

HEALTH SCIENCE CENTER



Bryan Campus

Emergency Operations Plan

September 2023

Signatures of Approval

This Emergency Operations Plan and its contents is a guide to how the Texas A&M University Health Science Center – Bryan campus prepares for and responds to emergency situations. It is intended to capture specific authorities and best practices for managing incidents of any size and scope that may impact the building and the occupants.

This plan shall apply to all persons participating in mitigation, preparedness, response and recovery efforts on the Bryan campus. Furthermore, tasked departments and personnel shall maintain their own procedures and actively participate in the training, exercising and maintenance needed to support this plan.

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

Recommended
for Approval: _____ Date: _____

Olga Rodriguez
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Purpose

The purpose of this plan is to outline the Bryan Campus approach for organizing, coordinating and directing available resources toward effective emergency response operations. The plan includes an organizational structure establishing the authority and assigns responsibility for various emergency tasks. The plan is intended to provide a flexible and scalable framework, which:

- Helps prepare Bryan Campus employees, students, tenants, and visitors to successfully respond to an emergency
- Defines clear roles, responsibilities, and authorities in managing emergency situations
- Describes effective coordination among emergency organizations of the university; health system; local, state, and federal authorities for clear, rapid, factual, and coordinated communication when emergencies occur

Scope

The Campus has a responsibility to ensure the safety and security of its students, faculty, staff, and visitors. This scope of this plan is limited to the Bryan Campus and the immediately adjacent parking lots.

Situation Overview

General

The Bryan campus is located in Bryan, Texas located at 8447 Riverside Drive. The Bryan campus consists of (7) buildings: the Health Professions Education Building (HPEB), the Medical Research and Education Building (MREB), Medical Research and Education Building-2 (MREB-2), Clinical Building-1 (CB-1), MREB Annex, Central Utilities Plant, and the Telecom building.

HPEB is a four story building, with a basement, consisting of multiple lecture halls, conference rooms, office suites, and a library.

MREB and MREB-2 are connected four story buildings consisting of predominately laboratory spaces. These facilities also contain office spaces and conference rooms.

CB-1 is a four story building is owned and operated by Oldham Goodwin and leases space to TAMU Health for administration and academic programs, as well as to other external third party tenants who may provide professional and clinical services to the public.

The Central Utilities Plant is integral to business operations. This facility provides critical utilities, such as hot and cold water, to the campus. Additionally, this facility provides office space for contracted personnel.

Hazard Analysis

The Bryan campus is exposed to hazards – natural and man-made – that have the potential for disrupting the normal working operations, causing casualties, and damaging or destroying the facilities. A summary of major hazards is provided in the table below.

Hazard Type	Likelihood of Occurrence (Low Medium High)	Estimated Impact on Public Health and Safety (Low Medium High)	Estimated Impact on Property (Low Medium High)
Actions of Violence (Active Shooter, Bomb Threats, etc.)	Medium	High	Medium
Biological Releases	Low	High	Low
Civil Disorder	Low	Medium	Medium
Cyber Security	High	Low	Medium
HazMat Release	Low	Medium	Low
Structural Fire	Medium	Low	High
Terrorism	Low	High	Medium
Utility Disruption	Medium	Medium	Medium
Flood	Low	Low	Medium
Infectious Disease Outbreak	High	High	Medium
Tornado	High	Medium	High
Winter Storm	Medium	Medium	Low

* High likelihood means the hazard happens frequently and low likelihood means the hazard rarely happens or has not happened.

** High impact means significant injuries/illness or loss of life as well as a large loss of assets; whereas low impact means no impact, no injuries, minor loss of assets.

Capabilities Assessment

Emergency services are provided by the City of Bryan and/or Texas A&M University. The primary and secondary agencies for emergency services are listed below.

Agency Type	Primary	Secondary
Emergency Medical Services	Bryan Fire Department	College Station Fire Department TAMU EMS
Fire Services	Bryan Fire Department	College Station Fire Department
Law Enforcement	Texas A&M University Police Department	Bryan Police Department College Station Police Department

Agency Type	Primary	Secondary
Public Health	Brazos County Health Department	
Security Services	TAMU Health Science Center	
Environmental Health and Safety	TAMU Environmental Health and Safety	
Emergency Management	TAMU Emergency Management	

Planning Assumptions

In addition to the planning assumptions provided within the Texas A&M Health Emergency Operations Plan, the following are planning assumptions specific to the Bryan campus.

