

# Texas A&M University – San Antonio Emergency Operations Plan

Revised October 3, 2024



## RECORD OF CHANGES

CHANGE #	DATE OF CHANGE	DESCRIPTION	CHANGED BY
N/A	September 1, 2018	Effective Date	N/A
1	September 1, 2019	Basic EOP and Annexes Reviewed; Non-substantive format changes, and updated contact info for OEM	Ofc. R. O'Callaghan
2	September 1, 2020	Basic EOP and Annexes Reviewed. Updated positions and titles of Executive Policy Group; and EHS Risk and Compliance Coordinator. Minor changes made and noted on Annexes.	Ofc. R. O'Callaghan
3	August 23, 2021	Basic EOP and Annexes Reviewed. Updated references to Command Staff to reflect EHS Risk and Compliance Coordinator is not part of A&M-SA Police. Revised EPG training and referenced TPCA TBP Standard 8.11 in Training section. Minor changes made and noted on Annexes.	R. L. Stearns
4	August 23, 2022	Updated alternate EOC location to Patriot's Casa Ceremony Room. Minor changes made and noted on Annexes.	G. Duran
5	August 22, 2023	Updated signature of Letter of Promulgation; updated location of EOC and lines of succession.	R.L. Stearns
6	September 1 <sup>st</sup> , 2024	Administrative Code, Title 37, Part 1, Chapter 7 Repealed. Updated signature of Letter of Promulgation.	G. Duran
7	October 3 <sup>rd</sup> , 2024	Updated Appendix B Contacts	G. Duran

## LETTER OF PROMULGATION

The Texas A&M University – San Antonio Office of Emergency Management strives to provide a safe and secure environment for our students, faculty, and staff to learn, teach, and work. The University has developed an Emergency Operations Plan which meets all standards set forth by the Texas Division of Emergency Management. Through an “All-Hazards” approach, the EOP has been prepared to facilitate the most effect and efficient response effort for the utmost benefit and protection of the university community.

While no plan can completely prevent a critical incident, good plans carried out by knowledgeable and well-trained people can and will reduce losses. The EOP established the emergency organization structure, specific policies, general procedures, and provides a coordination platform for the various emergency staff and service elements.

Detailed within this plan is the framework for coordination and full mobilization of University assets. This includes clarification of the University’s strategies to mitigate, prepare for, respond to, and recover from the effects of disasters at the University. Personnel and departments assigned specific emergency tasks must have a working knowledge of the roles, responsibilities and actions described herein. Departments not tasked with specific emergency action items are also required to conduct business continuity planning to ensure a rapid and decisive continuation of normal University operations.

An annual assessment and review of the EOP will be conducted and periodic exercises will test the process to ensure the plan is current and effective. The University administration supports this plan and urges all students, faculty, and staff to do their part to address emergency response at Texas A&M University – San Antonio.

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

Signed copy available upon request

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Dr. Salvador Hector Ochoa  
University President

Signed copy available upon request

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Roger Stearns  
Chief of Police

Signed copy available upon request

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Staff Sergeant Gerardo Duran  
Emergency Management Coordinator

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The A&M-SA EOP follows a template designed by the Texas Division of Emergency Management to meet requirements and best practices for Texas municipalities and county governments. To more easily facilitate activates during an emergency, this EOP uses that template modified to meet the needs of A&M-SA. Per a memorandum of understanding with the City of San Antonio, annexes that fall outside the purview or scope of A&M-SA can be found in the City of San Antonio Emergency Operations Plan and are marked accordingly.

## I. AUTHORITY

### A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Framework
12. Presidential Policy Directive 8 – National Preparedness

### B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. ~~Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)~~  
(Repealed)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004

### C. Local

1. City Ordinance #67229, dated June 2, 1988 (Emergency Management Program) and San Antonio City Code Article 8 Section II.
2. City Ordinance #101347, September 2005 (National Incident Management System Adopted)

## **II. PURPOSE AND MISSION**

### **PURPOSE**

The Emergency Operations Plan (EOP) establishes policies, procedures, roles and responsibilities, and an organizational structure for addressing emergencies of a magnitude to cause a significant disruption of Texas A&M University-San Antonio (A&M-SA) and describes the roles and responsibilities of departments, schools, units, and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of University and community resources. An emergency may be sudden and without warning; therefore, these procedures are designed to be flexible and scalable to ensure available resources can sustain incident response to emergencies on campus.

The guidelines and procedures set forth in this plan apply to all University personnel, students, visitors, and businesses operating on A&M-SA property. Through the use of annexes, this plan provides guidelines for the stabilization and recovery from emergencies at A&M-SA that may impact University-wide campus operations. These include emergency instructions and references in a concise format for those individuals designated to manage University resources. This plan is intended to provide a framework for more specific functional annexes and standard operating guidelines and procedures that describe in more detail who does what, when, and how.

A&M-SA has adopted the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive 5 (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.

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 and 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, the University will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

### **MISSION**

A&M-SA is committed to respond to any emergency situation in a safe, effective, and timely manner. University personnel and equipment will be used to accomplish these responsibilities according to the following priorities:

- Priority 1: Protection of Human Life
- Priority 2: Incident Stabilization
- Priority 3: Support of Health, Safety, and Basic Care Services
- Priority 4: Protection and Security of University Assets
- Priority 5: Maintenance of University Services
- Priority 6: Assessment of Damages
- Priority 7: Restoration of Essential Campus Operations
- Priority 8: Restoration of General Campus Operations

### III. EXPLANATION OF TERMS

#### A. Acronyms

A&M-SA	Texas A&M University – San Antonio
AAR	After Action Report
ARC	American Red Cross
BCP	Business Continuity Planning
CCERT	Campus Community Emergency Response Team
CCS	Chief Command Staff
CFR	Code of Federal Regulations
COSA	City of San Antonio
DDC	Disaster District Committee
DHS	Department of Homeland Security
DPS	Department of Public Safety
DSHS	Department of State Health Services
EOC	Emergency Operations or Operating Center
EPC	Executive Policy Group
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
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
MACC	Multi-Agency Coordination Center
MOU	Memorandum of Understanding
NFPA	National Fire Protection Agency
NIMS	National Incident Management System
NRF	National Response Framework
OCR	Office of Collateral Responsibility
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
POC	Point of Contact
SAMHD	San Antonio Metropolitan Health District
SOPs	Standard Operating Procedures
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army

#### B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization



or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster ensuring the needs of the whole community are addressed.
6. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
  - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
    - 1) Involves a limited area and/or limited population.
    - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
    - 3) Warning and public instructions are provided in the immediate area, not community-wide.
    - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
    - 5) May require limited external assistance from other local response agencies or contractors.
    - 6) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
  - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
    - 1) Involves a large area, significant population, or important facilities.
    - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
    - 3) May require community-wide warning and public instructions.

- 4) Requires a sizable multi-agency response operating under an incident commander.
  - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
  - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
  - 7) For the purposes of the 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. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
  - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) Requires community-wide warning and public instructions.
  - 4) Requires a response by all local response agencies operating under one or more incident commanders.
  - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
  - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
  - 7) For the purposes of the 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. Catastrophic Incident. 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*.
7. Hazard Analysis. A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
  8. Hazardous Material (HazMat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for 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

9. 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.
10. 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.
11. 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).

<b>IV. SITUATION AND ASSUMPTIONS</b>
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**A. Situation**

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

Figure 1

**HAZARD SUMMARY**

	<b>Likelihood Of Occurrence*</b>	<b>Estimated Impact On Public Health &amp; Safety</b>	<b>Estimated Impact On Property</b>
Hazard Type:	(See Below)	<b>Limited, Moderate, Major</b>	<b>Limited, Moderate, Major</b>
<b><i>Natural</i></b>			
Biological Event	Occasional	Major	Limited
Drought/Heat Wave	Highly Likely	Limited	Limited
Earthquake	Unlikely	Limited	Moderate
Flash Flooding	Highly Likely	Moderate	Moderate
Flooding (River Or Tidal)	Likely	Limited	Moderate
Hurricane	Unlikely	Moderate	Limited
Subsidence	Unlikely	Limited	Limited
Tornado	Likely	Major	Major
Wildfire	Likely	Major	Major
Winter Storm	Occasional	Moderate	Limited
<b><i>Technological</i></b>			
Electrical Failure	Occasional	Limited	Moderate

	<b>Likelihood Of Occurrence*</b>	<b>Estimated Impact On Public Health &amp; Safety</b>	<b>Estimated Impact On Property</b>
Hazmat Spill (Fixed Site)	Occasional	Moderate	Moderate
Hazmat Spill (Transport)	Unlikely	Moderate	Moderate
Information Technology Failure	Occasional	Limited	Limited
Major Structural Fire	Unlikely	Moderate	Major
Water System Failure	Occasional	Moderate	Limited
<b>Security</b>			
Active Shooter	Unlikely	Major	Limited
Civil Disorder	Unlikely	Moderate	Moderate
Bomb Threat	Unlikely	Limited	Limited
Terrorism	Unlikely	Major	Limited
* <b>Likelihood Of Occurrence:</b> Unlikely, Occasional, Likely, Or Highly Likely			

## **B. Assumptions**

1. Our campus will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations, affecting our campus. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

## **V. CONCEPT OF OPERATIONS**

### **A. Objectives**

The objectives of our emergency management program are to protect public health and safety and preserve public and private property.

### **B. General**

1. It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.

2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their 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.
8. 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.
9. 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 through the use of NRF coordinating structures, processes, and protocols.

### **C. Operational Guidance**

We will employ the components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management.

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
  - a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
  - b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.
3. Source and Use of Resources.
  - a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provides that the county should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:
    - 1) Summon those resources available to us pursuant to inter-local agreements.
    - 2) Summon contracted emergency service resources.
    - 3) Request assistance from volunteer groups active in disasters.
    - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
  - b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

#### **D. Incident Command System (ICS)**

1. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
2. The incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. 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 or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

#### **E. ICS - EOC Interface**

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post 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 incident commander is generally responsible for field operations, including:
  - a. Isolating the scene.
  - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - c. Warning the population in the area of the incident and providing emergency instructions to them.
  - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population 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.
  - f. Coordinating traffic control for large-scale evacuations.
  - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

## **F. State, Federal & Other Assistance**

### **1. State & Federal Assistance**

- a. If local resources are inadequate to deal with an emergency situation, we will request assistance 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. As noted previously, cities must request assistance from their county before requesting state assistance.
- b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Bexar County. 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 must be made by the chief elected official (the University President) 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, with the exception of 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.

### **2. Other Assistance**

- a. If resources required to control an emergency situation 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. The



*Nuclear/Radiological Incident Annex of the NRP* addresses the federal response to major incidents involving radioactive materials.

- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster 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. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.
- 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.

## **G. Emergency Authorities**

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. In the event of an emergency situation that may impact the University, the University President has authority to declare a state of emergency. Powers granted to the University President during a state of emergency include but are not limited to:
  - a. Emergency Spending. During a declared state of emergency, individuals designated by the university president have fewer rules regarding procurement of supplies needed during the disaster event.
  - b. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. The University President has the designated authority to order an evacuation of the university grounds.

## **H. Actions by Phases of Emergency Management**

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.
  - a. Mitigation

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

b. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

c. Response

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

d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community 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 individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery and Business Continuity.

<b>VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES</b>
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**A. Organization**

1. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes an executive group, emergency services, and support services.

## 2. President's Executive Policy Group

The President's Executive Policy Group (EPG) provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Policy Group includes the President, Chief of Staff, Provost, VP of Business Affairs, VP of Student Success and Engagement, VP of Institutional Advancement and External Relations, VP of Enrollment Management, and the Director of Intercollegiate Athletics and Recreational Sports.

## 3. Command Staff

The Command Staff (CS) oversees operations conducted by external agencies and coordinates unified command during an emergency event while within university jurisdiction. The Command Staff is led by the Chief of Police and may consist of the Assistant Chief of Police, the Emergency Management Coordinator, the Support Operations Manager, Field Operations Division Commander and the Criminal Investigations Division Commander. During incident response this group may also include the Office of Environmental Health and Safety and Risk Management's Risk and Compliance Coordinator.

## 4. Campus Community Emergency Response Team

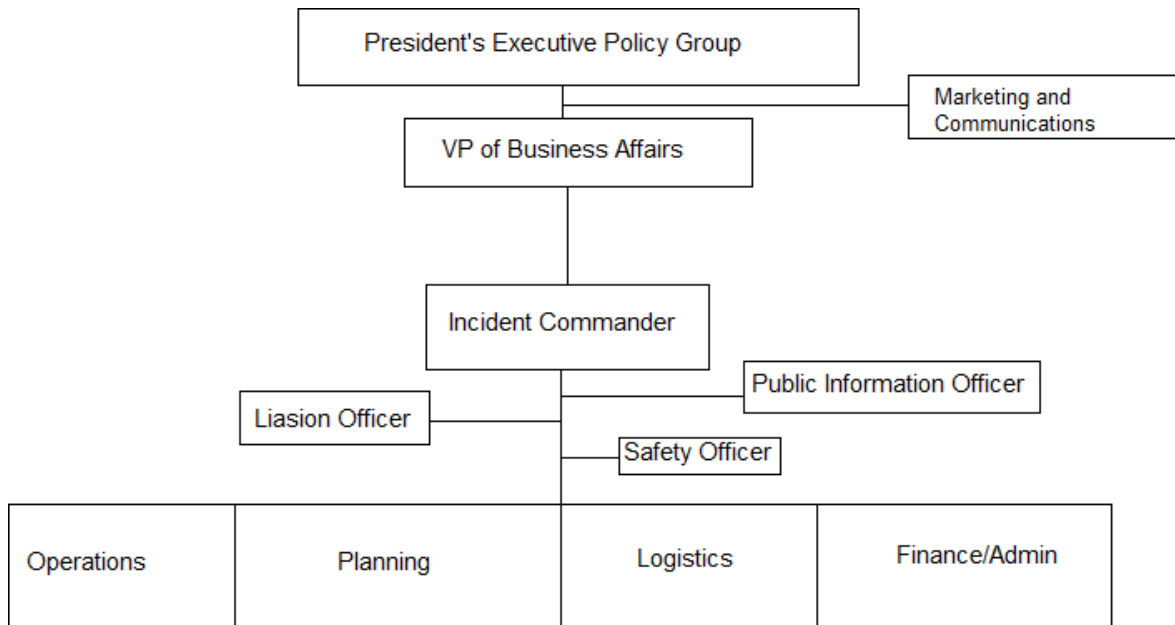
Campus Community Emergency Response Team (CCERT) participants are staff members with advanced training who will assist with campus emergencies as needed.

## 5. Emergency Services

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

## 6. Emergency Support Services

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



## B. Assignment of Responsibilities

### 1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other 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 the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies 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 Policy Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found the functional annexes to this Basic Plan.

### 3. Executive Policy Group Responsibilities

#### a. The University President will:

- 1) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- 2) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
- 3) Request assistance from local governments or the State when necessary.
- 4) Be responsible for care and safety of students, faculty, and staff

#### b. The Chief of Police, or their designee, will:

- 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- 2) Monitor the emergency response during disaster situations and provides direction where appropriate.
- 3) Implement the policies and decisions of the governing body relating to emergency management.
- 4) Supervise the emergency management program
- 5) Assign emergency management program tasks to departments and agencies.
- 6) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- 7) Coordinate the operational response of local emergency services.
- 8) Keep the University President and the EPG apprised of our preparedness status and emergency management needs.

#### c. The Emergency Management Coordinator will:

- 1) Oversee the emergency management program and identifies personnel, equipment, and facility needs.
- 2) Serve as the staff advisor to the Chief of Police on emergency management matters.
- 3) Coordinate activation of the EOC and support its operation
- 4) Coordinate local planning and preparedness activities and the maintenance of this plan.

- 5) Prepare and maintain a resource inventory.
- 6) Arrange appropriate training for local emergency management personnel and emergency responders.
- 7) Coordinate periodic emergency exercises to test our plan and training.
- 8) Develop EOC procedures for its operation, and conduct training for those who staff it.
- 9) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- 10) Coordinate with organized volunteer groups and businesses regarding emergency operations.

#### 4. Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain SOPs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List to Annex M, Resource Management.
- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

#### 5. Emergency Services Responsibilities

a. The Incident Commander will:

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

b. Warning.

- 1) Primary responsibility for this function is assigned to the Emergency Management Coordinator, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:

- a) Receive information on emergency situations.
  - b) Alert key local officials of emergency situations.
  - c) Disseminate warning information and instructions to the public through available warning systems consistent with A&M University-San Antonio Police General Order 100.17 "Timely Warnings"
- c. Radio Interoperability.
- 1) Primary responsibility for this function is assigned to the Police Communications Supervisor, supported by Emergency Management Coordinator who will prepare and maintain Annex B (Radio Interoperability) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
    - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
    - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- d. Evacuation.
- 1) Primary responsibility for this function is assigned to the Emergency Management Coordinator, who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Identify areas where evacuation has been or may in the future and determine of population at risk.
    - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
    - c) Develop simplified planning procedures for ad hoc evacuations.
    - d) Determine emergency public information requirements ensuring the needs of the whole community are addressed.
    - e) Coordinate evacuation with Executive Policy Group
- e. Law Enforcement.
- 1) Primary responsibility for this function is assigned to the Chief of Police, supported by Emergency Management Coordinator who will prepare and maintain Annex G (Law Enforcement Operations) to this plan and supporting SOPs.

- 2) Emergency tasks to be performed include:
  - a) Maintenance of law and order.
  - b) Traffic control.
  - c) Terrorist incident response.
  - d) Provision of security for vital facilities, evacuated areas, and shelters.
  - e) Access control for damaged or contaminated areas.
  - f) Warning support.
  - g) Post-incident reconnaissance and damage assessment.
  - h) Prepare and maintain law enforcement resource inventory.
  
- f. Health and Medical Services
  - 1) Primary responsibility for this function is assigned to the Emergency Management Coordinator, who will prepare and maintain Annex H (Health and Medical Services) to the plan and supporting SOPs.
  
  - 2) Emergency Tasks to be performed include:
    - a) Coordinate health and medical care and EMS support during emergency situations
    - b) Public health information and education
  
- g. Command and Control.
  - 1) Primary responsibility for this function is assigned to the Chief of Police, supported by Emergency Management Coordinator who will prepare and maintain Annex N (Command & Control) to this plan and supporting SOPs.
  
  - 2) Emergency tasks to be performed include:
    - a) Direct and control our local operating forces.
    - b) Maintain coordination with neighboring jurisdictions and the Disaster District in Bexar County.
    - c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
    - d) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.
    - e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
    - f) Coordinates the evacuation of areas at risk.
  
- h. Hazardous Materials Response.
  - 1) The primary responsibility for this function is assigned to the Risk and Compliance Coordinator, supported by Emergency Management Coordinator who will prepare



and maintain Annex Q (Hazardous Material Response) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
- b) Establish the hazmat incident functional areas (e.g., Hot Zone, cool zone, Cold Zone, etc.)
- c) Determine and implement requirements for personal protective equipment for emergency responders.
- d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
- e) Determine areas at risk and which public protective actions, if any, should be implemented.
- f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
- g) Determines when affected areas may be safely reentered.

i. Active Shooter and Mass Casualty Incident Response.

1) Primary responsibility for this function is assigned to the Chief of Police, supported by Emergency Management Coordinator who will prepare and maintain Annex V (Active Shooter and Mass Casualty Incident Response) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
- b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
- c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
- d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

a. Public Information.

1) Primary responsibility for this function is assigned to the Public Information Officer, supported by Emergency Management Coordinator who will prepare and maintain Annex I (Public Information) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Establish a Joint Information Center (JIC)
- b) Conduct on-going hazard awareness and public education programs.

- c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
  - d) Provide information to the media and the public during emergency situations.
  - e) Arrange for media briefings.
  - f) Compiles print and photo documentation of emergency situations.
- c. Recovery and Business Continuity.
- 1) Primary responsibility for this function is assigned to the Risk and Compliance Coordinator, supported by Emergency Management Coordinator who will prepare and maintain Annex J (Recovery and Business Continuity) to this plan and supporting SOPs. The Risk and Compliance Coordinator will coordinate Continuity and Recovery Group efforts with the Executive Policy Group.
  - 2) Emergency tasks to be performed include:
    - a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
    - b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
    - c) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
    - d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.
- d. Campus Facilities.
- 1) Primary responsibility for this function is assigned to the Director of Facilities, supported by Emergency Management Coordinator who will prepare and maintain Annex K (Campus Facilities) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Protect government facilities and vital equipment where possible.
    - b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
    - c) Direct temporary repair of vital facilities.
    - d) Restore damaged roads and bridges.
    - e) Restore waste treatment and disposal systems.
    - f) Arrange for debris removal.
    - g) General damage assessment support.
    - h) Building inspection support.
    - i) Provide specialized equipment to support emergency operations.
    - j) Support traffic control and search and rescue operations.

e. Resource Management.

- 1) Primary responsibility for this function is assigned to the Director of Procurement, supported by Emergency Management Coordinator who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Maintain an inventory of emergency resources.
  - b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
  - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
  - d) Establish emergency purchasing procedures and coordinate emergency procurements.
  - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
  - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
  - g) Establish staging areas for resources, if required.
  - h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
  - i) Maintain records of emergency-related expenditures for purchases and personnel.

<b>VII. DIRECTION AND CONTROL</b>
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**A. General**

1. The Vice President of Business Affairs is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, they may carry out those responsibilities from the EOC.
2. The Chief of Police will provide overall direction of the response activities of all our departments. During major emergencies and disaster, they will normally carry out those responsibilities from the EOC.
3. The Assistant Chief of Police will serve as EOC Manager supported by the Emergency Management Coordinator. In their absence, the Risk and Compliance Coordinator will serve as Interim EOC Manager
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain 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 a common communications protocol, may be adopted to facilitate coordinated effort.

6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or federal assistance is covered in section V.F of this plan. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

## **B. Emergency Facilities**

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located at One University Way, A&M-SA Police Department Briefing Room.
3. The following individuals are authorized to activate the EOC:
  - a. The Chief of Police
  - b. The Assistant Chief of Police
  - c. The Emergency Management Coordinator
  - d. The Field Operations Division Commander
4. The general responsibilities of the EOC are to:
  - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
  - b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
  - c. Provide resource support for emergency operations.
  - d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
  - e. Organize and activate large-scale evacuation and mass care operations.
  - f. Provide emergency information to the public.

5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Command and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.
6. Our Alternate EOC is at Patriots Casa Ceremony Room. This facility will be used if our primary EOC becomes unusable.
7. We have a mobile command and control vehicle, operated by University PD, which may be used as an incident command post.

### **C. Lines of Succession**

1. The line of succession for the University President is:
  - a. Provost/Senior Vice President for Academic Affairs
  - b. Vice President for Business Affairs
  - c. Vice President for Student Success and Engagement
  - d. Vice President for Enrollment Management
2. The line of succession for the Chief of Police is:
  - a. The Assistant Chief of Police
  - b. The Field Operations Commander
  - c. The Criminal Investigations Division Commander
3. The line of succession for the Emergency Management Coordinator is:
  - a. The Field Operations Unit Commander
  - b. The Support Operations Manager
4. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

## **VIII. READINESS LEVELS**

- A.** Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Operational Readiness Levels (ORLs) will be determined by the Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.
- B.** The following ORLs will be used as a means of increasing our alert posture.
  1. Level IV: Normal Conditions
    - a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.

b. The normal operations of government are not affected.

## 2. Level III: Increased Readiness

a. Increased Readiness refers to a situation that presents a greater potential threat than “Level 4”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:

- 1) Tropical Weather Threat. A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
- 2) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
- 3) Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
- 4) Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
- 5) Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.

b. Declaration of “Level 3” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.

## 3. Level II: High Readiness

a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:

- 1) Tropical Weather Threat. A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
- 2) Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicted by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.

- 3) Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
  - 4) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
  - 5) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
- b. Declaration of a “Level 2” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.

#### 4. Level I: Maximum Readiness

- a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.
- 1) Tropical Weather Threat. The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, cull activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
  - 2) Tornado Warning. Tornado has been sited especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
  - 3) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
  - 4) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
- b. Declaration of “Level 1” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

## **IX. ADMINISTRATION AND SUPPORT**

### **A. Agreements and Contracts**

1. Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

### **B. Reports**

1. Hazardous Materials Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.
2. 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 we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

### **C. Records**

1. Record Keeping for Emergency Operations

Our university 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 Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
  - 1) Activation or deactivation of emergency facilities.
  - 2) Emergency notifications to other local governments and to state and federal agencies.



- 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 public.
  - 6) Evacuations.
  - 7) Casualties.
  - 8) Containment or termination of the incident.
- b. Incident Costs. All department and agencies 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 as in preparing future department or agency budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
- 1) Personnel costs, especially overtime costs
  - 2) Equipment operations costs
  - 3) Costs for leased or rented equipment
  - 4) Costs for contract services to support emergency operations
  - 5) Costs of specialized supplies expended for emergency operations

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

## 2. Preservation of Records

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

## D. Training

1. It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing,

currency, physical and medical fitness, or capability for any positions they are tasked to fill.

2. Education

- a. Executive Policy Group
  - 1) EPG members will complete IS-700, and G/V-402 (equivalent, or IS-908)
- b. Campus Community Emergency Response Team
  - 1) CCERT members will complete IS-100, and IS-700 (or equivalents)
- c. UPD Officers and Dispatchers
  - 1) A&M-SA PD Officers and Dispatchers will complete IS-100, IS-200, IS-700, and IS 800 (or equivalents)
- d. Command Staff
  - 1) CS members will complete IS-100, IS-200, G-300, G-400, IS-700, and IS-800 in accordance with minimum training required by TBP 8.11\*

(\*Texas Police Chief Association Foundation Accreditation Program Standards for Texas Best Practices)

3. Exercises

- a. Table-Top Exercises (TTX)
  - 1) At least 1 TTX will be conducted annually.
- b. Functional Drill
  - 1) At least 1 Functional Drill will be conducted biennially.
- c. Full-Scale Exercise (FSE)
  - 1) At least 1 FSE will be conducted triennially.

**E. Post-Incident and Exercise Review**

The Emergency Management Coordinator is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

Criteria for Conducting an After Action Review

- EOC operates at ORL II.
- Death of a student, employee, or visitor on campus
- At the discretion of the VP of Business Affairs, the Chief of Police, or the Emergency Management Coordinator

The after action report should be written and, at a minimum, provide the information to include a summary of the incident, participating response organizations, and major strengths and areas for improvement regarding the response. A copy of the report should be provided to involved responders, the administrator(s) of the responding departments, and the EMC. The EMC shall retain a copy of the report, including any recommendations for corrections or improvements, for a minimum of two years.

**X. PLAN DEVELOPMENT AND MAINTENANCE**

**A. Plan Development**

The University President is responsible for approving and promulgating this plan.

## B. Distribution of Planning Documents

The Chief of Police, or their designee, shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.

In addition to those individuals, the following agencies will receive a copy of this plan:

- COSA Office of Emergency Management
- Bexar County Office of Emergency Management
- Texas Division of Emergency Management
- TAMU System

## B. Review

The Basic Plan and its annexes shall be reviewed annually by local officials. The Emergency Management Coordinator will establish a schedule for annual review of planning documents by those tasked in them.

## C. 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 government structure occur.
2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to the Emergency Management Coordinator. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex. For details on the methods of updating planning documents as well as more information on when changes should be made, refer to Chapter 3 of the Texas Division of Emergency Management (TDEM) *Local Emergency Management Planning Guide* (TDEM-10).
3. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
4. §418.043(4) of the Government Code provides that DEM shall review local emergency management plans. The process for submitting new or updated planning documents to DEM is described in Chapter 6 of the DEM-10. The Emergency Management Coordinator is responsible for submitting copies of planning documents to our TDEM District Coordinator for review.

## APPENDIX A – GLOSSARY

After Action Report – A document created following an emergency event or exercise that details neutral observations, strengths, and suggested corrective actions

Business Continuity Planning – Organizational planning for the purpose of preparing for emergency situations that could lead to loss of facilities.

Disaster District Committee – Regional outposts where TDEM liaisons called Disaster District Coordinators are officed. Used to facilitate the transmission of information from local stakeholders to state officials.

Emergency Operations Center – Location that serves as a hub for emergency response planning.

Executive Policy Group – High-ranking officials

Incident Commander – Singular individual directing emergency response.

Incident Command Post – forward operating base separate from the EOC where response operations are being conducted.

Incident Command System - a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

Improvement Plan – a component of the AAR detailing actions to increase response capabilities during the next incident.

Memorandum of Understanding – contract between agencies to offer mutual aid

National Incident Management System - a standardized approach to incident management developed by the Department of Homeland Security. It is intended to facilitate coordination between all responders (including all levels of government with public, private, and nongovernmental organizations).

