

TEMPLE 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 Health – Temple 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.

This plan shall apply to all persons participating in mitigation, preparedness, response and recovery efforts on the Temple Campus. Furthermore, tasked departments 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: \_\_\_\_\_

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## **PURPOSE**

The purpose of this plan is to outline the Temple 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 Temple 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**

Texas A&M Health 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 Temple Campus and the immediately adjacent parking lots that are utilized by Texas A&M personnel.

## **SITUATION OVERVIEW**

### **General**

The Temple Campus is located in Temple, Texas on the grounds of the Baylor Scott & White Medical Center (BSW) and the Central Texas Veterans Health Care System (CTVHCS). School of Medicine employees work within the Medical Education Center (MEC).

The MEC is a four-story office building connected to BSW. The first floor contains offices, classrooms and a large occupancy lecture hall. The second floor contains classroom spaces. The third floor contains office space and a large library. The fourth floor contains office spaces. BSW owns and maintains the MEC facility to include the fire protection system, utilities, and general facility issues.

### **Hazard Analysis**

The Temple 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.

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Hazard Type	Likelihood of Occurrence	Estimated Impact on Public Health and Safety	Estimated Impact on Property
	Low Medium High	Low Medium High	Low Medium High
<b>Man-Made Hazards</b>			
Civil Disorder	Low	Medium	Medium
Energy/Fuel Shortage	Medium	Medium	Low
HazMat Release	Low	High	Medium
Structural Fire	Low	High	High
Terrorism	Low	Medium	Medium
Water System Failure	Low	Medium	Low
<b>Natural Hazards</b>			
Drought	Low	Medium	Medium
Flash Flooding	Low	Low	Medium
Tornado	Medium	High	High
Winter Storm	Low	Low	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

The Temple Campus does not maintain its own emergency services nor security department; therefore, emergency services are provided by the City of Temple and BSW.

Facility access control for the MEC is coordinated through the BSW Security Department.

The primary and secondary agencies for emergency services are listed below.

Agency Type	Primary	Secondary
Emergency Medical Services	Temple Fire Department	
Fire Services	Temple Fire Department	
Law Enforcement	Temple Police Department	BSW Security Department Bell County Sheriff's Office
Public Health	Bell County Health Department	

## PLANNING ASSUMPTIONS

In addition to the planning assumptions listed in the Texas A&M University's Emergency Operations Plan, the following are planning assumptions specific to the Temple Campus.

- The Temple Campus will continue to be exposed to and subject to the impact of the 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 Temple Campus is reliant on emergency services from the local jurisdictions. Therefore, it is essential for us 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 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.
- The Temple 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 Temple 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 used for clinical procedures;

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- Facilities critical to health and safety;
  - Facilities that sustain emergency response;
  - Classroom and research facilities; and
  - Administration facilities
- Resume teaching and research programs.

In order to meet these priorities, the officials and representatives must implement appropriate population protection activities (e.g. evacuations or sheltering in place), issue timely emergency notifications and warnings, coordinate emergency public information, ensure interoperable emergency communications, and coordinate with local emergency services personnel.

### Emergency Authorities

The Associate Dean – Temple Campus, as the campus administrator, is the primary local authority. For rapid onset emergencies (e.g., building fire, chemical spill, active shooter, etc.), the Associate Dean – Temple Campus has the authority to:

- Issue population protective actions;
- 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 Associate Dean – Temple Campus, in consultation with the Texas A&M Health Administration Coordination Group as stated in the “Lines of Succession” below, 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 will be communicated to the Texas A&M Health Administration Coordination Group for coordination with Texas A&M University Executive Management and Texas A&M Health administration.

### Population Protective Actions

Depending on the nature of the emergency, the Temple campus personnel must implement population protective actions prior to the arrival of local emergency personnel. Population protective actions include:

- Partial or full evacuation in accordance with the Fire Safety Plan (maintained under a separate title);
- Sheltering-in-place for hazardous materials releases; or



- Seeking safe shelter for acts of violence, tornado warnings, etc.