- The Bryan campus will continue to be exposed to and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.
- Emergencies may 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.
- The Bryan campus is reliant on emergency services from the local jurisdictions. Therefore, it is essential to be prepared to carry out the basic initial life safety actions since it may take time for emergency services to arrive.
- Proper planning and preparedness activities with local emergency services will ensure an effective and coordinated response.
- 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 readiness to deal with emergency situations.
- The Bryan campus officials and representatives must recognize their responsibilities for the safety and well-being of faculty, staff, students and visitors; and assume their responsibilities in the implementation of this emergency plan.
- Proper implementation of these guidelines will reduce or prevent disaster-related losses.

Concept of Operations

General

The Bryan campus officials and representatives have the responsibility to protect public health and safety and preserve property from the effects of an emergency. As such, the response priorities are, in order of importance:

- Protection of life and safety of students, faculty, staff and visitors;
- Secure critical infrastructure and facilities which are, in priority order:
 - Facilities critical to health and safety;
 - Facilities that sustain emergency response;
 - Classroom and research facilities; and
 - Administration facilities
- Resume teaching and research programs.

Emergency Authorities

In order to meet these priorities, the officials and representatives must implement appropriate population protection activities (e.g. evacuations or sheltering in place) prior to the arrival of local emergency services personnel, then coordinate with the local emergency services personnel.

For rapid onset emergencies (e.g., building fire, chemical spill, active shooter, etc.), the Bryan campus officials may:

- Alter personnel schedules in support of an emergency response; and
- Identify trained personnel as deemed essential for maintaining critical campus operations.

For emergencies with longer lead times (e.g., winter weather, hurricanes, etc.), the Texas A&M Health Senior Vice President will generally follow the actions of Texas A&M University. However, there may be instances in which the Texas A&M Health Senior Vice President may alter campus operations in support of an emergency response or for the safety and well-being of the campus community. Specific authorities related to altered campus operations due to inclement weather can be found in Attachment 3 of this plan.

Any implementation of emergency authorities, as listed above, will be coordinated with TAMU Emergency Management and the University Police Department.

Population Protective Actions

Depending on the nature of the emergency, the Bryan campus personnel may implement population protective actions, as related to their job duties, prior to the arrival of local emergency personnel. Population protective actions, in accordance with the Building Emergency Action Plans (maintained under separate titles), include:

- Partial or full evacuation in accordance with the Building Emergency Action Plans;
- Partial or full evacuations, or sheltering-in-place for hazardous materials releases; or
- Seeking safe shelter for acts of violence, tornado warnings, etc.

Emergency Notification and Warning

Immediate notifications of emergency conditions are essential to preserve the safety and security of the campus and are critical to an effective response and recovery.

Depending on the severity of an incident and the immediacy of a notification, UPD Dispatch, Emergency Management, Assistant Vice President for Compliance & Risk, Security Director, or Security Manager may issue a warning through HSC Alert based on the criteria found in Attachment 2,

Alternative methods for notification to the campus community may be implemented depending on the nature of the incident. For a list of all the warning mechanisms, see Attachment 2.

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

Emergency Public Information

A coordinated effort to provide emergency public information is critical. These communications to the Texas A&M Health community must be timely, accurate, and consistent. All Texas A&M Health emergency communications will be coordinated with UPD, Emergency Management, and Texas A&M Health Marketing & Communications.

Emergency Communications

Reliable and interoperable communications systems are essential to obtain the most complete information during emergencies and share information amongst the Local Emergency Coordination Team as well as the campus community and emergency response partners.

Communications Equipment

- Telephones, cellular or landline, are the primary means of communication for contacting key emergency responders and Local Emergency Coordination Team members.
- 800 MHz radios utilized by facilities and security

Interface with Local Responders

The Bryan campus officials and representatives rely on the City of Bryan and Texas A&M University for emergency services as described in “Capabilities Assessment” above. In the event that an emergency on the Bryan campus requires law enforcement, fire, or EMS assistance, the first available person should call 911 to notify emergency

responders immediately. Security should be notified immediately after calling 911 so that a security officer can serve as the initial point of contact for arriving emergency responders.

Prior to the arrival of emergency responders, members of the Local Emergency Coordination Team should take actions as appropriate per their roles and responsibilities to the incident, as listed in this plan.