National Response Framework – regulations that present the guiding principles enabling all levels of domestic response partners to prepare for and provide a unified national response to disasters and emergencies.

Public Information Officer - the communications coordinators or spokespersons of governmental organizations

State Operations Center – headquarters for state disaster operations

Texas Regional Response Network - a computerized filing system for potentially available resources and equipment.

## APPENDIX B – CONTACTS

<b>Title</b>	<b>Name</b>	<b>Office Phone</b>	<b>Email</b>
Emergency Management Coordinator	Sgt. Gerardo Duran	210-784-1904	gerardo.duran@tamusa.edu
Chief of Police	Roger Stearns	210-784-1900	Roger.Stearns@tamusa.edu
Risk and Safety Coordinator	Rita Arredondo	210-784-2028	rita.arredondo@tamusa.edu

# **Texas A&M University – San Antonio Emergency Operations Plan**

## **ANNEX A Emergency Notification**



# APPROVAL & IMPLEMENTATION

## Annex A Emergency Notification

Sergeant Gerardo Duran  
Signature  
Emergency Management Coordinator

10/02/2024  
Date

Chief Roger Stearns  
Signature  
Chief of Police

10/02/2024  
Date



## **ANNEX A**

### **EMERGENCY NOTIFICATION**

#### **I. AUTHORITY**

A. Refer to Section I of the Basic Plan for general authorities.

#### **II. PURPOSE**

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to disseminate mass notifications of emergency notifications to the individuals on the Texas A&M San Antonio campus.

#### **II. Procedure**

- A. Emergency Notifications – confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:
- i. In the event of a situation that poses an immediate threat to members of the campus community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event for emergency notification to the campus community. These methods of communication include the Mass Notification System JagE-Alert, the University's email system, campus PA system, text messages, voice mail, and/or emergency messages that scroll across interior signs located throughout the campus.
  - ii. A&M-SA PD and/or other campus first responders may become aware of a critical incident or other emergency situations that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the A&M-SA PD Communications Center or upon discovery during patrol or other assignments.
  - iii. Examples that may require an Emergency Notification:
    - a. Outbreak of infectious disease such as meningitis, norovirus or other serious illness
    - b. Approaching tornado, hurricane or other extreme weather conditions
    - c. Gas leak or chemical spill
    - d. Terrorist incident
    - e. Armed intruder/Active shooter
    - f. Bomb threat.
    - g. Civil unrest, rioting or campus protest.

- h. Explosion or campus-wide/residential fire
- iv. Once first responders confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the campus community, first responders will notify supervisors in the A&M-SA PD.
- v. Members of the A&M-SA PD will immediately initiate all or some portions of the University's emergency notification system (JagE-Alert). If in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency; the A&M-SA PD may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the A&M-SA PD will issue the emergency notification to the entire campus community.
- vi. Campus and local first responders on the scene of a critical incident or dangerous situation that poses an immediate threat to the health or safety of the campus community will assist those preparing the emergency notification. All JagE-Alert messages are sent to everyone in the distribution list. Wording in the Emergency Notification should indicate what segment or area of the University community is affected.
- vii. Determining the Contents of the Emergency Notification:
  - 1. The office responsible for issuing the emergency notification (A&M-SA PD or the Emergency Management Coordinator) will with the assistance of campus and local first responders, determine the content of the notification. A&M-SA PD has developed a wide range of template messages addressing several different emergency situations.
  - 2. The communications officers (or others issuing the alert) will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. Those issuing the notification will use the following guidelines when determining the content of the emergency message:
    - a. The first message is intended to alert the University community of the dangerous condition and the actions they should take to safeguard their own and neighbor's safety. Messages distributed in this stage of a rapidly unfolding critical incident will generally be short, precise, and direct. Examples include:

“The campus is experiencing a major power outage affecting the following buildings: Patriots' Casa and CAB. All occupants of these buildings should immediately evacuate and meet at the designated building rally point.”

“There is a chemical spill at the Madla Building. The chemical released is extremely hazardous if inhaled. Occupants of the Madla Building should immediately evacuate the building. Follow the directions of first responders on scene.”

b. The second message is intended to inform the University community about additional details of the situation. This message is generally distributed once first responders have additional information about the dangerous situation. Examples include:

“The power outage affecting Patriots’ Casa and the CAB was caused by a cut power line. CPS is responding along with Facilities personnel to repair the damage. We expect the outage will last until 2:00 p.m.” University Communications shall notify the external community by various means to include; University website, social media, and/or press releases.

c. Finally, the third message is the Reassurance notice that is generally distributed once the situation is nearly or completely resolved. The purpose of this message is to reassure the community the University is working diligently to resolve the dangerous situation or it has been resolved. It can also be used to provide additional information about the situation and where resources will be available. This message should be distributed in the same manner the first two messages were sent.

3. In those cases, where there are no pre-determined template messages in the system, the individual issuing the alert will develop the most succinct message to convey the appropriate message to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

#### **IV. Training and Testing**

A. The Police Communications Supervisor will be responsible for:

1. Establishing an emergency checklist that has password to the JagE-Alert System and provides step-by-step procedures for initiating an Emergency Notification.
2. Testing the JagE-Alert system at least monthly. These tests will be either placing the system in “test mode” and documenting the test or during a scheduled exercise.

# **Texas A&M University – San Antonio Emergency Operations Plan**

## **ANNEX B Communications**



**APPROVAL & IMPLEMENTATION**

**Annex B**

**Radio Interoperability**

Sergeant Gerardo Duran \_\_\_\_\_  
Signature  
Emergency Management Coordinator

10/02/2024 \_\_\_\_\_  
Date

Roger Stearns \_\_\_\_\_  
Signature  
Chief of Police

10/02/2024 \_\_\_\_\_  
Date

**ANNEX B**  
**RADIO INTEROPERABILITY**

**I. AUTHORITY**

See Basic Plan, Section I.

**II. PURPOSE**

This annex provides information about our communications equipment and capabilities available during emergency operations. Our entire communications system is discussed and procedures for its use are outlined.

**III. EXPLANATION OF TERMS**

**A. Acronyms**

CATV	Cable TV
COG	Council of Government
DDC	Disaster District Committee
EAS	Emergency Alert System
EMP	Electromagnetic Pulse
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
IC	Incident Commander
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
SOC	State Operations Center
SOP	Standard Operating Procedures
RACES	Radio Amateur Civil Emergency Service
TLETS	Texas Law Enforcement Telecommunications System
TRCIP	Texas Radio Communications Interoperability Plan
A&M SAPD	University Police Department

**B. Definitions**

Local Computer Network	Local, Metropolitan, or Wide-Area Networks.
State Warning Point	Warning Point for the state operated by the SOC.

**IV. SITUATION AND ASSUMPTIONS**

**A. Situation**

1. As noted in the general situation statement in the basic plan, we are at risk from a number of hazards that could threaten public health and safety and personal and

government property. A reliable and interoperable communications system is essential to obtain the most complete information on emergency situations and to direct and control our resources responding to those situations.

2. The Dispatch/Communications Center is located at One University Way, A&M-SA Police Department. It is staffed on a 24-hour basis by an A&M-SA PD dispatcher. Equipment is available to provide communications necessary for emergency operations.

## **B. Assumptions**

1. Adequate communications are available for effective and efficient warning, response and recovery operations.
2. Any number of natural or manmade hazards may neutralize or severely reduce the effectiveness of communications currently in place for emergency operations.
3. Additional communications equipment required for emergency operations will be made available from citizens, business, volunteer organizations, and/or other governmental agencies.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

1. A common operating picture within our jurisdiction and across other jurisdictions provides the framework of our communications capabilities. This framework is made possible by interoperable systems. Extensive communications networks and facilities are in existence across the University grounds to provide coordinated capabilities for the most effective and efficient response and recovery activities.
2. Our existing communications network consisting of telephone, computer, teletype, and radio facilities will serve to perform the initial and basic communications effort for emergency operations. Landline circuits, when available, will serve as the primary means of communication with other communication systems as back up.
3. During emergency operations, all A&M-SA PD personnel will maintain their existing equipment and procedures for communicating with command staff. They will keep the EOC informed of their operations and status at all times.
4. To meet the increased communications needs created by an emergency, various state and regional agencies, amateur radio operators, and business/industry/volunteer group radio systems will be asked to supplement communications capabilities. These resource capabilities will be requested through local and regional mutual-aid agreements and/or the Disaster District, as required.



## **B. Activities by Phases of Emergency Management**

### 1. Prevention

- a. Maintain a current technology based, reliable, interoperable, and sustainable communications system.
- b. Ensure warning communications systems meet jurisdictional needs.
- c. Ensure intelligence and other vital information networks are operational.
- d. Ensure integrated communications procedures are in place to meet the needs and requirements of Texas A&M University – San Antonio.

### 2. Preparedness

- a. Review and update this communications annex.
- b. Develop communications procedures that are documented and implemented through communications operating instructions (include connectivity with private-sector and nongovernmental organizations).
- c. Thoroughly and continually review the system for improvement including the implementation and institutionalized use of information management technologies.
- d. Ensure communications requirements for Emergency Operations Center and potential Joint Information Center (JIC) are regularly reviewed.
- e. Review After Action Reports of actual occurrences and exercises and other sources of information for lessons learned.
- f. Ensure the integration of mitigation plans and actions into all phases of emergency management as applicable.
- g. Acquire, test, and maintain communications equipment.
- h. Ensure replacement parts for communications systems are available and make arrangement for rapid resupply in the event of an emergency.
- i. Train personnel on appropriate equipment and communication procedures as necessary.
- j. Conduct periodic communications drills and make communications a major element during all exercises.
- k. Review assignment of all personnel.
- l. Review emergency notification list of key officials and department heads.

### 3. Response

- a. Select communications personnel required for emergency operations according to the incident.
  - b. Incident communications will follow ICS standards and will be managed by the IC using a common communications plan and an incident-based communications center.
  - c. **All incident management entities will make use of common language during emergency communications. This will reduce confusion when multiple agencies or entities are involved in an incident.**
  - d. Ensure emergency equipment repair on a 24-hour basis.
  - e. Initiate warning procedures as outlined in Annex A, Emergency Notification, if required.
4. Recovery

All activities in the emergency phase will continue until such time as emergency communications are no longer required.

<b>VI. ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES</b>
---

**A. General**

- 1. Our emergency communications system is operated by the University Police Department and includes a variety of government-owned and operated equipment as well as equipment owned and operated by certain volunteer groups. The departments, agencies, and groups that are part of our communications system are listed in Section VII.C.
- 2. The Chief Dispatcher will ensure that warning information received at our warning point, the Dispatch/Communications Center, is disseminated to University officials and, where appropriate, to the public. The responsibility of ensuring the communications system is operational and incorporates all available resources rests with the Chief of Police, who may appoint a Communications Coordinator to carry out this task.

**B. Task Assignments**

- 1. Chief of Police, or designee will:
  - a. Be responsible for all activities enumerated in this annex in Section V.B, Activities by Phases of Emergency Management.
- 2. Police Communications Supervisor will:
  - a. Coordinate common communications procedures.
  - b. Develop and maintain a communications resource inventory (See Annex M, Resource Management).
  - c. Ensure a communications capability exists between the Dispatch/Communications Center of the University Police Department and the Emergency Operations Center to include coordination with the telephone

company for installation of dedicated telephone lines into the Dispatch/Communications Center and/or EOC.

- d. Ensure communication restoration procedures are developed.
  - e. Ensure procedures are in place for dissemination of message traffic.
  - f. Assist the EMC with the development and maintenance of SOPs to include message-handling procedures and recall rosters for essential personnel.
3. Radio Operators will be:
    - a. Responsible for proper use and maintenance of the equipment and for correct message handling procedures, including routing of all incoming messages and logging all incoming and out-going messages.
  4. Public Information Officer will be:
    - a. Responsible for monitoring commercial radio and telephone broadcasts for accuracy of public information.
  5. Switchboard Operators will be:
    - a. Responsible for proper screening and routing of all incoming telephone calls.

## **VII. DIRECTION AND CONTROL**

### **A. General**

1. The Chief of Police establishes general policies for emergency communications.
2. The Police Communications Supervisor is directly responsible for facilities, equipment, and operation of the Dispatch/Communications Center.
3. Communications personnel from individual departments and support agencies, while under control of their own department or agency and operating their own equipment, are responsible for knowing and following the procedures outlined in this annex.
4. During emergency situations involving multiple agencies and/or jurisdictions, the various code systems used for brevity will be discontinued and normal speech will be used to insure comprehension. In addition, local time will be used during transmissions.
5. During emergency situations, communications will be maintained between the Disaster District and the University EOC.

### **B. Continuity of Government**

Each department or agency with communications responsibilities shall establish a line of succession for communications personnel.

### **C. Existing Communications Systems**

- 1) Local Networks
  - a) University Police Department
  - b) EOC
- 2) Other Networks
  - a) Texas Law Enforcement Telecommunications System (TLETS) is a statewide telecommunications network connecting the State Warning Point (the SOC), with approximately 1,292 city, county, state, federal, and military law enforcement

agencies in Texas. Emergency communications between state, district, and local governments will be transmitted through this system.

- b) Joint Information Center (JIC), Joint Operations Center (JOC), and SOC.

## **VIII. READINESS LEVELS**

### **A. Readiness Level IV - Normal Conditions**

- a. See the prevention and preparedness activities in paragraphs V.B.1 and V.B.2 above.

### **B. Readiness Level III - Increased Readiness**

- a. Alert key personnel.
- b. Check readiness of all equipment and facilities and correct any deficiencies.

### **C. Readiness Level II – High Readiness**

- a. Alert personnel for possible emergency duty.
- b. Monitor situation of possible issuance of warning or alerts.

### **D. Readiness Level 1 – Maximum Readiness**

- a. Institute 24-hour operations.
- b. Conduct periodic communication checks.

## **IX. ADMINISTRATION AND SUPPORT**

### **A. Facilities and Equipment**

The A&M-SA PD Communications and the EOC shall be supported with back-up power generator and network connectivity. Access to a landline telephone will be available in the Communications Center. Access to a network printer/copier will be available either in or near the EOC.

### **B. Maintenance of Records.**

All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

### **C. Preservation of Records**

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

### **D. Security**

1. Measures will be taken to ensure that only authorized personnel will have access to the Dispatch/Communications Center.

2. Communications security will be maintained in accordance with national, state, and local requirements.

#### **E. Training**

1. Each organization assigning personnel to the EOC for communications purposes is responsible for making certain those persons are familiar with the agency's operating procedures.
2. The Police Communications Supervisor will provide additional training on emergency communications equipment and procedures as necessary.

#### **F. Support**

If requirements exceed the capability of local communications resources, the University President will request support from nearby jurisdictions or state resources from the Disaster District in Bexar County.

### **X. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The Emergency Management Coordinator will be responsible for maintaining this annex. Each agency will develop SOPs that address assigned tasks.
- B. This annex will be updated in accordance with the schedule outlined in Section X of the Basic Plan.

### **XI. REFERENCES**

- A. Federal Emergency Management Agency (FEMA), *Comprehensive Preparedness Guide (CPG-101)*
- B. Division Of Emergency Management *Local Emergency Management Planning Guide.* (DEM-10)

# **Texas A&M University – San Antonio Emergency Operations Plan**

## **ANNEX E Evacuation**

**RECORD OF CHANGES**

<b>CHANGE #</b>	<b>DATE OF CHANGE</b>	<b>DESCRIPTION</b>	<b>CHANGED BY</b>
1	September 1, 2020	Minor grammatical changes	Ofc. R. O'Callaghan
N/A	July 13, 2021	Corrected numbering on Appendix	R.L. Stearns
2	August 2, 2022	Minor grammatical changes	G. Duran
3	August 18, 2023	Updated references to Department name.	R.L. Stearns
4	October 2, 2024	Updated signature name to Roger Stearns	G. Duran

# APPROVAL & IMPLEMENTATION

## Annex E

### Evacuation

Sergeant Gerardo Duran  
Signature  
Emergency Management Coordinator

10/02/2024  
Date

Chief Roger Stearns  
Signature  
Chief of Police

10/02/2024  
Date

**NOTE:** The signature(s) will be based upon local administrative practices. Typically, the annex is signed by the individual having primary responsibility for this emergency function in the first signature block and the second signature block is used by the Emergency Management Director or the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex may sign the annex.



**ANNEX E**  
**EVACUATION**

**I. AUTHORITY**

See Basic Plan, section I.

**II. PURPOSE**

The purpose of this annex is to provide for the orderly and coordinated evacuation of all or any part of the population of Texas A&M University – San Antonio if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

**III. EXPLANATION OF TERMS**

**A. Acronyms**

A&M-SA	Texas A&M University – San Antonio
DSS	Office of Disability Support Services
EMC	Emergency Management Coordinator
EOC	Emergency Operating or Operations Center
ICP	Incident Command Post
ICS	Incident Command System
NRF	National Response Framework
NIMS	National Incident Management System
PIO	Public Information Office or Officer
SOP	Standard Operating Procedure

**B. Definitions**

1. Functional and Access Needs Institutions. Certain facilities which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services. Such facilities include:
  - Schools and day care centers, where students require supervision to ensure their safety.
  - Hospitals and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.
  - Correctional facilities, where offenders require security to keep them in custody.
2. Evacuation. The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. There are a wide variety of emergency situations that might require an evacuation of portions of the local area.
  - a. Evacuation of residence halls might be needed as a result of a hazardous materials transportation accident, major fire, natural gas leak, or localized flash flooding.
  - b. Full-campus evacuation and closure could be required in the event of a major hazardous materials spill, terrorist attack with chemical agent, extensive flooding, or a hurricane.
2. Authority for Evacuations. The University President has authority to issue evacuations. In the absence of the president, the Line of Succession outlined in the Basic EOP (Section VII: Direction and Control) shall act with designated authority of The University President.

## V. CONCEPT OF OPERATIONS

### A. General

1. Evacuation is one means of protecting the campus community from the effects of a hazard through the orderly movement of person(s) away from the hazard. The type and magnitude of the emergency will dictate the scale of an evacuation (i.e., evacuation area).
2. Evacuations for Texas A&M University-San Antonio range from facility evacuations (e.g., residence hall(s) with a limited duration of time) to large-scale evacuations (e.g., a large segment of or all of campus for a long duration of time).
3. These evacuations may be the result of a variety of emergencies to include, but not limited to, building fires, hazardous materials release (inside or outside the facility), natural gas leaks, or bomb threats (facility specific or campus-wide).

### B. Evacuation Decisions

1. The Incident Commander or, for large-scale evacuations, the Emergency Operations Center (EOC) shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:
  - a. What areas or facilities are at risk and should be evacuated?
  - b. How will the public be advised of what to do?
  - c. What do evacuees need to take with them?
  - d. What travel routes should be used by evacuees?

- e. What transportation support is needed?
  - f. What assistance will the functional and access needs population require?
  - g. What traffic control is needed?
  - h. Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
  - i. How will evacuated areas be secured?
2. Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.
  3. The decision to recommend an evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing the incident. In general, the University President shall issue the order for campus-wide evacuations.

### **C. Hazard Specific Evacuation Planning**

1. Hazard-specific evacuation planning information will be developed for certain known hazards and included as appendices to this or other annexes. These appendices will describe the potential impact areas for known hazards, the number of people in the threatened area, and any functional and access needs populations affected. Such appendices should also identify potential evacuation routes and, where appropriate, transportation pickup points or assembly areas.
2. Hazardous materials risk areas and potential evacuation routes from those areas are described and depicted in the appendices to Annex Q, Hazardous Materials Emergency Response.

### **D. Transportation**

1. Individuals who drove their own vehicles to campus will have the ability to evacuate using their own vehicle, barring a situation where vehicles are inaccessible.
2. Transportation service will be arranged for individuals without personal vehicles, including those with functional and access needs.
3. Public information messages emphasizing the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

### **E. Traffic Control**

1. A&M-SA PD will be responsible for maintaining traffic flow during an evacuation.
2. If necessary, contraflow will be used on Jaguar Parkway and University Way.
3. If enough time is available, A&M-SAPD officers will close the exterior lanes of Jaguar Parkway and University Way (the "sliplanes") to ensure streamlined vehicle movement.
4. Law enforcement will request wrecker services when needed to clear disabled vehicles from evacuation routes.

5. A&M -SA PD will coordinate with Bexar County Sheriff's Office and/or City of San Antonio Police Department to facilitate unimpeded movement from Jaguar Parkway to Zarzamora Street and from University Way to the Interstate 410 Service Road.

## F. Warning & Public Information

1. The Incident Commander will normally decide if an evacuation warning should be issued in and around an incident site. The A&M-SA EOC may disseminate warnings for large-scale evacuations beyond the incident site or where evacuation is conducted because of an **imminent threat**.
2. Advance Notice of Possible Evacuation
  - a. For slow developing emergency situations, advance warning should be given to students, faculty, and staff. Such advance notice will be disseminated through the usual channels including social media and JagE Alerts.
    - 1) Students, faculty, and staff who are off-campus at the time of the advanced notice, will be ordered to stay away from campus until an all-clear notice has been disseminated.
  - b. During notification, request residence hall staff review and prepare to implement the evacuation plan for their facility. Those staff should also report their periodic status and any requirements for assistance to the EOC.
  - c. The Functional and Access Needs population should also be given advance notice, via DSS. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any special circumstances or requests for assistance should be reported to on-scene authorities or EOC.
3. Evacuation Warning
  - a. Evacuation warning should be disseminated through all available warning systems. See Annex A, Emergency Notification, for further information.
  - b. Functional and Access Needs institutions may be notified directly by on-scene authorities or by the EOC staff. However, if both the incident command staff and the EOC will be making notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.
  - c. Law enforcement personnel should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave.

## **G. Functional and Access Needs Population**

### 1. Assisting Blind/Visually Impaired

- a. Clearly announce the type of emergency.
- b. Offer your arm for guidance.
- c. Tell the person where you are going, and alert him/her to obstacles along the way.

### 2. Assisting the Deaf/Hearing Impaired

- a. Turn lights on and off to gain the person's attention.
- b. Indicate directions with gestures or written note.

### 3. Non-Ambulatory Individuals

Non-ambulatory individuals are those people with disabilities who require the use of wheelchairs. This may include those with injuries rendering individuals immobile.

- a. Call A&M-SA PD at (210) 784-1911 or 911 if someone is immobile and needs additional assistance evacuating.
- b. Do not use elevators to move people with disabilities.
- c. Evac-Chairs are located throughout some buildings but are for use by Fire Department personnel only.
- d. Seek C-CERT volunteers to assist students/personnel with physical disabilities/injuries to the nearest enclosed stairway as these are designated areas for rescue assistance (one individual should remain with the person(s) if it can be done without unreasonable personal risk). Areas of rescue are two (2) hour fire resistive designated areas.
- e. If the hazard becomes life-threatening (i.e., fire is getting close or the smoke becomes a choking hazard) leave the impaired/injured individual in the stairwell and evacuate the building.
- f. Notify fire department/emergency personnel of the location so that the evacuation can be completed.

## **H. Access Control & Security**

1. Security in evacuated areas is extremely important. Until an all-clear order has been issued, no individual may access buildings on campus ground without the expressed permission of the EOC.

## **I. Return of Evacuees**

1. Evacuees returning to campus require the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, the decision will normally be made by the University President and disseminated through the Office of Marketing and Communication.
2. The following conditions should prevail in the evacuated area before evacuees are authorized to return:
  - a. The threat prompting the evacuation has been resolved or subsided.
  - b. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
  - c. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored.
  - d. Structures have been inspected and deemed safe for occupancy.
  - e. Adequate water is available for firefighting.
3. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles. Traffic control along return routes may also be required.
4. Public information intended for returnees should address such issues as:
  - a) Documenting damage for insurance purposes.
  - b) Cleanup instructions.
  - c) Removal and disposal of debris.

## **J. Actions by Phases of Emergency Management**

1. Mitigation
  - a. Where possible, undertake mitigation for known hazards that have in the past led to evacuation.
  - b. Discourage development, particularly residential construction, in potential risk areas, including floodplains, areas downstream from suspect dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials.
  - c. Seek improvement to preplanned evacuation routes if needed.
  - d. Enhance warning systems to increase warning times and reduce the need for hasty evacuations.

## 2. Preparedness

- a. Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. Hazardous materials risk areas are described in Annex Q, Hazardous Materials Emergency Response. Determine the population of risk areas and identify facilities that may require special assistance during evacuation (hospitals, nursing homes, schools, etc.) to determine potential transportation requirements.
- b. To the extent possible, identify individuals with functional and access needs who would require assistance in evacuating and maintain contact information for those individuals.
- c. Identify primary and alternate evacuation routes, taking into account road capacities.
- d. Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable.
- e. Include evacuations in the scenario of periodic emergency drills and exercises.
- f. Conduct public information programs to increase citizen awareness of possible reasons for evacuation, preplanned evacuation routes, availability of transportation, the need to take appropriate food, clothing, and other disaster supplies during an evacuation, and the desirability of helping neighbors who may need assistance during an evacuation.
- g. Promulgate procedures for protecting government resources from known hazards by relocating them.

## 3. Response

See the General Evacuation Checklist in Appendix 1

## 4. Recovery

- a. Initiate return of evacuees, when it is safe to do so.
- b. Provide traffic control for return.
- c. Carry out appropriate public information activities.

# **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

## **A. Organization**

1. Our normal emergency organization will plan and carry out evacuations and the return of people students. A large-scale area evacuation, beyond the campus borders but inclusive of campus property, may require the formation of a Unified Command to coordinate the Incident Command Posts (ICP) and EOCs.

## 2. Incident Command System (ICS) – EOC/Unified Command

- a. As noted previously, the Incident Commander will normally determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the incident site. If large-scale evacuation is required, the chief elected official for Bexar County shall make the recommendation for such evacuation to the public.
- b. A division of responsibility for evacuation tasks should be agreed upon between the Incident Commander and the EOC. The Incident Commander will normally manage evacuation operations at the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for the activation of shelter and mass care facilities, and advising other jurisdictions of the evacuation.
- c. During a large-scale evacuation, a division of responsibility for evacuation tasks should be agreed upon between the EOCs and the Unified Command. The EOCs will normally manage evacuation operations within their respective jurisdiction area while the Unified Command coordinates evacuation operations affecting multiple jurisdictional areas. The Unified Command will normally coordinate traffic control along evacuation routes, arrange for the activation of shelter and mass care facilities, and advise other jurisdictions.

### **B. Assignment of Responsibilities**

#### 1. The University President will:

- a. For emergencies and disasters, authorize the order directing the campus population to evacuate, when appropriate.

#### 2. The Emergency Operations Center will:

- a. Identify risk areas in the vicinity to the incident site and determine protective actions for people in those risk areas.
- b. If evacuation of risk areas and Functional and Access Needs institutions is required, coordinate the evacuation with the resources assigned.
- c. Request support from the EOC to assist in coordinating evacuation activities beyond the incident site, such as activation of shelter and mass care facilities, if required.
- d. Coordinate evacuation efforts with other local governments that may be affected by the evacuation, where appropriate.
- e. Direct the relocation of at risk essential resources (personnel, equipment, and supplies) to safe areas.
- f. Direct the opening of local shelter and mass care facilities, if needed.



3. The EMC will:
  - a. Develop and maintain evacuation planning information for known risk areas, including population of the area, and primary evacuation routes.
  - b. Review evacuation plans of Functional and Access Needs institutions within known risk areas and determine possible need for evacuation support.
  - c. Coordinate evacuation planning to include:
    - 1) Selection of suitable evacuation routes, based on recommendations from law enforcement.
    - 2) Movement control, based on recommendations from law enforcement.
    - 3) Transportation arrangements.
    - 4) Shelter and mass care arrangements.
    - 5) Functional and Access Needs demographics and evacuation support requirements.
4. Common Tasks of All Organizations
  - a. If time permits, secure and protect facilities in evacuation areas.
  - b. If time permits, relocate essential equipment, supplies, and records to non-risk areas.
5. Law Enforcement will:
  - a. Recommend evacuation routes to the Incident Commander or EOC staff.
  - b. Assist in evacuation by providing traffic control.
  - c. Protect property in evacuated areas and limit access to those areas.
  - d. Secure and protect or relocate prisoners.
  - e. Coordinate law enforcement activities with other emergency services.
  - f. Assist in warning the public.
  - g. Provide information to the PIO for public news releases on the evacuation routes.
  - h. Provide traffic control devices upon request.
  - i. Assist in keeping evacuation routes open.
  - j. Provide barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled.