### Emergency Notification and Warning

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

When the Associate Dean – Temple Campus and/or safety officer has made the decision to act on an emergency that affects the Temple Campus, the following actions will be initiated:

- Notify local emergency responders
- Determine if the event requires activation of the HSC Alert message system based upon criteria found in Attachment 2 of this document.

If activation of the HSC Alert message system is warranted, an HSC Alert publisher, which include the Executive Director and Associate Dean, will immediately initiate an HSC Alert message. These individuals have been trained on the use of HSC Alert and are authorized to issue an alert in accordance with HSC Alert Standard Operating Procedures.

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 of the EOP.

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

### Emergency Public Information

The Temple Campus does not have a person that handles media relations as part of their normal responsibilities. Therefore, all media inquiries will be routed through the Texas A&M Health Assistant Vice President for Marketing and Communications.

Should the Assistant Vice President for Marketing and Communications become overwhelmed with media requests, the TAMU Division of Marketing & Communications – in College Station – can assist by implementing their Emergency Communications Plan.

### Emergency Communications

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

Communications Equipment

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- Telephones, cellular or landline, are the primary means of communication for contacting key emergency responders and Emergency Management Team members.
- Handheld radios utilized by facilities
- Email
- SMS (text messaging)

### Interface with Local Responders

The Temple Campus officials and representatives rely on the City of Temple and the BSW for emergency services as described in “Capabilities Assessment” above. In the event that an emergency at the Temple Campus requires law enforcement, fire, or EMS assistance, the first available person should call 911 from a campus phone to notify emergency responders immediately. A member of the Local Emergency Coordination Team should be notified immediately after calling 911 so that the a team member 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 training in response to the incident.

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

### Interface with TAMU College Station Campus

The Temple Campus’ first priority during the emergency is to protect life safety and property. After emergency actions have been initiated per the EOP, notifications to the Texas A&M Health Administration Coordination Group should be made. While the Texas A&M Health Administration Coordination Group receives emergency notifications from HSC Alert, additional information concerning the nature of the incident, number/type of injuries, status of the facility, etc. should be provided and should include status updates, as appropriate, until the situation is resolved. The Texas A&M Health Administration Coordination Group will forward updates to others within Texas A&M Health Administration and to Texas A&M University Executive Management through normal chains of command.

For larger or prolonged incents, additional support staff may be sent from College Station to assist. Additional support staff may include, but not limited to, emergency management personnel, law enforcement or security personnel, or communications personnel as needed. Due to travel distances, however, it may take up to 8 hours before additional support arrives in Temple.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **Organization**

#### **Senior Administrators**

- Associate Dean – Temple Campus

#### **Local Emergency Coordination Team**

The Temple 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. Local Emergency Coordination Team members include:

- Associate Dean
- Executive Director, School of Medicine
- Security Lieutenant, Round Rock

The Local Emergency Coordination Team has the following characteristics:

- Authority to make overall decisions for the campus.
- Thorough knowledge of the building's operational needs.
- Liaison to emergency responders and/or Texas A&M Health administrators regarding, but not limited to, emergency needs, status reports, and communications.
- Obtains and distributes information to building occupants, including students, employees, and visitors.
- Maintains financial or administrative records involved in the emergency and post-action recovery.
- Assigns team members' roles and responsibilities to ensure continuity and support if one or more members are unavailable during an emergency.

In addition, the Local Emergency Coordination Team is also responsible for:

- Development and maintenance of this plan for presentation to and approval by the senior administrators – as listed in this plan – for final approval and signature;
- Preview and maintenance of information, additions, and changes to the plan at all times;
- Plan oversight; coordination with applicable stakeholders; and scheduling, training, and implementing annual drills.

#### **Fire Wardens**

The Fire Wardens 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 emergency evacuation plan (plan maintained under a separate title).

### **Essential Personnel**

Some university employees (e.g., security, critical physical plant personnel, etc.), because of the nature of their jobs, may be identified as “essential personnel”. Essential personnel will be identified as such by their supervisors based on their roles and responsibilities during an emergency.

### **Assignment of Responsibilities**

#### **Associate Dean - Temple Campus**

The Associate Dean - Temple Campus will serve as the lead of the Local Emergency Coordination Team. In this capacity, the Associate Dean - Temple Campus is the lead administrator for the Temple Campus and maintains authority of Texas A&M Health operations during emergency situations. The Associate Dean – Temple Campus will coordinate with BSW regarding operations within the MEC.

