



Texas A&M International University

Crisis Management Plan

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I. INTRODUCTION

The goals of the *CRISIS MANAGEMENT TEAM (CMT)* are as follows:

- Coordinate the University's response to critical incidents involving students while paying special attention to the safety and security needs of all members of the University community;
- Offer counseling, guidance, and appropriate support to members of the University community and their families;
- Use critical incidents, when appropriate, as teachable experiences to enhance the quality of life for all those touched by a critical incident.
- Ensure that the Building Emergency Coordinators are trained and understand their responsibilities. Training should include, but is not limited to, the teaching of emergency techniques (such as use of fire extinguisher and standpipe fire hoses), use of emergency exits, building evacuation procedures, and proper assembly points in case of a community-wide disaster.

The Texas A&M International University (TAMIU) CMT will make every effort to accomplish these goals when dealing with a critical incident situation on campus.

The *CMT* will meet annually to discuss and update the Crisis Management Plan as necessary.

The team will also conduct post-incident meetings to evaluate the effectiveness of the crisis management procedures. The *CMT* will be comprised of personnel from the following departments:

- **President**
 - Public Relations, Marketing and Information Services
- **Vice President for Finance and Administration**
 - Human Resources Department
 - Physical Plant Department
 - Purchasing and Support Services
 - University Police Department
- **Provost and Vice President for Academic Affairs**
 - Faculty Senate
 - Student Government Association
 - Student Health Services
 - Student Counseling Services
 - University Housing

II. AUTHORITY/PURPOSE

This Crisis Management Plan is promulgated under the authority of The Texas A&M University System Policy and of Texas A&M International University (TAMIU) Procedures. This Plan shall not be construed in a manner that limits the use of prudent judgment and common sense in matters not covered by the elements of this Plan.

The Crisis Management Plan outlined in this manual is intended to provide a means for mitigating emergencies which are of such magnitude to cause a significant disruption of the normal operations of all or portions of the TAMIU campus. The basic emergency procedures are designed to protect lives and property through effective use of University and community resources.

Each emergency situation requires a specific response in terms of needed resources and proper procedures. This Crisis Management Plan addresses each type of emergency on an individual basis; however, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency or a disaster may occur at any time of the day, night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this manual, should serve only as a guide and a checklist, and may require field modifications in order to meet the requirements of the emergency.
- A major emergency or a disaster may be declared if the information indicates that such conditions are developing or probable.
- Community-wide disasters may affect the entire city of Laredo. City and County emergency services may not be available to assist, particularly for the first day or two. The more severe the disaster, the more TAMIU will be left on its own. Therefore, the University must be prepared to be totally self-sufficient in the event of an emergency or disaster.

III. INCIDENT DEFINITIONS

TAMIU has defined critical incidents in which the *CMT* will intervene. These include, but are not limited to the following:

CRISIS	PAGE	CRISIS	PAGE
Active Shooter	55	Gas Leak	31
Airborne or Foodborne Pathogens	40	Hazardous Material Spill	27
Airplane Crash/Explosion on Campus	29	Hostage Situation	53
Alcohol/Drug Overdose	51	Hurricane	57
Armed/Barricaded Suspect	53	Isolated Critical Incident	7
Attempted Suicide	49	Life Threatening Injury/Illness	42
Bomb Threat	38	Major Critical Incident	7
Building Evacuation	16	Mental Health Crisis	49
Campus Disturbance/Riot	53	Missing Student	44
Campus Evacuation	18	Sexual Assault	46
Crime In Progress	53	Shelter in Place	19
Crisis ComNet	9	Study Abroad	62
Death/Injury of Student or Employee	42	Suicide or Attempt	49
Disaster	8	Suspicious Letter/Package/Substance	25
Drug/Alcohol Overdose	51	Telecommunication Failure	33
Electrical Failure	36	Tornado	60
Emergency Command Post	19	University Housing	18
Fire/Explosion	22	Water Outage	35

TAMIU recognizes that the list above may not cover all situations that warrant CMT intervention. It is also recognized that there may be some incidents that do not require the response of the CMT. Therefore, the determination of whether a situation warrants CMT intervention will be decided by the TAMIU PD or a senior University official.

IV. CRISIS CLASSIFICATIONS

The classification of critical incidents that could occur on the campus of TAMIU are as follows:

A. ISOLATED CRITICAL INCIDENT

An Isolated Critical Incident is defined as an occurrence impacting only a small part of the University community or University physical property, which does not affect the overall functioning capacity of TAMIU. Examples would include, but are not limited to:

- Death or illness of a University community member
- Small, localized fire
- Small, localized hazardous material spill
- Isolated power outage.

Even though an isolated incident may be considered small or insignificant, it is by no means to be taken lightly. Immediate attention must be given to mitigate the situation as quickly as possible.

Upon the occurrence of an isolated critical incident, the first priority is the safety of all individuals involved. This includes the safety of individuals directly affected by the incident and the safety of individuals within the area.

An isolated critical incident may not require the intervention of the *CMT* as a whole; however, selected members of the *CMT* may be involved as necessary.

B. MAJOR CRITICAL INCIDENT

A Major Critical Incident is defined as a serious emergency, which completely disrupts one or more operations of TAMIU. Examples include, but are not limited to the following:

- Major fire
- Civil disturbance
- Widespread power outage
- Public Health and Safety issues (i.e., HVAC failure, water outage).

Outside emergency services, as well as major efforts from various TAMIU departments, will be required. Major policy and procedural considerations and decisions will usually be required.

The *CMT* will be activated.

C. DISASTER

A Disaster is defined as a University or Citywide, or more extensive, emergency which seriously impairs or halts the operations of TAMIU. Examples include:

- Hurricane
- Damaging tornado.

Outside emergency services will likely be essential, but, perhaps, not always available. Major policy considerations and decisions will usually be required and the *CMT* will be activated.

V. REPORTING EMERGENCIES

Any member of the TAMIU community, whether faculty, staff, or student, upon learning of any emergency from any source should immediately communicate such information to the University Police Department (TAMIU PD) at extension 2911. Personnel should not assume that TAMIU PD has already learned about the emergency. As much information as possible should be communicated to TAMIU PD, but at a minimum this should include:

- Nature of emergency, including:
 - number
 - extent of personal injuries
 - property damage
 - possible assistance required
- Location of emergency
- How information was received
- Time the information was received.

VI. DECLARATION OF CRISIS

In the event of any critical incident, the TAMIU PD supervisor/senior officer in charge shall follow TAMIU PD standard operating procedures. If the emergency warrants, the supervisor/senior officer shall communicate immediately with the Director of TAMIU PD or designee, and depending on the magnitude of the incident, the Director or designee should communicate with the Vice President for Finance and Administration (VPFA) or the President.

After reviewing the emergency situation, a decision will be made by the Director of TAMIU PD or his designee in conjunction with the VPFA as to the classification of the incident and also which members of the *CMT* should be contacted. Additional arrangements will be made to notify appropriate University personnel.

VII. NOTIFICATION PROCESS

In the event of a critical incident, TAMIU PD is to be notified immediately. TAMIU PD may be contacted through one of the following:

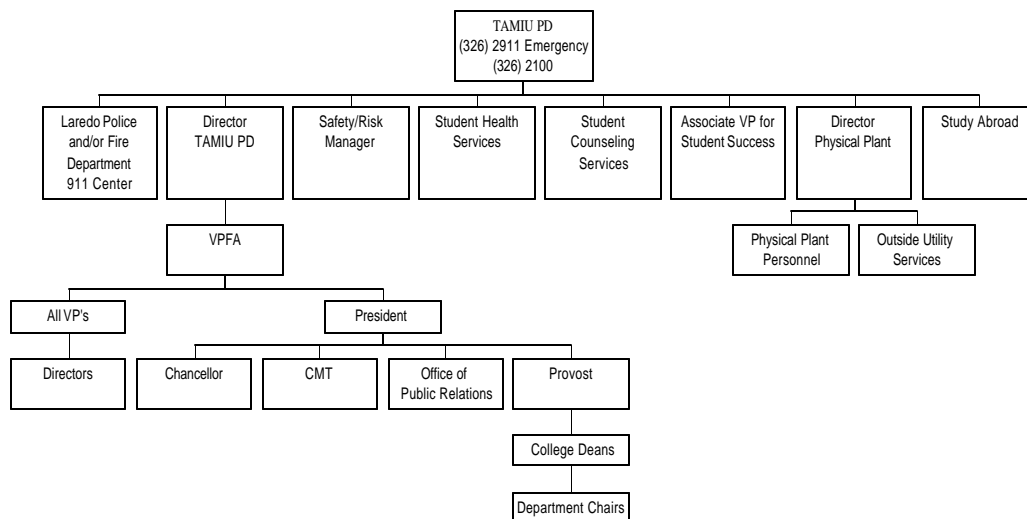
- Dial 2911 (from RLC, dial 2911; from University Village, dial 326-2911)
- Dial 2100 (from RLC, dial 2911; from University Village, dial 326-2100)
- Emergency speaker phones in elevators
- Emergency speaker phones located in hallways of classroom buildings
- Emergency phones located on campus grounds and residential housing areas.

Upon receiving notification and assessing the situation, TAMIU PD shall implement the CrisisCom Network. Depending on the magnitude of the incident, all or parts of the CrisisCom Network shall be activated. TAMIU PD personnel shall contact the TAMIU PD Director and VPFA in the initial stages of the incident.

The following is an outline of who is responsible for contacting TAMIU personnel and outside agencies:

Crisis ComNet

(All phone numbers can be found in Appendix A)



VIII. RESPONSIBILITIES

The following section outlines key personnel and departmental responsibilities as they pertain to the Crisis Management Plan.

A. UNIVERSITY PRESIDENT

As the Chief Executive Officer for TAMIU, the President or his/her alternate has the responsibility for the overall management of the emergency as follows:

- Confers with the Director of TAMIU PD and receives information from the *CMT* or other university administrative personnel regarding the emergency.
- Makes decisions concerning the overall management of the emergency.
- Announces levels of campus evacuations.
- Directs and coordinates the specific campus wide response activities and campus support operations during a Major Critical Incident or Disaster.
- Depending upon the type of emergency or disaster, the Crisis Operations Officer will direct appropriate TAMIU employees to assist the Laredo Police Department, the Laredo Fire Department, Webb County Emergency Management Agency or the Red Cross during and/or after the emergency or disaster.
- Commands and coordinates the *CMT*.
- Appoints the Building Emergency Coordinators and their alternates. Updates the appointments as needed.
- Notifies and conducts liaison activities with the TAMIU administration, the Webb County Emergency Management Agency, other governmental agencies, and others, as needed.
- Works with the Director of TAMIU PD and the Damage Assessment Team (see page 15) in assessing damages from the emergency and preparing the University's specific responses.

B. DIRECTOR OF PUBLIC RELATIONS, MARKETING AND INFORMATION SERVICES

The Director of Public Relations, Marketing and Information Services is responsible for providing public information during a major emergency or disaster in the following capacity:

- Serves as a member of the *CMT*.
- Establishes liaison with the news media for dissemination of information as requested by the President.
- Prepares releases for the news media concerning the major emergency or disaster.
- Establishes liaison with local radio and television stations for public announcements.
- Arranges for photographic and audio-visual services.
- Create and update the website to include emergency information when needed.

C. VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

The Vice President for Finance and Administrations is responsible for the overall management of the emergency in the President's absence.