6. The Public Information Officer (PIO) will:
  - a. Disseminate emergency information from the University President advising the public of evacuation actions to be taken.
  - b. Coordinate with area news media for news releases.
7. The Transportation Officer will:
  - a. Coordinate transportation for evacuees without vehicles or who need assistance in evacuating, determining and establishing pickup points if necessary.
  - b. Coordinate transportation assistance for the evacuation of Functional and Access Needs institutions and Functional and Access Needs population.
  - c. Coordinate all transportation relating to relocation of essential resources.
  - d. Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.

## **VII. DIRECTION AND CONTROL**

### **A. General**

1. The University President has the general responsibility for ordering an evacuation, when deemed the most suitable means of protecting the public from a hazard.
2. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene Incident Commander may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.
3. Large-scale evacuations beyond our campus borders and inclusive of campus property where there is no current incident scene will normally be coordinated and directed by the EOC, in cooperation with the RUC.

### **B. Evacuation Area Definition**

1. Areas to be evacuated will be determined by those officials with the authority to direct a mandatory evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of specialized planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographic features, such as roads and rivers.
2. The hazard situation which gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift,

change the potential impact area and, thus, the area that must be evacuated.

**C. Lines of Succession**

1. The lines of succession for the University President and the Chief of Police are outlined in Section VII (Direction and Control) of the Basic Plan.
2. Lines of succession for each department and agency head shall be according to the standard operating procedures established by each department.

<b>VIII. INCREASED READINESS ACTIONS</b>
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**A. Level IV - Normal Conditions.**

See the prevention and preparedness activities in section V.K, Actions by Phases of Emergency Management.

**B. Level III - Increased Readiness.** Increased Readiness may be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation. Level III readiness actions may include:

1. Review information on potential evacuation areas, facilities at risk, and evacuation routes.
2. Monitor the situation.
3. Inform first responders and local officials of the situation.
4. Check the status of potential evacuation routes and shelter/mass care facilities.

**C. Level II - High Readiness.** High Readiness may be appropriate if there is an increased risk of a hazard which necessitates evacuation. Level II readiness actions may include:

1. Monitor the situation.
2. Alert response personnel for possible evacuation operations duty.
3. Coordinate with special facilities to determine their readiness to evacuate.
4. Check the status of resources and enhance short-term readiness if possible. Monitor the availability of transportation assets and drivers.
5. Advise the public and Functional and Access Needs institutions to monitor the situation.

**D. Level I - Maximum Readiness.** Maximum readiness is appropriate when there is a significant possibility that evacuation operation may have to be conducted. Level I readiness actions may include:

1. Activate the EOC to monitor the situation and track resource status.
2. Place first responders and transportation providers in an alert status; place off-duty personnel on standby.
3. Update the status of resources.
4. Check the status of evacuation routes and pre-position traffic control devices.
5. Update plans to move government equipment to safe havens.
6. Select shelter/mass care facilities for use.
7. Provide information to the public on planned evacuation routes, securing their homes, and what items they need to take with them. Prepare to issue a public warning if it becomes necessary.

## **IX. ADMINISTRATION AND SUPPORT**

### **A. Reporting**

Large-scale evacuations should be reported to state agencies and other jurisdictions that may be affected in the periodic Situation Reports prepared and disseminated during major emergency operations. The Situation Report format is provided in Annex N, Direction & Control.

### **B. Records**

1. Activity Logs. The Incident Commander and, if activated, the EOC shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.
2. Documentation of Costs. Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

### **C. Resources**

General emergency response resources that may be required to conduct an evacuation are listed in Annex M, Resource Management.

**D. Post Incident Review**

The Office of Emergency Management in conjunction with the University Police Department shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in Section IX.D of the Basic Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

**E. Exercises**

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by this jurisdiction.

**X. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The Emergency Management Coordinator is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

**XI. REFERENCES**

FEMA, *Comprehensive Preparedness Guide (CPG-101)*

**APPENDICES:**

- 1 ..... General Evacuation Checklist

**GENERAL EVACUATION CHECKLIST**

✓	Action Item	Assigned
	<b>PLANNING:</b>	
	1. Determine area(s) at risk:	
	2. Determine evacuation routes for risk area(s) & check the status of these routes.	
	3. Determine traffic control requirements for evacuation routes.	
	4. Estimate public transportation requirements & determine pickup points.	
	5. Determine temporary shelter requirements & select preferred shelter locations.	
	<b>ADVANCE WARNING:</b>	
	6. Provide advance warning to Office of Disabled Support Services & advise them to activate evacuation, transportation & reception arrangements. Determine if requirements exist for additional support from local government.	
	7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk. See Annex I, Public Information	
	8. Develop traffic control plans & stage traffic control devices at required locations	
	9. Coordinate with Office of Disabled Support Services regarding precautionary evacuation. Identify and alert functional and access needs populations.	
	10. Ready temporary shelters selected for use.	
	11. Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed.	
	12. Advise neighboring jurisdictions that may be affected of evacuation plans.	
	<b>EVACUATION:</b>	
	13. Advise neighboring jurisdictions & the local Disaster District that evacuation recommendation or order will be issued.	
	14. Disseminate evacuation recommendation or order to Office of Disabled Support Services and populations. Provide assistance in evacuating, if needed.	
	15. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	
	16. Provide amplifying information to the public through the media. Emergency public information should address: <ul style="list-style-type: none"> <li>▪ What should be done to secure buildings being evacuated</li> <li>▪ What evacuees should take with them</li> <li>▪ Where evacuees should go &amp; how should they get there</li> <li>▪ Provisions for functional and access needs population &amp; those without transportation</li> </ul>	
	17. Staff and open temporary shelters	
	18. Provide traffic control along evacuation routes & establish procedures for dealing with vehicle breakdowns on such routes.	
	19. Provide transportation assistance to those who require it.	
	21. Provide security in or control access to evacuated areas.	

	22. Provide Situation Reports on evacuation to the local Disaster District.	
	RETURN OF EVACUEES	
	23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, & conduct damage assessments.	
	24. Determine requirements for traffic control for return of evacuees.	
	25. Determine requirements for & coordinate provision of transportation for return of evacuees.	
	26. Advise neighboring jurisdictions and local Disaster District that return of evacuees will begin.	
	27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
	28. Provide traffic control for return of evacuees.	
	29. Coordinate temporary housing for evacuees that are unable to return to their residences.	
	30. Coordinate with Functional and Access Needs institutions regarding return of evacuees to those facilities.	
	31. If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none"> <li>▪ Documenting damage &amp; making expedient repairs</li> <li>▪ Caution in reactivating utilities &amp; damaged appliances</li> <li>▪ Cleanup &amp; removal/disposal of debris</li> <li>▪ Recovery programs See Annex J, Recovery.</li> </ul>	
	32. Terminate temporary shelter & mass care operations.	
	33. Maintain access controls for areas that cannot be safely reoccupied.	

# **Texas A&M University – San Antonio Emergency Operations Plan**

## **ANNEX G Law Enforcement Operations**

**This Annex is Law Enforcement Sensitive and Viewing is  
Restricted to Authorized Personnel**





**APPROVAL & IMPLEMENTATION**

**Annex G**

**Law Enforcement**

Sgt. Gerardo Duran  
Signature  
Emergency Management Coordinator

10/02/2024  
Date

Chief Roger Stearns  
Signature  
Chief of Police

10/02/2024  
Date

# **Texas A&M University – San Antonio Emergency Operations Plan**

## **ANNEX H Health and Medical Services**

# APPROVAL & IMPLEMENTATION

## Annex H

### Health and Medical Services

This annex is hereby approved for implementation and supersedes all previous editions.

Sergeant Gerardo Duran  
Signature  
Emergency Management Coordinator

10/02/2024  
Date

Chief Roger Stearns  
Signature  
Chief of Police

10/02/2024  
Date

**NOTE:** The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first signature block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the annex may sign the annex.

# RECORD OF CHANGES

## Annex H

### Health & Medical Services

#### RECORD OF CHANGES

CHANGE #	DATE OF CHANGE	DESCRIPTION	CHANGED BY
1	September 1, 2020	Minor grammatical changes	Ofc. R. O'Callaghan
2	July 14, 2021	Corrected names of institution and local health department	R.L.Stearns
N/A	August 2, 2022	No changes made	G. Duran
3	August 18, 2023	Formatting changes and updated reference to Department name.	R.L. Stearns
4	October 2 <sup>nd</sup> , 2024	Updated signature to Roger Stearns	G. Duran

## Section I: Purpose, Scope, Situation, and Assumptions

### A. Purpose

1. The purpose of the Texas A&M University – San Antonio Health and Medical Services Annex is to provide guidelines for an effective response to infectious diseases that will help ensure the health, safety, and well-being of the University community. This annex is intended to provide a strategy for identifying the resources needed and how those resources should be deployed, while establishing effective communication and response of all the relevant on campus and off campus entities to support a coordinated response.
2. This document is in support of the San Antonio Metropolitan Health Department's effort to plan for and respond to communicable disease outbreaks. San Antonio Metropolitan Health Department will define when an outbreak is occurring based on the variables associated with the disease. San Antonio Metropolitan Health Department will be an important partner in the investigation, surveillance, and response to an outbreak associated with an infectious disease or food borne illness.
3. Additionally, these guidelines will:
  - a. Provide guidance for emergency response operations and the utilization of all available A&M-SA and government resources for the protection of lives, property, and the continuance of university operations in the event of an outbreak.
  - b. Outline the duties and responsibilities of A&M-SA departments.
  - c. Represent the flexible timeline associated with an infectious disease or food borne illness outbreak, the response to an outbreak, through the resumption of normal operations.

### B. Scope

1. All contents within this annex apply to A&M-SA students, faculty, staff, and visitors, while knowing that major outbreaks occurring within the University campus, will most likely influence surrounding communities. The University Police Department is the University's responsible authority to direct the response and actions associated with an on campus disease outbreak and will serve as a liaison with the San Antonio Metropolitan Health Department and the Department of State Health Services. A&M-SA PD will collaborate with the Vice President for Business Affairs for the University and if indicated by the incident, the Bexar County Office of Emergency Management.

### C. Situation Overview

1. An infectious disease is any medical illness that is caused by microscopic organisms or their toxins. Invading microorganisms include viruses, fungi, bacteria, and parasites. Sources for these organisms include the environment, animals, insects, and other mammals, including humans.
2. Transmission usually occurs by:
  - a. Inhalation
  - b. Ingestion
  - c. Direct contact
  - d. Bites by a contaminated vector.
3. Many infectious diseases can cause outbreaks and epidemics. For this reason, identification, evaluation, and mitigation of infectious diseases are essential to protect public health. Infectious diseases can occur naturally, through human error (e.g. airborne or food borne illness), or through deliberate acts of bioterrorism.

**D. Threat and Vulnerability**

1. An infectious disease knows no boundaries; therefore, an outbreak associated with an infectious disease could present a serious risk on a college campus where there are a large number of students, faculty, and staff. In addition to the large concentration of individuals, University faculty members are engaged in research to study various biological agents, while other activities may present infectious disease threats such as food preparation and service, or athletics.
2. The University is at constant risk for exposure to infectious diseases. An infectious disease outbreak can range from involving a relatively small number of individuals in a limited area, mild disease with little morbidity and mortality, and simple epidemiological investigation to involving a large number of people over wide geographical area, severe disease with high mortality, and complicated epidemiology.
3. Infectious disease outbreaks may differ from other types of emergencies because they can last for days to months, requiring ongoing local, state, and federal resources before resolution. A unique feature of the wide variety of infectious agents that may affect a college environment is the different characteristics of the various diseases. For instance, there can be abrupt onset of illness (e.g., 6-24 hours for norovirus) or delayed onset from exposure (e.g., 27 days for Hepatitis A). This variation in time from exposure to symptoms presents significant challenges in the management of the outbreak, surveillance for cases and intervention. Finally, unlike most emergencies that a university campus may face, many disease outbreak situations may require a long-term response and the allocation of substantial university resources that can stretch from days to months.

**E. Capability and Mitigation Overview**

1. In general, campus community environments provide challenges for the control of infectious diseases such as:
  - a. A young adult population that may or may not have received immunizations for vaccine preventable diseases. In addition, waning immunity to previous vaccinations is an increasing problem for such diseases as mumps and pertussis.
  - b. The close living quarters of dormitories may facilitate the spread of such diseases as seasonal influenza, pandemic influenza, and bacterial meningitis.
  - c. Large food service operations such as cafeterias have the opportunity for outbreaks of food borne illnesses.
  - d. Diverse student and faculty population from foreign countries where diseases not commonly found in the United States are endemic, such as tuberculosis.
  - e. The university conducts research on diseases that are not commonly found, and may result with exposure to the researchers and staff.
2. All of these factors call for increased vigilance of infectious diseases in the University setting for prevention, rapid detection, and a coordinated control by university and public health officials.
3. The University collaborates and participates in various infectious disease prevention, protection, mitigation, preparedness, and response and recovery efforts with local and state health officials, hospitals, community, and regional support systems in the following methods:
  - a. Committees, meetings and workgroups
  - b. Training and exercise opportunities
  - c. Strategic planning sessions
  - d. Awareness and intervention marketing and media campaigns
  - e. Health risk continuing education

## F. Planning Assumptions

1. The University's response to an infectious disease is rapid and can be accelerated dependent upon whether the disease is communicable or life threatening. The university must contend with infectious disease outbreaks that threaten its students, faculty, staff, and/or visitors. Advanced planning for critical operations and coordinated response is essential to assuring an immediate and effective response to and recovery from an infectious disease outbreak. During such incidents, general guidelines, situations, and assumptions may apply, as enumerated in the Texas A&M University – San Antonio EOP (Section I: Purpose, Scope, Situation, and Assumptions). Assumptions specific to this annex are:
  - a. Emergency response efforts such as standing up the EOC, activating emergency support functions, etc., may not be appropriate or effective in dealing with an outbreak. A more appropriate response may be to bring together a small multidisciplinary group of University officials with health and medical stakeholders to work together over time to resolve the outbreak.
  - b. Most infectious disease emergencies follow some recognizable build-up period in which actions may be taken to achieve an appropriate state of readiness.
  - c. Infectious disease outbreaks may be "asymmetrical" in that time of the outbreak may be days to weeks, even months with no clear-cut geographical boundaries.
  - d. Response situations may be "symmetrical" in that they are limited by time and space. Time is defined in hours or days and space is usually confined to a specific geographic area.
  - e. A communicable biological threat (man-made or natural) can occur in any season or any location, with or without advance notice.
  - f. Most outbreaks will be dealt with under the Advanced Readiness Levels found in Section III of this annex, as outlined in the Concept of Operations.
  - g. Biological threats may be introduced into the population, and spread via food, water, air, infected animals, infected insects, surfaces, or through person-to-person contact.
  - h. A communicable disease from abroad or in the United States can be introduced to Texas and the San Antonio metropolitan area through use of rapid transportation of people, commodities, and through mass food production.
  - i. Non-pharmaceutical preventive measures may be required to limit the spread of a contagious biological agent including social distancing (avoiding close contact and public gatherings), isolation, and universal precautions (hand washing, gloves, respiratory protection around infected individuals).
  - j. In cases of a notifiable infectious disease, it is critical to have surveillance systems in place to detect the disease, report the illness to proper public health authorities, and institute control and prevention strategies.
  - k. For most outbreaks of infectious disease, the San Antonio Metropolitan Health Department will be designated as the lead agency in the investigation of an outbreak with support from the Department of State Health Services (DSHS) Region 7, and DSHS Austin.
  - l. The University will support in the investigation efforts with information, personnel, subject matter experts, and other resources as available and needed by the investigators.
  - m. The University, in collaboration with local, state, and federal public health officials, will be responsible for the dissemination of accurate and timely information to the students, staff, and faculty. Effective communication will be critical in mitigating a major disease outbreak.



- n. It is possible that local and state jurisdictions, in addition to hospitals and urgent care facilities will become overwhelmed during a large prolonged outbreak, therefore support to ensure provision of all requested essential commodities and services to the University might be difficult.
- o. Depending upon the infectious agent, any age group within the population may be at risk, with some population groups being considered high risk.
- p. The San Antonio Metropolitan Health Department may recommend various methods of isolation to the general community population.
- q. Quarantine may be an extreme measure available to the University for management of some outbreaks.
- r. Medication may not be available or effective to limit the impact of the disease. If medication is available, the supply may be limited due to country/global-wide impacts.
- s. When local pharmaceuticals and other medical supplies are limited, the Strategic National Stockpile (SNS) may be requested by the state.

## **Section II: Concept of Operations**

### **A. General**

1. Information located in this section is designed to give an overall picture of incident management relating to health, food borne and intentional exposures. It is the responsibility of the University to protect life and property from the effects of disasters within its own jurisdiction. A&M-SA has the primary responsibility for initial emergency management activities onsite. It will primarily clarify the purpose, and explain the University's overall approach to a health and medical services incident (i.e., what should happen, when, and at whose direction) to include the division of local, state, federal, and any intermediate inter-jurisdictional entities.
2. Top priorities for incident management relating to health, food borne and intentional exposures are to:
  - a. Save lives and protect health and safety of students, faculty, staff, visitors, responders and recovery workers
  - b. Collaborate and coordinate with local, state and federal stakeholders regarding a potential health or medical threat
  - c. Protect and restore critical infrastructure and key resources
  - d. Protect property and mitigate damages and impacts to individuals, the community and the environment
  - e. Facilitate recovery of individuals
  - f. Recover operations

### **B. Key Areas of Emergency Planning and Incident Management Pertaining to Infectious Disease**

1. The Health and Medical Services Annex also employs key areas of emergency planning and incident management that include mitigation, preparedness, response and recovery, with detailed references found in Section II: Concept of Operations of the A&M-SA EOP. Key examples of medical actions pertaining to infectious disease, food borne illness or intentional exposures are noted as follows:
  - a. Mitigation: Examples of activities that support mitigation include:
    - 1) Infectious Disease Clinics offer vaccine o Preparedness Materials: Distribution of printed materials, such as "Wash Your Hands" and "Cover Your Cough" posters
    - 2) Website references and suggested videos
    - 3) Procurement and Distribution of hand sanitizers
    - 4) Literature distributed by the University and the San Antonio Metropolitan Health Department
    - 5) Collaboration and coordination between law enforcement, public health and environmental officials
    - 6) Investigation and surveillance
    - 7) Information sharing and early notification to and collaboration with appropriate agencies
  - b. Preparedness: Examples of activities that support the preparedness include:
    - 1) On-going training of the A&M-SA EOP.
    - 2) Multi-jurisdictional exercises continue to be designed, executed, and analyzed on an on-going basis.
  - c. Response: Examples of activities that support response include:
    - 1) Early notification to and collaboration with appropriate local, regional, private sector, volunteer and state agencies

- 2) Campus communications to students, faculty, staff and parents, as appropriate
- 3) Prepare an Incident Action Plan (IAP), if applicable
- 4) Activate Annex J: Recovery and Business Continuity Plan, if applicable
- d. Recovery: Some examples of activities that support recovery are:
  - 1) Medical reporting and continuing epidemiological surveillance and investigation
  - 2) Analyze data collected during the response
  - 3) Hold debriefing session with response staff in preparation for the development of an After Action Report (AAR) and Improvement Plan (IP)

### **C. National Incident Management System (NIMS) and the Incident Command System**

1. As outlined in the A&M-SA EOP, NIMS and the use of the Incident Command System (ICS) will be applied in accordance with the U.S. Department of Education (ED) guidance.

### **D. Resource Designation and Infectious Disease Advanced Readiness Levels**

1. Resource Designation Levels
  - a. Information regarding the Resource Designations Levels can be found in Section II: Concept of Operations of the A&M-SA EOP.
  - b. Advanced Readiness Levels
    - 1) These levels are a guide to increasing readiness to be used as a means of delineating the university alert posture during an infectious disease incident.
      - (a) Level 4 (Lowest Readiness Level)
        - (1) The term “Level 4” will be used to denote a situation that causes a higher degree of readiness than is normally present. Employees should review emergency plans and check supplies and equipment. “Level 4” actions will be triggered by the suspected case(s) of infectious disease.
      - (b) Level 3
        - (1) The term “Level 3” will be used to refer to a situation, which presents a greater potential threat than “Level 4,” but poses no immediate threat to life and/or property. This level includes situations of multiple cases of probable or confirmed non-life threatening disease. “Level 3” actions could be generated with the international or national outbreak of infectious disease.
      - (c) Level 2
        - (1) The term “Level 2” will be used to signify hazardous conditions in which there is the potential and probability of causing loss of life. This Level will include confirmed cases and/or clusters of life threatening infectious disease in the State or an adjacent jurisdiction.
      - (d) Level 1 (Highest Readiness Level)
        - (1) The term “Level 1” will be used to signify that hazardous conditions are imminent. This Level denotes multiple confirmed cases of a life threatening infectious disease or a widespread outbreak of non-life threatening cases of a food borne illness. This is a level where campus resources are expected to be or have been exhausted. Departments will activate emergency personnel and respond to the situation, the EOC may be activated, and non-essential services may be suspended.

### **E. Health and Medical Services Annex Activation**

1. The Chief of Police in collaboration with the Executive Policy Group will determine the need to activate the A&M-SA EOP and contents within, to support a public health incident.

**F. Notification and Warning**

1. The notification protocol for infectious diseases may vary from the emergency response notification process as described in the A&M-SA EOP, Annex A: Emergency Notification.
2. A&M-SA PD will be a key point of contact working with other University Departments for internal communication and coordination for the University.
3. A&M-SA PD with the support of Marketing and Communication will work closely with the San Antonio Metropolitan Health Department and the DSHS to address external communication and coordination. Early notification to local, state, and federal stakeholders during a potential health threat is desirable to expedite the recovery process.

**G. Surveillance and Monitoring**

1. San Antonio Metropolitan Health Department in collaboration with state public health officials will establish a case definition of the disease to be used to differentiate the disease in question.
2. Laboratory reporting: Initial disease case reports from non-University laboratories, physicians or hospitals will be reported to San Antonio Metropolitan Health Department where the initial investigation will be coordinated. The San Antonio Metropolitan Health Department will communicate and coordinate with the University as needed.

## Section III: Organization and Assignment of Responsibilities

### A. Organization

1. Upon implementation of the Health and Medical Services Annex, Texas A&M University – San Antonio departments and agencies will provide designated personnel as outlined in this annex. Response teams may be activated; team members may be relieved of all other duties, with the assigned emergency response duty becoming their primary responsibility during the incident.
2. A&M-SA PD has the primary role for coordinating the University's response for all infectious disease incidents occurring on campus property. The San Antonio Metropolitan Health Department has regulatory authority and responsibility, and will investigate all suspected and confirmed infectious disease cases in coordination with SHS. The response may require the assistance of outside agencies or other emergency response organizations.
3. The A&M-SA EOP, Section III: Organization and Assignment of Responsibilities; along with the following specific guidelines will assist in staff duties during an infectious disease outbreak.

### B. University Roles and Expected Actions

1. Upon learning of an incident involving university facilities, students, faculty, staff, or events, the University Leadership will utilize the following position roles and expected actions as guidelines to implement:
  - a. Office of Emergency Management
    - 1) Examine current University policies, plans, procedures, and guidelines as they relate to the incident in question.
    - 2) Provide technical expertise to assist the Vice President of Business Affairs in tailoring a coordinated response.
    - 3) Support the collaborative efforts and communication flow between the University, San Antonio Metropolitan Health Department, and the Department of State Health Services as the situation warrants.
    - 4) Ensure that information regarding a potential infectious disease case will flow through pre-existing lines of communication.
    - 5) Assist Office of Marketing and Communication with crafting internal and external messaging.
    - 6) A collective communication and coordinated effort will most likely occur to address the need to inform not only the University population, but the public as well, of important information or protective actions. Therefore, it is likely that a Joint Information System (JIS) will be utilized to coordinate information from the Office of Emergency Management, San Antonio Metropolitan Health Department, and other appropriate agencies or University Departments.
    - 7) Given the nature of the incident, state and federal agencies may decide to establish a Joint Information Center. (See A&M-SA EOP, Annex I, Public Information)
  - b. Environmental Health and Safety
    - 1) Promptly investigate to determine nature of illness or exposure and simultaneously contact appropriate medical personnel for assistance. EHS will notify Student Health Services medical personnel and will coordinate actions and activities as necessary.
    - 2) Support the efforts of San Antonio Metropolitan Health Department, Texas Department of State Health Services, or IDRT as appropriate.

- 3) Assist in the investigation of the situation if applicable.
- 4) If the EOC is activated, report to the primary location unless notified otherwise.
- c. Department of Marketing and Communications
  - 1) Activate the crisis communication plan and collaborate with members of the executive cabinet on external messaging.
  - 2) Support the efforts of San Antonio Metropolitan Health Department, Texas Department of State Health Services, or Office of Emergency Management as appropriate.
  - 3) If the EOC is activated, report to the primary location unless notified otherwise.
- d. University Police Department
  - 1) Investigate any incident that could involve criminal acts.
  - 2) Support the efforts of San Antonio Metropolitan Health Department, Texas Department of State Health Services, or Office of Emergency Management as appropriate.
- e. Facilities Services (SSC Service Solutions)
  - 1) Facility decontamination as directed in accordance with health department or CDC guidance.
  - 2) Support the efforts of San Antonio Metropolitan Health Department, Texas Department of State Health Services, or Office of Emergency Management as appropriate.
  - 3) If the EOC is activated, report to the primary location unless notified otherwise.
- f. Human Resources
  - 1) Provide guidance for absenteeism and leave policies
  - 2) Data collection of absenteeism information
  - 3) Support the efforts of San Antonio Metropolitan Health Department, Texas Department of State Health Services, or Office of Emergency Management as appropriate.
  - 4) If the EOC is activated, report to the primary location unless notified otherwise.
- g. Information Technology Services
  - 1) Support telecommunicating
  - 2) Support the efforts of San Antonio Metropolitan Health Department, Texas Department of State Health Services, or Office of Emergency Management as appropriate.
- h. University Dining (Chartwells)
  - 1) Support efforts for feeding of isolated / quarantined on-campus students.
  - 2) Support the efforts of San Antonio Metropolitan Health Department, Texas Department of State Health Services, or Office of Emergency Management as appropriate.
  - 3) If the EOC is activated, report to the primary location unless notified otherwise.
- i. Division of Student Affairs
  - 1) Advise on planning to include student activities and events.
  - 2) Support the efforts of San Antonio Metropolitan Health Department, Texas Department of State Health Services, or Office of Emergency Management as appropriate.
  - 3) If the EOC is activated, report to the primary location unless notified otherwise.

### **C. Emergency Communications**

1. All departments will maintain their existing equipment and procedures for communicating with their field units.

2. Telephones, cellular or landline, are the primary means of communications for contacting key emergency responder or departments. See A&M-SA EOP Annex B, Communications for more information.

**D. Emergency Public Information**

1. Community notifications of outbreak or exposure conditions are essential to preserve the health and safety and security of the University community and critical to an effective response and recovery.
2. For detailed information about emergency public information, see A&M-SA EOP, Annex I, Public Information.

**E. Non-Emergency External Communications**

1. Generally, the Office of Marketing and Communications will work closely with University Offices to determine the appropriate target audience, communication materials and marketing strategy, and stakeholder collaboration and coordination.

## **Section IV: Direction, Control, and Coordination**

- A.** Local, regional, or state public health agencies most often have the professionals and expertise to conduct an appropriate investigation. The University will support the health and medical community's operational priorities that include:
1. Maintain the health and well-being of the campus community while communicating with local health authorities
  2. Protect the campus from outbreaks of disease that occur in the community
  3. Allocate appropriate University resources to support the surveillance, investigation and intervention necessary to control the outbreak
  4. Maintain business continuity in University operations
- B.** General departmental actions are detailed in the appropriate sections of these guidelines; however, it is acknowledged that infectious disease or food borne incidents are unique occurrences, which require specific actions dependent upon the type, nature, and extent of the emergency. In this regard, this document is not all-inclusive, nor does it limit or restrict reasonable or prudent actions.



## **Section V: Administration, Finance, and Logistics**

Refer to A&M-SA EOP, Section V: Administration, Finance, and Logistics

## **Section VI: Annex Development and Maintenance**

- A.** The Health and Medical Services Annex utilizes existing program expertise and personnel to provide prevention, protection, mitigation, preparedness, response, and recovery efforts of post incident consequences.
- B.** The University's Office of Emergency Management shall oversee or coordinate annex maintenance as described in the A&M-SA EOP, Section VI: Plan Development and Maintenance.

# **Texas A&M University – San Antonio Emergency Operations Plan**

## **ANNEX I Public Information**



**APPROVAL & IMPLEMENTATION**

**Annex I**

**PUBLIC INFORMATION**

Sergeant Gerardo Duran \_\_\_\_\_  
Signature  
Emergency Management Coordinator

10/02/2024 \_\_\_\_\_  
Date

Chief Roger Stearns \_\_\_\_\_  
Signature  
Chief of Police

10/02/2024 \_\_\_\_\_  
Date

**ANNEX I  
PUBLIC INFORMATION**

**PURPOSE**

The purpose of this annex is to outline the means, organization, and process by which we will provide appropriate information and instructions to the Texas A&M – San Antonio community during emergency situations.