Upon arrival to the campus, emergency responders may choose to establish an Incident Command Post (ICP) per their policies/procedures. The security manager, as a member of the Local Emergency Coordination Team, will serve as a liaison between the Bryan campus and local emergency responders.

Organization and Assignment of Responsibilities

Organization

Senior Administrators

- HSC Senior Vice President

Local Emergency Coordination Team

The Bryan campus officials and representatives have identified key individuals to be members of the Local Emergency Coordination Team, to act in their specific roles and bear the responsibilities listed below. The members of the Local Emergency Coordination Team include:

- Chief of Staff
- Associate Vice President for Marketing & Communications
- Assistant Vice President for Compliance & Risk
- Facilities and Construction Manager
- Director of Security and Parking
- Texas A&M University Assistant Director for Emergency Management

Building/Floor Proctors

The Building/Floor Proctors are responsible for assisting with notification and safe evacuation of occupants from their offices, classrooms, or other work areas among other responsibilities as defined in the Building Emergency Action Plans (maintained under separate titles).

Critical/Essential Personnel

Any personnel may be considered critical or essential depending on the situation. Some university employees (e.g., security, critical physical plant personnel, etc.), because of the nature of their jobs, may be identified as “critical or essential personnel”. Some individuals may be deemed critical or essential based on departmental continuity plans.

Assignment of Responsibilities

Senior Administrator

The HSC Senior Vice President, or designee, will serve as the lead of the Local Emergency Coordination Team. In this capacity, the Texas A&M Health Senior Vice President, or designee, is the lead administrator for the Bryan campus and maintains authority of building operations during emergency situations based on guidance from UPD.

Local Emergency Coordination Team

- Maintain this plan for presentation to and approval by the senior administrators – as listed in this plan – for final approval and signature;
- Provide plan oversight; coordination with applicable stakeholders
- Create and establish annual training and exercise schedules to test functionality of the plan
- Establish building and departmental internal emergency notification lists
- Coordinate with emergency responders and/or HSC administrators regarding, but not limited to, emergency needs, status reports, and communications.
- Obtain and distribute information to building occupants, including students, employees, and visitors.
- Maintains financial or administrative records involved in the emergency response and recovery.
- Assigns team members' roles and responsibilities to ensure continuity and support if one or more members are unavailable during an emergency.
- Maintain a "Go Kit" – each member should maintain a "Go Kit". Each "Go Kit" will be unique and should include items such as a copy of the Emergency Operations Plan, key contact lists, and any files specific to the member's position on the EMT. "Go kits" can be kept on memory sticks (flash drives) and will be encrypted or password protected if possible.
- Report to the Bryan campus ECT emergency operations center.
- Initiate emergency notifications, if applicable.
- Deploy Building/Floor Proctors for evacuation or sheltering-in-place as required.
- Immediately contact the Office of Research Compliance and Biosafety, if required
- Coordination of response associated with biohazards with bio level 3 research in MREB2
- Immediately Notify the Comparative Medicine Program, if required
- Notify TAMU Emergency Management of the nature of emergency.

Environmental Health and Safety (EHS)

- Immediately contact the Director of EHS and begin assessment of the emergency condition.

- May serve as a liaison with local first responders
- Provide information to emergency responders about chemical inventories, research operations, etc. that may impact the response

Security

- Immediately contact the Director of Security and begin assessment of the emergency condition.
- Serves as a liaison with local law enforcement
- Provides access control of the building

Facilities

- Initiates procedures to secure facility for hazardous weather conditions
- Furnishes emergency power and lighting systems to the extent possible
- Provides technical knowledge about the facility
- Directs emergency repairs and protects equipment

Marketing & Communications

- Supports emergency notification and warnings as needed
- Coordinates public information messaging with campus administrators, UPD, Emergency Management, and Texas A&M University Marketing & Communications.

Lines of Succession

The lines of succession do not dictate the order of notification.