- Coordinates Interagency Contract Services agreements pertaining to student evacuations with other Texas A&M components.
- Informs all employees under his direction of emergency situations as appropriate.
- Coordinates implementation of emergency procedures

D. ASSOCIATE VICE PRESIDENT FOR ADMINISTRATION

The Associate Vice President for Administration has the responsibility for the following activities:

- Develops means to secure emergency/temporary/volunteer personnel during the emergency and/or post emergency cleanup and restoration.
- Provides CMT with employee information as needed during the emergency. (i.e., emergency contact info.)
- Provides for storage of vital records at an alternate site.
- Coordinate food services for Interagency Contract Service Evacuees

E. DIRECTOR OF PHYSICAL PLANT

As the responsible manager for the University's facilities, the Director, or his/her designee has the overall responsibility for damage control as follows:

- Serves as a member of the *CMT*.
- Initiates procedures to secure campus facilities for hazardous weather conditions.
- Furnishes emergency power and lighting systems to the extent possible.
- Surveys habitable space and recommends to the President space for relocation of essential services.
- Leads the Damage Assessment Team with the assistance of appropriate agencies to ascertain the damage in each building and reports the findings to the President.
- Provides technical knowledge about University facilities, (i.e., blue print information, HVAC information, and wiring information.)
- Provides equipment and personnel to perform shutdown procedures and control hazardous areas.
- Supplies marking tapes, barrier tapes, barricades and clears debris.
- Makes emergency repairs and protects equipment.
- Provides vehicles, equipment, and operators for movement of personnel and supplies, and assigns vehicles for emergency use as required by the Crisis Operations Officer and other key TAMIU administrators.
- Maintains current inventory of emergency supplies.

F. DIRECTOR OF PURCHASING AND SUPPORT SERVICES

The Director of Purchasing and Support Services has the following general responsibilities prior to and during a major emergency or disaster:

- Establishes liaison with vendors and developers to order equipment, supplies and materials needed during the actual emergency.
- Coordinates with all CMT members in securing of equipment, material and supplies.
- Establishes liaison with vendors to supply emergency food and water supplies during the actual emergency.
- Develops means with the Director of Human Resources to secure emergency/temporary/volunteer personnel during the emergency.

G. DIRECTOR OF UNIVERSITY POLICE

The Director of the TAMIU PD has the responsibility for the following activities:

- Initiates immediate contact with the VPFA, or his alternate, and begins assessment of the emergency condition.
- Maintains TAMIU PD in a state of constant readiness.
- Serves as a member of the *CMT*.
- Serves as a member of Damage Assessment Team.
- Notifies and conducts liaison activities with the Laredo Police and Fire Departments, the Webb County Emergency Management Agency, and other appropriate governmental agencies. Maintains communications with representatives of these agencies throughout the duration of the emergency.
- Takes steps to assure that the TAMIU PD is in position to provide immediate and appropriate action to protect life and property.
- Takes steps to assure that TAMIU PD provides access control, perimeter and internal security patrols, and directs assistance of outside agencies, as needed.
- Provides and equips an alternate site(s) for the emergency command post should this become necessary.
- Provides the "All Clear" notification to return to normal working conditions or to re-enter evacuated buildings or spaces.
- Provides the *CMT* with the names, titles and phone numbers of the Building Emergency Coordinators and any changes that occur subsequent to their designation.

H. UNIVERSITY SAFETY/RISK MANAGER

The University Safety/Risk Manager has day-to-day administrative responsibility for campus safety activities. The University Safety/Risk Manager's responsibilities in the event of an emergency or disaster include, but are not limited to the following:

- Serves as a member of the *CMT*.
- Serves as a member of Damage Assessment Team.

- Shares knowledge concerning safety issues, including locations of potential chemical hazards.
- Provides the TAMIU PD with the Annual Chemical Inventory and storage locations.
- Provides or arranges for appropriate on-site coordination whenever there is a chemical hazard emergency.
- Maintains liaison with TAMIU PD, the Director of Physical Plant, the Laredo Fire Department, the Webb County Emergency Management Agency, and other governmental agencies as related to the crisis.
- Assures that proper documentation is maintained, and that all reports required by external agencies are prepared and submitted

I. PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Provost and Vice President for Academic Affairs is responsible for the following activities:

- Informs all employees under his direction of the emergency situations as appropriate.
- Coordinates implementation of emergency procedures.
- Ensures that all faculty members are aware of all Crisis Management Procedures and participates in all safety management drills and exercises

J. ASSOCIATE VICE PRESIDENT FOR STUDENT SUCCESS

The Associate Vice President for Student Success is responsible for the following activities:

- Services as a member of the CMT.
- Coordinates all incidents involving students.
- Informs all employees under her direction of emergency situations as appropriate.
- Coordinates implementation of emergency procedures.

K. EXECUTIVE DIRECTOR OF STUDENT LIFE

The Director of Student Life has responsibility for the following activities

- Serves as a member of the CMT.
- Coordinates activities with Student Government Association.
- Coordinates emergency response within the Student Center.
- Insures all employees under her direction of the emergency situations as appropriate.
- Coordinates implementation of emergency procedures.

L. DIRECTOR OF CANSECO SCHOOL OF NURSING

The Director of Canseco School of Nursing has responsibility for the following activities:

- Services as a member of the CMT.
- Respond to crisis involving students (i.e., sexual assault, attempted suicide, mental health crisis, alcohol/drug overdose).
- Coordinate and provide support for student survivors.
- Deploy counselors and/or nurses on campus where needed.

M. DIRECTOR OF STUDENT HOUSING

The Director of Student Housing has responsibilities for the following activities:

- Serves as a member of the CMT.
- Coordinate housing for Interagency Contract Service evacuees and TAMIU campus students displaced by local emergency.
- Coordinates training of emergency procedures for building occupants.
- Provide emergency flashlights for all (floor managers?).
- Coordinate food services for onsite evacuees.
- Informs all employees under her direction of emergency situation as appropriate.
- Coordinate implementation of emergency procedures.

N. VICE PRESIDENTS, ASSOCIATE VICE PRESIDENTS, ASSISTANT VICE PRESIDENTS, DEANS, AND DEPARTMENTAL CHAIRS

Each Vice President, Dean and Departmental Chair has the following general responsibilities prior to and during a major emergency or disaster:

- Informs all employees under their direction of the emergency situations.
- Coordinates implementation of emergency procedures.
- Coordinates evacuation of buildings or spaces with Building Emergency Coordinators.
- Coordinates return to evacuated spaces when "All Clear" notification is received.
- Ensures all employees under their direction attend safety training courses provided by TAMIU.

O. BUILDING EMERGENCY COORDINATORS

The responsibilities of the Building Emergency Coordinators are as follows:

1. Emergency Preparedness

- Maintains the first aid kits, flashlights, and radios for their building or area.
- Keeps an up-to-date roster of all employees in their building or area who have been trained in CPR, First Aid, Automated External Defibrillator, and Fire Extinguisher Usage.
- Completes training in emergency techniques, such as fire extinguisher usage and building evacuation plans and procedures.

- Keeps an up-to-date roll of employees and students with disabilities or other unique situations in their building or area. Has identified and instructed these individuals in appropriate evacuation procedures.
- Keeps an up-to-date roll of all employees working in their building or areas.
- Serves as the communication link or contact for their building or area with university administration in all matters concerning emergency preparedness.
- Provides information to CMT as necessary.

2. Emergency Situations

- When appropriate, takes immediate action to contain emergency.
- Informs all employees of emergency condition.
- When appropriate, distributes flashlights, first aid kits, and portable radios.
- When appropriate, directs those trained in CPR to those persons in need.
- When a building is evacuated, takes roll to determine that all employees have exited building.
- Reports names of individuals who are unaccounted for to the Emergency Command Post.
- From the emergency site, maintains radio or telephone contact with departmental, college, or campus personnel.
- Facilitates return to buildings or spaces when "All Clear" notification is received.
- Provides information to CMT as necessary.

For a complete list of Building Emergency Coordinators see Appendix G.

P. FACULTY AND SUPERVISORS

Each Faculty member and staff supervisor is responsible as follows:

- Provides employees and/or students in their department or area of responsibility with general information concerning TAMIU emergency procedures, as well as any specific information regarding safety in their building(s).
- Informs staff and/or students in their department or area of responsibility in an emergency and, if appropriate, initiates emergency procedures.
- Assists students, staff, and other faculty in responding to building evacuation guidelines and directs them to report to their designated assembly area.
- As required, assigns employees and/or students to assist in the evacuation of persons with limited abilities.

Q. STAFF EMPLOYEES

Each employee is responsible as follows:

- Become familiar with general information concerning TAMIU emergency procedures and any specific information regarding safety in his/her building.
- Initiates emergency procedures when appropriate.
- Evacuates the building when the audible fire alarm is heard. Assemble in proper assembly area noted on in Appendix B.

- Unless building evacuation is initiated, remains at workstation to assist any of the emergency personnel who enter their building. Be aware of all appropriate building evacuation routes from their workstation.
- As required, assigns employees and/or students to assist in the evacuation of persons with limited abilities.

IX. EVACUATION OR SHELTER IN PLACE PROCEDURES

Evacuation Procedures are divided into three categories, building evacuation, campus evacuation and Student Housing evacuation.

A. BUILDING EVACUATION

Building Evacuation is the result of a situation when it is no longer safe to remain inside a building. The procedure is as follows:

- An evacuation will occur when the fire alarm sounds and/or notification is made by the Laredo Fire Department, the Laredo Police Department, TAMIU PD, or the Building Emergency Coordinator.
- Employees shall leave by the nearest safe marked exit and alert others to do the same. Faculty and/or Staff shall assure that disabled individuals are assisted in exiting the building.
- Elevators shall not be used to evacuate the building. An Evacu-trac chair is available for use in evacuations of individuals with mobility impairments.
- Once outside the building, individuals shall proceed to the designated assembly area as indicated on University map, which are attached as Appendix B.
- Streets, fire lanes, hydrants, and walkways shall be kept clear for emergency vehicles and personnel.
- Once evacuated, building occupants need to check in with Building Emergency Coordinator in the Designated Assembly Area to establish an accurate headcount of evacuated building occupants. Faculty Members shall take roll to assure that all students have been evacuated from their respective class areas and shall report the results to the Building Emergency Coordinator.
- Neither employees nor students shall return to the building until directed to do so by TAMIU PD.

Assembly areas as shown on the map (Appendix B), Persons from:

- **Bullock Hall** shall assemble in front (north side) of Killam Library, near University Boulevard.
- **Canseco Hall** shall assemble in the Lamar Bruni Vergara Memorial Garden.
- **Cowart Hall** shall assemble in front (north side) of Killam Library, near University Boulevard.
- **Center for Fine and Performing Arts** shall assemble in the Lamar Bruni Vergara Memorial Garden.
- **Killam Library** shall assemble in front (north side) of Killam Library, near University Boulevard.
- **Kinesiology Convocation Building** shall assemble in the Lamar Bruni Vergara Memorial Garden.
- **Lamar Bruni Vergara Science Center and Planetarium** shall assemble in southeast corner of the grounds outside the building, between the East Student parking lot and the Physical Plant Parking lot.
- **Pellegrino Hall** shall assemble in the Lamar Bruni Vergara Memorial Garden.
- **Physical Plant Building** shall assemble in the grassy area east of Physical Plant Building.
- **Residential Learning Center** shall assemble at the Northeast Softball Field
- **Student Center** shall assemble in the Lamar Bruni Vergara Memorial Garden.
- **University Village** shall assemble on the north side of the pond on the outside of the gated complex.
- **Western Hemispheric Trade Center** shall assemble west of Western Hemispheric Trade Center between Student Center Parking Lot and Western Hemispheric Parking lot.

B. STUDENTS WITH DISABILITIES

An Evacu-trac chair is available to assist in evacuating individuals with disabilities. If a chair is not available, the individual should be guided into an enclosed stairwell, to await further assistance. Please position them so as not to impede the egress traffic in the stairwell. All enclosed stairwells on campus are protected by a minimum 2-hour smoke barrier.