**EXPLANATION OF TERMS**

**A. Acronyms**

EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
IC	Incident Command/Commander
ICP	Incident Command Post
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LWP	Local Warning Point
PIO	Public Information Officer
TV	Television

**B. Definitions**

Crisis: a significant event or controversy that:

- 1) Requires some kind of formal action or response by the organization,
- 2) Prompts increased scrutiny of an organization, and
- 3) Has the potential to harm people or property, or damage the organization’s reputation or financial stability.

Public Information: Information provided to citizens before, during, and after emergency situations/incidents specifically including instructions on how to protect personal health, safety, and property or how to obtain assistance

**SITUATION & ASSUMPTIONS**

**A. Situation**

1. The University faces a number of hazards which may cause emergency situations; see Section IV of the Basic Plan for a summary of those hazards and their possible impact.

2. During emergencies, the public needs timely, accurate information on the emergency situation and appropriate instructions regarding protective actions that should be taken to minimize injuries, loss of life and damage to property.
3. For some slowly developing emergency situations (such as river flooding or hurricanes), there may be several days for local government and the media to provide detailed information about the hazard and what citizens should do.

## **B. Assumptions**

1. Local media will cooperate in disseminating emergency public information during emergency situations.
2. Some emergency situations may generate substantial media interest and draw both local media and media from outside the local area, overwhelming the available emergency public information staff.

# **CONCEPT OF OPERATIONS**

## **A. General**

1. Pursuant to the National Incident Management System (NIMS) operating principles and protocols, public information efforts should generally focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter.
2. A special effort should be made to keep the public informed of the general progress of events. Reporting positive information regarding emergency response will help to reassure the community that the situation is under control. Rumor control must be a major aspect of the informational program. Public feedback should be used as a measure of the program's effectiveness.

## **B. Information Dissemination**

1. When the Incident Command System is activated for an emergency situation, the Incident Commander will normally warn the public in and around the incident site. A designated PIO at the Incident Command Post (ICP), assisted by the University PIO staff if necessary, will normally provide information on the emergency situation to the media if the EOC has not been activated. All information relayed to the media by the PIO will be approved by the IC and the Office of Marketing and Communication regardless of the command structure – single or unified.
2. Once the EOC has been activated for an emergency situation, the EOC Supervisor will normally determine the need for additional warning and instructions. The PIO staff will formulate additional warning messages and public instructions. The PIO staff will disseminate Special News Advisories and other emergency public information materials to the media directly using its contact list.

3. In the case of large-scale emergencies or disasters where there are substantial external responders from other jurisdictions and/or state or federal agencies and the response and recovery effort may continue for an extended period, a Joint Information Center (JIC) may be established. The JIC, an element of the Joint Information System (JIS) developed to provide information to the public during an emergency, is a working facility where the emergency public efforts of all participating jurisdictions, agencies, volunteer organizations, and other responders can be coordinated to ensure consistency and accuracy. In federally declared incidents, a JIC will typically be set up as part of the Joint Field Office (JFO).
4. The following means will be used to provide emergency information and instructions to the public:
  - a. Media alerts (print, broadcast, online outlets) sent out via email (typically we send to KABB, WOAI, KENS5, KSAT, Express-News)
  - b. JagEAlerts sent to all faculty, staff and students who have signed up for system alerts
  - c. Digital screens posted around campus
  - d. ConstantContact emails to all faculty, staff and students
  - e. Recorded message on University the Info Hotline
  - f. Pop-up box notifications on University homepage
  - g. University Facebook page
  - h. University Twitter account
  - i. University President's Twitter account

### **C. Providing Emergency Information to Special Populations**

Special populations will be provided information on emergency situations and appropriate instructions by the following methods:

1. Visually-impaired: News advisories on radio, NOAA Weather Radio, or by door-to-door notification
2. Hearing-impaired: News advisories on television, print media
3. Non-English Speakers: Interpreters/radio, TV, or cable language newscasts/door-to-door/other

### **D. Resources**

The PIO shall maintain a Media Roster that contains the names and contact information of each of the media resources listed below..

1. Broadcast Television
    - a. KSAT, Mario Orellana, [morrelano@KSAT.com](mailto:morrelano@KSAT.com)
    - b. KABB/ FOX 29, Newsdesk, 210-442-6333, [news@kabb.com](mailto:news@kabb.com) or [avgarcia@sbgtv.com](mailto:avgarcia@sbgtv.com) [gkoelfen@kabb.com](mailto:gkoelfen@kabb.com)
    - c. KENS 5, newsdesk 210-366-2002 or [news@kens5.com](mailto:news@kens5.com)
- Jack Acosta, news director, [jacosta@kens5.com](mailto:jacosta@kens5.com)
- d. WOAI, [newsdesk@news4sanantonio.com](mailto:newsdesk@news4sanantonio.com)
  - e. KWEX/ Univision: [Sanantoniodesk@univision.net](mailto:Sanantoniodesk@univision.net)



2. Radio

- a. Texas Public Radio, [news@tpr.org](mailto:news@tpr.org); Dan Katz, VP of News, [dan@tpr.org](mailto:dan@tpr.org) KTSA: [news@ktsa.com](http://news@ktsa.com)
- b.

3. Newspapers

- a. San Antonio Express-News, Narc Duvoisin [marc.duvoisin@express-news.net](mailto:marc.duvoisin@express-news.net)
- b. SA Report Isaac Windes, [Isaac@sareport.org](mailto:Isaac@sareport.org)

**E. Phases of Management**

1. Mitigation

- a. Conduct hazard awareness programs.
- b. Develop systems to enhance information dissemination during emergency situations.

2. Preparedness

- a. Prepare pre-scripted warning and public instruction messages for known hazards.
- b. Brief local media on local warning systems and coordinate procedures for transmitting emergency information to media.
- c. Train public information staff.
- d. Brief local officials and emergency responders on working with the media.

3. Response

- a. Develop, obtain authorization, and release public information on the emergency situation.
- b. Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions.
- c. Manage rumor control.
- d. Conduct news conferences and arrange interviews as needed.

4. Recovery

- a. Provide public information relating to recovery process and programs.
- b. Compile record of events.
- c. Assess effectiveness of public information and education program.

<b>ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b>
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**A. General**

1. The overall responsibility for providing emergency information and instructions to the public rests with the Office of Marketing and Communications.
2. The Office of Marketing and Communication shall appoint a Public Information Officer (PIO).
3. The PIO will manage and coordinate all emergency public information related activities and direct such staff as may be assigned or recruited to assist in those activities.

**B. Task Assignments**

1. The Chief of Police will:
  - a. Coordinate with the appointed Public Information Officer (PIO).
  - b. Ensure that the jurisdiction has implemented and institutionalized processes and procedures to coordinate and integrate public information functions including the development of a public education program for emergency situations.
  - c. Authorize release of all IC approved incident information to the media.
  - d. Ensure that a Joint Information Center (JIC) is activated when warranted by the incident.
2. The Public Information Officer (PIO) will:
  - a. Represent and advise the IC on all public information matters relating to the management of the incident.
  - b. Ensure the IC approves the release of all incident-related information.
  - c. Coordinate and integrate public information functions across jurisdictions and functional agencies as required.
  - d. Develop accurate and complete information on the incident for both internal and external consumption.
  - e. Coordinate the overall emergency public information efforts of local government.
  - f. Serve as the official University representative in the JIC.
  - i. In coordination with the Chief of Police and the EMC, develop pre-scripted warning messages for known hazards for use by the local warning point and the EOC.

- j. Authenticate sources of information, verify for accuracy, and obtain authorization before issuing news releases.
  - k. Provide authorized news releases to the media while keeping the Executive Cabinet informed of message content.
  - l. Monitor media coverage of emergency operations for accuracy of reports and issue corrections where necessary.
  - m. Take action to control rumors.
  - n. Brief potential Incident Commanders, department heads and key staff, and the EOC staff on basic public information needs, working with the media, and media access during emergency operations.
  - q. Maintain a media briefing area segregated from operational activity.
  - s. Maintain a Media Contact Roster.
  - t. Compile printed and photographic documentation of the emergency/disaster.
  - u. Develop public information emergency checklists for known hazards.
  - v. Anticipate and be prepared to handle unscheduled inquiries from the media and the public.
3. The EMC will:
- a. Coordinate with the PIO in the development of pre-scripted emergency messages.
  - b. Identify concerns raised by the public, rumors, and other issues involving citizens to the PIO so they may be addressed in public information activities.
4. All local government departments and agencies will:
- a. Refer media inquiries during emergency situations to the PIO.
  - b. Assist the PIO in responding to requests for information from the public or the media.

<b>DIRECTION &amp; CONTROL</b>
--------------------------------

**A. General**

1. The University President has overall responsibility for the emergency public information program, shall provide general guidance for emergency-related public education and information activities, shall delegate through the appointed PIO, in conjunction with the IC, approve all information released to the news media.

2. The Public Information Officer shall direct all emergency public information activities, coordinating as necessary with other individuals, departments, and agencies performing other emergency functions.
3. To the extent possible, the PIO shall release, upon approval, all information to the public and the media during emergency operations. During emergency operations, departments and agencies shall refer media inquiries to the PIO.

**B. Line of Succession.** The line of succession for the Public Information Officer is:

1. Executive Director of Marketing and Communications
2. Senior Communications Manager
3. Social Media Coordinator

<b>READINESS LEVELS</b>
-------------------------

**A. Readiness Level IV - Normal Conditions**

See the mitigation and preparedness activities in Section V.E, Emergency Management Activities by Phase.

**B. Readiness Level III - Increased Readiness**

1. Monitor the situation.
2. Check and update Media Contact Roster.
3. Alert media of the increased threat so they are aware of the situation and are prepared to disseminate warnings and public instructions if necessary.

**C. Readiness Level II - High Readiness**

1. Monitor the situation.
2. Review pre-scripted warning messages and public instruction messages; draft updated versions or additional messages tailored for the impending threat.
3. Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period.
4. Determine requirements for additional pre-emergency public information and instructions and produce and disseminate those materials.
5. Consider placing public information personnel on shifts to provide for increased situation monitoring and to conduct additional public information planning.

**D. Readiness Level I - Maximum Readiness**

1. Monitor the situation.
2. Update warning messages as necessary.
3. Update public information materials based on current threat and disseminate.
4. Provide information to the media on local readiness activities.
5. Place selected off-duty personnel on standby to increase staffing if necessary.
6. Staff public information positions in the EOC or at the ICP when activated.

## **IX. ADMINISTRATION & SUPPORT**

### **A. Media Contact Roster**

The PIO shall maintain a contact roster for the media organizations that are involved in local emergency management programs.

### **B. Records**

1. The PIO shall maintain a file of all news advisories and press releases issued during emergency operations.
2. The PIO shall also compile and maintain copies of newspaper articles, videotapes of emergency operations and news broadcasts relating to an emergency, and other media materials distributed for use in post-incident analysis and future training activities.

### **C. Training**

Members of the public information staff for whom public information is not their primary daily work should attend public information training, preferably training focusing on emergency public information activities. TDEM and FEMA offer Public Information Officer training.

## **X. ANNEX DEVELOPMENT & MAINTENANCE**

- A. Development.** The Emergency Management Coordinator is responsible for developing and maintaining this annex.
- B. Maintenance.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Operating Procedures.** The Public Information Officer is responsible for developing and maintaining SOPs covering recurring public information tasks.

# **Texas A&M University – San Antonio Emergency Operations Plan**

## **ANNEX J Recovery and Business Continuity**



**APPROVAL & IMPLEMENTATION**

**Annex J**

**Recovery and Business Continuity**

Sergeant Gerardo Duran  
Signature  
Emergency Management Coordinator

10/03/2024  
Date

Chief Roger Stearns  
Signature  
Chief of Police

10/03/2024  
Date



## ANNEX J

### Recovery and Business Continuity

## SECTION I: INTRODUCTION

Texas A&M University – San Antonio (A&M-SA) has functions that must be performed, or rapidly and efficiently resumed, in the event of an emergency or disruption. While the impact of an emergency or disruption cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency or disruption on our students, faculty, staff, and visitors; our facilities and our mission. To that end, A&M-SA has prepared a disaster recovery and continuity annex to the Emergency Operations Plan (EOP).

The annex establishes guidance and procedures to ensure the resumption of essential functions for A&M-SA in the event that an emergency or disruption incapacitates operations and/or requires the relocation of selected personnel and functions.

The A&M-SA Recovery and Business Continuity Annex helps to ensure continuity of essential functions during situations that may affect University building(s), workforce, or critical systems for up to 30 days. Examples of such events include fire, structural damage, loss of utilities, workforce reduction, or chemical/biological contamination.

## SECTION II: PURPOSE STATEMENT

The continuity annex provides a framework to continue the most essential functions of Texas A&M University – San Antonio in the event that an emergency or disruption at the University or in the region threatens operations or requires the relocation of select personnel and functions.

This annex describes how A&M-SA will sustain the capability to restore and maintain critical infrastructure during and after a disruption in internal operations whether caused by severe weather, other natural or man-made disasters, or malevolent attack. The continuity annex ensures that A&M-SA:

- Has the capability to implement the continuity annex both with and without warning
- Identifies critical infrastructure that must be robust/resilient so as to support the recovery of other essential functions
- Is able to restore urgent or short-term essential functions no later than 12 hours after activation of the continuity plan
- Is able to reinstate academic classes within 2 weeks of the disruption whether through traditional or alternative methods/locations
- Is able to maintain alternate operations for up to 30 days
- Includes regularly scheduled testing, training, and exercising of University personnel, equipment, systems, processes, and procedures used to support the University during a continuity incident
- Supports the location of alternate facility(ies) in areas where the ability to initiate, maintain, and terminate continuity operations is maximized; supports the

identification and documentation of temporary operating procedures which enable the performance of essential functions

- Promotes the development, maintenance, and annual review of division/department continuity capabilities

### **SECTION III: APPLICABILITY AND SCOPE**

This annex is applicable to all Texas A&M University – San Antonio departments, divisions, colleges, students, faculty, and staff. The continuity annex describes the actions that will be taken to activate a viable continuity capability within 24 hours of an emergency event or disruption, and to sustain that capability for up to 30 days. This annex can be activated during duty and non-duty hours, both with and without warning.

This annex covers all facilities, systems, vehicles, and buildings operated or maintained by A&M-SA. This annex supports the performance of essential functions and the maintenance or restoration of critical infrastructure from alternate locations (due to a facility becoming unusable, for long or short periods of time) and also provides for continuity of leadership and decision-making at A&M-SA, in the event that executive management are unavailable.

This annex does not apply to temporary disruptions of service, such as minor IT system or power outages and any other scenarios where essential functions can be quickly restored.

### **SECTION IV: AUTHORITIES AND REFERENCES**

This annex addresses requirements identified in the Federal Continuity Directive 1, February 2008

Other references that have supported the development of this continuity plan include the following:

- NFPA 1600
- Robert T. Stafford Disaster Relief and Emergency Relief Act,
- PL 93-288, as amended

### **SECTION V: PLANNING ASSUMPTIONS**

Texas A&M University – San Antonio has developed this annex using the following planning assumptions:

- Proper implementation of these guidelines will reduce or prevent disaster-related losses
- Emergencies or threatened emergencies can adversely impact the University's ability to continue essential functions and provide support to day-to-day operations
- There will be a sufficient number of available administrators with adequate supporting personnel to continue the essential functions of the University
- Recovery of a critical subset of the University's functions and application systems will occur and allow essential functions to continue

- A disaster may require students, faculty, staff, and the public to function with limited support services and some degradation of service, until a full recovery is made
- Leadership and employees will continue to recognize their responsibilities to the University and exercise their authority to implement this continuity plan in a timely manner when confronted with disasters
- The University is able to reinstate academic classes within two weeks of the disruption whether through traditional or alternative methods/locations
- In the event of disaster, the university will work in cooperation with surrounding jurisdictions and local emergency response personnel

## **SECTION VI: HAZARD ANALYSIS**

Because of its geographic location, population concentration, high-rise buildings, rail, air and highway traffic, and other risk factors, Texas A&M University – San Antonio is exposed to many hazards, some of which have the potential for disrupting the University community and causing widespread damage and casualties.

Possible natural hazards include, but are not limited to tornadoes, floods, fires, winter storms, and hurricanes. There is also the threat of terrorism related activities associated with biological, nuclear, incendiary, chemical, and explosive weapons. Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, civil disorder, disease or other unknown or unpredictable occurrences.

Also, Bexar County is a designated reception area to receive evacuees from certain coastal regions in the event of threatening conditions from hurricanes or other disasters. It is possible that the area could be the recipient of evacuees from any other nearby area in the event of a disaster in that area which overwhelms local resources.

## **SECTION VII: ESSENTIAL FUNCTIONS**

Tier I and Tier II units, as defined below, will determine the functions that they must perform in order to continue to operate and provide necessary services. These functions are considered essential functions. During and after a disruption, it may be impossible to immediately perform all university functions at full capacity. To enable the University to focus resources appropriately, departments/divisions will categorize their essential functions into the following tiers:

- Critical Infrastructure: Uninterrupted or resumed within a few hours
  - Should go uninterrupted or be resumed within a few hours of an incident
  - Functions with university wide implications that address:
    - Emergency Response Services
    - Utilities, to include electricity, water, and reasonable climate control

- Communications with internal and external audiences to include students, faculty, staff and the media Internet, authentication, and voice communications
  - Hazardous materials spill response and control, to include safe handling and proper disposal of toxic substances, biologically hazardous materials, and radioactive materials
- Tier I: 0 – 24 Hours
  - Should be restored to minimum level of service within 24 hours of an incident
  - Functions with direct and immediate effect on the jurisdiction to preserve life safety and protect property
  - Functions that preserve the University through command and control
- Tier II: 24 hours to Two Weeks
  - Should reach an operational status within 24 hours to two weeks of an incident
  - Must sustain operations for a minimum of 30 days
- Tier III: Longer than Two Weeks
  - Functions that support Tier I and II
  - Do not need to reach full operation within the first two weeks following an incident

## **SECTION VIII: VITAL RECORDS, DATABASES AND EQUIPMENT**

A successful continuity plan provides for the protection, accessibility, and recovery of Texas A&M University – San Antonio’s vital records, systems, and equipment. These are the records, systems, and equipment that if irretrievable, lost, or damaged will materially impair the university’s ability to conduct business and carry out essential functions. Each Tier I and Tier II unit has identified vital records, databases and equipment, which must be available to support performance of essential functions. The university has also identified vendors and contractors available to support restoration of vital records, systems, equipment and/or processes. To access these important services, contact SSC or A&M-SA IT

Each division/department/college’s vital records will be updated regularly according to an established schedule determined by the division, department or college. Vital records and databases also will be backed up and stored at a remote location as defined by each Tier I and Tier II unit. The Division of Information Technology IT Disaster Recovery Program has been established to enable coordination and prioritization of IT recovery efforts during emergencies. Essential IT services that support essential functions as defined by this plan are managed in the IT DR Plan.

## **SECTION IX: DEPENDENCIES KEY DEPENDENCIES**

All Texas A&M University – San Antonio Tier I and Tier II units depend on other components of the University to continue their essential functions. Divisions and departments may also depend on external vendors in order to continue their essential functions. Each Tier I and Tier II unit will document their key internal and external

dependencies in their continuity plan. These key internal and external dependencies may include:

- Services
- Processes
- Data
- Employees
- Equipment
- Supplies

## **SECTION X: CONTINUITY OF LEADERSHIP ORDER OF SUCCESSION AND DELEGATIONS OF AUTHORITY**

In the event that executive management or senior personnel are unavailable during an emergency, Texas A&M University – San Antonio has developed a set of procedures to govern orders of succession and delegations of authority. A successor will assume the duties of the leadership role when the usual leader is not able to be contacted by usual methods (e.g., telephone, cellular telephone, and direct connect), and will relinquish leadership duties when the usual leader is contacted or until a permanent successor has been named by appropriate line management, or other appropriate individual. Many delegations of authority are addressed in University Rules and Standard Administrative Procedures (SAP). Each division/department will develop a chart detailing the delegations of authority if not specifically referenced in an existing university rule or SAP.

At minimum, orders of succession and delegations of authority are needed for the Continuity and Recovery Group detailed in Section X of this annex. For the purposes of this plan individuals with “Interim” or “Acting” titles are understood to be filling the normal roles in the Continuity and Recovery Group.

President's Delegation of Authority for Contract Administration  
University Rule 25.07.99.M2

President's Delegation of Authority for Human Resources Administration  
SAP 31.99.99.M0.01 S

## **SECTION XI: CONCEPT OF OPERATIONS**

Texas A&M University – San Antonio has developed a concept of operations which describes its approach to implementing the continuity annex, and how each continuity annex element will be addressed. In particular, this CONOPS focuses on establishing a decision process for determining appropriate actions in implementing continuity plans and procedures. It also identifies how A&M-SA will address issues associated with notification and alert, and direction and control.

### **PLANNING SCENARIOS**

The continuity annex has been developed around a set of scenarios which reflect A&M-SA assessment regarding the types of events which may result in continuity annex activation. For each type of scenario, activities have been identified to ensure the

activation of the continuity annex and the continuous capability of A&M-SA to make decisions and take action.

Activation of the continuity annex may involve:

- Activation of the Continuity and Recovery Group to perform specific activities necessary to ensure the evaluation and restoration of critical infrastructure and continuation of essential functions
- Deliberate and pre-planned movement of selected key administrators, faculty, staff and technical personnel to an alternate operating facility
- Implementation of temporary work procedures
- Delegation of authorities to successors of executive management and designated personnel who are unavailable during the emergency

The following three types of scenarios have been identified by A&M-SA as the most likely to trigger continuity annex activation:

- **Planning Scenario 1: Single or Multiple Facilities Affected.** Under this type of scenario, a single or multiple facilities on campus or off campus are closed for normal business activities. The most likely causes of such disruptions are fire; system/mechanical failure; loss of utilities such as electricity, telephone, water, or steam; massive explosion; severe weather/tornadoes; or credible threats of actions that would preclude access or use of multiple facilities for an extended period of time. Under this scenario there could be uncertainty regarding whether additional events (such as secondary explosions, hurricanes, or cascading utility failures) could occur. During this type of incident, A&M-SA's facilities and the immediate areas surrounding them could be inaccessible. This type of event could significantly impact A&M-SA's communications, provision of services, and information technology capabilities. Administration, faculty, staff and supporting personnel working at the facility as well as students may be lost, injured, or not accounted for.
- **Planning Scenario 2: Loss of Personnel.** Under this type of scenario, the University has experienced a severe loss of personnel for an extended period of time. The most likely causes of such loss are infectious disease outbreak, massive explosion and hazardous chemical release. During this type of event, A&M-SA may be unable to maintain operations at a normal capacity and may need to reduce services to focus on restoring and maintaining critical infrastructure and continuing essential functions.
- **Planning Scenario 3: Loss of IT or Data.** Under this type of scenario, the University has lost access to all or parts of IT infrastructure critical to the operations of the University. The most likely causes of such loss are extended power outage, IT equipment failure, flooding, or water damage. During this type of event, A&M-SA may be unable to perform certain services that require access to the affected IT infrastructure and manual/ alternative procedures will need to be instituted. Priority order for restoration of systems and data determined during the planning process will be followed.

## **CONTINUITY EXECUTION**

The President, Provost, or designees, or his or her designated successor, may activate this continuity annex. The continuity annex is activated based on known or anticipated threats and emergencies that may occur with or without warning. A&M-SA will use a time-phased approach for implementation whereby critical resources are deployed early and other resources will follow as needed. A&M-SA is preparing for threats and emergencies, with or without warning, that occur during or outside of normal operating hours.

A&M-SA has developed an executive decision process that includes a review of the emergency situation and determination of the best course of action for response and recovery. Careful use of this process should avoid premature or inappropriate activation and implementation of A&M-SA's continuity annex.

## **CONTINUITY AND RECOVERY GROUP**

The Continuity and Recovery Group has been established by A&M-SA to manage the continuity and recovery process. The Continuity and Recovery Group will oversee and prioritize the actions of the University and departments during a Recovery and Business Continuity activation and disaster recovery. To staff the Continuity and Recovery Group, A&M-SA has identified key positions to provide management and oversight necessary to restore critical infrastructure and Tier 1 essential functions within 24 hours after continuity annex activation. The members of the Continuity and Recovery Group are:

- President or designated chair
- Provost and Senior Vice President of Academic Affairs or designee
- Vice President of Business Affairs or designee
- Vice President of Student Success and Engagement or designee
- Vice President of Enrollment Management or designee
- Vice President of Advancement and External Relations or designee
- Director of Intercollegiate Athletics & Recreational Sports or designee
- Chief Information Officer or designee
- Chief Human Resources Officer or designee

Leadership of the Continuity and Recovery Group will be designated by the President. The Continuity and Recovery Group may add additional members as needed for specific expertise.

For the purpose of this plan, individuals with "Interim" or "Acting" titles are understood to be filling the normal roles in the Continuity and Recovery Group.

## **ALTERNATE FACILITIES AND WORKSITES**

A&M-SA recognizes that normal operations may be disrupted and there may be a need to perform essential functions at alternate facilities or worksites. In the event that relocation is necessary, the Continuity and Recovery Group will work to identify appropriate available facilities for the affected divisions/departments.

During the continuity planning process, each division/department will determine their requirements for an alternate facility, including amount of space, workstations, supplies, equipment, food, etc. This information will be used to assist in locating an appropriate facility.

Affected divisions/departments/colleges will submit their alternate facility requirements to the Continuity and Recovery Group upon request. The Continuity and Recovery Group will review and establish priorities as necessary.

Some disruptions of normal operations may necessitate the need for telecommuting. Approval for telecommuting resides with the University President. Therefore, divisions/departments/colleges should include procedures for this purpose in their specific plans.

### **TIME-PHASED IMPLEMENTATION**

A&M-SA will use a three-phased approach to the activation, implementation, and deactivation of the continuity annex. A brief description of A&M-SA's approach to each phase of activation is provided below.

#### **PHASE 1: ACTIVATION**

Activation of the Institutional Continuity Annex will be determined by the President, Provost or designee. The President, Provost, or designees, will activate the plan by assembling the Continuity and Recovery Group. Members of this group will be notified with the time, date, and location of the meeting.

There may be situation(s) that call for activation and implementation of individual division, department or college continuity plans but not the Institutional Continuity Annex. Implementation of an individual division, department or college plan does not require approval of the Continuity and Recovery Group or activation of the continuity annex.

#### **PHASE 2: IMPLEMENTATION**

The Continuity and Recovery Group will consider the following:

- Assessment of impacts to critical infrastructure
- Prioritization of essential functions and unmet needs of colleges or departments
- Coordination with on-going response activities, if applicable
- Establish objectives and timeframes
- Identify available resources
- FEMA reimbursement requirements, if applicable
- Dissemination of timely and accurate information to internal and external audiences
- Contract(s) execution
- Implement necessary changes to Leave Policy
- Prioritization and/or continuation of research
- Materials procurement
- Counseling Services – student, employee, and responder mental health needs



- Transportation considerations (on and off campus)
- International students, faculty and staff
- Work & eligibility requirements
- Student Financial Aid and Work Study Programs
- Appropriate accommodations for special needs (students, faculty, and staff with disabilities)

Specific considerations for each planning scenario are:

#### Loss of Facility Access

- Facility(ies) damage assessment and estimate for time of loss
- Alternate assignments for on-campus lecture
- Alternate assignments for on-campus work location
- Leasing requirements for off-campus work relocation
- Alternate assignments for on-campus housing
  - Transition between temporary shelters and semi-permanent housing
- Agreements/contracts for generator, dehumidifier, water removal systems, debris removal, temporary construction
- Food Services - contracts with food vendor

#### Loss of Personnel

- Payroll
- Support of students remaining on campus
- Special event cancellation
- Staff augmentation – cross disciplinary training
- Food considerations – alternative arrangements for providing meals
- Requirements for distance education and telecommuting

#### Loss of Information Technology

- Off-campus secondary back-up facilities
- Contracts for water removal systems
- Data recovery as identified by departmental or unit IT personnel

### **PHASE 3: DEACTIVATION**

Deactivation of the continuity annex will occur when the President or designee has determined that the University is operating at a sufficient level and the guidance of the Continuity and Recovery Group is no longer required.

## SECTION XII: RESPONSIBILITIES

This section of the continuity annex identifies the responsibilities and procedures developed by Texas A&M University – San Antonio to activate and sustain a continuity capability. The purpose of this section is to identify key positions within the university and their responsibilities in the event of an emergency requiring continuity plan activation.