Senior Administrator

- Primary: Senior Vice President
- Secondary: Chief of Staff

Environmental Health and Safety

- Primary: Director, TAMU EHS
- Secondary: Assistant Director, TAMU EHS – TAMU Health Locations

Security

- Primary: Security, Bryan Campus
- Secondary: Director of Security and Parking, TAMU Health

Facilities

- Primary: Manager for Facilities, Bryan Campus

Marketing and Communications

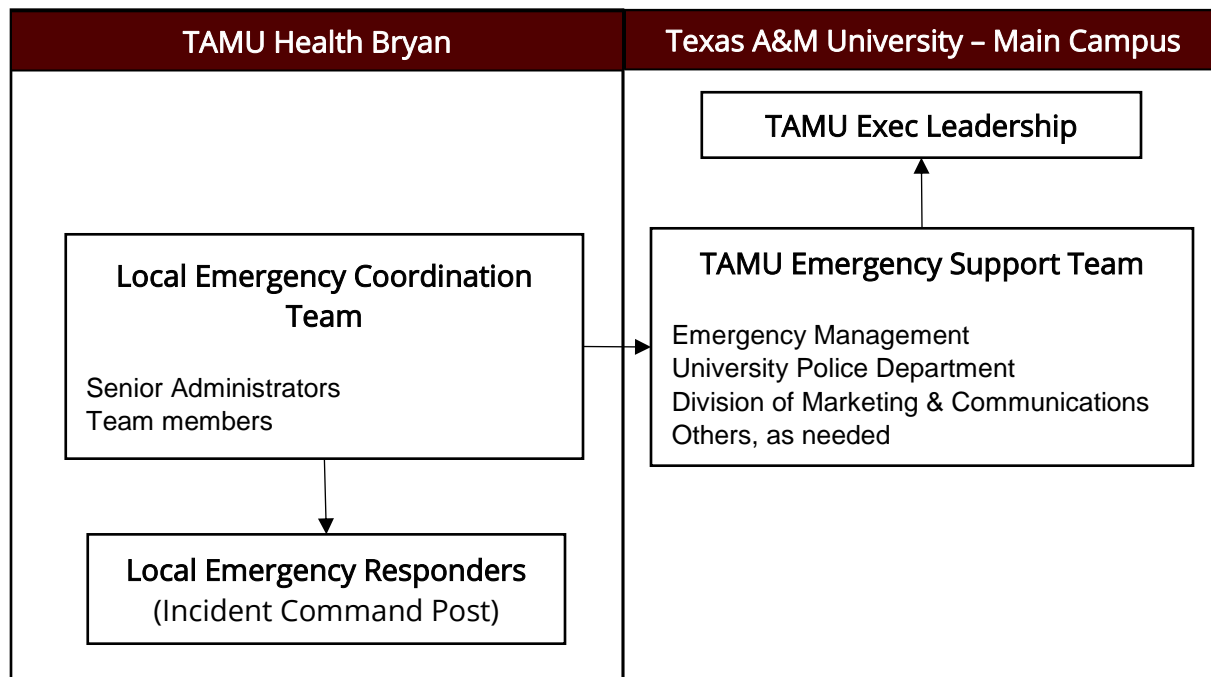
- Primary: Assistant Vice President for Marketing and Communications

- Secondary: Public Relations Manager

Direction, Control, and Coordination

General

UPD and other local emergency response organizations have responsibility for life safety actions at an incident site. These actions are coordinated through the Incident Command Post. A member of the Local Emergency Coordination Team will serve as a liaison between the Incident Command Post and the Local Emergency Coordination Team.



Emergency Operations Center

The primary Emergency Operations Center (EOC) is located in Room 3101 of the Clinic Building 1. The EOC serves as the centralized location in which the Local Emergency Coordination Team will operate and make executive level decisions during an emergency. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC.

Should an emergency occur on the Bryan Campus that prohibits use of the primary EOC, the Community Emergency Operations Center (CEOC), in downtown Bryan, may serve as an alternate EOC location as necessary. Additionally, the Local Emergency Coordination Team may meet virtually should situations deem appropriate.

Administration, Finance, and Logistics

After Action Reviews

Following an activation of the Emergency Operations Plan, members of the Local Emergency Coordination Team and senior administrators shall conduct an after action review. The review of emergency responses can yield valuable feedback to the emergency planning process and enable the Bryan campus officials and representatives to improve future emergency responses. The scope of after action reviews may range from small to large depending upon the complexity of the response.

An After Action Report should be generated following the review that captures the nature of the incident, response descriptions, and outcomes – what worked well and areas for improvement – and recommendations for future planning. A copy of the report will be provided to Texas A&M University Emergency Management. Texas A&M University Emergency Management will submit all after action reports to the Texas A&M University System Risk Management office in accordance with Texas A&M University System Policy for Emergency Management (34.07 and 34.07.01). A copy of the report will be available through Texas A&M University Emergency Management.