In emergencies involving a shelter in place procedure, please assist individuals with disabilities as appropriate.

A roster of known students with disabilities shall be made available by Student Counseling Services to TAMIU PD.

C. CAMPUS EVACUATION

In case of a community-wide disaster, such as a weather emergency, it may be necessary to evacuate all TAMIU buildings.

The decision to evacuate the campus will be made by the President or his designee.

The announcement of a campus-wide evacuation may come from the Office of the President, TAMIU PD, or the Office of Public Relations, Marketing and Information Services.

The procedures listed for building evacuation shall apply in a campus-wide evacuation.

Employees shall leave their building by the nearest safe marked exit and alert others to do the same.

D. UNIVERSITY HOUSING EVACUATION

TAMIU has the responsibility to account for student residents in campus housing. It is incumbent upon the Director of Housing to provide TAMIU campus rosters and other information described below.

There are two types of evacuations of the University Village and Residential Learning Center (RLC) contemplated in this plan: Short Term and Long Term.

Short-Term evacuation is defined as displacement from the University Village and/or RLC for 24 hours or less.

Any evacuation of the University Village and/or RLC greater than 24 hours duration is considered **Long-Term** displacement or evacuation.

In the event of an emergency that requires the evacuation of residents from the University Village or RLC, all residents will be temporarily housed or “staged” in the Student Center with overflow in the Western Hemispheric Trade Center and then the Kinesiology Convocation Building as needed. The Associate Vice President for Student Success will coordinate with the Director of Purchasing and the Director of Housing to provide temporary sleeping and eating facilities while a determination is made as to whether the duration of the evacuation is Short Term or Long Term.

A roster of evacuees and residents with disabilities will be established as residents are relocated. That roster will be made available to the University Switchboard and to the TAMIU PD, as well as the Associate Vice President for Student Success. Great care shall be exercised to account for all evacuees.

If the evacuation is Short Term, no further action need be taken beyond providing temporary sleeping and eating facilities and preparation and distribution of the Roster Evacuees.

If the evacuation is Long Term, the Director of Housing will arrange long-term housing for the evacuees as well as the location and telephone number(s) where they may be reached. Locations and telephone information of all evacuees shall be furnished to the University Switchboard for availability of transferring calls only and not for dissemination to the general public; as well as providing a copy to the TAMIU PD.

The cost of food and housing for evacuees during either Short Term or Long Term evacuations is the responsibility of TAMIU or of the individual evacuees.

E. SHELTER IN PLACE

- Move away from outside rooms and go to a center hallway
- An interior area at the bottom level of the building is preferable
- Avoid windows and areas with glass
- Avoid auditoriums or gymnasiums or other areas with wide, free span roofs
- Keep telephone lines free for emergency responders
- **Do not call 911 for information.**

X. CRISIS COORDINATION

In addition to the *CMT* it may be necessary to have other TAMIU personnel involved during a Major Emergency or Disaster. The additional personnel or their alternates may include the following:

- Associate VP for Information Technology
- Office of International Education
- Food Services.

XI. COMMAND POSTS

A. FIELD EMERGENCY COMMAND POST

If an emergency involves only one building, or a small part of the campus, a TAMIU PD vehicle, stationed near the emergency scene, will serve as the field command post. At least one TAMIU PD Officer, will staff the command post at all times until the emergency ends.

Field emergency command post equipment will include police barricades and barrier tape, portable hand radios, flash lights, fire extinguishers, spare batteries for battery operated equipment, a TAMIU PD vehicle equipped with radio, a first aid kit, bull

horn, a cellular telephone, campus phone directory, and telephone directories from Laredo, San Antonio and College Station.

B. GENERAL EMERGENCY COMMAND POST

If an emergency involves a large part of the campus, and a major emergency or a disaster is declared, the command post will be set up in Killam Library in the TAMIU PD, KL008. Members of the *CMT* shall report to this command post. In the event Killam Library or the TAMIU PD is not accessible, an alternate General Emergency Command Post will be established at some alternate site, depending upon the availability of appropriate space.

XII. DAMAGE ASSESSMENT TEAM

The Director of Physical Plant or his alternate will be in charge of the Damage Assessment Team. The Damage Assessment Team will consist of the following:

- Director of Physical Plant
- Director of Purchasing
- Director of University Police
- University Safety/Risk Manager
- Others whom the Director may deem appropriate

The Damage Assessment Team will assist community agencies, (i.e., Laredo Fire Department and/or the Red Cross) in conducting post emergency/disaster surveys to ascertain the damage. The Director of Physical Plant will report the findings to the VPFA.

XIII. PERSONNEL RECALL

If the emergency or disaster occurs during normal working hours, employees shall evacuate the building, assemble in the appropriate areas (in accordance to the assembly locations as identified on the maps included as Appendix B), and await further instructions. If the disaster occurs during non-working hours, the employee should first care for their immediate family. If the President determines that it is appropriate to institute the recall plan, a special announcement will be made via University alarm system, University web page, Laredo area television stations and possibly San Antonio television stations. Also, a special hotline will be established so employees can call to receive recorded information at 326-2001.

In order to expedite recall of the TAMIU staff and faculty to the campus, all employees will be divided into three categories, as follows:

- **PRIORITY-** includes TAMIU PD employees; Physical Plant employees; and personnel who have priority responsibility to reinstate operational activities to the university

- **ESSENTIAL**- includes all staff personnel who are not assigned to the PRIORITY category
- **GENERAL**- includes faculty and students.

If employees are recalled, they will be asked to return to their place of work and await further instructions.

If all communications are disabled, those employees within the local area are asked to return to their place of work, once their family needs are satisfied. All others should remain at home until communications can be re-established.

XIV. PROCEDURES FOR SPECIFIC EMERGENCIES

A. FIRE

1. INTRODUCTION

Every building on campus is equipped with a fire alarm system that contains as a minimum:

- Audible fire alarm that sounds through out the building.
- Local audible alarm that signals that the cover over a fire alarm pull station has been removed/lifted. This local alarm does not acknowledge anywhere else, so the other building occupants are not going to hear or see anything.
- Flashing strobe lights.
- Water suppression system.
- Fire extinguishers are readily identified every 50 to 75 feet as required.

When the fire alarm is activated, several things will happen:

- Audible alarm will sound.
- Strobe lights will flash.
- TAMIU PD will receive acknowledgment of an alarm via computer system/fire alarm panel.
- All magnetic locks will disengage.
- Elevators will station at ground level.
- Sprinkler will discharge water only if the temperature in the immediate area is high enough.

2. RESPONSIBILITIES

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, these additional responsibilities apply to TAMIU's fire procedures.

a. TAMIU PD

- TAMIU PD Officers shall be dispatched to the scene to verify the situation.
- Upon verification that a fire exists, the Police Dispatcher shall immediately report the fire to the Laredo Fire Department, giving as much information as possible. If a false alarm is confirmed, then alarm system is to be reset.
- Assists in evacuating building occupants including individuals with disabilities.
- Ensures that elevators are on the first floor and locked open.
- Provides directions for Fire Department personnel entering the building.
- Directs traffic and provide crowd control.
- A TAMIU PD officer, if available, shall be assigned to the intersection of University Boulevard and Loop 20 to lead the responding fire apparatus.
- The TAMIU PD Dispatcher shall contact the Director of TAMIU PD, the University Safety/Risk Manager and the Director of Physical Plant. If necessary, the Director of TAMIU PD shall contact the VPFA or his designated alternate.

3. PROCEDURES

Staff, faculty, or students, shall learn the location of exits and fire alarm system devices.

Upon the activation of a fire alarm, Building Emergency Coordinators shall follow the University's **FIRE²** process when dealing with fire emergencies:

FIND- If you see or smell smoke, investigate. You should try to determine the extent of fire (wastebasket, or entire wing of building, etc.), the type of fire (paper, grease, electrical, etc.), and location of fire.

INITIATE- Alert the people in the vicinity of the danger as quickly as possible. Pull the fire alarm station and ask other people to assist in the evacuation of the building.

NEVER TRY TO CONTROL A FIRE BEFORE OTHER PEOPLE IN THE BUILDING AND TAMIU PD HAVE BEEN NOTIFIED.

REPORT- Instruct someone to call TAMIU PD at extension 2911. If you are alone, call TAMIU PD prior to any attempt at extinguishing the fire.

- Dial 2911 and give TAMIU PD the following information:
 - Building Name
 - Floor
 - Room Number
 - Type of Emergency

TAMIU PD will summon the Laredo Fire Department.

EXTINGUISH- Attempt to extinguish the fire only if it is small enough to be contained.

Place yourself between the fire and an exit when using an extinguisher to prevent being trapped.

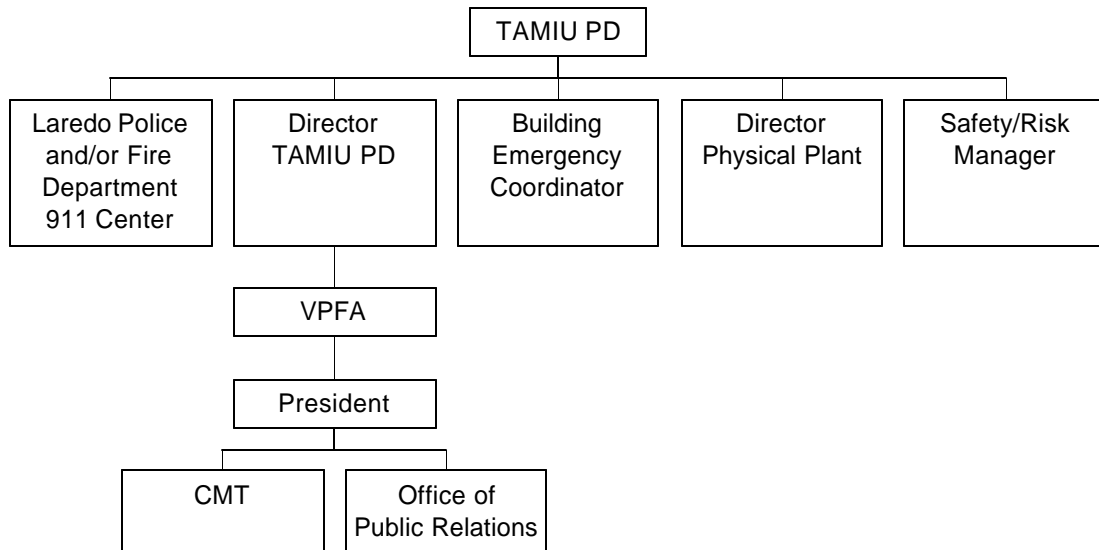
To effectively use a fire extinguisher, follow the 4-step **PASS** system:

- **P**ull the pin
- **A**im at the base of the fire
- **S**queeze the trigger
- **S**weep back and forth

OR

EVACUATE- If the fire cannot be extinguished - EVACUATE! Use stairways to exit the building. Do not use elevators. As you exit the building, close as many doors as possible. Do not re-enter the building until given the “all-clear notice.”