The following lists identify major responsibilities of key designated officials, or designees, required to implement A&M-SA's Recovery and Business Continuity Annex.

The makeup of the Continuity and Recovery Group may involve all or some of the members identified previously, as deemed appropriate for the type and extent of the disruption. The members identified serve because of the authorities and responsibilities that already come with their existing positions. Therefore, each member comes to the Continuity and Recovery Group only with those authorities that they normally possess. Additional authorities required due to the emergency conditions may only be granted by the President or designee.

Each member of the Continuity and Recovery Group is responsible for:

- Ensuring that appropriate plans are established to address and prepare for the
- unique needs of their specific organization
- Representing their organization in the Continuity and Recovery Group
- Accessing resources including personnel and expertise from their organization as
- needed

In addition, the following members are assigned the noted specific responsibilities.

The President or designee is responsible for:

- Activating the continuity plan;
- Appointing a chair(s) for the Continuity and Recovery Group;
- Establishing or approving the following during an incident for the
- implementation of the continuity plan:
  - Clear Objectives
  - Timeframe
  - Resources available
- Consulting with and advising appropriate officials (system, local, state, federal)
- during implementation of the continuity plan;

The Senior Vice President for Academic Affairs is responsible for:

- Decisions concerning the following:
  - Continuation of instruction/classes and the effect on students' grades, scholarships, credits and progress
  - Processes for student activities, excuses and assignments
  - Request for resources from the colleges and academic affairs, especially faculty
  - Reassignment of classes
- Impact on faculty
- Establishing prioritized needs for recovery of academic departments and colleges

- Identifying and prioritizing campus needs relative to recovery or preservation of research
- Reporting to state and federal agencies for grants, research compliance and/or Biosafety
- Identifying and prioritizing needs for care and maintenance of research animals

The Vice President for Business Affairs or designee is responsible for:

- Restoring campus safety and security
- Ensuring continuity of payroll
- Reestablishing utilities for the University
- Determining necessary resources for keeping the campus safe and minimizing health risks
- Identifying available alternate building space to meet requirements of essential displaced essential functions
- Documentation and tracking of resources
- Ensuring expenditures are made in accordance with rules
  - invoices, vendors, etc.
  - Coordination with bank and creditors as appropriate

The Vice President for Institutional Advancement and External Relations or designee is responsible for:

- Coordinating and disseminating accurate and timely information to diverse internal and external audiences --students, faculty, staff, parents, visitors, alumni, and the media.
- Assisting in the evaluation of the severity of the emergency and develop strategies regarding how information is to be released and who should speak for Texas A&M-San Antonio.
- Establishment and operation of a Joint Information Center (JIC) to help control and manage the flow of accurate and timely information
- Ensuring sustained capability to effectively utilize various avenues of communication (website, social media, email)
- Engaging partner organization's Public Information Officers/Media Relations personnel to assist in ongoing communications efforts
- Coordinating and facilitating media briefings.

The Chief Information Officer or designee is responsible for:

- Managing the restoration of IT infrastructure on campus. This includes; Telecommunications, Networking, and infrastructure services that are managed by Computing and Information Services, Instructional Technology Services, Instructional Media Services, Enterprise Information Systems, and the Educational Broadcast Services.
- Restoring critical information technology and telecommunications infrastructure
- Assist in the assessment and prioritization of IT resources that are required for recovering essential departmental functions and applications.

The Vice President for Student Success and Engagement or designee is responsible for:

- Identifying and quantifying impacts on students

- Providing support services and health services (medical and counseling) to affected students
- Assisting Marketing and Communications with communications to students and parents
- Identifying and prioritizing of recovery needs for activities and operations of the Division of Student Affairs
- Identify impacts to on-campus and off-campus housing and evaluate alternatives for interim housing

The Chief Human Resources Officer or designee is responsible for:

- Identifying and quantifying impacts faculty and staff
- Providing support services to affected faculty and staff
- Assisting Marketing and Communications with communications to faculty and staff
- Identifying and prioritizing of recovery needs for activities and operations of the human resources
- Overseeing necessary changes to HR policies

### **SECTION XIII: COMMUNICATIONS**

Communications is a critical component of successful continuity capability. Communications systems must support connectivity to internal organizations, other agencies, critical customers, and the public. Communications capabilities should be consistent with the organization's operations and provide for access to other data and systems required to conduct mission essential functions. Consideration should be given to the full spectrum of technological advances now available: landlines, cellular, satellite, wireless, etc. Redundancy of communications is vital and should be developed to the depth necessary to sustain operations.

To ensure communications during a continuity incident, Texas A&M University – San Antonio has identified primary and alternate modes of communication, and has preventive controls in place for each means of communication. More information related to communication can be found in the A&M-SA EOP, Annex B: Communications.

### **SECTION XIV: TESTING, TRAINING AND EXERCISE**

Refer to the Emergency Operations Plan for the Testing, Training, and Exercise schedule.

### **SECTION XV: CONTINUITY ANNEX MAINTENANCE**

Texas A&M University – San Antonio has developed an approach to maintaining viable continuity capability. This approach ensures the review and update of the continuity annex and its supporting documents; the orientation of training of both existing and newly hired/appointed personnel; and the testing of the continuity capability through internal, local, regional, and state exercises.

## **CONTINUITY ANNEX MAINTENANCE**

The Continuity Annex will be reviewed and updated in accordance with the EOP plan maintenance schedule identified by the Office of Emergency Management (see Section VI: Plan Development and Maintenance of the Basic Plan).

# **Texas A&M University – San Antonio Emergency Operations Plan**

## **ANNEX K Campus Facilities**

## RECORD OF CHANGES

<b>CHANGE #</b>	<b>DATE OF CHANGE</b>	<b>DESCRIPTION</b>	<b>CHANGED BY</b>
N/A	September 1, 2020	Reviewed. No Changes.	Ofc. R. O'Callaghan
1	July 14, 2021	Updated Line of Succession; removed Contact list, renumbered appendix	R.L. Stearns
2	August 3, 2022	Formatting changes	G. Duran
N/A	August 18, 2023	Reviewed. No Changes.	R.L. Stearns
3	October 3, 2024	Updated signature to Roger Stearns	G. Duran

**APPROVAL & IMPLEMENTATION**

**Annex K**

**Campus Facilities**

Sergeant Gerardo Duran  
Signature  
Emergency Management Coordinator

10/03/2024  
Date

Chief Ron Davidson  
Signature  
Chief of Police

10/03/2024  
Date



# ANNEX K

## Campus Facilities

### I. AUTHORITY

See Section I of the Basic Plan for general authorities.

Texas Government Code, Section 418.023, Clearance of Debris.

### II. PURPOSE

The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public works and engineering activities during emergency situations.

### III. EXPLANATION OF TERMS

#### A. Acronyms

DPS	Texas Department of Public Safety
EOC	Emergency Operations Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
SAR	Search and Rescue
SSC	SSC Service Solutions
SOP	Standard Operating Procedures
TAHC	Texas Animal Health Commission
DSHS	Texas Department of State Health Services
TCEQ	Texas Commission on Environmental Quality
TDEM	Texas Division of Emergency Management
TDSR	Temporary Debris Storage and Reduction
TRRN	Texas Regional Resource Network
TxDOT	Texas Department of Transportation

## **B. Definitions**

1. Debris Clearance. Clearing roads of debris by pushing debris to the roadside.
2. Debris Disposal. Placing mixed debris and or the residue of debris volume reduction operations into an approved landfill.
3. Debris Removal. Debris collection and transport to a temporary storage site for sorting and/or volume reduction or to a permanent disposal site. Debris removal also includes damaged structure demolition and removal.
4. SSC Service Solutions. The primary contractor used to manage day-to-day facilities operations at the Texas A&M – San Antonio campus.

## **IV. SITUATION & ASSUMPTIONS**

### **A. Situation**

1. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. This jurisdiction anticipates emergency situations may occur which threaten public health, safety, and property. An emergency situation of this nature may require emergency public works and engineering services.

### **B. Assumptions**

1. Employing public works and engineering personnel and equipment during pre-disaster operations should minimize disaster damage. Advance preparation of personnel and equipment may also hasten restoration efforts.
2. Local departments and agencies responsible for the public works and engineering function may have insufficient resources to remove the debris created by a major emergency or disaster and accomplish other recovery tasks.
3. Public works & engineering departments and agencies are expected to accomplish expedient repair and restoration of essential services and vital facilities. Dependent on the scale of the operation(s), major reconstruction initiatives will likely require contract assistance.
4. Public works and engineering will be able to organize and carry out debris clearance in the aftermath of an emergency. Large scale debris and/or hazardous material operations, however, will likely require external assistance.
5. Private construction companies, engineering firms, and equipment rental contractors have staff and equipment resources that may be contracted to carry out public works and engineering activities during emergency situations. However, local government may have to compete with businesses and individuals seeking those resources for repairs or rebuilding.

6. Assistance may be available from other jurisdictions through inter-local agreements [and from commercial firms through contingency contracts]. Some types of emergency situations, including earthquakes, hurricanes, and floods may affect large areas, making it difficult to obtain assistance from usual sources.
7. Damage to chemical plants, power lines, sewer and water distribution systems, and secondary hazards, such as fires, may result in health and safety hazards. These hazards could pose a threat to public works and engineering personnel and impede operational capabilities.
8. Alternate disposal methods and facilities may be needed as local landfills and waste disposal facilities may prove inadequate to deal with large amounts of debris. Special considerations must be made if the debris has been contaminated with chemicals or petroleum products.
9. If local capabilities prove inadequate to deal with a major emergency or disaster, state, and/or federal resources will be available to assist in debris removal and restoration of essential services.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

The general public works and engineering tasks to be performed during emergency situations include:

1. For slowly developing emergency situations, take actions to protect campus facilities, equipment, and supplies prior to the onset of hazardous conditions.
2. Provide heavy equipment support for search and rescue operations.
3. Conduct damage-assessment surveys of campus facilities and infrastructure.
4. Inspect damaged structures.
5. Clear debris from roadways and make repairs to reopen transportation arteries.
6. Make expedient repairs to essential campus facilities to restore operations or protect them from further damage.
7. Remove debris from public property and manage debris disposal operations for public and private property.
8. Assist in controlling public access to hazardous areas.

### **B. Protecting Resources and Preserving Capabilities**

1. Public works and engineering resources may be employed during slow developing emergency situations to protect and limit damage to government facilities, equipment, and essential utilities. Protective actions may include sandbagging, building protective levees, ditching, installing protective window coverings, or removing vital equipment. Public works and engineering elements are expected to identify buildings and other infrastructure that will benefit from protective measures and, in coordination with the departments or agencies that occupy those facilities, carry out necessary protective actions.

2. If time permits, public works and engineering elements are also expected to take action in advance of an emergency situation to preserve response and recovery capabilities by protecting vital equipment and supplies, either in place or by relocating them to a safe location. It is desirable for agencies to enter into advanced agreements with other agencies or jurisdictions to ensure the safety and security of vital equipment and resources.

### **C. Search & Rescue (SAR) Support**

Public works and engineering crews may be required to provide heavy equipment support for search and rescue operations, particularly support for search operations in collapsed buildings.

### **D. Damage Assessment**

1. Public works and engineering departments will lead preliminary damage assessments of campus facilities and infrastructure following a disaster. Damage assessment procedures used in the assessment processes are discussed in Annex J, Business Continuity and Recovery.
2. Public works and engineering personnel shall inspect damaged structures. Inspections are conducted to identify unsafe structures and, if necessary, take actions to restrict entry and occupancy until the structures can be made safe.
3. Damaged buildings posing an immediate threat to public health and safety should be appropriately posted to restrict public access pending repairs or demolition.

### **E. Temporary Repairs and Restoration**

1. The public works and engineering staff is expected to make timely temporary repairs to government-owned buildings and other infrastructure essential to emergency response and recovery operations. Building contents should be removed or restricted until the restoration process is complete. Personnel should coordinate with building occupants to determine which areas and equipment have the highest priority for protection.
2. Hazardous situations may result in damage to computers storing vital government records and/or hard copy records, such as building plans, legal documents, tax records, and other documents. When computers or paper records are damaged, it is essential to obtain professional technical assistance for restoration as soon as possible.
3. It is generally impractical to restore buildings sustaining major damage during the emergency response phase. Major repairs will normally be postponed until recovery operations commence and will typically be performed by contract personnel.

## **G. Actions by Phases of Emergency Management:**

### 1. Mitigation

- a. Identify vulnerabilities of existing public buildings, roads, bridges, water systems, and sewer systems to known hazards and take steps to lessen vulnerabilities.
- b. Reduce vulnerability of new public facilities to known hazards through proper design and site selection.
- c. Develop plans to protect facilities and equipment at risk from known hazards.
- d. Install emergency generators in key facilities and have portable generators available to meet unexpected needs. Ensure procedures are in place to maintain and periodically test back-up sources of power, such as generators and fuel, in the event of an emergency power loss.

### 2. Preparedness

- a. Ensure equipment and tools needed to perform operations on affected campus infrastructure are in good repair.
- b. Ensure an adequate number of personnel are trained to operate heavy equipment and other specialized equipment.
- c. Stockpile materials needed to protect and repair structures and other infrastructure.
- d. Maintain an adequate quantity of barricades and temporary fencing.
- e. Maintain current maps and plans of campus facilities, roads, bridges, and utilities.
- f. Review plans, evaluate emergency staffing needs in light of potential requirements, and make tentative emergency task assignments.
- g. Establish and train damage survey teams.
- h. Execute contingency contracts for emergency equipment and services with local contractors and execute agreements with individuals and businesses to borrow equipment.
- i. Develop procedures to support or accomplish the tasks outlined in this annex.
- j. Ensure government-owned vehicles and other equipment can be fueled during an electrical outage.

3. Response:
  - a. If warning is available, take actions to protect government facilities and equipment.
  - b. Survey areas affected by a hazard, assess damage, and determine the need and priority for expedient repair or protection to prevent further damage. Report damage assessments to the EOC.
  - c. Upon request, provide heavy equipment support for SAR operations.
  - d. Inspect damaged buildings to determine if they are safe for occupancy.
  - e. Remove debris from public property and manage proper debris disposal.
  - f. Make repairs to damaged government facilities and equipment, as needed.
  - g. Coordinate with the City of San Antonio staff to arrange for emergency electrical service, if required, to support emergency operations.
  - h. Assist the City of San Antonio in making emergency repairs to government-owned utility systems, as necessary.
  - i. Restrict access to hazardous areas, using barricades and temporary fencing, upon request.
4. Recovery
  - a. Repair or contract repairs to campus buildings, and other infrastructure.
  - b. Support community clean-up efforts, as necessary.
  - c. Participate in compiling estimates of damage and response and recovery costs.
  - d. Participate in post-incident review of emergency operations and make necessary changes to improve emergency plans and procedures.

<b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b>
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**A. Organization:**

1. The function of public works and engineering during emergency situations shall be carried out in the framework of our normal emergency organization described in Section VI.A of the Basic Plan, and in accordance with National Incident Management System (NIMS)/National Response Framework (NRF) protocols. Preplanning for emergency public works and engineering tasks shall be conducted to ensure staff and procedures needed to manage resources in an emergency situation are in place.
2. During an incident of national significance or Disaster Declaration under the Stafford Act Public Assistance Program, Public Works and Engineering may integrate, as required, with

the National Response Framework (NRF), Emergency Support Function (ESF) #3 activities. The Federal ESF #3 will develop work priorities in cooperation with state, local, and/or tribal governments and in coordination with the Federal Coordinating Officer and/or the Federal Resource Coordinator. (See Annex 3, Campus Facilities – National Response Plan).

## **B. Assignment of Responsibilities**

1. The Director of Facilities will serve as the Public Works Officer during emergencies and will:
  - a. Coordinate certain pre-emergency programs to reduce the vulnerability of local facilities and other infrastructure to known hazards.
  - b. Manage the public works and engineering function during emergency situations in accordance with the NIMS.
  - c. Oversee the restoration of key facilities and systems and debris removal following a disaster.
  - d. Develop and implement procedures to ensure a coordinated effort between the various local departments and agencies that perform the public works and engineering functions. Ensure appropriate emergency response training for assigned personnel in accordance with Section IX.D of the Basic Plan.
  - e. Identify contractors who can provide heavy and specialized equipment support during emergencies and individuals and businesses that may be willing to lend equipment to local government during emergencies.
  - f. Assist the Resource Manager in maintaining a current list of public works and engineering resources. See Annex M, Resource Management.
2. SSC will:
  - a. Carry out pre-disaster protective actions for impending hazards, including identifying possible facilities for debris storage and reduction.
  - b. Conduct damage assessments in the aftermath of disaster.
  - c. Repair and protect damaged campus facilities.
  - d. Provide heavy and specialized equipment support for SAR operations.
  - e. Carry out debris clearance and removal. See Appendix 1.
  - f. With the assistance of the Legal Officer, negotiate inter-local agreements for public works and engineering support.
  - g. Maintain stockpiles of disaster supplies such as sandbags, plastic sheeting, and plywood.

- h. Support damage assessment operations.
  - i. Determine if access to damaged structures should be restricted or if they should be condemned and demolished.
  - j. Restore damaged communications systems.
  - k. Provide communications technical and equipment support for emergency operations.
3. The SSC Engineer will:
- a. Develop damage assessment procedures and provide training for damage survey teams.
  - b. Provide engineering services and advice to the Incident Commander and EOC staff.
  - c. Assist in conducting damage assessments in the aftermath of an emergency. See Annex J, Recovery.
  - d. Safeguard vital engineering records.

<b>VII. DIRECTION &amp; CONTROL:</b>
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- A.** The University President shall, pursuant to NIMS, approve requests for state or federal resources as necessary
  - 1. They shall also appoint a person to provide general guidance for the public works and engineering function
- B.** The Incident Commander (IC) will manage public works and engineering emergency resources committed to an incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. If the EOC is not activated, the IC may request additional resources from local departments and agencies. The IC may also request authorized officials to activate mutual aid agreements or emergency response contracts to obtain additional resources.
- C.** The EOC will be activated for major emergencies and disasters. When the EOC is activated, the Public Works Officer will manage the emergency public works and engineering function from the EOC. The IC shall direct resources committed to the incident site and coordinate resource requests through the Public Works Officer. The Public Works Officer shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.
- D.** The Public Works Officer will respond to mission priorities established by the IC or the EMC, direct departments and agencies with public works and engineering resources to accomplish specific tasks, and coordinate task assignments to achieve overall objectives.



- E. The Public Works Officer will identify public and private sources from which needed resources can be obtained during an emergency and coordinate with the Resource Manager to originate emergency procurements or to obtain such resources by lease, rental, borrowing, donation, or other means.
- F. A major emergency or disaster may produce substantial property damage and debris requiring a lengthy recovery operation. In such incidents, it may be desirable to establish a Debris Removal Task Force to manage debris removal and disposal. The task force may continue to operate even after the EOC deactivates.
- G. Normal supervisors of public works and engineering personnel participating in emergency operations will exercise their usual supervisory responsibilities over assigned personnel, subject to NIMS span of control guidelines. Organized crews from other jurisdictions responding pursuant to inter-local agreements will normally operate under the direct supervision of their own supervisors. Individual volunteers will work under the supervision of the individual heading the team or crew to which they are assigned.
- H. The line of succession for the Public Works Officer is:
  - 1. Director of Facilities
  - 2. SSC Unit Director

<b>VIII. READINESS LEVELS:</b>
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**A. Readiness Level IV - Normal Conditions**

See the mitigation and preparedness activities in Section V.G.

**B. Readiness Level III - Increased Readiness**

- 1. Review plans and procedures.
- 2. Inform key public works and engineering personnel.
- 3. Monitor the situation.
- 4. Check equipment readiness and correct deficiencies.
- 5. Check emergency supply status and fill shortfalls.

**C. Readiness Level II - High Readiness**

- 1. Monitor the situation.
- 2. Alert personnel for possible emergency duty.
- 3. Increase short-term readiness of equipment if possible.

4. Review inter-local agreements and contracts for resource support and alert potential resource providers of possible emergency operations.
5. Identify personnel to staff the ICP and EOC.

**D. Readiness Level I - Maximum Readiness.**

1. Mobilize selected public works and engineering personnel.
2. Implement plans to protect government facilities and equipment.
3. Ensure equipment is loaded and fueled; consider precautionary deployment of resources.
4. Dispatch personnel to the ICP and EOC when activated.
5. Advise resource suppliers of situation.
6. Continue to monitor the situation.

<b>IX. ADMINISTRATION &amp; SUPPORT</b>
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**A. Resource Support**

1. A listing of local public works and engineering equipment is provided in Annex M, Resource Management.
2. Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.
3. If the public works and engineering resources available locally, from other jurisdictions, and from businesses pursuant to contracts are insufficient to deal the emergency situation, assistance may be requested from the A&M System. The University President should approve requests for additional equipment and materials.

**B. Key Facilities**

A listing of key local facilities, providing a general priority for damage assessment, debris clearance, and repair, is contained in Annex G, Law Enforcement. The Chief of Police shall determine the specific priority for public works and engineering work on each of these facilities in the aftermath of an emergency.

**C. Reporting:**

In addition to reports that may be required by their parent organization, public works and engineering departments and agencies participating in emergency operations should

provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and periodic Situation Reports.

**D. Records:**

Expenses incurred in carrying out emergency response and recovery operations for certain hazards may be recoverable from the responsible party, insurers, or as a basis for requesting reimbursement for certain allowable costs from the state and/or federal government. Hence, all public works and engineering elements will maintain detailed records of labor, materials, equipment, contract services, and supplies consumed during large-scale emergency operations.

**F. Post Incident Review:**

For large-scale emergency operations, the EMC shall organize and conduct an after action critique of emergency operations in accordance with the guidance provided in Section IX.F of the Basic Plan. The After Action Report will serve as the basis for an Improvement Plan.

<b>X. ANNEX DEVELOPMENT &amp; MAINTENANCE</b>
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- A. The EMC is responsible for developing and maintaining this annex.
- B. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex will develop and maintain SOPs covering those responsibilities.

<b>XI. REFERENCES</b>
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- A. DEM, Texas Disaster Recovery Manual.
- B. FEMA, Public Assistance Debris Management Guide (FEMA-325).
- C. FEMA, Comprehensive Preparedness Guide (CPG-101)
- D. FEMA, Reducing Losses in High Risk Flood Hazard Areas: A Guidebook for Local Officials (FEMA-116).

**APPENDICES:**

Appendix 1 ..... Debris Management

## **DEBRIS MANAGEMENT**

### **1. Objectives:**

The objectives of debris management in the aftermath of an emergency are to:

- A. Reopen roads and provide access to facilities that provide essential government and population support services.
- B. Remove debris from public property.
- C. Assist citizens in removing debris from private property.
- D. Reduce the volume of debris going to disposal facilities to extend the life of those facilities and reduce costs.
- E. Ensure hazardous materials are segregated from other debris and properly disposed of.

### **2. Explanation of Terms**

- A. Debris is the remains of things destroyed or damaged as a result of natural or technological disasters. Disaster debris may include yard waste, building materials, household items, personal property, hazardous household products, batteries, automobiles, boats, hazardous chemicals, spoiled food, dead animals, and other materials. Some types of debris pose a threat to health, safety, and the environment.
- B. Categorization of Debris. There are a variety of schemes for categorizing debris. In this appendix, the following categorization is used:
  - 1) Burnable Materials, which include:
    - a) Burnable Natural Debris – generally trees, shrubs, and vegetation
    - b) Burnable Construction and Demolition (C&D) Debris – wooden structural members and other wood products such as roof decking, siding, doors
  - 2) Non-burnable Debris – plastic, glass, metal, sheet rock, roofing shingles, carpet, tires, treated lumber, bricks, concrete, soil, and similar items. Household waste is a type of non-burnable debris.
  - 3) Hazardous Debris – industrial and household hazardous waste, paint, materials containing asbestos, batteries, petroleum products, agricultural chemicals, dead animals, and similar products.

### **3. Situation & Assumptions**

#### **A. Situation**

- 1) The type and quantity of debris generated by an emergency situation is a function of the type of event, the location of impact, and the magnitude, intensity, and duration.
- 2) The quantity and type of debris generated, its location, and the size of the area over which it is spread affect the choice of removal and disposal methods, the costs incurred in doing so, and the time it will take to accomplish the task.

## B. Assumptions

- 1) Emergency situations requiring debris removal may occur at any time.
- 2) Local government may have insufficient resources to remove debris created by a major emergency or disaster and accomplish other recovery tasks.
- 3) If local debris removal capabilities are insufficient, the chief elected official may issue a local disaster declaration and request State assistance in debris removal. If the local emergency situation is of such magnitude that the Governor requests a Presidential Disaster Declaration and such a declaration is approved, federal resources could become available.
- 4) For major emergencies or disasters, private contractors may be needed to collect, reduce the volume of, and dispose of debris.
- 5) Citizens should assist in removing debris from the immediate area of their homes and businesses, but will generally need government assistance in removing it for disposal.
- 6) Citizens are often willing to help their neighbors in removing debris. Proper public information can encourage such cooperative action, speeding up the process and reducing costs.

## 4. Concept of Operations

### A. Phased Approach. Debris management shall be conducted in phases, including:

- 1) Phase 1 - Emergency Roadway Clearance-
  - a) Following a disaster, the top priority is to clear major roads and routes providing access to key population support facilities such as hospitals, to allow for the movement of emergency vehicles, resumption of critical services, and damage assessment. Emergency roadway clearance also facilitates the deployment of external response elements and delivery of emergency equipment and supplies. In initial roadway debris clearance, debris is normally pushed to the side of the road with no attempt to remove or dispose of it.
  - b) Local government is responsible for clearing city streets, county roads, and their rights of way. The Texas Department of Transportation (TxDOT) is responsible for clearing state and federal highways and the rights of way for such highways along with debris disposal resulting from the clearing process.
  - c) In this phase, crews equipped with chain saws will generally be required to cut up downed trees and heavy equipment will be needed to move the remains. If possible, heavy equipment used for moving debris should be equipped with protective cabs and all personnel should wear protective equipment. Fire hydrants, driveway cutouts, and utility valves should be left unobstructed.

- d) Electrical systems are often damaged by the same hazards that create substantial debris, public works and engineering crews may need to coordinate their efforts to remove debris with utility crews.

2) Phase 2 – Debris Removal and Disposal—

a) Debris Removal from Public Property.

- (1) In the aftermath of a disaster, it may be necessary to remove debris from a variety of public property, including:

- (a) Roads and rights of way.
- (b) Government buildings, grounds, and parking lots.
- (c) Parks and recreation facilities.
- (d) Storm drainage systems and reservoirs.

- (2) If the emergency situation resulted in a Presidential Disaster Declaration, the expense of debris removal from public property may be partially reimbursed by the federal government if the debris must be removed to:

- (a) Eliminate immediate threats to life, public health and safety.
- (b) Eliminate immediate threats of significant damage to improved public or private property.
- (c) Ensure economic recovery of the affected community.

Large-scale debris removal and disposal operations can be extremely costly. It is vital to determine if federal assistance will be provided and the rules that apply to such assistance before commencing debris removal operations. See the DEM *Texas Disaster Recovery Manual* for further information.

- (3) State law provides that state resources may not be used to clear or remove debris from local public property unless the local government presents the State an unconditional authorization for removal.

b) Debris Removal from Private Property.

- (1) Debris removal from private property, including demolishing condemned structures, is generally the responsibility of the property owner, and the cost may be wholly or partly covered by insurance. If there has been a Presidential Disaster Declaration and debris on private property is so widespread that public health, safety, or the economic recovery is threatened, local government may be partially reimbursed for the cost of debris removal from private property. Local government normally has responsibility for picking up and disposing of debris from private property placed at the curb and bears the cost of that effort.

- (2) When the Governor has issued a disaster declaration for an emergency situation, § 418.023 of the Government Code law provides that state resources may be used to remove debris from private property. As a general rule, the property owner must authorize removal of debris, grant unrestricted access, and indemnify the state against any claim resulting from the removal.

As the Executive Order of the Governor Relating to Emergency Management provides that county judges and mayors who have issued a local disaster declaration may exercise the emergency powers of the Governor on an appropriate local scale, local governments may remove debris from private property subject to the same conditions cited above.

#### B. Preparation for Debris Removal

Considerable time and labor can be saved in the debris removal process by sorting debris from public property and encouraging the public to sort debris from private property before it is picked up. A proactive public outreach program should advise the public of the actions they can take to facilitate pickup, including:

- 1) Sorting debris into categories – burnable natural debris, burnable construction and demolition debris, non-burnable debris, and potentially hazardous debris.
- 2) Placing sorted debris piles at curbside.
- 3) Keeping debris off roadways and away from fire hydrants and utility valves.
- 4) Disposing of household waste in normal refuse containers.