#### **Local Emergency Coordination Team**

- Create and establish annual training and exercise schedules to test functionality of the plan
- Establish building and departmental internal emergency notification lists
- Solicit a list of self-identified persons (students, employees, and/or visitors) with functional needs using the facility at any given time (ADA requirement)
- 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 Temple Campus emergency operations center.
- Initiate the campus emergency notification lists when the emergency is verified by the safety officer or his/her designee.
- Deploy Fire Wardens for evacuation or sheltering-in-place as required.
- Notify Texas A&M Emergency Management of the nature of emergency.

#### **Individuals**

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- Familiarize themselves with emergency procedures and evacuation routes in the building

## Lines of Succession

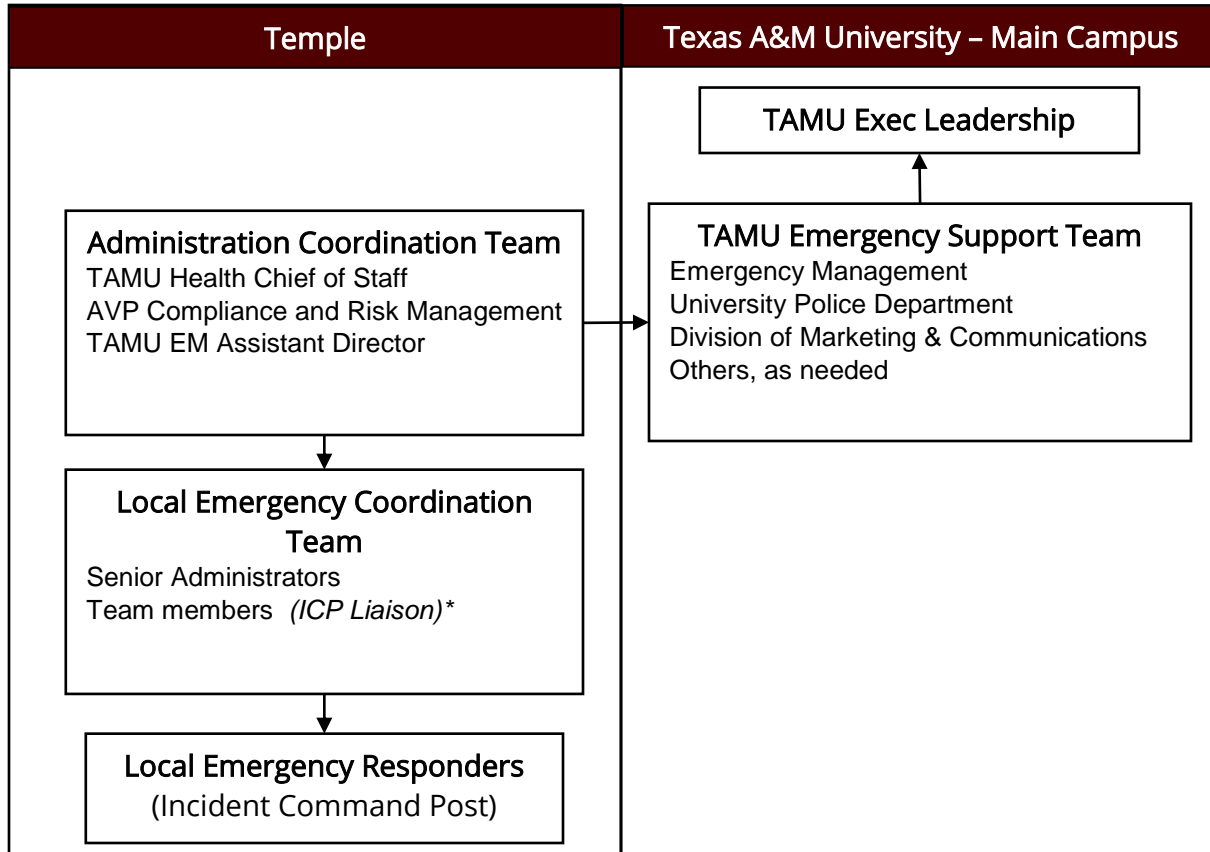
Associate Dean – Temple Campus

- Secondary: Executive Director, School of Medicine

## DIRECTION, CONTROL, AND COORDINATION

### General

The emergency management structure and communication flow will generally follow normal day-to-day operations. However, some emergency situations may require a more structured organization to facilitate communication and coordination more easily. The below diagram depicts the emergency management structure and flow of communication during an emergency.