4. FIRE EMERGENCY RESPONSE CHART



B. SUSPICIOUS LETTER/PACKAGE/SUBSTANCE

1. INTRODUCTION

In light of recent terrorist attacks, the Department of Homeland Security, the United States Postal Service, and Texas Homeland Security have provided procedures on how to handle suspicious letters, packages or substances at the following web sites:

- <http://www.whitehouse.gov/deptofhomeland>
- <http://www.usps.com/postalinspectors>
- <http://www.texashomelandsecurity.com/>

2. RESPONSIBILITIES FOR SUSPICIOUS LETTER/PACKAGE/SUBSTANCE

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, these additional responsibilities apply to TAMIU's suspicious letter/package/substance procedures.

a. Director of TAMIU PD

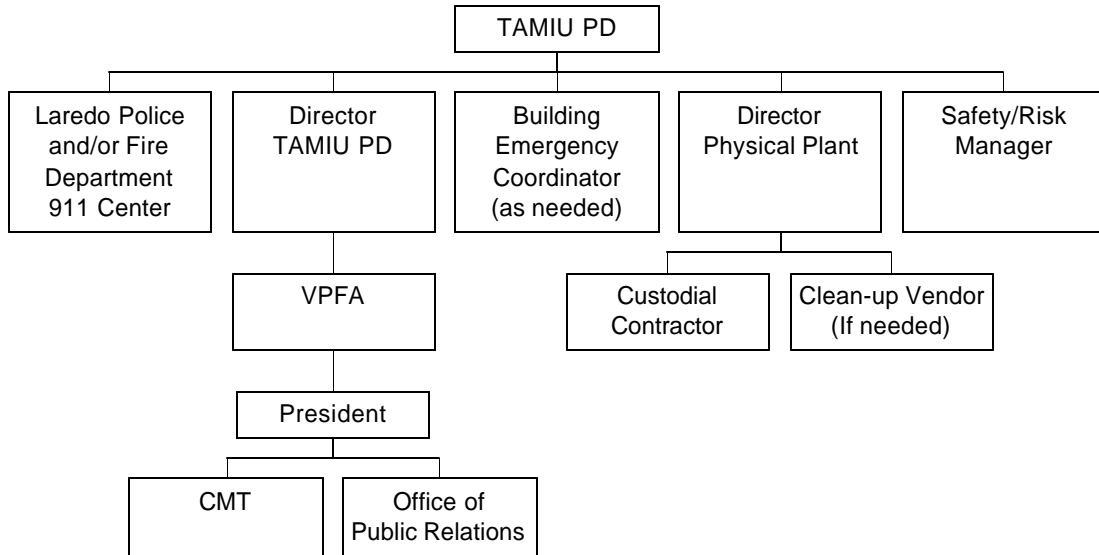
- Establish a safety perimeter to keep persons away from the area.
- Notify the Laredo Emergency Response Services and the *CMT* as needed.
- If suspicious package is a suspected explosive device, then see Bomb Threat Procedures.
- If suspicious package contained a suspected biological/chemical agent, then contact local U.S. Postal Inspectors.

3. PROCEDURES FOR SUSPICIOUS LETTER/PACKAGE/SUBSTANCE

What to do upon receipt of a suspicious letter/package/substance:

- Handle with care. Handling should be kept to a minimum to prevent further problems and to preserve the suspicious package for evidence.
- Don't shake or bump.
- Isolate and look for indicators.
- Don't open, smell or taste.
- Treat it as suspect.
- Notify TAMIU PD.
- Wash your hands with soap and water.
- Identify individuals who may have been exposed to the material.
- Do not leave premises until dismissed by authorities.

**4. SUSPICIOUS LETTER/PACKAGE/SUBSTANANCE EMERGENCY
RESPONSE CHART**



C. HAZARDOUS MATERIAL SPILLS

1. INTRODUCTION

Departments using hazardous materials are responsible for establishing departmental clean-up procedures, including complete information concerning the properties of the spilled material. These departments are also responsible for providing access to Material Safety Data Sheets (MSDS) for any of their employees coming in contact with hazardous materials. In addition, supervisors are required to carefully train employees in the use of hazardous materials and in the proper safety techniques to follow in case of a spill. Hazardous material spill kits should be readily available before purchasing, using or storing chemicals. Individuals shall be familiar with the location of safety equipment (i.e., hazardous material spill kit, fire extinguisher, and eyewash/safety shower), prior to the occurrence of a hazardous material spill.

In the event of a spill, container failure, explosion, or fire, immediate steps must be taken by responsible and knowledgeable persons within the department to minimize hazards and, if at all possible without risk of injury, to contain the spill. When responding to a chemical emergency, avoid contamination.

- Do not walk into or touch any spilled material.
- Avoid inhalation of gases, fumes, and smoke. Stay up wind.
- Do NOT assume that gases/vapors are harmless because they lack odor.

2. RESPONSIBILITIES FOR HAZARDOUS MATERIAL SPILLS

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, these additional responsibilities apply to TAMIU's hazardous material spill procedures.

b. Director of TAMIU PD

- Establish a safety perimeter to keep persons away from the evacuated area or building until the spill is cleaned up and re-entry is authorized.
- Notify the Laredo Fire Department and the *CMT* as needed.

c. University Safety/Risk Manager

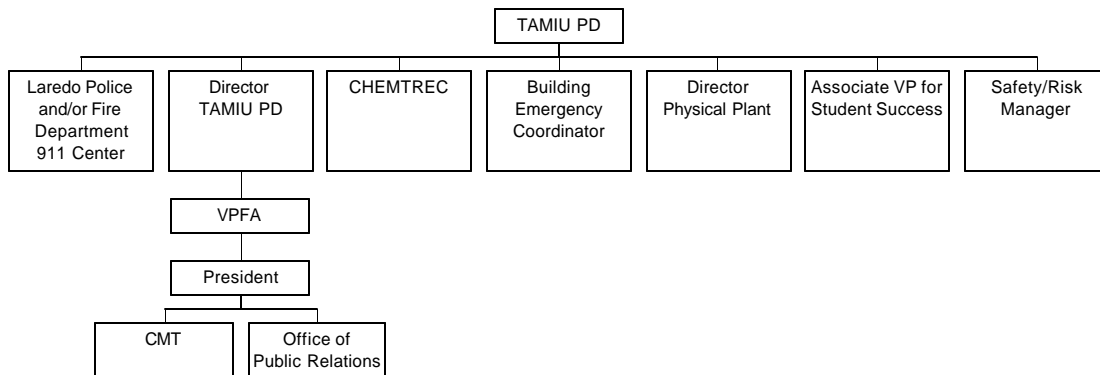
- Assist department with clean up as needed.

3. PROCEDURES FOR HAZARDOUS MATERIAL SPILLS

- If the spill is **minor**, the following procedure should be used:
 - Take whatever steps necessary to contain the spill within the immediate area of the accident, if you have been trained. Hazardous material spill kits are equipped with supplies designed for containment.
 - Contact the TAMIU PD at extension 2911 and provide the dispatcher with as much information as possible.

- Notify the University Safety/Risk Manager of the incident. Affected personnel must remain on-site until area has been cleaned.
- If the spill is **major**, and cannot be controlled, thus presenting a hazard which is unmanageable and threatening to the occupants of the immediate area or the building, the following procedures should be used:
 - Attempt to identify the hazard and notify TAMIU PD of the location and explain the problem of the chemical spill, chemical fire, or suspected chemical contamination.
 - Initiate evacuation procedures.
 - Take whatever steps are necessary (within the bounds of prudent safety) to contain the spill as much as possible.
 - Isolate the area. Move and keep people away from the incident scene. (Safe distances from the scene will vary. Consult with the orange “Guidebook” for the safe distance chart. Copies of the book are placed in each patrol vehicle and at the Communication Dispatch desk.)
 - Upon initial assessment of the situation by the Laredo Fire Department, or University administrative personnel, TAMIU will contract an Emergency Response Unit to assist in clean up as deemed necessary.
 - Refer to the orange “Guidebook” when the substance is identified and follow all instructions for that substance. Simultaneously, call CHEMTREC (800) 424-9300 for any updated information pertaining to safety action for the chemicals involved.

4. HAZARDOUS MATERIAL SPILL RESPONSE CHART



D. AIRPLANE CRASH/EXPLOSION ON CAMPUS

1. INTRODUCTION

The TAMIU campus is less than three miles from Laredo International Airport. Aircraft frequently fly over the campus as part of their approach for landing or departure from the airport. Because of the proximity to the Laredo International Airport, there is a possibility of an aircraft crash on or near the TAMIU campus.

2. RESPONSIBILITIES FOR AIRPLANE CRASH/EXPLOSION ON CAMPUS

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, these additional responsibilities apply to TAMIU's airplane crash/explosion on campus procedures.

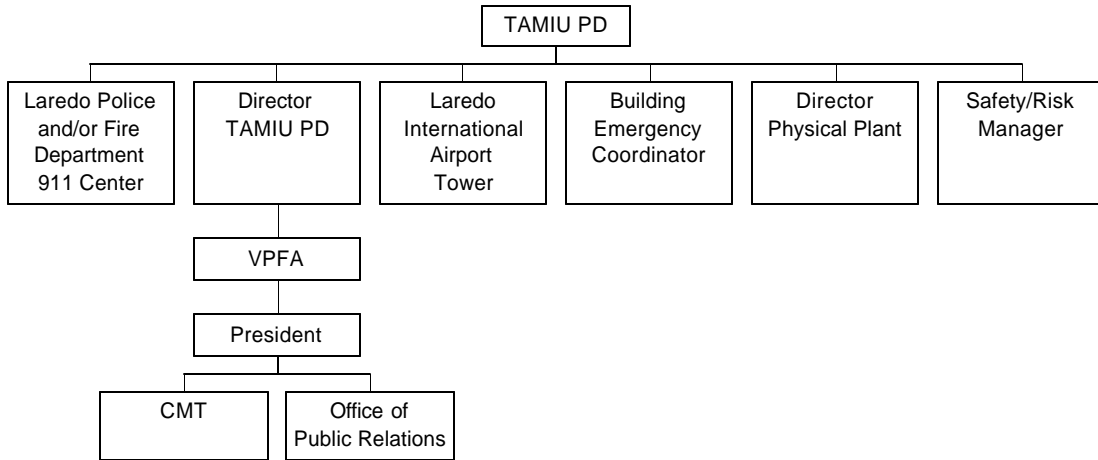
a. Director of TAMIU PD

- TAMIU PD Dispatcher will notify Laredo International Airport Tower of the crash and, as appropriate, request emergency equipment.
- If the crash investigation and cleanup are likely to be of prolonged duration, TAMIU PD shall request that the airspace above the TAMIU campus be declared a restricted flight zone up to an altitude of 2,000 feet above ground level (AGL), in accordance with Federal Aviation Administration Regulations, Section 91.137 (a) (1) and 91.137 (a) (3).

3. PROCEDURES FOR AIRPLANE CRASH/EXPLOSION ON CAMPUS

- If an aircraft crashes or lands on or near the TAMIU campus, immediately notify the TAMIU PD, ext. 2911. If there is an associated fire or explosion, be certain to report that fact. Provide as much information as possible.
- Attempt to determine if there are survivors in or near the aircraft, and if it is safe to do so, attempt to remove the survivors from danger.
- Secure the area. Do not remove any parts or portions of the aircraft *except* as necessary for rescue efforts. Although it is the responsibility of the appropriate law enforcement agency to preserve the scene of an aircraft crash, everyone at the scene is responsible to preserve all aircraft parts and debris in its original location and condition until the arrival of the appropriate law enforcement agency representatives.
- Investigation of the cause of an aircraft crash is the responsibility of the National Transportation Safety Board or Military officials. TAMIU PD will make that notification.

4. AIRPLANE CRASH/EXPLOSION ON CAMPUS RESPONSE CHART



E. GAS LEAK

1. INTRODUCTION

Natural gas is supplied to several buildings on campus. Natural gas is odorless, shapeless, and colorless in its pure form. Because natural gas has no odor, gas companies add a chemical that gives it a very distinctive odor, almost like rotten eggs. Natural gas provides energy for several applications on campus (i.e., heating, cooking, or laboratory applicable uses). Because natural gas is so easily ignited by heat, sparks, and/or flames, it is very important that a gas leak be reported immediately.