Agreements and Contracts

- MOU with Texas A&M University for Services

Plan Development and Maintenance

Maintenance

The Local Emergency Coordination Team is responsible for maintaining and updating this plan. The plan shall be reviewed annually and updated based upon deficiencies identified during actual emergency situations and exercises and when changes in hazards, resources, capabilities or organizational structure occur. A revised or updated plan will be provided to all departments and individuals tasked in this plan in addition to Texas A&M University Emergency Management.

Testing and Exercising

With the assistance and cooperation of Texas A&M Emergency Management, Local Emergency Coordination Team members will outline and arrange training reflective of their responsibilities for students, faculty, and staff to participate in annually.

Annual exercises will be held so Local Emergency Coordination Team members can practice their skills and evaluate the adequacy of the EOP. An After Action Report (AAR) for each exercise shall be developed and submitted to Texas A&M University Emergency Management. All exercises will be conducted in accordance with Texas A&M System Policy for Emergency Management.

Annual Plan Submission and Reporting

Texas A&M University Emergency Management is responsible for submissions and reporting of required plans and executive summaries to the TAMUS Office of Risk Management in accordance with System Regulation 34.07.01 for Emergency Plans.

Authorities and References

Authorities

There are no additional authorities beyond those listed in the Texas A&M University Emergency Operations Plan.

Plan Contact Information

Name and Position	Phone Number	Alternate Phone Number
Leslie Lutz Assistant Director	979.821.1040	979.218.1882
E-Mail: leslielutz@tamu.edu		
Department: TAMU Emergency Management		

Record of Change

Change Number	Date of Change	Description of Change	Change Made By:
0	8/23/2021	Initial Version	LDL
1	5/27/2021	ADA-accessible formatting, updated contact information	LDL
2	8/8/2022	Edits to position titles, updated the "Organization" section	LDL
3	8/31/2022	Edits to Risk Analysis Matrix	JBL
4	7/13/2023	Updated Senior Administrator List, changed Emergency Management Team to Emergency Coordination Team, Updated language in various sections to reflect greater integration with TAMU emergency response	LDL

Attachment 1: Additional Resources

Local Entities

Entity	Phone Number
College Station Police Department	979.764.3600
College Station Fire Department	979.764.3700
Bryan Police Department	979.209.5300
Bryan Fire Department	979.209.5960
Brazos County Health Department	979.361.4440
Brazos County Community Emergency Operations Center	979.821.1000

Attachment 2: Notification and Warning

Warning messages must be accurate, clear and consistent. All messages should include information describing the situation, actions to take, and where to get additional information.

Many warning mechanisms can be activated individually such as fire alarms and campus email. Alternatively, some of the mechanisms can be activated through HSC Alert.

Texas A&M Health maintains a robust warning system. Therefore, below is a non-comprehensive listing of available warning mechanisms.

- Text Messages*
- Email*
- HSC Website
- Social Media*
- Mobile Application*
- Digital Signage*
- Computer Pop-ups*
- Local Media
- Building Fire Alarms

The warning mechanisms denoted above by (*) can be activated by HSC Alert. HSC Alert is Texas A&M Health's opt-out emergency notification system that gives Texas A&M Health the ability to send emergency information advising of imminent threat to Texas A&M Health components through text messaging and mass email.

In addition to emergency messaging, timely warnings, as defined by The Clery Act, will be issued if a situation arises which in the best judgment of the Texas A&M University Chief of Police, Assistant Chief(s), or designee constitutes a serious or continuing threat to the Texas A&M Health community.

Many factors are taken into account when deciding to and how to disseminate warnings. Below are some broad considerations for warning dissemination.

1. Type of hazard
 - What is the hazard? (Building fire, tornado, hazardous materials release)
 - What is the impact to the HSC or component? (Minor, major, catastrophic)
 - What is the potential for the situation to worsen?
 - Is the situation under control?
2. Life safety and property protection
 - What is the potential for death?
 - What is the potential for serious injury?
 - What is the potential for minor injury?
 - What is the potential for property damage?
 - What is the potential for disruption to normal course of business?
3. Urgency

- How soon does the message need to go out? (Seconds, hours, days)
- Is there time for approval?
- 4. Audience
 - Who needs to be warned? (Students, faculty, staff, administrators, tenants, guests)
 - How many people need to be warned? (Few, dozens, hundreds, thousands)
- 5. System(s) capabilities
 - What are the limitations of each system? (Limited audience, lengthy delivery time)
 - How quickly can the messages be sent? (Immediately, minutes, hours)

Attachment 3: Altered Operations for Inclement Weather

Purpose

This procedure is to outline the authorities, operations, and responsibilities for altering campus operations due to the threat of or actual inclement weather. Alteration of campus operations is defined as the early dismissal, delayed opening, or campus closure.