## Emergency Operations Center

The Emergency Operations Center (EOC) is located in 407H of the MEC. 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.

### **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 Temple 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 Emergency Management. Texas A&M 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 the Texas A&M Health Director of Operations.

#### **Agreements and Contracts**

- Agreement with BSW regarding facilities and space.

### **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 University 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 for the Temple campus beyond those authorities listed in the Texas A&M University Emergency Operations Plan.

**PLAN CONTACT INFORMATION**

<b>Name and Position</b>	<b>Phone Number</b>	<b>Alternate Phone Number</b>
Loria Lynce Executive Director, School of Medicine	254-724-4969	254-415-0075
<b>E-Mail:</b> <a href="mailto:lynce@tamu.edu">lynce@tamu.edu</a>		
<b>Department:</b> School of Medicine		



**RECORD OF CHANGE**

<b>Change Number</b>	<b>Date of Change</b>	<b>Description of Change</b>	<b>Change Made By:</b>
1	10/18/2018	Updated local authority on signature page, plan point of contact, and contact information	Lutz
2	3/7/2019	Annual Review, general updates to titles, updated name of campus administrator, updated contact list	Lutz
3	9/25/2020	Update signature page, contacts, and Attachment 4 revision.	Lutz/Walton
4	5/27/2021	Review and formatting updates	Lutz
5	8/25/2022	Updates to titles. Revision to the "Organization" section	Lutz
6	8/31/2022	Removed 'Interim' from Associate Dean title throughout document	Lucas
7	8/21/2023	Updated Communications Diagram, changed Emergency Management Team to Emergency Coordination Team, Removed Attachments 3, 5, 6, 7, and 8	Lutz

**ATTACHMENT 1: ADDITIONAL RESOURCES**

Local Entities

<b>Name Title</b>	<b>Entity</b>	<b>Phone Number</b>	<b>Email Address</b>
	Temple Fire Department	254.298.5500	
	Temple Police Department	254.298.5682	
Kyah Spence	BSW Emergency Management	505.400.0485	Kyah.Spence@BSWHealth.org

### **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\*
- Mobile Application\*
- Social Media\*
- Local Media
- Building Fire Alarms

The warning mechanisms denoted above by (\*) can be activated by HSC Alert. HSC Alert is the 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.

Because some Texas A&M Health components reside on other institutions campuses, Texas A&M Health also rely on hosting campuses to provide immediate warnings as well. Therefore, all Texas A&M Health students, faculty, and staff on hosting campuses should be aware of existing warning mechanisms and should take steps to receive such warning messages.

In addition to emergency messaging, timely warnings, as defined by The Clery Act, will be issued if a situation arises (either on or off campus) which in the best judgment of the Clery Compliance Officer or designee constitutes an ongoing 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)

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- 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. **Note:** If the decision is made after 10pm or before 6am, the campus does not have to wait on a reply from any individual listed below to issue an HSC Alert.
  - Chief of Staff
  - Chief of Staff, Provost Office
  - Executive Director of Emergency Management, TAMU
  - Assistant Director of Emergency Management, TAMU
- 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.

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- 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
Bell County Emergency Management	<a href="http://www.bellcountytexas.com/departments/office_of_emergency_management/index.php">http://www.bellcountytexas.com/departments/office_of_emergency_management/index.php</a>
Local News – Weather	<a href="http://www.kxxv.com/">http://www.kxxv.com/</a> <a href="http://www.kwtx.com/">http://www.kwtx.com/</a>
National Weather Service	<a href="http://www.weather.gov/fwd/">http://www.weather.gov/fwd/</a>
TXDOT Highway Conditions	<a href="http://www.drivetexas.org">http://www.drivetexas.org</a>