2. RESPONSIBILITIES FOR A GAS LEAK

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, these additional responsibilities apply to TAMIU's gas leak procedures.

a. Director of TAMIU PD

- Notify Physical Plant.
- If Physical Plant personnel are not available the TAMIU PD Dispatcher should contact the local service provider.
- If needed initiate evacuation of the building or campus. If leak is outside, isolate/secure the area.
- Initiate all clear signal to return to buildings.

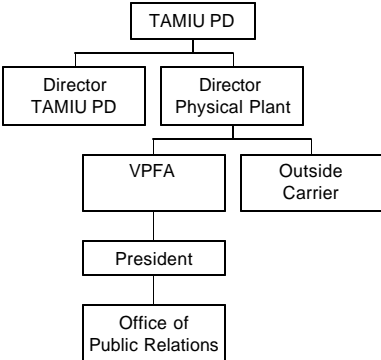
b. Director of Physical Plant

- Locate shut off valve and secure the area.
- Contact local provider to assist in repairs if needed.

3. PROCEDURES FOR GAS LEAK

- Notify TAMIU PD.
- Warn others in the immediate area.
- Evacuate the area (i.e., surrounding area, building, or campus) if needed.
- Prevent sources of ignition (i.e., cigarettes, or electrical equipment).
- Do not re-enter the area until cleared by TAMIU PD.

4. GAS LEAK EMERGENCY RESPONSE CHART



F. TELECOM FAILURE

1. INTRODUCTION

Emergency situations causing telecommunications failure can be the result of a variety of incidents from a simple power outage to a major hurricane. In the event of an emergency whereby the Southwestern Bell Telephone System becomes inoperable, TAMIU must rely upon two-way radios and cellular telephones. There are no free-standing emergency telephones on the TAMIU campus.

The TAMIU PD has the capability to communicate by radio with the Laredo Police Department, the Laredo Fire Department, and the Webb County Sheriff's Office, the Texas Department of Public Safety, and other nearby emergency service agencies.

2. RESPONSIBILITIES FOR TELECOM FAILURE

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's telecom failure emergency procedures.

a. Director of TAMIU PD

- Notify Physical Plant.
- If Physical Plant personnel are not available the TAMIU PD Dispatcher should contact the local service provider.
- Review alternate communication network.

b. Director of Office Of Information Technology

- Evaluate the problem to determine if it is an onsite failure or service provider failure.
- Make recommendation to VPFA to activate CMT if necessary.

c. Local Telecommunication Provider

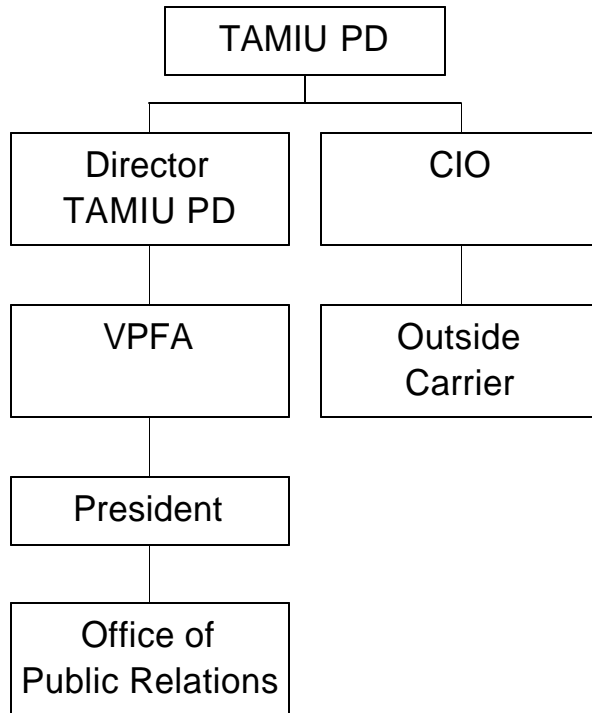
- Will expedite to restore telecommunication services on campus.

3. PROCEDURES FOR TELECOM FAILURE

- Notify Office Of Information Technology.
- Check other methods of communication that could normally be used instead of the telephone, such as pay phones or electronic mail.
- If you have a radio at your workstation, turn it on and monitor any Emergency Management Agency broadcasts or any AM/FM radio stations.
- If you do not have a radio, seek out the Building Emergency Coordinator who should have one in working condition.
- If your building is the only one being evacuated, look for your Building Emergency Coordinator after you have exited and reassembled outside.

- If building evacuation is required for most of the campus, go to your assembly area and wait for further instructions.
- There is a possibility that even though local phone lines are not operational, long distance lines may still be active. Therefore prior to an emergency, develop an action plan for your family. This plan needs to include a phone number of a relative or friend that lives away from the local area for members of your family to call in the event of an area-wide emergency e.g., tornado or hurricane. This will allow a means of communication with your immediate family who may have been affected by a widespread emergency.

4. TELECOM FAILURE EMERGENCY RESPONSE CHART



G. WATER OUTAGE

1. INTRODUCTION

Water outage may be a result of an on campus problem or a problem residing off campus with the water utility provider. Prolonged water outage may result in a suspension of campus activities until the water supply can be restored because of obvious public health and safety concerns.

2. RESPONSIBILITIES FOR WATER OUTAGE

In addition to the responsibilities as outlined in the Responsibilities Section of the Plan, the additional responsibilities apply to TAMIU's water outage emergency procedures.

a. Director of TAMIU PD

- Notify Physical Plant.
- If Physical Plant personnel are not available the TAMIU PD Dispatcher should contact local water utility company.
- Once given the order, evacuate the buildings/campus if water outage is expected to be long-term.

b. Director of Physical Plant

- In the event that the water outage involves only one building or a small portion of the campus, ascertain and correct the problem.
- If the water outage is campus wide, work with the local water supply company to determine the extent of the problem and determine the expected time to correct the problem and get the water back on line.
- Make recommendation to VPFA to activate CMT if necessary.

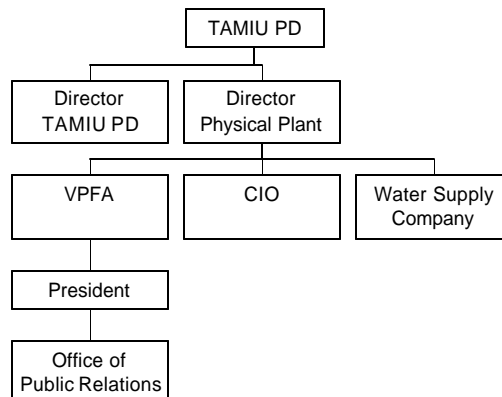
c. Local Water Supply Company

- Local water supply company officials will coordinate with the Director of Physical Plant or his designee to determine the University priorities.

3. PROCEDURES FOR WATER OUTAGE

- **Notify TAMIU PD**

4. WATER OUTAGES EMERGENCY RESPONSE CHART



H. ELECTRICAL FAILURE

1. INTRODUCTION

Even though electrical outages are rare, there will be occasions when electrical failures occur. These outages could range from transformer failure, which may affect a small portion of the campus, or complete campus power outage such as would be caused by a hurricane.

a. Emergency Generators

TAMIU has six (6) emergency generators located on campus for limited usage. The location and operational usage of these generators are indicated in the following table.

BUILDING	LOCATION	USAGE
Killam Library	Immediately East of loading dock on East side of building	To power emergency lighting and elevators in Killam Library, Bullock Hall and Cowart Hall
Pellegrino Building	Servicing Court West of Building	To power emergency lighting and elevators in Pellegrino Building, Western Hemispheric Trade Center, and Student Center
Canseco Building	Service Court East of Building	To power emergency lighting and elevators in Canseco Building
Kinesiology and Convocation Building and Physical Plant Building	South of Physical Plant Building loading dock, behind wall	To power emergency lighting and elevators in Kinesiology and Convocation Building and the Physical Plant Building.
Center for the Fine and Performing Arts	South Side of Center for the Fine and Performing Arts Building	To power emergency lighting and elevators in Center for the Fine and Performing Arts Building
Lamar Bruni Vergara Science Center and Planetarium	Immediately East of loading dock on East side of building	To power emergency lighting and elevators in Lamar Bruni Vergara Science Center and Planetarium.

b. University Village and RLC

There is no emergency power for the University Village or RLC, the student housing facilities. In the event of a power outage involving the University Village or RLC, notify the TAMIU PD and follow procedures established by the Department of Housing and Residential Life. TAMIU PD Officers will provide assistance and emergency communications, if necessary, including notification of AEP.

2. RESPONSIBILITIES FOR ELECTRICAL FAILURE

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's electrical failure emergency procedures.

a. Director of TAMIU PD

- Notify Physical Plant.
- If Physical Plant personnel are not available the TAMIU PD Dispatcher should contact local power company.
- Check elevators to ensure no occupancy.
- Once given the order, evacuate the buildings/campus if power outage is expected to be long-term.

b. Director of Physical Plant

- In the event that the power outage involves only one building or a small portion of the campus, contact local power company.
- Work to get power back on line.
- Make recommendation to VPFA to activate CMT if necessary.

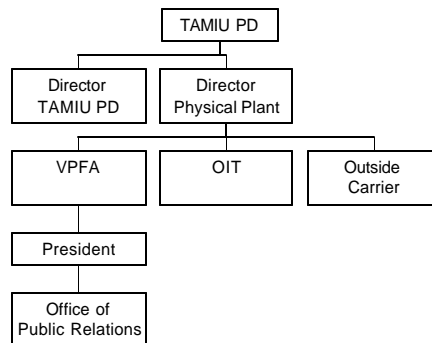
c. Local Power Supply Company

- Local power supply company officials will coordinate with the Director of Physical Plant or his designee to determine the University priorities.

3. PROCEDURES FOR ELECTRICAL FAILURE

- Notify TAMIU PD.

4. ELECTRICAL FAILURE EMERGENCY RESPONSE CHART



I. BOMB THREAT

1. INTRODUCTION

Bomb threats and other threats of violence are serious emergencies that require prompt attention. Although bomb threats are rare, they are most likely to occur during final exams.

For most bomb threats, the caller announces that a bomb is set to go off at a certain time and then hangs up. Because routine bomb threat evacuations may spawn numerous hoax calls, consider the following:

Most intended explosions have no warning. Usually, after the bomb is detonated, a party claims credit and then explains why the bomb was set.

In cases where an actual device is located, the caller usually provides specific information for finding the device before the detonation time.

With few exceptions, bomb threats on campus are hoaxes and designed to avoid or postpone an unpleasant task (e.g., exam).

2. RESPONSIBILITIES FOR BOMB THREATS

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's bomb threat procedures.

a. Director of TAMIU PD

- TAMIU PD regards all bomb threats as serious.
- After learning of a bomb threat, TAMIU PD notifies the appropriate Building Emergency Coordinator and informs them to initiate search procedures.
- TAMIU PD will assist in the search of the building, including trashcans and restrooms, for anything “suspicious” or “out of the ordinary.”
- After interviewing the person who received the bomb threat TAMIU PD will determine if the threat appears to be a hoax or an actual emergency.
- If the threat is determined to be an actual emergency, it will be determined if the entire building or only a portion of the building should be evacuated.

