unless instructed to do so by responders.

SHELTER IN PLACE	Certain incidents like hazardous spills or campus adjacent threats may require that you and others shelter in place.

- Select a small, interior room, with no or few windows and close all windows and exterior doors.
- If instructed, turn off all fans, heating, and air conditioning systems.
- If instructed, use whatever is available to seal all cracks around the door and vents into the room.
- Remain indoors until an "All Clear" is given, or you are told to evacuate.

ACTIVE ATTACKER	BE PREPARED TO AVOID, DENY, OR DEFEND.

- If possible, quickly exit the building and evacuate to a safe area away from danger. CALL 911
- If it is not possible to exit safely, get to an enclosed room or office and lock and/or barricade the door. Turn off the lights and keep quiet. Silence your phone. Move away from doors and windows.
- If the attacker enters your area, your option may be limited to defending your area to survive. Use anything you can find as an improvised weapon and attack with others if possible. DO NOT GIVE UP FOR ANY REASON. DISABLE THE INTRUDER.

TORNADO (SEVERE STORM)	IF INDOORS:

- Move to the innermost part of the building, go to the lowest floor, put as many walls between you and the exterior as you can. Stay away from windows.
- Position yourself along an interior wall or under an interior stairwell. Avoid shelves and heavy furniture that could topple over. Cover your head and neck.
- Do not go outside unless your building is believed to be in imminent danger of collapse.

IF OUTDOORS:
- Move as quickly as possible to a sturdy, site-built structure. If unable, find a low spot and lay-down in the lowest part. Cover your head and neck with your hands.

BOMB THREAT	IF YOU ARE CALLED BY SOMEONE THREATENING A BOMB ATTACK:	

- Have someone else CALL 911 to report the call.
- Keep talking to the caller as long as possible and ask the following:
  - What does the bomb look like?
  - What kind of bomb is it?
  - Why did you place the bomb?
  - What is your name?
  - Where is the bomb and when is the bomb going to detonate?

HAZARDOUS MATERIALS	If a chemical or biohazard spill occurs within any campus building or facility, CALL 911.

- If a chemical spill occurs outside of a building or from an off campus source, follow the shelter procedure.
- In either case, notify UPD if you have been exposed to a chemical
- If exposed avoid contact with other students, faculty, or staff.
- If evacuating, move to an area upwind and away from the doors.
- Use your clothing or other clean, dry material to shield your nose, eyes, and mouth if possible.
- Remain calm and be prepared to move quickly if notified to do so by first responders.