#### C. Estimating the Amount of Debris

In determining the means to be used to remove and dispose of debris, it is essential that local officials have a reasonable estimate of the amount of debris that must be removed and eventually disposed of. Attachment 3 to this appendix provides a methodology that may be used to estimate the amount of debris that must be removed.

#### D. Determining Debris Removal Strategy

- 1) After an estimate of the amount of debris that needs to be removed is made, options for removing the debris should be evaluated in terms of their cost and timeliness.
- 2) The general strategies for debris removal and processing are:
  - a) Removal and processing of debris by local government.
    - (1) Advantages:
      - Direct government control.
    - (2) Disadvantages:
      - Normally requires diversion of significant government resources from regular functions and makes them unavailable for other recovery tasks.
      - Speed of debris removal may be constrained by the government equipment and personnel available.
      - Local government may lack specialized equipment and skills needed to carry out all aspects of debris removal.
  - b) Removal and processing of debris by contractors.
    - (1) Advantages:

- Speed of debris removal may be increased by contracting for additional resources.
  - If local contractors are used, may provide local economic benefit.
- (2) Disadvantages:
- Requires detailed contracts.
  - Requires extensive oversight and inspection.
- c) Removal and processing of debris by a combination of local government and contractors.
- 3) If contractors are used, the disaster area should be divided into geographic sectors for control purposes and bids solicited based on the estimated quantity of debris in each sector. In defining sectors, it is desirable to group properties of like type, construction, and with similar vegetation together. This will also facilitate estimating the quantity of debris that needs to be removed
- 4) Debris may be removed by one-time collection of all debris at each property or using multiple passes to collect different types of material that have been pre-sorted by the property owner.

#### E. Establishing Temporary Debris Storage and Reduction (TDSR) Facilities.

- 1) The effective disposal of large quantities of disaster debris requires that suitable temporary storage and volume reduction facilities be established. Such facilities hold debris until it can be sorted, reduced in volume, and dispatched to an appropriate disposal facility. Sorting and volume reduction can significantly reduce the costs of disposing of debris and prevent potentially serious environmental problems.
- 2) Sorting. TDSR facilities sort debris and send it to the most appropriate facility for treatment or disposal. Sorting is needed to separate burnable from non-burnable materials and segregate hazardous products for disposal at authorized facilities and identify debris that can be burned, chipped or ground, recycled, or simply disposed of at a landfill without treatment.
- 3) The volume of debris can be greatly reduced by a variety of methods, including:
- a) Incineration. This method includes open burning, use of air curtain pit incineration (trench burners), or use of portable air curtain incinerators. Incineration of burnable debris typically reduces its volume by 95 percent.
- b) Chipping and grinding. Chipping and grinding is appropriate for clean, woody debris and typically reduces its volume by 75 percent. However, chipping and grinding normally costs as much as incineration and unless the resulting mulch can be disposed of without cost or at a profit, local government may incur additional costs to have the residual material hauled to a landfill.
- c) Recycling. Recycling debris may present an opportunity to reduce the overall cost of disposal. Metals, lumber, and soil are the most likely candidates for recycling. Before local government attempts to operate a recycling operation, it



is essential to determine if there is, in fact, a market for the materials sorted out in the recycling process; otherwise the output may simply have to be hauled to a landfill. Specialized contractors may be willing to undertake recycling, particularly if it involves large amounts of well sorted debris.

#### 4) Site Selection

##### a) Criteria pertinent to selecting TDSR facilities are:

- (1) Preferably government-owned.
- (2) Large enough to accommodate a storage area, a sorting area, and volume reduction operations area(s).
- (3) Reasonable proximity to disaster areas and debris disposal sites.
- (4) Good road access.
- (5) Not in a residential area or in the vicinity of schools, churches, or other facilities with concentrations of population.
- (6) Not in an environmentally sensitive area, such as wetlands or a water well field.

##### b) Local landfills and possible local sites for TDSR facilities are described in Attachment 2 to this appendix. The selection of specific sites to be used for TDSR facilities will normally be made by a team of local, state, and, where appropriate, federal personnel, who are familiar with the local area and the specific environmental regulations governing such facilities. Attachment 3 to this appendix provides methods for determining space requirements for TDSR sites and estimating the quantity of debris that must be disposed of after processing.

#### F. Public Information and Instructions

- 1) In the aftermath of an emergency situation, the Public Information staff should provide the public detailed information on debris removal and disposal plans and procedures. Providing appropriate instructions to the public concerning debris removal can significantly reduce the time and costs involved. Public information on debris removal must start as soon as possible after the disaster – before people start moving and stacking large amounts of debris.
- 2) Public instructions should encourage citizens to:
  - a) Assist their neighbors, particularly the elderly or infirm, in removing debris.
  - b) Move debris to curbside for pickup.
  - c) Separate debris into the categories determined by local officials.
  - d) Keep debris piles away from fire hydrant and utility valves.
- 3) The normal methods of public information dissemination through the media should be used to provide information to the public. If loss of electric power has occurred, extra effort must be made to reach those without power using door hangers, flyers, signs, and, if necessary, door-to-door outreach.

#### G. Regulatory Issues and Technical Assistance

- 1) The Texas Commission on Environmental Quality (TCEQ) regulates the disposal of waste, including hazardous waste. TCEQ also issues emergency permits for debris incineration. Hence, the advice and assistance of TCEQ should be obtained in developing and implementing plans for debris disposal.
- 2) The Texas Department of State Health Services (DSHS) is the state agency responsible for ensuring food safety. The assistance of DSHS should be sought when there are questions regarding the safety of foodstuffs in damaged retail stores, warehouses, and processing facilities. DSHS has the authority to condemn unsafe foodstuffs so that they can be disposed of.
- 3) The Texas Animal Health Commission (TAHC) can provide advice and assistance regarding the disposition of dead animals. TAHC may also help identify stray live animals so they can be returned to their owners.

## 5. Organization

### A. Phase 1 - Emergency Roadway Clearance

During Phase 1, our normal emergency organization as outlined in the Section VI.A of the Basic Plan and this annex should coordinate debris clearance operations. Debris clearance will normally be managed from the EOC. However, if debris is localized, an incident command operation may be established at the incident site to manage debris clearance.

### B. Phase 2 - Debris Removal and Disposal

- 1) For small-scale debris removal and disposal operations, our normal emergency organization as outlined in the Basic Plan and this annex may coordinate debris removal and disposal.
- 2) For major emergencies or disasters that result in large volumes of debris, removal and disposal may have to continue for an extended period. For these situations, a Debris Management Task Force, consisting of personnel from those departments and agencies having the required expertise, shall be formed to manage debris removal and disposal operations. The Task Force should be comprised of personnel to perform the following functions:
  - a) Operations: Plan debris removal and processing, manage the use of government resources, and monitor the use of contract resources committed to the task.
  - b) Contracting & Procurement: Develop contracts for services and/or equipment, obtain bids, and award contracts.
  - c) Legal: Contract review, manage authorizations for debris removal, and prepare legal documents for building condemnation and land acquisition.
  - d) Administration: Provide supply, administrative, and accounting support.
  - e) Engineering: Damage assessment, develop scopes of work and specifications for contracts, and prepare cost estimates.
  - f) Public Information: Provide information and instructions relating to debris removal to the public.

It may be desirable to organize the Debris Management Task Force as an ICS operation under an Incident Commander.

- 3) If the government uses its own resources to remove debris, the primary role of the operations staff is to plan and supervise debris removal. If contractors will be removing debris, then the primary role of the operations staff is to monitor contractor work and ensure contract provisions are followed.

## 6. Task Assignments

### A. Phase 1 - Emergency Roadway Clearance

Task assignments shall be as stated in Section VI.B of this annex.

### B. Phase 2 - Debris Removal and Disposal Phase

Task assignments shall be determined by the Debris Management Task Force leader. General tasks of the various components of the Task Force are described in the Chapter 3 of the *FEMA Debris Management Guide* (FEMA-325).

# **Texas A&M University – San Antonio Emergency Operations Plan**

## **ANNEX M Resource Management**

**RECORD OF CHANGES**

<b>CHANGE #</b>	<b>DATE OF CHANGE</b>	<b>DESCRIPTION</b>	<b>CHANGED BY</b>
N/A	September 1, 2020	Reviewed. No Changes Made	Ofc R O'Callaghan
N/A	July 14, 2021	Review. No Changes Made	R.L. Stearns
1	August 2, 2022	Changed Annex title to Resource Management	G. Duran
N/A	August 18, 2023	Reviewed. No changes made.	R.L. Stearns
2	October 3, 2024	Updated signature to Roger Stearns	G. Duran

**APPROVAL & IMPLEMENTATION**

**Annex M**

**Resource Management**

Sergeant Gerardo Duran  
Signature  
Emergency Management Coordinator

10/03/2024  
Date

Chief Roger Stearns  
Signature  
Chief of Police

10/03/2024  
Date

## ANNEX M

### RESOURCE SUPPORT

#### I. AUTHORITY

See Basic Plan, Section I.

Texas A&M University System Purchasing Procedures

Texas A&M University – San Antonio Purchasing Procedures

#### II. PURPOSE

The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during emergency situations or when such situations appear imminent.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

DDC	Disaster District Committee
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
SOPs	Standard Operating Procedures

##### B. Definitions

Multiagency Coordination Systems. Used in the support of incident management, this system combines facilities, equipment, personnel, procedures, and communications into a common framework. A multiagency coordination system can be used to develop consensus on priorities, resource allocation, and response strategies. Representatives from within the local government as well as external agencies and nongovernmental entities may work together to coordinate a jurisdiction's response.

#### IV. SITUATION & ASSUMPTIONS

##### A. Situation

1. As noted in the general situation statement in section IV.A of our Basic Plan, Texas A&M University – San Antonio is at risk from a number of hazards that could threaten public health and safety and private and public property and require the commitment of local resources to contain, control, or resolve.
2. Resource management planning during pre-disaster hazard mitigation activities is designed to lessen the effects of known hazards. During pre-disaster preparedness activities, it is designed to enhance the local capability to respond to a disaster. Throughout an actual response to a disaster or during the post-disaster recovery process, resource management is essential to ensure smooth operations. Hence, we must have a resource management capability that is based on sound business practices that can function efficiently during emergency situations, and comply with the framework set forth by the National Incident Management System (NIMS) as well as including certain reporting and coordinating requirements contained in the National Response Framework (NRF).
3. Effective resource management is required in all types of emergency situations – from incidents handled by one or two emergency services working under the direction of an IC, to emergencies that require a response by multiple services and external assistance, to catastrophic incidents that require extensive resource assistance from the state and/or federal government for recovery.
4. For some emergency situations, available local emergency resources will be insufficient for the tasks that may have to be performed. Therefore, other local resources may have to be diverted from their day-to-day usage to emergency response. Additionally, we may have to request resources from other jurisdictions or the state and it may be necessary to rent or lease additional equipment and purchase supplies in an expedient manner.
5. In responding to major emergencies and disasters, the University President may issue a disaster declaration pursuant to Chapter 418 of the Government Code and the Executive Order of the Governor Relating to Emergency Management and invoke certain emergency powers to protect public health and safety and preserve property.
  - a. When a disaster declaration has been issued, the Chief of Police may use all available local government resources to respond to the disaster and temporarily suspend statutes and rules, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster. See Annex U, Legal, for additional information regarding the emergency powers of government. The Texas A&M System Office of General Counsel should provide advice regarding the legality of any proposed suspension of statutes or rules. When normal purchasing and contracting rules are suspended, it is incumbent on the Director of Procurement to formulate and advise government employees of the rules that are in effect for emergency purchasing and contracting.

## **B. Assumptions**

1. Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.
2. Additional supplies and equipment required for emergency operations will generally be available from normal sources of supply. However, some of our established vendors



may not be able to provide needed materials on an emergency basis or may become victims of the emergency situation. Hence, standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent need basis.

3. Some of the equipment and supplies needed during emergency operations are not used on a day-to-day basis or stockpiled locally and may have to be obtained through emergency purchases.
4. Inter-local agreements will be invoked and resources made available when requested.
5. Some businesses and individuals that are not normal suppliers may be willing to rent, lease, or sell needed equipment and supplies during emergency situations.
6. Some businesses may provide equipment, supplies, manpower, or services at no cost during emergency situations. Developing agreements between local government and the businesses in advance can make it easier to obtain such support during emergencies.
7. Some community groups and individuals may provide equipment, supplies, manpower, and services during emergency situations.
8. Volunteer groups active in disaster may provide such emergency services as shelter management and mass feeding when requested to do so by local officials.
9. Donated goods and services can be a valuable source of resources.

## **V. CONCEPT OF OPERATIONS**

### **A. Guidelines**

1. Our resource management, in accordance with the NIMS, involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies. In order to facilitate resource management, coordination activities will take place in the EOC.
2. When necessary, a Multi-Agency Coordination System will be organized. Multi-agency coordination is important for the establishment of priorities, allocating critical resources, developing strategies for response, information sharing, and facilitating communication.
3. As established in the NIMS, resource management is based on four guiding principles:
  - a. The establishment of a uniform method of identifying, acquiring, allocating, and tracking resources
  - b. The classification of kinds and types of resources required to support incident management
  - c. The use of a credentialing system linked to uniform training and certification standards

- d. The incorporation of resources from non-traditional sources, such as the private sector and nongovernmental organizations.
4. It is the responsibility of local government to protect the lives and property of its citizens and to relieve suffering and hardship. We will commit our available resources to do so. In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations are responsible for establishing priorities for the use of available resources and identifying the need for additional resources.
5. As a basis for employing our resources to their greatest capacity during emergency situations, we will develop and maintain a current inventory of our dedicated emergency resources and other resources that may be needed during emergency operations. All of our resources, pursuant to the NIMS, are classified by kinds and types.
6. In the event that all local resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which inter-local agreements have been established. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in the establishment of such agreements. Assistance will also be sought from volunteer groups and individuals. Where possible, we will execute agreements in advance with those groups and individuals for use of their resources.
7. Some of the resources needed for emergency operations may be available only from businesses. Hence, we have established emergency purchasing and contracting procedures.
8. Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. The Resource Manager shall maintain a list of local and nearby suppliers for these essential needs items.
9. Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential community support functions, such a medical care and fire protection.
10. It is important to maintain detailed records of resources expended in support of emergency operations:
  - a. As a basis for future department/agency program and budget planning.
  - b. To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

## **B. Management Operations**

1. The IC is responsible for managing emergency resources at the incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. The ICS structure includes a Logistics Section, which is responsible for obtaining and maintaining personnel, facilities, equipment, and supplies committed to the emergency operation. The IC will determine the need to establish a Logistics Section. This decision is usually based on the size and anticipated duration of the incident and the complexity of support.

2. If the EOC is activated, the Incident Commander shall continue to manage emergency resources committed at the incident site. The Resource Manager in the EOC shall monitor the state of all resources, manage uncommitted resources, and coordinate with the Incident Commander to determine requirements for additional resources at the incident site.
3. If additional resources are required, the Resource Manager shall coordinate with the EOC Manager to:
  - a. Activate and direct deployment of additional local resources to the incident site.
  - b. Request mutual aid assistance.
  - c. Purchase, rent, or lease supplies and equipment.
  - d. Obtain donated resources from businesses, individuals, or volunteer groups.
  - e. Contract for necessary services to support emergency operations.
  - f. Commit such resources to the IC to manage.
4. If the resources above are inadequate or inappropriate for the tasks to be performed, the Resource Manager shall coordinate with the EMC to prepare a request for state resource assistance for approval by the University President to be forwarded to the DDC.
5. The Resource Manager should be among those initially notified of any large-scale emergency. When warning is available, key suppliers of emergency equipment and supplies should be notified that short notice orders may be forthcoming.
6. The Resource Manager shall consult with the Office of Procurement to determine potential liabilities before accepting offers of donations of supplies, equipment, or services or committing manpower from individual or volunteer groups to emergency operations.

### **C. Activities by Phases of Emergency Management**

1. Mitigation
  - a. Review the local hazard analysis and, to the extent possible, determine the emergency resources needed to deal with anticipated hazards and identify shortfalls in personnel, equipment, and supplies.
  - b. Enhance emergency capabilities by acquiring staff, equipment, and supplies to reduce shortfalls and executing inter-local agreements to obtain access to external resources during emergencies.
2. Preparedness
  - a. Establish and train an emergency resource management staff. Staff members should be trained to perform resource management in an incident command operation or in the EOC.
  - b. Maintain a complete resource inventory list, located and on [status boards/the Resource Management computer] in the EOC. This resource inventory should

include resources not normally used in day-to-day incident response that may be needed during emergencies and disasters.

- c. Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.
- d. Maintain the list of local and nearby suppliers of immediate needs resources; see Appendix 1.
- e. Ensure UPD emergency call-out rosters include the Resource Manager, who should maintain current telephone numbers and addresses for sources of emergency resources.
- f. Ensure that after-hours contact numbers are obtained for those companies, individuals, and groups who supply equipment and supplies that may be needed during emergency operations and that those suppliers are prepared to respond to on short notice during other than normal business hours.

### 3. Response

- a. Advise the Chief of Police and emergency services staff on resource requirements and logistics related to response activities.
- b. Coordinate and use all available resources during an emergency or disaster; request additional resources if local resources are insufficient or inappropriate.
- c. For major emergencies and disaster, identify potential resource staging areas.
- d. Coordinate emergency resource needs with local departments, nearby businesses, industry, volunteer groups, and, where appropriate, with state and federal resource suppliers.
- e. Coordinate resources to support emergency responders and distribute aid to disaster victims.
- f. Maintain records of equipment, supply, and personnel costs incurred during the emergency response.

### 4. Recovery

- a. In coordination with department/agency heads, determine loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs, and costs of contract services to develop estimates of expenses incurred in response and recovery operations.
- b. In coordination with department/agency heads, determine repairs, extraordinary maintenance, and supply replenishment needed as a result of emergency operations and estimate costs of those efforts.

- c. Maintain records of the personnel, equipment, supply, and contract costs incurred during the recovery effort as a basis for recovering expenses from the responsible party, insurers, or the state or federal government.

<b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b>
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**A. General.**

1. The function of resource management during emergency situations shall be carried out in the framework of our normal emergency organization described in Section VI.A of the Basic Plan. Preplanning for resource management operations shall be conducted to ensure that staff and procedures needed to manage resources in an emergency situation are in place.
2. The Director of Procurement shall serve as the Resource Manager and will be responsible for planning, organizing, and carrying out resource management activities during emergencies. The Resource Manager will be assisted by a temporary staff, described below, assembled from those departments and agencies with the required skills and experience.
3. During an emergency or disaster, the Resource Manager will fulfill requests for additional personnel, equipment, and supplies received from emergency response elements, identify resources to satisfy such requirements, coordinate external resource assistance, and serve as the primary point of contact for external resources made available.

**B. Task Assignments**

1. The University President:
  - a. May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to emergency situations. Furthermore, he or she may, under certain circumstances, commandeer private property, subject to compensation requirements, to respond to such situations. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to private or public property and state or federal assistance will be needed to recover from the incident. See Annex J, Recovery, and Annex U, Legal, regarding disaster declarations.
  - b. May request assistance from A&M System when current resources have been depleted.
2. The IC will:
  - a. Manage resources committed to an incident site.
  - b. Monitor the status of available resources and request additional resources through the Logistics Section at the ICP.
3. The Resource Manager will:

- a. Will administer the rules and regulations regarding resource management during emergency situations established by the Texas A&M System and the City of San Antonio.
  - b. Advise elected officials and department heads regarding resource management needs and the priorities for meeting them.
  - c. Maintain the University resource inventory list.
  - d. Provide qualified staff at the ICP and the EOC to track the status of resources -- those committed, available, or out-of-service.
  - e. Maintain a list of suppliers for emergency resource needs (see Appendix 1). Identify sources for additional resources from public and private entities and coordinate the use of such resources.
  - f. Determine the need for, identify, and operate facilities for resource staging and temporary storage of equipment and supplies, to include donated goods.
  - g. Monitor potential resource shortages and establish controls on use of critical supplies.
  - h. Organize and train staff to carry out the Logistics function at the ICP and the Resource Management function at the EOC.
4. The Resource Manager or a designated Supply & Distribution Coordinator will:
- a. Determine the most appropriate means for satisfying resource requests.
  - b. Locate needed resources using resource and supplier lists and obtain needed goods and services.
  - c. Direct and supervise the activities of the Supply and Distribution Officers.
5. The Distribution Officer will:
- a. Arrange delivery of resources, to include settling terms for transportation, specifying delivery location, and providing point of contact information to shippers.
  - b. Advise the Supply and Distribution Coordinator when the jurisdiction must provide transportation in order to obtain a needed resource.
  - c. Oversee physical distribution of resources, to include material handling.
  - d. Ensure temporary storage facilities or staging areas are arranged and activated as directed.
  - e. Track the location and status of resources.
6. The Supply Officer will:

- a. Identify sources of supply for and obtain needed supplies, equipment, labor, and services.
  - b. Rent, lease, borrow, or obtain donations of resources not available through normal supply channels.
  - c. Keep the Distribution & Supply Coordinator informed of action taken on requests for supplies, equipment, or personnel.
  - d. Request transportation from and keep the Distribution Officer informed of expected movement of resources, along with any priority designation for the resources.
7. The Finance Officer shall:
- a. Oversee the financial aspects of meeting resource requests, including record keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction (if necessary and as permitted by the laws of the jurisdiction).
  - b. Advise officials and department heads on record keeping requirements and other documentation necessary for fiscal accountability.
8. All departments and agencies will coordinate emergency resource requirements that cannot be satisfied through normal sources of supply with the Resource Management staff.

## **VII. DIRECTION & CONTROL**

### **A. General.**

1. The University President shall, pursuant to NIMS, provide general guidance on the management of resources during emergencies and shall be responsible for approving any request for state or federal resources.
2. The Resource Manager may provide advice regarding resource management to the Chief of Police, University President and Executive Council, the IC, the EMC, and other officials during emergencies.
3. The IC will manage personnel, equipment, and supply resources committed to an incident, establishing a Logistics Section if necessary. If the EOC has not been activated, the IC may request additional resources from local departments and agencies and may request those local officials authorized to activate inter-local agreements or emergency response contracts to do so to obtain additional resources.
4. When the EOC is activated, the Resource Manager will manage overall resource management activities from the EOC. The IC shall manage resources committed to the incident site and coordinate through the Resource Manager to obtain additional resources. The Resource Manager shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.

5. The Resource Manager will identify public and private sources from which needed resources can be obtained during an emergency situation, and originate emergency procurements or take action to obtain such resources by leasing, renting, borrowing, or other means.
6. The Resource Manager will direct the activities of those individuals assigned resource management duties in the EOC during emergency operations. Normal supervisors will exercise their usual supervisory responsibilities over such personnel.

<b>VIII. READINESS LEVELS</b>
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**A. Readiness Level IV – Normal Conditions**

See the mitigation and preparedness activities in paragraphs V.C.1 and V.C.2 above.

**B. Readiness Level III - Increased Readiness**

1. Review the potential emergency situation, determine resource management staff availability, and review emergency tasks assigned in the emergency management plan and this annex.
2. Designate resource management personnel on call for emergency duty.
3. Update local resource inventory.

**C. Readiness Level II – High Readiness**

1. The Resource Manager will review resource request procedures and any known resources limitations pertinent to the potential hazard facing the local area with University officials and the EOC staff.
2. The Resource Manager will brief assigned staff on the potential emergency situation and plans to deal with it should it occur and ensure that on-call staff members are available by telephone and ready to report to duty if called.
3. In coordination with the EMC and department heads, determine potential resource needs based on the potential threat.
4. Contact suppliers to advise them of threat and possible needs.
5. Consider relocation or other means of protecting resources at risk.

**D. Readiness Level I – Maximum Readiness**

1. Designated resource management personnel will proceed to the ICP or to the EOC if requested.
2. Implement protective actions for resources.



**IX. ADMINISTRATION & SUPPORT**

- A. Maintenance of Records.** All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.
- B. Preservation of Records.** Vital resource management records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.
- C. Training.** Individuals who will be performing resource management duties in the EOC or at the incident command post shall receive training on their required duties and the operating procedures for those facilities.
- D. Resource Data**
1. The Resource Manager shall keep current the list of available emergency resources
  2. The Resource Manager shall keep current information on the sources of essential disaster supplies in Appendix 1

**X. DEVELOPMENT & MAINTENANCE**

- A.** The Emergency Management Coordinator is responsible for developing and maintaining this annex.
- B.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

**XI. REFERENCES**

Texas Local Government Code, Chapter 203 (Management and Preservation of Records)

# **Texas A&M University – San Antonio Emergency Operations Plan**

## **ANNEX N Command and Control**



# APPROVAL & IMPLEMENTATION

## Annex N Command and Control

Sergeant Gerardo Duran  
Signature  
Emergency Management Coordinator

10/03/2024  
Date

Chief Ron Davidson  
Signature  
Chief of Police

10/03/2024  
Date

## **ANNEX N**

### **DIRECTION AND CONTROL**

#### **I. AUTHORITY**

Refer to Section I of the Basic Plan for general authorities.

#### **II. PURPOSE**

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures necessary to accomplish direction and control for this jurisdiction. This annex describes our concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

#### **III. EXPLANATION OF TERMS**

DDC	Disaster District Committee
DHS	U.S. Department of Homeland Security
DPS	Department of Public Safety
DSHS	Department of State Health Services
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
TDEM	Texas Division of Emergency Management
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
SOP	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System

#### **IV. SITUATION & ASSUMPTIONS**

##### **A. Situation**

1. Our community is vulnerable to many hazards, which threaten public health and safety and public or private property. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. Our direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that may

begin with a single response discipline and could expand to multidiscipline requiring effective cross-jurisdictional coordination. These emergency situations include:

a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:

- 1) Involves a limited area and/or limited population.
- 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
- 3) Warning and public instructions are provided in the immediate area of the incident, not community-wide.
- 4) Typically resolved by one or two local response agencies or departments acting under an incident commander.
- 5) Requests for resource support are normally handled through agency and/or departmental channels.
- 6) May require limited external assistance from other local response agencies or contractors.
- 7) For the purpose of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.

b. Emergency. An emergency is a situation 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. The EOC may be activated.
- 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
- 6) 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. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

- 1) Involves a large area, a sizable population, and/or important facilities.
- 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- 3) Requires community-wide warning and public instructions.
- 4) Requires a response by most or all local response agencies. The EOC and one or more incident command posts (ICP) may be activated.
- 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- 6) 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 of the United States causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.

- d. Catastrophic Incident. 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.

## **B. Assumptions**

1. Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
2. We will use our own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to mutual aid agreements or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
3. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.
4. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.
5. Texas A&M University – San Antonio has adopted the National Incident Management System (NIMS) and we have implemented all of the NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners, and state and federal agencies during any type of incident response.

<b>V. CONCEPT OF OPERATIONS</b>
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### **A. General**

1. Our direction and control structure for emergency operations is pursuant to the NIMS, which employs two levels of incident management structures.
  - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.

- b. Multiagency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
2. An Incident Commander (IC) using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The EOC will generally not be activated.
3. During major emergencies, disasters, or catastrophic incidents, a Multiagency Coordination System may be advisable. Central to this System is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
4. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:
  - a. When a threat of hazardous conditions exists but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander.
  - b. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
5. For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC may also be activated on a graduated basis.

## **B. Incident Command Operations**

1. The first local emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
2. The Incident Commander is responsible for carrying out the ICS function of command – making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For more serious emergency situations, individuals from various local departments or agencies or from external response organizations may be assigned to separate ICS staff sections charged with



those functions. For these serious emergency situations, it is generally desirable to transition to a Unified Command.

3. If the EOC has been activated, the Incident Commander shall provide periodic situation updates to the EOC.
4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

### **C. EOC Operations**

1. The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff; to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.
2. The principal functions of the EOC are to:
  - a. Monitor potential threats.
  - b. Support on-scene response operations.
  - c. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
  - d. Analyze problems and formulate options for solving them.
  - e. Coordinate among local agencies and between the [county/city] and state and federal agencies, if required.
  - f. Develop and disseminate warnings and emergency public information.
  - g. Prepare and disseminate periodic reports.
  - h. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
  - i. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

### **D. ICS - EOC INTERFACE**

1. When both an ICP and the EOC have been activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

2. The IC is generally responsible for field operations, including:
  - a. Isolating the scene.
  - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - c. Warning the population in the area of the incident and providing emergency instructions to them.
  - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population 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.
  - g. Keeping the EOC informed of the current situation at the incident site.
3. The EOC is generally responsible for:
  - a. Mobilizing and deploying resources to be employed by the IC.
  - b. Issuing community-wide warning.
  - c. Issuing instructions and providing information to the general public.
  - d. Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.
  - e. Organizing and implementing shelter and mass care arrangements for evacuees.
  - f. Requesting assistance from the State and other external sources.