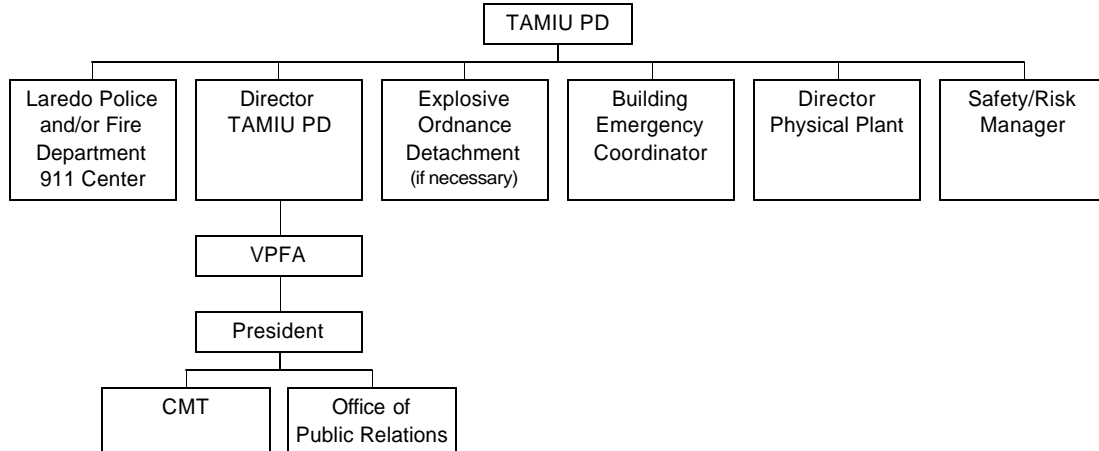
3. PROCEDURES FOR RECEIVING A BOMB THREAT

- If you receive a bomb threat over the phone, remain calm and be courteous.
- If feasible, notify another person to listen on another extension.
- Take notes on the caller's threat, tone, voice characteristics, and background noise.
- Complete the bomb threat checklist (Appendix C) upon receiving a Bomb Threat call.

4. PROCEDURES WHEN A BOMB OR SUSPICIOUS PACKAGE IS FOUND

- Do not handle the object.
- Immediately contact TAMIU PD.
- Begin evacuation procedures.

5. BOMB THREAT EMERGENCY RESPONSE CHART



J. AIRBORNE OR FOODBORNE ILLNESSES

1. INTRODUCTION

Due to TAMIU's proximity to the border, TAMIU is more susceptible to complications with airborne or foodborne illnesses than universities in northern regions.

More than 250 different foodborne diseases have been described. Most of these diseases are infections, caused by a variety of bacteria (such as *Salmonella* and *E. coli* 0157:H7), viruses (such as calicivirus and hepatitis A), and parasites (such as *Cryptosporidium* and *Cyclospora*) that can be foodborne. Other diseases are poisonings, caused by harmful toxins or chemicals that have contaminated the food, for example, poisonous mushrooms. These different diseases have many different symptoms, so there is no one "syndrome" that is foodborne illness. However, the microbe or toxin enters the body through the gastrointestinal tract, and often causes the first symptoms there, so nausea, vomiting, abdominal cramps and diarrhea are common symptoms in many foodborne diseases.

Examples of airborne diseases include: Tuberculosis, bacterial meningitis (caused by *Streptococcus pneumoniae* and *Neisseria meningitidis*), pneumonia or respiratory infections.

2. RESPONSIBILITIES FOR AIRBORNE/FOODBORNE ILLNESSES

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's airborne/foodborne illnesses procedures.

a. TAMIU PD

- Notify Student Health for treatment.
- Notify ambulance service if needed.
- Notify University Safety/Risk Manager.
- TAMIU PD **will not** usually transport patients to medical facilities.

b. Student Health Services

- Student Health Center personnel will treat on-site or contact TAMIU PD to arrange for transport of affected persons to medical facilities for treatment.
- In the event a suspected airborne or foodborne illness is treated at the Student Health Center, Student Health Center personnel will immediately notify the University Safety/Risk Manager.
- Begin immediate investigation to determine the nature of illness and simultaneously notify appropriate medical and Webb County Health Department personnel for assistance.

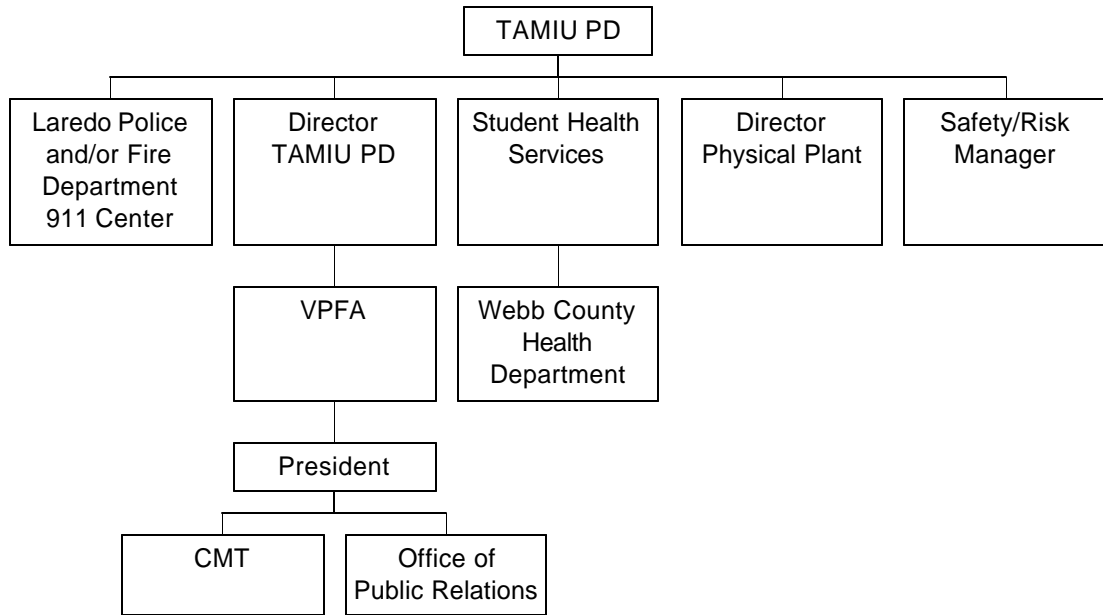
c. University Safety/Risk Manager

- Assist in investigation of campus involvement.
- Coordinate activities with Student Health Center personnel for further possible action.

3. PROCEDURES FOR AIRBORNE OR FOODBORNE ILLNESSES

- Notify TAMIU PD.
- Seek treatment.

4. AIRBORNE/FOODBORNE ILLNESSES EMERGENCY RESPONSE CHART



K. INJURY/DEATH OF STUDENT OR EMPLOYEE

1. INTRODUCTION

The TAMIU family understands that the role of each student and employee is important to the overall mission of the campus. An injury to or the loss of a student or employee will be deeply felt throughout the campus. To the extent possible, TAMIU would like to protect the TAMIU family from experiencing such a loss, but in the event that such an incident does occur, we will respond professionally, exercising empathy and compassion.

2. RESPONSIBILITIES

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's injury/death of a student or employee emergency procedures.

a. TAMIU PD

- Upon a serious injury of a student or employee, notify Laredo Emergency Services to request Ambulance service.
- Upon a death of a student or employee, notify Justice of the Peace on call.
- Notify the Associate Vice President for Academic Affairs, the VPFA, Associate Vice President for Student Success, and the University Safety/Risk Manager as appropriate.
- Conduct an investigation to determine if a crime has been committed.

b. Associate Vice President for Student Success

- If a death or serious injury to a student, notify family.
- Coordinate with Director of Public Relations, Marketing and Information Services for public announcements.

c. Vice President for Finance and Administration

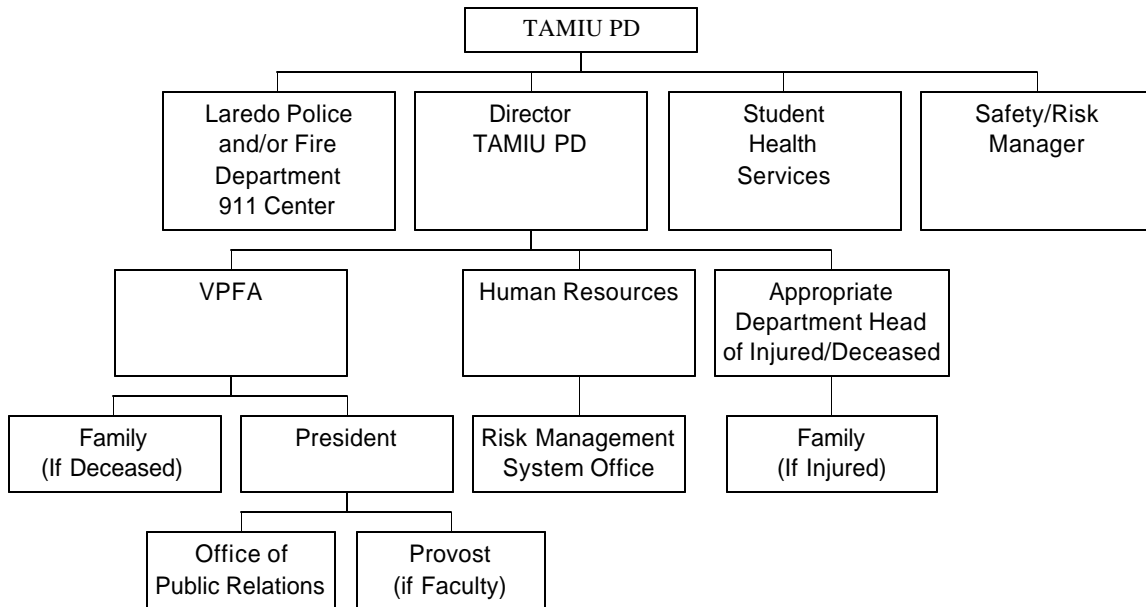
- If a death or serious injury of an employee, notify family.
- Coordinate with Director of Public Relations, Marketing and Information Services for public announcements.

3. PROCEDURES

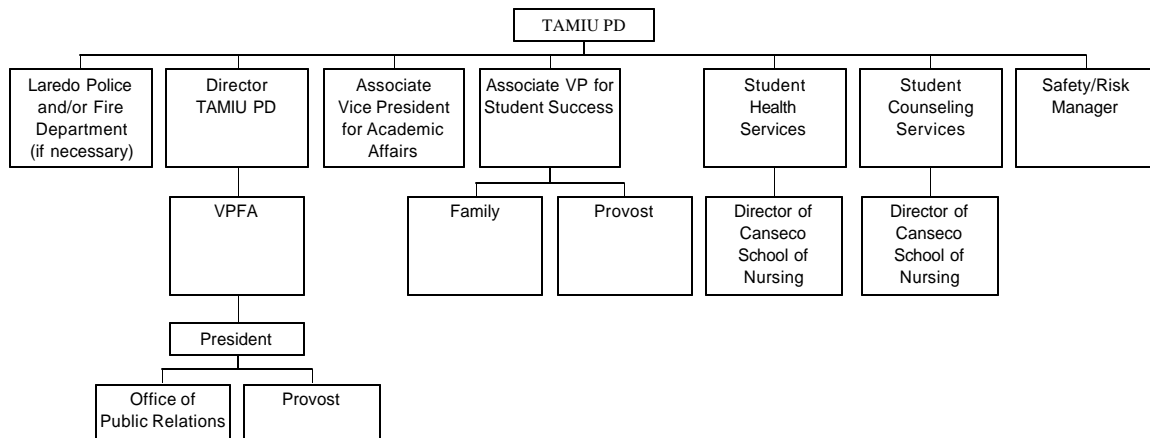
- Notify TAMIU PD.