Authorities

Each campus retains local authority for the decisions relating to altering campus operations due to inclement weather.

Each campus retains local authority to issue an HSC Alert to the campus population regarding the altered operation.

Procedure

Each campus will:

- Monitor local weather to determine if altered campus operations are warranted.
- Coordinate their decisions to alter campus operations with other TAMU components in the same jurisdiction.
- Take into consideration the actions of local school districts or other higher education institutions.
 - If local school districts and/or other higher education institutions alter their operations, the respective campus may alter their operations.
 - If local school districts and/or other higher education institutions remain open, the respective campus should remain open.
- Notify the following individuals, via a group email or text message, of the determination of altered operations and the reason for such determination.
 - Chief of Staff
 - Chief of Staff, Provost Office
 - TAMU Executive Director of Emergency Management
 - TAMU Assistant Director of Emergency Management
- Issue the HSC Alert for their respective campus, if campus operations will be altered.

Upon notification of altered campus alterations, Texas A&M University Emergency Management will:

- Notify Texas A&M Health Marketing & Communications for media releases.
- Notify the Texas A&M Health Webmaster to post alerts on appropriate websites.
- Send out on HSC Alert covering multiple campuses if inclement weather impacts multiple campuses simultaneously, rather than multiple campuses sending out HSC Alerts individually.

Resources

Entity	URL
TAMU Emergency Public Information	http://emergency.tamu.edu
Brazos County Community Emergency Operations Center	http://www.bvceoc.org
Local News – Weather	http://www.kbtx.com
National Weather Service	http://www.weather.gov/houston
TXDOT Highway Conditions	http://www.drivetexas.org

Attachment 4: Hazardous Materials Incidents

In the event of a biological release, procedures to be followed are outlined in existing plans that are maintained by the Office of BioSafety.

Each laboratory that works with chemicals and/or radioactive materials will employ its own containment/spill procedures in the event of a small unintentional release of less than 1 liter and not extremely toxic chemical or a small volume of radioactive material.

If a chemical release involves an extremely toxic chemical or in an amount larger than can be contained by laboratory personnel, TAMU Environmental Health & Safety (979.845.2132) and/or the Security Officer on duty (979.436.9000) shall be notified. The following information should be given:

- Nature of the emergency and exact location
- Name of person supplying information
- Identity and quantity of chemical released
- Information about injured personnel (if any)

Upon notification of the incident, the EHS On-call response team (979.862.1111) will respond to the emergency location, assess the emergency, and notify the appropriate response personnel.

The following procedures should be followed by all personnel.

1. Remove all personnel from the immediate danger area
2. If the chemical incident involves injury to personnel:
 - a. Dial 9-1-1 to call for an ambulance transport
 - b. Notify Security that an ambulance was called so that Security can escort the paramedics or emergency medical technicians (EMTs) to the location of the injury
 - c. Immediately decontaminate the victim with running water for at least 15 minutes or until medical assistance arrives
 - d. Send the chemical name, bottle label, or Safety Data Sheet (SDS) with the victim
3. Contact the EHS concerning the incident and provide the following information:
 - e. Name or other description and quantity of chemical spilled
 - f. Location of spill
 - g. Any injuries resulting from the spill
4. Avoid breathing vapors or dust from the spilled material
5. If the spilled chemical is flammable, turn off all ignition and heat sources, if possible.
6. Leave any contaminated, or potentially contaminated, materials (e.g., lab coats, gloves, etc.) in the laboratory or area of spill
7. If the spill occurs in a corridor, elevator or other public area:
 - h. Close or block off the area

- i. Notify security
- 8. If the spill occurs after normal work hours or on weekends, notify the Security Officer on duty (979.436.9000). Provide the Security Officer with the information in Item (3). Security will notify the TAMU Communications Center at 979.845.4311.