#### 4. Transition of Responsibilities

Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.

- a. From EOC to the ICP. In some situations the EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the IC receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.
- b. From the ICP to the EOC. When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it

is essential that the IC brief the EOC on any on-going tasks or operational issues that require follow-on action by the EOC staff.

#### 5. Extended EOC Operations

While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of EOC into the initial part of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

6. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, in which case it may be necessary to employ a Unified Area Command. In such situations, more than one incident command post may be established. In this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

### **E. Activities by Phases of Management**

#### 1. Mitigation

- a. Establish, equip, and maintain an EOC.
- b. Identify required EOC staffing.
- c. Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
- d. Identify and stock supplies needed for ICP and EOC operations.
- e. Develop and maintain procedures for activating, operating, and deactivating the EOC.

#### 2. Preparedness

- a. Identify department/agency/volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.
- b. Pursuant to NIMS protocol, conduct NIMS training for department/agency/volunteer group representatives who will staff the EOC and ICP.
- c. Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations
- d. Test and maintain EOC equipment to ensure operational readiness.
- e. Exercise the EOC at least once a year.

- f. Maintain a resource management program that includes identifying, acquiring, allocating, and tracking resources.
3. Response
    - a. Activate an ICP and the EOC if necessary.
    - b. Conduct response operations.
    - c. Deactivate ICP and EOC when they are no longer needed.
  4. Recovery
    - a. If necessary, continue EOC activation to support recovery operations.
    - b. Deactivate EOC when situation permits.
    - c. Restock ICP and EOC supplies if necessary.
    - d. For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. Our normal emergency organization, described in Section VI.A of the Basic Plan, will carry out the direction and control function during emergency situations.
2. The organization of incident command operations will be pursuant to NIMS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the IC based on the tasks that must be performed and the resources available for those tasks.
3. Department/agency/volunteer group EOC staffing requirements will be determined by the Emergency based on the needs of the situation.

### **B. Assignment of Responsibilities**

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

1. The Chief of Police will:
  - a. Establish general policy guidance for emergency operations.
  - b. Direct that the EOC be partially or fully activated.
  - c. When appropriate, terminate EOC operations.

2. The Emergency Management Coordinator will:
  - a. Develop and maintain the EOC Staff Roster and EOC operating procedures.
  - b. Activate the EOC when requested or when the situation warrants.
  - c. Serve as an EOC Coordinator.
  - d. Advise the Chief of Police on emergency management activities.
  - e. Coordinate resource and information support for emergency operations.
  - f. Coordinate emergency planning and impact assessment.
  - g. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
3. The IC will:
  - a. Establish an ICP and direct and control emergency operations at the scene.
  - b. Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.
  - c. Provide periodic situation updates to the EOC, if that facility is activated.
  - d. Identify resource requirements to the EOC, if that facility is activated.
4. Departments/Agencies, and Volunteer Groups assigned responsibilities for ICP or EOC operations will:
  - a. Identify and train personnel to carry out required emergency functions at the ICP and the EOC.
  - b. Provide personnel to staff the ICP and the EOC when those facilities are activated.
  - c. Ensure that personnel participating in ICP and EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

<b>VII. DIRECTION &amp; CONTROL</b>
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- A. General.** The Chief of Police will provide general guidance for the direction and control function, pursuant to NIMS protocols.
- B. Incident Command Operations.** The first responder on the scene will take charge and serve as the IC until relieved by a more senior or qualified individual or an individual designated by the Chief of Police. An ICP will normally be established at the incident scene; the IC will direct and control response forces from that command post.

### **C. EOC Operations**

1. The Chief of Police may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
2. The EMC may activate the EOC, will normally determine the level of EOC staffing required based upon the situation, and also notify appropriate personnel to report to the EOC.
3. The Assistant Chief of Police will serve as the EOC Manager.

<b>VIII. READINESS LEVELS</b>
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#### **A. Level IV--Normal Conditions**

See the mitigation and preparedness activities in sections V.E.1 and V.E.2.

#### **B. Level III--Increased Readiness**

1. Check status of EOC equipment and repair or replace as needed.
2. Check status of EOC supplies and restock as needed.
3. Update EOC resource data.
4. Alert staffs, determine personnel availability, and update EOC staff call lists.
5. Consider limited activation of EOC to monitor situation.
6. Consider situation briefings for senior staff.

#### **C. Level II-- High Readiness**

1. Update EOC staffing requirements based on threat.
2. Determine specific EOC staff assignments and alert staff.
3. Monitor potential emergency situation and determine possible impact areas.
4. Update maps, charts, displays, and resource data.
5. Consider situation briefings for EOC staff.
6. Consider partial activation of EOC if this has not already been accomplished.
7. Check status of Alternate EOC.

#### **D. Level I-- Maximum Readiness**

1. Summon EOC staff and activate the EOC.
2. Monitor situation.
3. Update maps, charts, displays, and resource lists.
4. Arrange for food service if needed.
5. Determine possible hazard impact areas and potential hazard effects.
6. Conduct briefings for senior staff and EOC staff.
7. Formulate and implement precautionary measures to protect the public.
8. Coordinate with adjacent jurisdictions that may be affected.

## **IX. ADMINISTRATION & SUPPORT**

### **A. Facilities & Equipment**

1. EOC
  - a. The University EOC is located at A&M-SA Police Department Briefing Room and is maintained by the A&M-SA PD Support Operations Manager..
  - b. The EOC is equipped with the following communication equipment necessary for conducting emergency operations:
    - 1) Radio
    - 2) Access to Landline phone
    - 3) VOIP phones
    - 4) Cell Phones
    - 5) network connectivity
    - 6) network printer/copier
  - c. Food for the EOC staff will be provided by A&M-SA Dining Services.
2. Alternate EOC
  - a. Should the primary EOC become unusable, the alternate EOC, located at Patriots Casa Ceremony Room, will be used to manage emergency operations.
  - b. Communications available at this facility include:
    - 1) Radio
    - 2) VOIP phones
    - 3) Cell phones

- 4) network connectivity
  
- c. The A&M-SA PD Mobile Command Trailer is an alternative, mobile EOC, that can be deployed to areas as directed by the Chief of Police.

## **B. Records**

1. Activity Logs. The ICP and the EOC shall maintain accurate logs recording key response activities, including:
  - a. Activation or deactivation of emergency facilities.
  - b. Emergency notifications to other local governments and to state and federal agencies.
  - c. Significant changes in the emergency situation.
  - d. Major commitments of resources or requests for additional resources from external sources.
  - e. Issuance of protective action recommendations to the public.
  - f. Evacuations.
  - g. Casualties.
  - h. Containment or termination of the incident.

The EOC shall utilize the Emergency Operations Center Log to record EOC activities. The ICP shall use the Unit Log (ICS form 214) or an equivalent.

### **2. Communications & Message Logs**

Communications facilities shall maintain a communications log. The EOC shall maintain a record of messages sent and received using the EOC Message Log

### **3. Cost Information**

- a. Incident Costs. All department and agencies 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 department or agency budgets.
- b. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:



- 1) Personnel costs, especially overtime costs
- 2) Operation 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 reimbursement for certain allowable response and recovery costs from the state and/or federal government.

### **C. Reports**

#### 1. Initial Emergency Report

An Initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This short report is designed to provide basic information about an emergency situation.

#### 2. Situation Report

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily. This report is designed to keep the Disaster District, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation informed about the current status of operations.

### **D. Agreements & Contracts**

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing mutual aid agreements and contracts.

### **E. EOC Security**

1. Access to the EOC will be limited during activation. All staff members will sign in upon entry.
2. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined. EOC administrative staff will issue a visitor badge to those visitors with a valid need to enter the EOC, which will be surrendered upon departure.

### **F. Media**

Media relations will be conducted pursuant to the NIMS. See Annex I, Public Information.

## **X. ANNEX DEVELOPMENT & MAINTENANCE**

### **A. Development**

1. The Emergency Management Coordinator is responsible for the development and maintenance of this annex.

**B. Maintenance.**

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

<b>XI. REFERENCES</b>
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**A.** TDEM, *Local Emergency Management Planning Guide* (DEM-10)

**B.** FEMA, *Comprehensive Preparedness Guide* (CPG-101)

# **Texas A&M University – San Antonio Emergency Operations Plan**

## **ANNEX Q Hazardous Materials Response**



**APPROVAL & IMPLEMENTATION**

**Annex Q  
Hazardous Materials**

Sergeant Gerardo Duran \_\_\_\_\_  
Signature  
Emergency Management Coordinator

10/03/2024 \_\_\_\_\_  
Date

Chief Roger Stearns \_\_\_\_\_  
Signature  
Chief of Police

10/03/2024 \_\_\_\_\_  
Date

**ANNEX Q  
HAZARDOUS MATERIAL & OIL SPILL RESPONSE**

**I. AUTHORITY**

**A. Federal**

1. Public Law 96-510, *Comprehensive Environmental Response Compensation and Liability Act of 1980*.
2. Public Law 99-499, *Emergency Planning and Community Right to Know Act of 1986*.
3. 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*.
4. 40 CFR 68, *Clean Air Act*.
5. 40 CFR 261, *Resource Conservation and Recovery Act*

**B. State**

1. Texas Health and Safety Code, Chapter 502, *Texas Hazard Communication Act*.
2. Texas Health and Safety Code, Chapter 505, *Manufacturing Facility Community Right-to-Know Act*.
3. Texas Health & Safety Code, Chapter 506, *Public Employer Community Right-to-Know Act*.
4. Texas Health and Safety Code, Chapter 507, *Non-manufacturing Facilities Community Right-to-Know Act*.

**C. Local**

See Basic Plan, Section I.

**II. PURPOSE**

This annex establishes the policies and procedures under which A&M-SA will operate in the event of a hazardous material incident or oil spill. It defines the roles, responsibilities and organizational relationships of government agencies and private entities in responding to and recovering from an oil spill or incident involving the transport, use, storage, or processing of hazardous material.

**III. EXPLANATION OF TERMS**

**A. Acronyms**

CAA	Clean Air Act
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CHEMTREC	Chemical Transportation Emergency Center
DPS	Department of Public Safety
DSHS	Department of State Health Services
EHS	Extremely Hazardous Substances
EMC	Emergency Management Coordinator
EPCRA	Emergency Planning, Community Right-to-Know Act of 1986
ERG	Emergency Response Guide (U.S. Department of Transportation)
TDEM	Texas Division of Emergency Management
GLO	General Land Office

HC	Hazardous chemicals
HS	Hazardous substances
ICS	Incident Command System
ICP	Incident Command Post
LEPC	Local Emergency Planning Committee
MSDS	Material Safety Data Sheet
NIMS	National Incident Management System
NRC	National Response Center
NRF	National Response Framework
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
RCRA	Resource Conservation and Recovery Act
RMP	Risk Management Plan
RRC	Railroad Commission
RRT	Regional Response Team
SARA III	Superfund Amendments and Reauthorization Act of 1986, Title III (Also known as EPCRA)
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SOC	State Operation Center
SONS	Spill of National Significance
SOP	Standard operating procedures
TCRA	Texas Community Right to Know Act(s)
TCEQ	Texas Commission on Environmental Quality
TxDOT	Texas Department of Transportation

## B. Definitions

1. Accident site. The location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.
2. Acute exposure. Exposures, of a short duration, to a chemical substance that will result in adverse physical symptoms.
3. Acutely toxic chemicals. Chemicals which can cause both severe short term and long term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and severe illness. In extreme cases, death can occur when ingested, inhaled, or absorbed through the skin.
4. CHEM-TEL. Provides emergency response organizations with a 24-hour phone response for chemical emergencies. CHEM-TEL is a private company listed in the Emergency Response Guidebook.
5. CHEMTREC. The Chemical Transportation Emergency Center (CHEMTREC) is a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. Upon request, CHEMTREC may contact the shipper, National Response Center, and manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance when feasible.

6. Cold Zone. The area outside the Warm Zone (contamination reduction area) that is free from contaminants.
7. Extremely hazardous substances (EHS). Substances designated as such by the EPA pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA). EHS inventories above certain threshold quantities must be reported annually to the SERC, LEPCs, and local fire departments pursuant to Section 312 of EPCRA and Texas community right-to-know acts (TCRAs). EHS releases which exceed certain quantities must be reported to the National Response Center, the SERC, and local agencies pursuant to Section 304 of EPCRA and state regulations. The roughly 360 EHSs, and pertinent reporting quantities, are listed in 40 CFR 355.
8. Hazard. The chance that injury or harm will occur to persons, plants, animals or property.
9. Hazard analysis. Use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site at fixed facility, or on a transportation route to the surrounding area, in order to determine which portions of a community may be affected by a release of such materials.
10. Hazardous chemicals (HC). Chemicals, chemical mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a product indicates it is a hazardous chemical. Facilities that maintain more than 10,000 pounds of a HC at any time are required to report inventories of such chemicals annually to the SERC in accordance with TCRAs.
11. Hazardous material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Includes EHSs, HSs, HCs, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
12. Hazardous substance (HS). Substances designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Facilities, which have more than 10,000 pounds of any HS at any time, are required to report inventories of such substances annually to the SERC in accordance with TCRAs. HS releases above certain levels must be reported to the National Response Center, the SERC, and local agencies pursuant to the CERCLA, Section 304 of EPCRA, and state regulations. The roughly 720 HS and pertinent reporting quantities are listed in 40 CFR 302.4.
13. Hot Zone. The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.
14. Incident Commander. The overall coordinator of the response team. Responsible for on-site strategic decision and actions throughout the response phase. Maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of operations level and certified in the Incident Command System (ICS).



15. Incident Command System. A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all emergency responses and is applicable to small, as well as, large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management.
16. National Response Center (NRC). Interagency organization, operated by the US Coast Guard, that receives reports when reportable quantities of dangerous goods and hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.
17. National Incident Management System (NIMS). The system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, the NIMS includes a core set of concepts, principles, and terminology.
18. On-scene. The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.
19. Plume. A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, odorless, and may not be visible to the human eye.
20. Regulated facility. A plant site where handling/transfer, processing, and/or storage of chemicals is performed. For the purposes of this annex, regulated facilities (1) produce, use, or store EHSs in quantities which exceed threshold planning quantities or (2) hold one or more HCs in a quantity greater than 10,000 pounds at any time. Facilities that meet either criterion must annually report their inventories of such materials to the SERC, local LEPCs, and the local fire department in accordance with TCRAs.
21. Reportable quantity. The minimum quantity of hazardous material released, discharged, or spilled that must be reported to federal state and/or local authorities pursuant to statutes and regulations.
22. Response. The efforts to minimize the hazards created by an emergency by protecting the people, environment, and property and returning the scene to normal pre-emergency conditions.
23. Risk Management Plan (RMP). Pursuant to section 112r of the CAA, facilities that produce, process, distribute or store 140 toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted electronically to the EPA; it can be accessed electronically by local governments and the public.

24. Spill of National Significance (SONS). A spill or discharge oil or hazardous material as defined by the *National Oil and Hazardous Substance Contingency Plan (NCP)* that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, local, and other resources to contain or clean up. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an incident of national significance.
25. Toxic substances. Substances believed to produce long-term adverse health effects. Facilities which manufacture or process more than 25,000 pounds of any designated toxic substance or use more than 10,000 pounds of such substance during a year are required to report amounts released into the environment annually to the SERC and the EPA. This list of toxic substances covered is contained in 40 CFR 372.
26. Vulnerable Facilities. Facilities which may be of particular concern during an hazmat incident because they:
- Are institutions with populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails),
  - Fulfill essential population support functions (power plants, water plants, the fire/police/EMS dispatch center), or
  - Include large concentrations of people (shopping centers, recreation centers)
27. Warm Zone: An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.

#### **IV. SITUATION & ASSUMPTIONS**

##### **A. Situation**

- Hazardous materials are commonly used in campus operations; hence, Hazmat incidents may occur here.
- We have the lead in the initial response to a Hazmat incident that occurs within its jurisdiction. Hazmat response resources are listed in Annex M, Resource Management. Our Hazmat incident response capability may be summarized as:
  - Call A&M-SA Police Department at (210) 784-1911 or 911 to report the emergency.
  - Mitigate the spill if the material is known, one has been trained to clean up the spill and has personal protective equipment and materials to safely clean up the spill.
  - Mitigate additional hazards by shutting off sources of ignition and/or utilities that would make the spill worse.
  - Pull the fire alarm pull station to evacuate the building.

- e. All buildings are equipped with fire extinguishers and smoke detection and main buildings are also equipped with sprinklers.
3. Vulnerable facilities potentially at risk from a Hazmat release are identified in Appendix 5.
4. If we are unable to cope with an emergency with our own resources and those available through mutual aid, the State may provide assistance. When requested by the State, assistance may also be provided by federal agencies.
5. The Bexar County Local Emergency Planning Committee is responsible for providing assistance to the University in hazardous materials planning.
6. Emergency worker protection standards provide that personnel may not participate in the response to a Hazmat incident unless they have been properly trained and are equipped with appropriate personal protective equipment. See Appendix 3.

## **B. Assumptions**

1. An accidental release of Hazmat could pose a threat to the local community or environment. A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire, or a tornado.
2. A major Hazmat incident may require the evacuation of students and staff.
3. We will report Hazmat inventories to the San Antonio fire department and the LEPC.
4. In the event of a Hazmat incident, regulated facilities and transportation companies will promptly notify us of the incident and make recommendations to local emergency responders for containing the release and protecting the public.
6. In the event of a Hazmat incident, we will determine appropriate protective action recommendations for the community, disseminate such recommendations, and implement them.
6. The length of time available to determine the scope and magnitude of a hazmat incident will impact protective action recommendations.
7. During the course of an incident, wind shifts and other changes in weather conditions may necessitate changes in protective action recommendations.
8. If an evacuation is recommended because of an emergency, typically 80 percent of the population in affected area will relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.
9. Hazardous materials entering water or sewer systems may necessitate the shutdown of those systems.
10. The Bexar County Local Emergency Planning Committee (LEPC) will assist A&M-SA in preparing and reviewing hazardous material response plans and procedures.

## **V. CONCEPT OF OPERATIONS**

### **A. Prevention**

Hazardous materials prevention is undertaken to reduce/prevent a threat to lives and property during a Hazmat incident. Our hazardous materials prevention activities include:

1. We have performed a chemical hazard analysis to identify the types and quantities of hazardous materials present in the community at fixed sites or on transportation routes, potential release situations, and possible impact on the local population.
2. We receive and maintain data on the Hazmat inventories at local regulated facilities for use in emergency planning. Regulated facilities are identified in Appendix 6 to this annex.
3. We have identified local hazmat transportation routes; these are depicted in Appendix 7 to this annex.
4. We have established approved routes for hazardous cargo, depicted in Appendix 7.
5. The Office of Compliance and Risk Management performs periodic inspection of campus facilities that use or store hazardous materials.
6. City of San Antonio monitors land use/zoning to ensure local officials are made aware of plans to build or expand facilities that make, use, or store hazardous materials so the potential impact of such facilities can be assessed and minimized.

### **B. Preparedness**

To enhance the preparedness of its emergency responders and the public, we have:

1. Developed and conducted public education programs on chemical hazards and related protective actions.
2. Identified emergency response resources for Hazmat incidents. See Annex M, Resource Management.
3. Developed standard operating procedures for Hazmat response and recovery.
4. Obtained Hazmat release modeling software program and trained personnel in its use.
5. Met periodically with regulated facilities and known Hazmat transporters to ensure that company and local emergency plans are coordinated to the extent possible and that emergency contact information is kept up-to-date.

### **C. Response**

1. Incident Classification. To facilitate the proper incident response, a three level incident classification scheme will be used. The incident will be initially classified by the first responder on the scene and updated by the incident Commander as required.

- a. Level I – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an Incident Commander (IC), and may require limited external assistance from other local response agencies or contractors.
- b. Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an IC; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.
- c. Level III – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

## 2. Initial Reporting

- a. It is anticipated that a citizen who discovers a hazardous material incident will immediately notify A&M-SA PD through the 9-1-1 system and provide some information on the incident.
- b. Any public sector employee discovering an incident involving the potential or actual release of hazardous material should immediately notify A&M-SA PD Dispatch and provide as much of the information required for the Hazardous Materials Incident Report in Appendix 2 as possible.

## 3. Notification

Upon receiving a Hazardous Materials Incident report, A&M-SA PD Dispatch will initiate responder notifications commensurate with the incident classification (Level I, II, or III).

## 4. Response Activities

- a. The first firefighter or law enforcement officer on the scene should initiate the Incident Command System (ICS), establish an Incident Command Post (ICP), and begin taking the actions listed in the General Hazmat Response Checklist in Appendix 1. If the situation requires immediate action to isolate the site and evacuate nearby residents, the first officer on the scene should advise UPD Dispatch and begin such actions.

- b. As other responders arrive, the senior firefighter will generally assume the role of IC for Hazmat emergencies and continue taking the actions listed in the General Hazmat Response Checklist.
- c. The EOC may be activated for a Level II (Emergency) response and will be activated for Level III (Disaster) response.
- d. ICP - EOC Interface
  - 1) If the EOC is activated the IC and the EOC shall agree on and implement an appropriate division of responsibilities for the actions listed in the General Hazmat Response Checklist.
  - 2) Regular communication between the ICP and the EOC regarding checklist actions is required to ensure that critical actions are not inadvertently omitted.
- e. Determining Affected Areas and Protective Actions
  - 1) The IC shall estimate areas and population affected by a Hazmat release, and may be assisted by the EOC in that process. Aids for determining the size of the area affected may include:
    - a) *The Emergency Response Guidebook*
    - b) Computerized release modeling [using CAMEO/ALOHA and other software]
    - c) Assistance by the responsible party
    - d) Assistance by expert sources such as CHEMTREC or CHEM-TEL
    - e) Assistance by local, state and federal agencies
  - 2) The IC shall determine required protective actions for response personnel and the public, and may be aided in determining protective actions for the public by the EOC. See Appendix 3 for emergency responder safety considerations. See Appendix 4 for public protective action information.
  - 3) The IC will typically provide warning to and implement protective actions for the public in the immediate vicinity of the incident site. The EOC will normally oversee dissemination of warning and implementation of protective actions for the public beyond the immediate incident site and related activities such as traffic control and activation of shelters. Sample public warning and protective action messages are provided in Annex A, Emergency Notification. Additional information on public information is provided in Annex I, Public Information.
- f. Release Containment
  - 1) The responsibility for selecting and implementing appropriate measures to contain the release of hazardous materials is assigned to the IC, who may obtain advice from the responsible party, state and federal agencies, and appropriate technical experts.
  - 2) Containment methods may include construction or use of berms, dikes, trenches, booms and other deployable barriers, stream diversion, drain installation, catch

basins, patching or plugging leaking containers, reorientation of containers, freeing of valves, or repackaging.

#### **D. Recovery**

1. When the initial response to an incident has ended, further effort may be required to control access to areas, which are still contaminated, clean up and dispose of spilled materials, decontaminate and restore areas, which have been affected, and recover response costs from the responsible party. The recovery process may continue for an extended period.
2. The spiller is, by common law, responsible for all cleanup activities. Most recovery activities will be conducted by contractors, paid for by the responsible party, and overseen by state and federal authorities. Methods of cleanup may include excavating, pumping and treating, dredging, skimming, dispersion, vacuuming, and biological remediation. Dilution is prohibited as a substitute for treatment.
3. The Chief of Police will appoint a recovery coordinator to oversee recovery efforts and serve as the local government point of contact with the responsible party, cleanup contractors, and state and federal agencies. For major incidents, it may be desirable to designate a recovery team consisting of a coordinator and representatives of the various departments and local agencies who have an interest in recovery activities.
4. The recovery coordinator or team should:
  - a. Ensure access controls are in place for contaminated areas that cannot be cleaned up immediately.
  - b. Ensure documentation and cost data relating to the incident response is preserved and maintain a list of such records which indicates their locations to facilitate claims against the responsible party and/or reimbursement by the state or federal government.
  - c. Review plans for cleanup and restoration proposed by the responsible party or state or federal agencies and then monitors their implementation.
  - d. Monitor the removal and disposition of hazardous materials, contaminated soil and water, and contaminated clothing.
  - e. Review proposed mitigation programs and monitor their implementation.

### **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

#### **A. General**

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will be employed to respond to and recover from incidents involving hazardous materials or oil spills.
2. Effective response to a Hazmat incident or oil spill may also require response assistance from the company responsible for the spill and, in some situations, by state and federal

agencies with responsibilities for Hazmat spills. Technical assistance for a Hazmat incident may be provided by the facility, by industry, or by state and federal agencies.

## **B. Assignment of Responsibilities**

### 1. Community Emergency Coordinator

a. Risk and Compliance Coordinator shall serve as the Community Emergency Coordinator for Hazmat issues, as required by EPCRA.

b. The Community Emergency Coordinator will:

1) Coordinate with the emergency coordinators of regulated facilities and vulnerable facilities to maintain the list of regulated facilities in Appendix 6 and the list of vulnerable facilities in Appendix 5.

2) Maintain an accurate and up-to-date Hazmat emergency contact roster that provides 24-hour contact information for regulated facilities, local Hazmat transportation companies, vulnerable facilities, state and federal Hazmat response agencies, and technical assistance organizations such as CHEMTREC. Disseminate this roster to local emergency responders.

3) Ensure each regulated facility and local Hazmat transportation company is notified of the telephone number to be used to report hazmat incidents to local authorities.

4) Coordinate the review of regulated facility emergency plans by local officials.

### 2. The Incident Commander will:

a. Establish a command post.

b. Determine and communication the incident classification.

c. Take immediate steps to identify the hazard and pass that information to Communication Center who should disseminate it to emergency responders.

d. Determine a safe route into the incident site and advise [Dispatch, the Communications Center], who should relay that information to all emergency responders.

e. Establish the Hazmat incident functional areas (Hot Zone, Warm Zone, Cold Zone) and a staging area.

f. Initiate appropriate action to control and eliminate the hazard in accordance with SOP.

1) If the EOC is not activated, ensure that the tasks outlined in the General Hazmat Response Checklist in Appendix 1 are accomplished.

2) If the EOC is activated for a Level II or III incident, coordinate a division of responsibility between the ICP and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate



response tasks and the EOC should handle support tasks that require extensive planning or coordination.

3. Law Enforcement will:

- a. Maintain a radio-equipped officer at the ICP until released by the IC.
- b. Evacuate citizens when requested by the IC. Advise A&M-SA PD Dispatch and the EOC regarding the status of the evacuation. Make requests for assistance to the fire department, as necessary.
- c. Control access to the immediate incident site for safety and limit entry to authorized personnel only. The IC will determine the size and configuration of the cordon.
  - (1) Entry of emergency personnel into the incident area should be expedited. The IC will provide information on safe routes.
  - (2) Persons without a valid reason for entry into the area, and who insist on right of entry, will be referred to the ICP or ranking law enforcement officer on duty for determination of status and/or legal action.
- d. Perform traffic control in and around the incident site and along evacuation routes.
- e. Provide access control to evacuated areas to prevent theft.
- f. Provide assistance in determining the number and identity of casualties.

4. The EMC will:

- a. Coordinate with the IC and based upon the incident classification and recommendations of the IC, initiate activation of the EOC through A&M-SA PD Dispatch.
- b. If the EOC is activated:
  - 1) Coordinate a specific division of responsibility between the IC and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the EOC support tasks that which require extensive planning or coordination.
  - 2) Carry out required tasks
    - a) Provide support requested by the IC.

5. EMS will:

- a. Provide medical treatment for casualties.
- b. Transport casualties requiring further treatment to medical facilities.

6. Campus Facilities and SSC will:
  - a. Provide heavy equipment and materials for spill containment.
  - b. When requested, provide barricades to isolate the incident site.
  - c. Cooperate with law enforcement to detour traffic around the incident site.
7. Regulated Facilities/Hazmat Transportation Companies are expected to:
  - a. Provide current emergency contact numbers to local authorities.
  - b. Upon request, provide planning support for accidental release contingency planning by local emergency responders.
  - c. In the event of a Hazmat incident:
    - 1) Make timely notification of the incident to local officials and other agencies as required by state and federal law.
    - 2) Provide accident assessment information to local emergency responders.
    - 3) Make recommendations to local responders for containing the release and protecting the public.
    - 4) Carry out emergency response as outlined in company or facility emergency plans to minimize the consequences of a release.
    - 5) Assist local responders as outlined in mutual aid agreements.
    - 6) Provide follow-up status reports on an incident until it is resolved.
    - 7) Clean up or arrange for the cleanup of Hazmat spills for which the company is responsible.
  - d. Regulated facilities are also required to:
    - 1) Report Hazmat inventories to the SERC, LEPC, and local fire department as required by federal and state statutes and regulations.
    - 2) Provide MSDSs for hazardous materials produced or stored on-site, as required to the LEPC and local fire department(s).
    - 3) Designate a facility emergency coordinator.
    - 4) Develop an on-site emergency plan that specifies notification and emergency response procedures and recovery actions. Facilities covered by the Clean Air Act (CAA) 112(r) are required to have a more extensive Risk Management Plan (RMP); a summary of which must be filed with the EPA. Local officials can access that information via the Internet.