4. CRISIS MANAGEMENT RESPONSE CHART

Injury/Death of an Employee



Injury/Death of a Student



L. MISSING STUDENT

1. INTRODUCTION

Most students are adults and have a right to go wherever they wish at any time. However, if a member of the University Community has reason to believe that a student is missing, efforts shall be made to locate the student to determine his or her state of health and well being. The following serves as a guideline for action:

- Attempt to determine the student's location or probable location through friends of the student.
- Attempt to verify the student's state of health and intention of returning to the campus.

2. RESPONSIBILITIES

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's missing student procedures.

a. TAMIU PD

- Upon a notification of a possible missing student, begin a preliminary investigation immediately to ascertain the whereabouts of the student.
- Notifies the Associate Vice President for Academic Affairs and Associate Vice President for Student Success as appropriate.
- Conducts an investigation to determine if a crime has been committed.
- If a student is thought to be missing and all efforts to locate the student have proven fruitless, upon discussions with the Associate Vice President for Student Success, decide on the appropriate course of action, including the notification of the family.

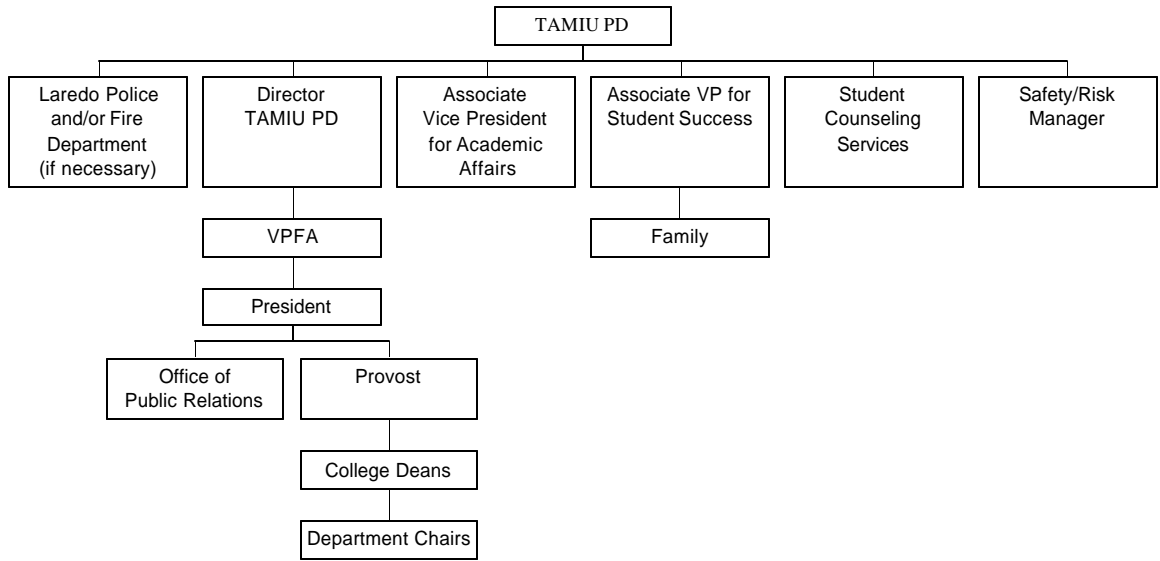
b. Associate Vice President for Student Success

- Determine if the student has been attending class.
- If a student is thought to be missing and all efforts to locate the student have proven fruitless, upon discussions with TAMIU PD, decide on the appropriate course of action, including the notification of the family.
- Coordinate with Director of Public Relations, Marketing and Information Services for public announcements.

3. PROCEDURES

- Notify TAMIU PD.

4. MISSING STUDENT EMERGENCY RESPONSE CHART



M. SEXUAL ASSAULT

1. INTRODUCTION

Sexual assault is a violent crime, which leaves the person who has been assaulted with feelings of fear, victimization, and distrust. The well being of the victim of a sexual assault is the principal responsibility of each person who has any dealings with him or her. The goal of the process is to have the victim become a survivor rather than remain a victim.

2. RESPONSIBILITIES

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's sexual assault emergency procedures.

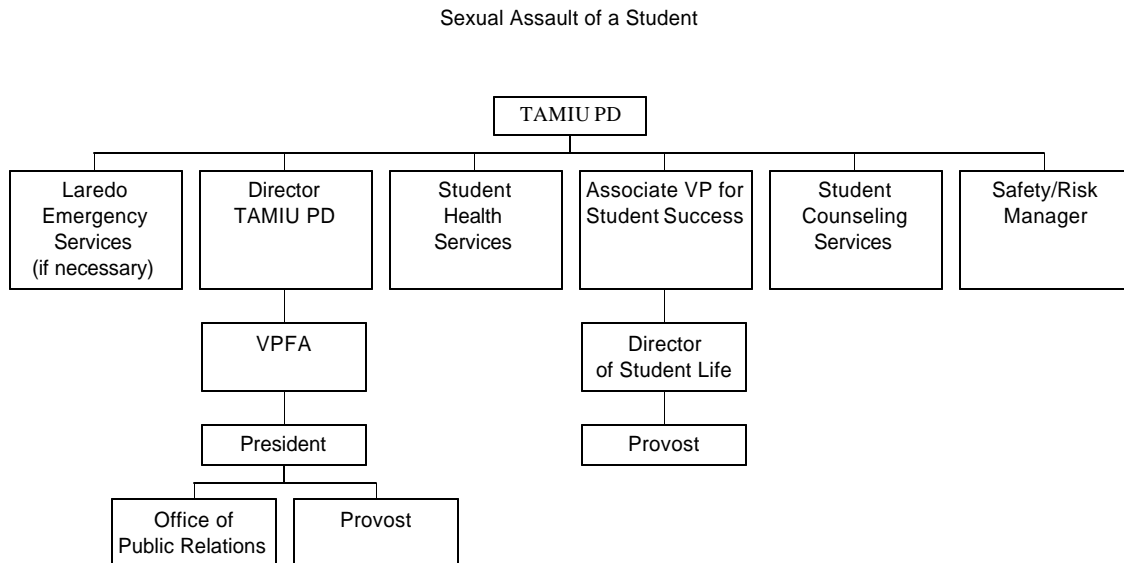
a. TAMIU PD

- Upon a notification, begin a preliminary investigation immediately.
- A sexual assault investigation will be conducted in accordance with TAMIU PD Procedures.
- TAMIU PD Officers are required to inform the victim of a sexual assault of their rights as a victim:
 - The right to choose a pseudonym rather than the victim's true name in all portions of the investigative process;
 - The right to choose whether to criminally prosecute the person who committed the sexual assault and to change that decision at any time in the future;
 - The right to a sexual assault medical examination at no cost to the victim;
 - The right to have other persons of their choice present at all stages of the investigative process; and,
 - The right to be informed of the progress of any investigation and or prosecution.
- If the victim chooses not to criminally prosecute the person who committed the sexual assault, some of those rights are modified, but TAMIU PD Officers must inform the victim he or she has a right, if the assailant is a TAMIU student, to pursue disciplinary action through the Student Disciplinary Process.
- Transport the victim of a sexual assault to an appropriate medical facility to complete a sexual assault evidentiary examination.
- Preserve Physical Evidence (including photographs, measurements and diagrams) from the actual scene of the incident, as well as any other physical evidence in accordance with TAMIU PD standard procedures.
- Notify the VPFA and the Associate Vice President for Student Success as appropriate.

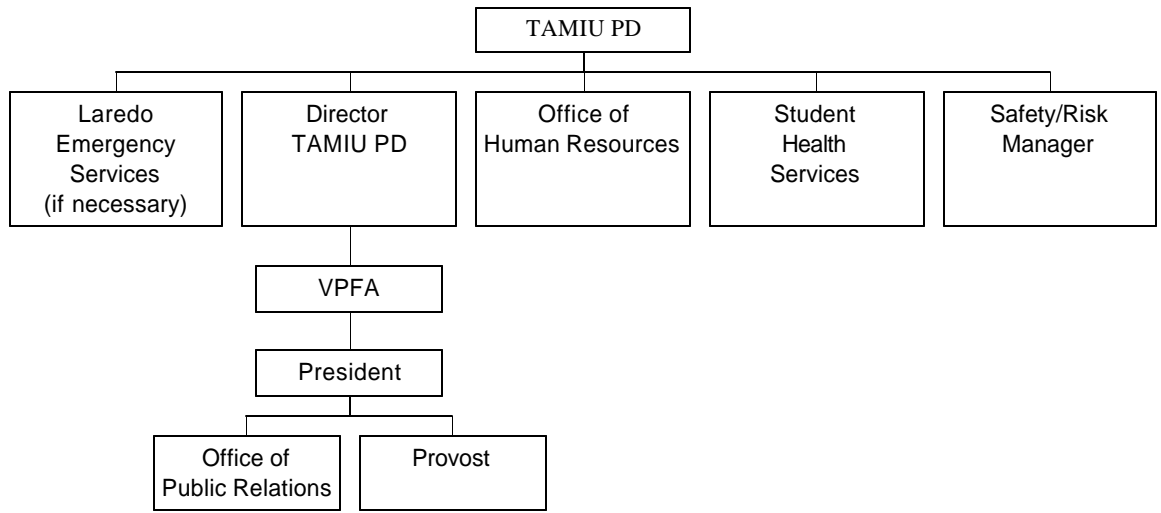
3. PROCEDURES

- When a real or suspected sexual assault of a TAMIU student or employee is reported to any person, that person shall respect the wishes of the victim, while encouraging the victim to:
 - obtain medical assistance,
 - report the crime to appropriate law enforcement officials for investigation, and
 - obtain counseling services from an appropriate source, including the University Student Counseling Services.
- If a sexual assault is reported to any person associated with TAMIU, then in accordance with laws and regulations, all victims of sexual assaults must be informed of the right to seek criminal prosecution and, in addition, to pursue disciplinary action through the Student Disciplinary process.

4. SEXUAL ASSAULT EMERGENCY RESPONSE CHART.



Sexual Assault of an Employee



N. ATTEMPTED SUICIDE OR MENTAL HEALTH CRISIS

1. INTRODUCTION

A Mental Health Crisis is a personal problem, which may manifest as a variety of behaviors, ranging from disorientation through aggressive and violent acts against others, to attempting to commit suicide. Often Mental Health Crisis follows a period of depression, some catastrophic event in the person's personal life or the use of alcohol, illicit drugs, prescription drugs or a combination of both.

An incident, which is reasonably believed to be an Attempted Suicide, shall be treated as both a mental health crisis and a violent crime until, or unless, evidence indicates that there is no criminal involvement.

Attempted suicides most often follow some catastrophic event in the personal life of the person who makes the attempt; consequently, immediate steps shall be taken to obtain both medical and mental health assistance.

2. RESPONSIBILITIES

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's attempted suicide or mental health emergency procedures.

a. TAMIU PD

- Notify appropriate medical response personnel, and the Executive Director of Student Life and follow up as necessary.

b. Executive Director of Student Life

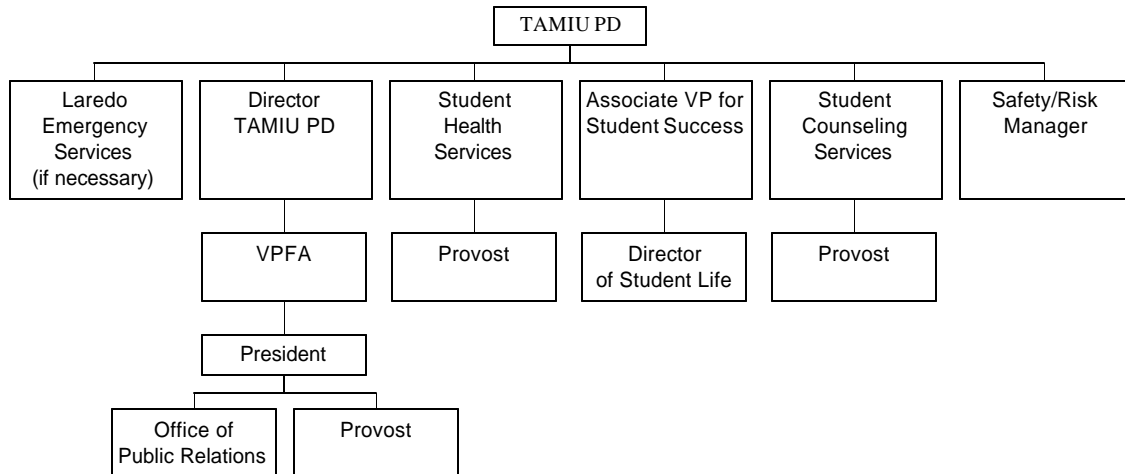
- Notify appropriate Mental Health Care professional.