- 5) Coordinate the on-site emergency plan with local officials to ensure that the facility emergency plan complements the local emergency plan and does not conflict with it.

## 8. State Government.

- a. If local resources and mutual aid resources available to respond to a Hazmat incident are inadequate or inappropriate, we will request state assistance from the Disaster District Committee (DDC) Chairperson in Bexar County. The DDC Chairperson is authorized to employ those state resources within the district, except that use of Texas Military Forces (TMF) requires approval of the Governor. If the state resources within the District are inadequate, the DDC Chairperson will forward our request to the State Operations Center (SOC) for action.
- b. For major incidents, the SOC will coordinate state assistance that cannot be provided by the DDC and request federal assistance, if required.
- c. The TCEQ:
  - 1) Serves as the lead state agency for response to most hazardous materials and inland oil spills.
  - 2) Serves in an advisory role to the federal on-scene coordinator if federal resources are provided.
  - 3) Monitors all cleanup and disposal operations and coordinates with other state agencies.
  - 4) Determines the adequacy of containment and cleanup operations.
  - 5) If the responsible party cannot be identified or is unable to clean up the spill, the TCEQ may arrange for contractor support funded by the Texas Spill Response Fund.
- d. The Department of Public Safety (DPS) provides assistance to local law enforcement in areas of traffic control, evacuation, and protection of property.
- e. The General Land Office (GLO) is the lead state agency for response to Hazmat and oil spills affecting coastal waters or bodies of water flowing into coastal waters.
- f. The Texas Railroad Commission (RRC) is the lead state agency for response to spills of crude oil and natural gas at exploration and production facilities and from intrastate crude oil and natural gas pipelines.
- g. The Texas Department of Transportation (TxDOT) may be able to provide heavy equipment to assist in containing spills near public roads, but TxDOT personnel are not trained or equipped as Hazmat responders.
- h. The state has established the Texas Environmental Hotline, which receives reports of Hazmat releases or oil spills and disseminates that information electronically to appropriate state agencies. See Appendix 2, Hazardous Material Incident Report, for the telephone number.

## 11. Federal Government

- a. A spill or discharge oil or hazardous material that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, local, and other resources to contain or clean up, may be determined to be a Spill of National Significance (SONS).
- b. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an incident of national significance.

## **VII. DIRECTION & CONTROL**

### **A. General**

1. The direction and control function for a Hazmat incident will be performed by the IC or, for major incidents, shared by the IC and the EOC.
2. For Level II or III Hazmat incidents, the EOC may be activated and responsibility for various hazmat response tasks will be divided between the ICP and the EOC. Effective exchange of critical information between the EOC and ICP is essential for overall response efforts to succeed.
  - a. The ICP will concentrate on the immediate response at the incident site, i.e. isolating the area, implementing traffic control in the immediate area, employing resources to contain the spill, and formulating and implementing protective actions for emergency responders and the public near the incident site. The IC will direct the activities of deployed emergency response elements.
  - b. The EOC should handle incident support activities and other tasks, which cannot be easily accomplished by an ICP. Such tasks may include notifications to state and federal agencies and utilities, requests for external resources, activation of shelters, coordinating wide area traffic control, emergency public information, and similar activities. The EMC, or other designated official, shall direct operations of the EOC.

### **B. Specific**

1. For hazardous materials incidents, the first fire service or law enforcement officer on-scene will initiate the ICS. The senior firefighter on the scene will normally serve as the IC. All support units will report to the IC and operate under the direction provided by that position.
2. The IC may recommend evacuation in and around the incident site. [County Judge/Mayor] should issue recommendations for large-scale evacuation, should it become necessary.

## VIII. READINESS LEVELS

### A. Level IV - Normal Conditions.

See the prevention and preparedness activities in section V.A and V.B, Emergency Activities by Phase.

**B. Level III - Increased Readiness.** Increased Readiness may be appropriate if there is a greater than normal threat of a hazardous material incident. Initiation conditions may include a significant hazardous material shipment will be transiting our area. Level 3 readiness actions may include:

1. Monitoring the situation.
2. Informing first responders of the situation.
3. Ensuring the hazardous materials response team (if available) is aware of the situation and can respond if necessary.

**C. Level II - High Readiness.** High Readiness may be appropriate if there is an increased risk of a hazardous material incident. Level 2 readiness actions may include:

1. Monitoring the situation.
2. Alerting personnel for possible emergency duty and deploying personnel and equipment to investigate incidents.
3. Checking equipment and increasing short-term readiness if possible.
4. Issuing public warning and providing public information if necessary.

**D. Level I - Maximum Readiness.** Maximum readiness is appropriate when there is a significant possibility of a hazardous materials release. Initiating conditions might include an incident at or near a facility manufacturing or using hazardous materials. Level 1 readiness actions may include:

1. Investigating the situation and partially or fully activating the EOC to monitor it.
2. Placing first responders in alert status; placing off-duty personnel on standby.
3. Advising appropriate state and federal agencies.
4. Preparing to issue public warning if it becomes necessary.

## IX. ADMINISTRATION & SUPPORT

### A. Support

When a Hazmat incident exceeds the local capability to resolve we will invoke mutual aid agreements. If these personnel, equipment, and supply resources are insufficient or inappropriate, we will request state assistance through the City of San Antonio.

## **B. Hazardous Materials Incident Report**

A form used by A&M-SAPD Dispatch, the IC, and the EOC to collect and disseminate information on a Hazmat incident is provided in Appendix 2.

## **C. Resources**

1. General emergency response resources are described in Annex M, Resource Management.
2. Specialized Hazmat response resources are also described in Annex M.

## **D. Documentation & Cost Recovery**

The company or individual responsible for the Hazmat release is liable for the cost of clean-up, structural and environmental damage, and personal injury or death. [County/City] will maintain records of personnel and equipment used and supplies expended during the response and recovery phase to support any efforts to recoup costs from the responsible party. If the responsible party cannot be identified, we may be eligible for reimbursement of certain Hazmat response costs by the U.S. Environmental Protection Agency (EPA); this program requires timely submission of an application with supporting data to EPA Region IV in Dallas.

## **E. Post Incident Review**

For Level III incidents, the IC will prepare a short report summarizing the incident, including the cause, critique of response actions, damage assessment, expenditures, and conclusions. Resources for this report may include radio logs, tapes, regulated site records, police reports, fire reports, etc. This report will be circulated to all agencies and individuals tasked in this annex.

## **F. Training**

To comply with emergency worker protection standards, department and agency heads will determine requirements for hazardous materials training for emergency response and medical personnel with Hazmat incident response duties, develop and disseminate schedules for training, and maintain records of such training.

## **G. Personal Protective Equipment**

To comply with emergency worker protection standards, department heads will prescribe the use of personal protective equipment for emergency response and medical personnel who require it. Appendix 3 contains further information on the equipment required to protect against various types of hazards.

## **H. Plan Testing and Correction**

1. Departmental and interdepartmental drills, tabletop exercises, functional exercises, or full-scale exercises dealing with Hazmat incidents shall be included in the local emergency exercise schedule. Where possible, regulated facilities and Hazmat transportation companies should be invited to participate in drills and exercises.
2. This annex should be corrected and revised, if required, based on the results of exercise critiques.

<b>X. ANNEX DEVELOPMENT &amp; MAINTENANCE</b>
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- A. The EMC is responsible for developing and maintaining this annex.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. All agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs needed to carry out the tasks assigned in the annex.

<b>XI. REFERENCES</b>
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- A. FEMA, *Comprehensive Preparedness Guide (CPG-101)*
- B. National Response Team, *Hazardous Material Emergency Planning Guide (NRT-1)*.
- C. US Department of Transportation, *Emergency Response Guidebook*.

**APPENDICES**

Appendix 1.....	General Hazmat Response Checklist
Appendix 2.....	Hazardous Materials Incident Report
Appendix 3.....	Response Personnel Safety
Appendix 4.....	Protective Actions for the Public

<b>GENERAL HAZMAT RESPONSE CHECKLIST</b>
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☐	Action Item	Assigned
	<p>2. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification at the end of this checklist.</p> <ul style="list-style-type: none"> <li>• Level I – Incident</li> <li>• Level II – Emergency</li> <li>• Level III – Disaster</li> </ul>	
	3. Dispatch should relay situation information to emergency responders, who should dispatch forces in accordance with their SOPs. If separate fire and law enforcement dispatch centers are used, the dispatch center receiving the initial report should pass it to the other dispatch center.	
	<p>4. Identify hazardous material being released.</p> <ul style="list-style-type: none"> <li>• Information may be obtained from facility staff, Hazmat inventory reports, placards, shipping papers or manifest, container labels, pipeline markers, and similar materials.</li> </ul>	
	5. Determine extent of danger to responders and establish requirements for personal protective equipment specialized response equipment. See Response Personnel Safety in Appendix 3.	
	6. Ascertain extent of danger to general public; determine specific areas and vulnerable facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk; see Appendices 5, 6, and 7.	
	7. Develop initial action plan to contain and control the release of hazardous materials.	
	8. Determine appropriate protective actions for the public and vulnerable facilities. See Appendix 4. If evacuation is contemplated, check evacuation route status.	
	<p>9. Initiate warning and issue protective action recommendations for the public and vulnerable facilities.</p> <ul style="list-style-type: none"> <li>• See Appendix 54 for protective action data.</li> <li>• See Annex A, Warning, for public notification messages.</li> <li>• See Appendix 8 for evacuation routes for vulnerable facilities.</li> </ul>	
	10. Warn vulnerable facilities, provide instructions, and determine requirements for assistance. Provide assistance requested.	
	11. If evacuation is recommended, provide traffic control and be prepared to provide transportation to those who lack it. See Annex E, Evacuation.	
	12. Warn other communities that may be threatened by the Hazmat release.	
	13. If possibility exists of casualties that are contaminated with hazardous substances, ensure EMS units and hospitals are so advised.	
	7. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter & Mass Care.	



□	<b>Action Item</b>	<b>Assigned</b>
	<p>15. If the release threatens water or sewer systems or critical facilities such as power plants or airports, advise the companies or departments concerned so that they may take preventative actions. See Annex L, Utilities.</p> <ul style="list-style-type: none"> <li>• If the release impacts water or sewer systems, ensure the public is warned and provided appropriate instructions.</li> </ul>	
	<p>16. Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations.</p> <ul style="list-style-type: none"> <li>• If we are responsible for the release, we must make required notifications to state and federal agencies.</li> <li>• If the responsible party cannot be identified/located, we should make required notifications, making it clear that the responsible party is presently unknown.</li> </ul>	
	<p>17. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.</p>	
	<p>18. If additional response resources are required request them.</p> <ul style="list-style-type: none"> <li>• Invoke mutual aid agreements.</li> <li>• Summon hazmat response contractor, if one is under contract.</li> <li>• Request assistance from the State through the Disaster District.</li> </ul>	
	<p>19. Continuously document actions taken, resources committed, and expenses incurred.</p> <ul style="list-style-type: none"> <li>• Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies.</li> </ul>	
	<p>20. Provide updated information on the incident to the public through media releases. See Annex I, Emergency Public Information.</p>	
	<p>21. When the release of hazardous materials is terminated, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or vulnerable facilities.</p>	
	<p>22. Advise utilities and critical facilities that were impacted by the incident when the release of hazardous materials is terminated.</p>	
	<p>23. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas.</p>	
	<p>24. When it is determined to be safe to end protective actions, advise the public and functional and access needs institutions and, if an evacuation occurred, manage the return of evacuees.</p>	
	<p>25. Conduct post-incident review of response operations.</p>	

## **Emergency Situation Classifications**

Level 1 – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an incident commander, and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an incident commander; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

Level III – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

**HAZARDOUS MATERIALS INCIDENT REPORT**

**INITIAL CONTACT INFORMATION**

**Check one:**     This is an **ACTUAL EMERGENCY**     This is a **DRILL/EXERCISE**

1. Date/Time of Notification: \_\_\_\_\_ Report received by: \_\_\_\_\_
2. Reported by (name & phone number or radio call sign): \_\_\_\_\_
3. Company/agency and position (if applicable): \_\_\_\_\_
4. Incident address/descriptive location: \_\_\_\_\_  
\_\_\_\_\_
5. Agencies at the scene: \_\_\_\_\_
6. Known damage/casualties (do not provide names over unsecured communications): \_\_\_\_\_  
\_\_\_\_\_

**CHEMICAL INFORMATION**

7. Nature of emergency: (check all that apply)  
 Leak     Explosion     Spill     Fire     Derailment     Other  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Name of material(s) released/placard number(s): \_\_\_\_\_
9. Release of materials:  
 \_\_\_\_\_ has ended     Is continuing. Estimated release rate & duration: \_\_\_\_\_
10. Estimated amount of material which has been released: \_\_\_\_\_
11. Estimated amount of material which may be released: \_\_\_\_\_
12. Media into which the release occurred:     air     ground     water
13. Plume characteristics:
  - a. Direction (Compass direction of plume): \_\_\_\_\_
  - b. Height of plume: \_\_\_\_\_
  - c. Color: \_\_\_\_\_
  - d. Odor: \_\_\_\_\_
14. Characteristics of material (color, smell, liquid, gaseous, solid, etc) \_\_\_\_\_
15. Present status of material (solid, liquid, and gas): \_\_\_\_\_
16. Apparently responsible party or parties: \_\_\_\_\_  
 \_\_\_\_\_

**ENVIRONMENTAL CONDITIONS**

17. Current weather conditions at incident site:  
 Wind From: \_\_\_\_\_ Wind Speed (mph): \_\_\_\_\_ Temperature (F): \_\_\_\_\_  
 Humidity (%): \_\_\_\_\_ Precipitation: \_\_\_\_\_ Visibility: \_\_\_\_\_
18. Forecast: \_\_\_\_\_
19. Terrain conditions: \_\_\_\_\_  
 \_\_\_\_\_

**HAZARD INFORMATION**  
(From ERG, MSDS, CHEMTREC, or facility)

20. Potential hazards: \_\_\_\_\_  
 \_\_\_\_\_
21. Potential health effects: \_\_\_\_\_  
 \_\_\_\_\_
22. Safety recommendations: \_\_\_\_\_  
 \_\_\_\_\_
- Recommended evacuation distance: \_\_\_\_\_  
 \_\_\_\_\_

**IMPACT DATA**

23. Estimated areas/ populations at risk: \_\_\_\_\_  
 \_\_\_\_\_
24. Vulnerable facilities at risk: \_\_\_\_\_  
 \_\_\_\_\_
25. Other facilities with Hazmat in area of incident: \_\_\_\_\_  
 \_\_\_\_\_

**PROTECTIVE ACTION DECISIONS**

26. Tools used for formulating protective actions
- \_\_\_\_\_ a. Recommendations by facility operator/responsible party
  - \_\_\_\_\_ b. *Emergency Response Guidebook*
  - \_\_\_\_\_ c. Material Safety Data Sheet
  - \_\_\_\_\_ d. Recommendations by CHEMTREC
  - \_\_\_\_\_ e. Results of incident modeling (CAMEO or similar software)
  - \_\_\_\_\_ f. Other: \_\_\_\_\_
27. Protective action recommendations:
- \_\_\_\_ Evacuation    \_\_\_\_ Shelter-In-Place    \_\_\_\_ Combination    \_\_\_\_ No Action  
 \_\_\_\_ Other \_\_\_\_\_
- | Time  | Actions Implemented |
|-------|---------------------|
| _____ | _____               |
| _____ | _____               |
| _____ | _____               |
28. Evacuation Routes Recommended: \_\_\_\_\_  
 \_\_\_\_\_

**EXTERNAL NOTIFICATIONS**

29. Notification made to:
- |  |                      |
|--|----------------------|
| _____ National Response Center (Federal Spill Reporting)                 | _____ 1-800-424-8802 |
| _____ Texas Environmental Hotline (State Spill Reporting)                | _____ 1-800-832-8224 |
| _____ CHEMTREC (Hazardous Materials Information)                         | _____ 1-800-424-9300 |
| _____ TCEQ (Most Hazmat spills, except as indicated below)               | _____ 1-512-463-7727 |
| _____ RRC (Oil/gas spills - production facilities, intrastate pipelines) | _____                |
| _____ DSHS/RCP (Radiological incidents)                                  | _____ (512) 458-7460 |
| _____ GLO (Petroleum spills in coastal waters or tributaries)            | _____                |
| _____ Disaster District [Location: _____]                                | _____                |
| _____ TDEM State Operations Center (SOC) Austin (24 Hrs)                 | _____ (512) 424-2277 |

30. Other Information: \_\_\_\_\_  
 \_\_\_\_\_

<b>RESPONSE PERSONNEL SAFETY</b>
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1. General Guidelines

Response to Hazmat incidents involving skin and respiratory dangers or where the chemical involved is unknown requires responders to follow personal protection levels and procedures outlined in OSHA worker protection standards. The following establishes policies and procedures regarding the personal protection of first responders in the event of a hazardous material incident. Health and safety procedures include the following:

2. Medical surveillance

Responders to hazardous material incident will include emergency medical technicians who will be responsible for surveillance of responders working in and around the Hot Zone, for indicators of toxic exposure or acute physical symptoms.

3. Hot zone

This is the area where contamination does, or is likely, to occur. All first response personnel entering the Hot Zone must wear prescribed levels of protective equipment commensurate with the hazardous material present. Establish an entry and exit checkpoint at the perimeter of the hot zone to regulate and track the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed. Closely follow decontamination procedures to preclude inadvertent exposure.

4. Personal Protective Equipment (PPE)

All personnel entering the Hot Zone, for the purpose of control and containment or otherwise endangered by contamination will have appropriate protective equipment.

a. Require Level A protection when the highest level of respiratory, skin, eye, and mucous membrane protection is essential. Level A protective equipment includes:

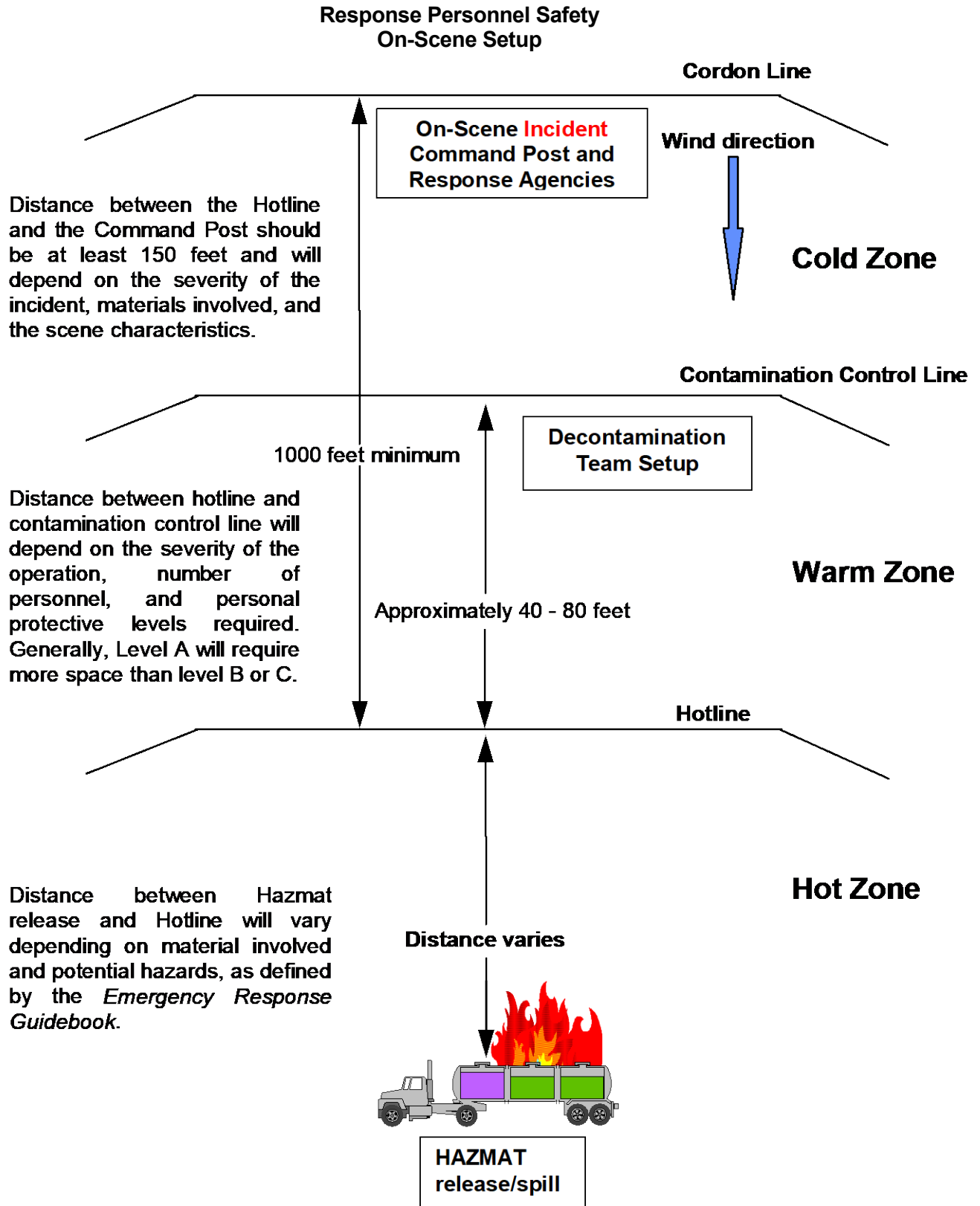
- (1) Pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, air-line respirators.
- (2) Fully encapsulating chemical-resistant suit.
- (3) Coveralls.
- (4) Long cotton underwear (optional).
- (5) Cotton glove liners (optional)
- (6) Chemical-resistant gloves.
- (7) Chemical-resistant boots.
- (8) Hard hat, under suit (head injury hazard area).
- (9) Disposable inner gloves and boot covers.
- (10) 2-way intrinsically safe radio communications.

b. Require Level B protection when the highest level of respiratory protection is needed but a lesser level of skin and eye protection is warranted. Level B protection is the minimum level recommended on initial site entries until the hazards are identified and defined by monitoring, sampling, and/or other reliable methods of analysis. Personnel equipment must correspond to those findings. Level B protective equipment includes:

- (1) SCBA or a supplied-air respirator (MSHA/NIOSH approved).
  - (2) Chemical resistant clothing (splash protection).
  - (3) Long cotton underwear (optional).
  - (4) Coveralls or other disposable clothing.
  - (5) Gloves (outer), chemical resistant.
  - (6) Gloves (inner), chemical resistant.
  - (7) Boot covers (outer), chemical resistant.
  - (8) Hard hat (head injury hazard area).
  - (9) 2-way radio communications.
- c. Require Level C protection when the type of airborne substance is known, concentration measured, criteria for using air-purifying respirators met, and skin and eye exposure is unlikely. Perform periodic monitoring of the air. Level C protective equipment includes:
- (1) Air-purifying respirator, full face, canister-equipped, (OSHA/NIOSH approved).
  - (2) Chemical resistant clothing (coveralls, hooded, one or two piece chemical splash suit, or chemical resistant coveralls).
  - (3) Gloves, chemical resistant.
  - (4) Boots (outer) chemical resistant, steel toe and shank.
  - (5) 2-way radio communications.

## 5. Safety Procedures

- a. OSHA worker protection standards require that an on-site safety monitor be assigned during any Hazmat incident response. The safety monitor must be trained to the same level of the personnel responding into the Hot Zone.
- b. Personnel entering the Hot Zone area should not proceed until a back up team is ready to respond inside the zone for rescue should any member of the team be injured while responding.
- c. Personnel entering the Hot Zone area should not proceed until the Contamination Control Line has been set up.



<b>PROTECTIVE ACTIONS FOR THE PUBLIC</b>
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**1. Factors to Consider in Selecting Protective Actions**

Among the factors to be considered in determining protective actions for the public are the following:

- a. Characteristics of the hazardous material
  - (1) Degree of health hazard
  - (2) Amount of material that has been released or is expected to be released
  - (3) Time of release
  - (4) Rate of spread
- b. Weather conditions, particularly wind direction and speed for airborne hazards
- c. Population at risk
  - (1) Location
  - (2) Number
  - (3) Access and functional needs populations
  - (4) Evacuation routes
- d. Estimated warning and evacuation times
- e. Ability to predict behavior of Hazmat release (typically from release modeling software, e.g., CAMEO/ALOHA).

**2. Primary Protective Strategies.**

- a. The two primary protective strategies used during Hazmat incidents are shelter in place and evacuation.
  - (1) Shelter in place involves having people shelter in a building and take steps to reduce the infiltration of contaminated outside air. Shelter in place can protect people for limited periods by using the shielding provided by a building's structure to decrease the amount or concentration of Hazmat to which they are exposed. With a continuous release, the indoor concentration of Hazmat for buildings within the Hazmat plume will eventually equal the average outdoor concentration, limiting the effectiveness of this strategy in long-term releases.
  - (2) Evacuation protects people by relocating them from an area of known danger or potential risk to a safer area or a place where the risk to health and safety is considered acceptable. While evacuation can be very effective in protecting the public, large-scale evacuation can be difficult to manage, time consuming, and resource intensive.



(3) Shelter in place and evacuation are not mutually exclusive protective strategies. Each strategy may be appropriate for different geographic areas at risk in the same incident. For example, residents within a mile downwind of an incident site may be advised to shelter in place because there is insufficient time to evacuate them, while residents of areas further downwind may be advised to evacuate.

b. Determining Protective Actions. The information that follows is intended to aid in weighing suitable protective actions for the public and vulnerable facilities.

(1) Shelter in place may be appropriate when:

- Public education on shelter in place techniques has been conducted.
- Sufficient buildings are available in the potential impact area to shelter the population at risk.
- In the initial stages of an incident, when the area of impact is uncertain.
- A Hazmat release is impacting or will shortly impact the area of concern.
- A Hazmat release is short term (instantaneous or puff release) and wind is moving vapor cloud rapidly downwind
- Evacuation routes are unusable due to weather or damage or because they pass through a likely Hazmat impact area.
- Specialized equipment and personnel needed to evacuate institutions such as schools, nursing homes, and jails is not available.

(2) Evacuation may be appropriate when:

- A Hazmat release threatens the area of concern, but has not yet reached it.
- A Hazmat release is uncontrolled or likely to be long term.
- There is adequate time to warn and instruct the public and to carry out an evacuation.
- Suitable evacuation routes are available and open to traffic.
- Adequate transportation is available or can be provided within the time available.
- Specialized equipment and personnel needed to evacuate institutions are available.
- The Hazmat released is or will be deposited on the ground or structures and remain a persistent hazard.
- The likely impact area includes a large outdoor population and there are insufficient structures for sheltering that population.

### **3. Other Protection Strategies**

a. Protection of Water Systems. A Hazmat incident may contaminate ground water supplies and water treatment and distribution systems. Threats to the drinking water supply must be identified quickly and water system operators must be notified in a timely manner in order to implement protective actions. If water supplies are affected, the public must be warned and advised of appropriate protective actions; alternative sources of water will have to be provided.

- b. Protection of Sewer Systems. A hazardous chemical entering the sanitary sewer system can cause damage to a sewage treatment plant. If sewer systems are threatened, facility operators must be notified in a timely manner in order to implement protective actions. If systems are damaged, the public must be warned and advised what to do. It will likely be necessary to provide portable toilets in affected areas.
- c. Relocation. Some hazardous material incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. People may need to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduces the hazard.

**4. Disseminating Warning and Protective Action Recommendations.**

- a. The normal means of warning the public of emergencies as described in Annex A of this plan will be used to warn the public of hazmat incidents.
- b. Sample public notification messages for shelter in place and evacuation are provided in Annex A, Warning, with further information in Annex I, Emergency Public Information.

# **Texas A&M University – San Antonio Emergency Operations Plan**

## **ANNEX V Active Shooter and Mass Casualty Incident Response**

**This Annex is Law Enforcement Sensitive and Viewing is  
Restricted to Authorized Personnel**



# APPROVAL & IMPLEMENTATION

## Annex V

### Active Shooter and Mass Casualty Incident Response

Sgt, Gerardo Duran  
Signature  
Emergency Management Coordinator

10/03/2024  
Date

Chief Roger Stearns  
Signature  
Chief of Police

10/03/2024  
Date