3. PROCEDURES

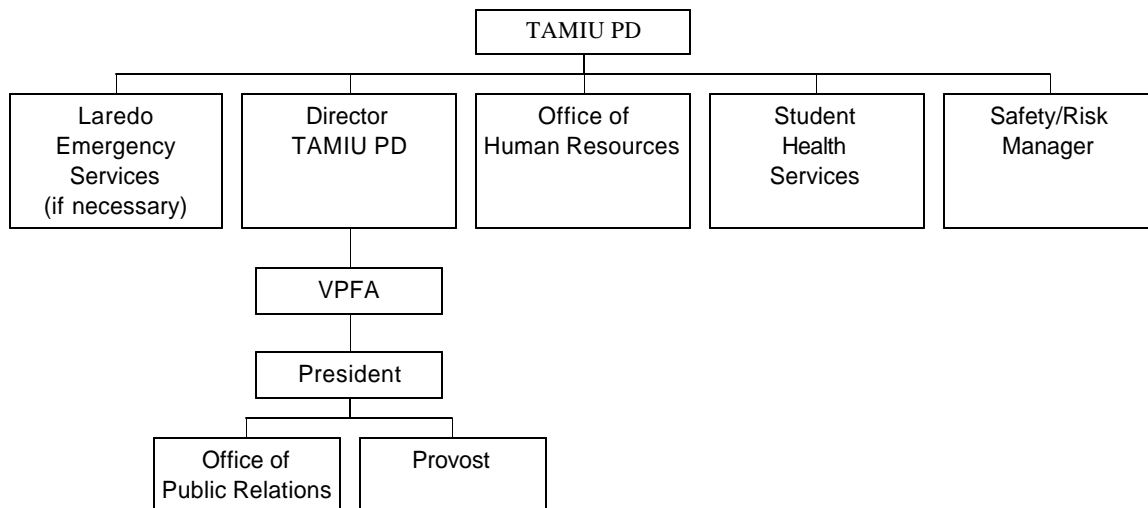
- If the person's physical well being reasonably appears to be at risk, immediately notify TAMIU PD. If it is determined that the person needs immediate mental health care, TAMIU PD will begin the process to obtain a Mental Health Warrant. It is always better to err in favor of medical responses.
- If there appears to be no immediate risk to personal life, the person shall be encouraged to obtain mental health counseling, although it must be recognized that the person has an absolute right to refuse.

2. ATTEMPTED SUICIDE/MENTAL HEALTH EMERGENCY RESPONSE CHART

Attempted Suicide/Mental Health Crisis of a Student



Attempted Suicide/Mental Health Crisis of an Employee



O. ALCOHOL/DRUG OVERDOSE

1. INTRODUCTION

A person who has overdosed on alcohol or drugs may appear to be lethargic, hyperactive, intoxicated, comatose, physically ill with nausea and vomiting, or may appear to be merely asleep.

Prudence will dictate the course of handling and/or treatment, but it is better to err in favor of medical treatment.

An obviously unconscious person shall not be arrested or incarcerated until medical attention has been obtained and the person is medically released.

2. RESPONSIBILITIES

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's alcohol or drug overdose emergency procedures.

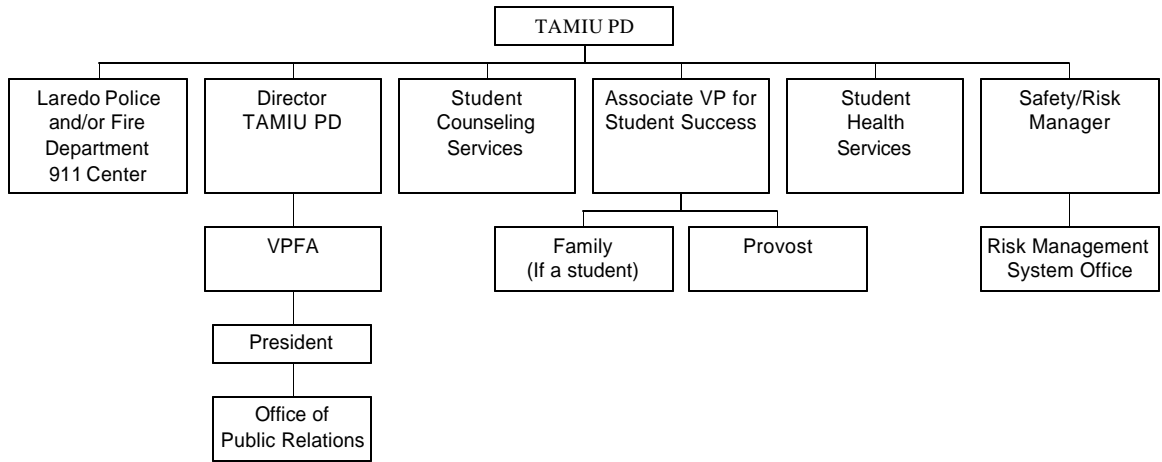
a. TAMIU PD

- If the person is unconscious or comatose, responding TAMIU PD personnel shall:
 - Obtain emergency medical response
 - Attempt to obtain all available information about the nature of the chemicals which the unconscious person may have ingested, including:
 - type of chemicals,
 - amount ingested,
 - time period over which ingestion took place,
 - source of the chemicals.
 - If medications, either over-the-counter or prescription, have been ingested, the medication containers shall be provided to the emergency medical care provider.
- Notify VPFA and Executive Director of Student Life as necessary.

3. PROCEDURES

- When it is reported to any TAMIU student or employee that a person is under the influence or suffering from an overdose of alcohol or drugs, ordinarily a preliminary examination shall be made in order to verify the initial suspicion.
- If the person to whom the overdose is reported does not feel competent to make an overdose determination, TAMIU PD shall be notified immediately.

4. ALCOHOL OR DRUG OVERDOSE EMERGENCY RESPONSE CHART



P. CRIMES IN PROGRESS (INCLUDES ARMED/BARRICADED SUSPECT, CAMPUS DISTURBANCE/RIOT AND ANY HOSTAGE SITUATION)

1. INTRODUCTION

While TAMIU enjoys a relatively crime-free environment, it is very important to report any crime that occurs on campus. It is especially important to report crimes in progress in order to safe guard the victim as well as apprehend and arrest violators. Crimes in progress include:

- Crimes against persons:
 - Assaults, including sexual assaults
 - Robbery
 - Homicide.
- Crimes against property:
 - Theft
 - Burglary of vehicle or building
 - Criminal mischief
 - Arson.

2. RESPONSIBILITIES

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's crime in progress emergency procedures.

a. TAMIU PD

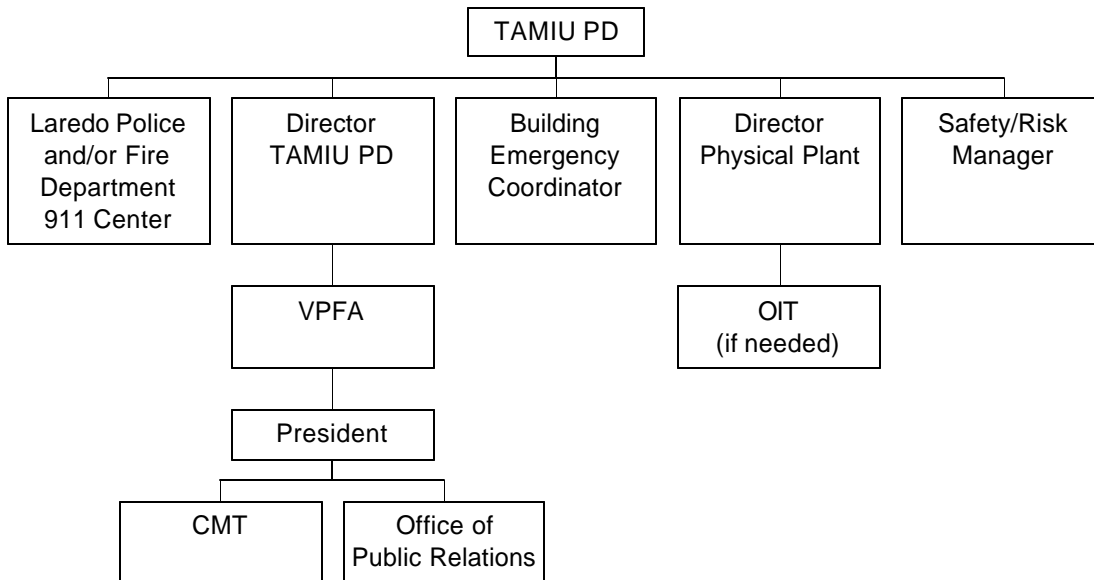
- Upon notification, TAMIU PD personnel will respond to the scene and take appropriate action, including requesting additional support, if necessary.
- Notify appropriate university personnel as necessary.

3. PROCEDURES

- Any observed criminal activity or suspected criminal activity is to be reported to TAMIU PD by directly reporting to an officer, through use of the emergency telephone system, or by dialing TAMIU PD's emergency number, 2911. Be prepared to provide the following information:
 - Type of Crime or suspicious activity;
 - Exact location of the incident;
 - Physical description of the person or persons, including:
 - height,
 - weight,
 - race,
 - sex,
 - hair color,
 - clothing description,
 - weapons used, if any;

- vehicle descriptions including license number and distinguishing features.
 - Answers to other questions to clarify the type of incident and location;
 - A phone number at the scene, if one is available;
 - Your name, unless anonymity is desired.
- A person reporting a crime or suspicious activity should not become involved in the activity unless the involvement is in the nature of self-defense or the defense of another.

4. CRIME IN PROGRESS EMERGENCY RESPONSE CHART



Q. ACTIVE SHOOTER

1. INTRODUCTION

One of the fastest growing areas of potential lethal threat to the public has been the advent of workplace violence, which may be directed at specific individuals or facilities. For example, incidents have occurred in large facilities, such as schools, post offices, malls and large government buildings, as well as smaller facilities, such as banks, gas stations and convenience stores. A common scenario which has emerged is that of the disgruntled former employee who returns to a previous workplace to seek revenge with lethal force.

Fortunately, this type of event occurs infrequently, but when it does it can be characterized as a worst-case scenario.

a. The Threat

Typically, the threat will be a single suspect, although multiple suspects are possible, armed with semi-automatic and/or automatic weapons, who may be despondent, enraged, humiliated or agitated. The suspect is usually mobile and may engage innocent bystanders or targeted individuals while on the move. In contrast to a hostage situation, this suspect generally does not take hostages, and does not want to negotiate for any reason. The suspect usually will not stop the random or directed potentially lethal acts until he tires of these vengeful acts, encounters targeted individuals or decides to leave the area.

b. The Location

The location of these incidents generally consists of a large geographic area occupied by many workers or members of the public that does not lend itself to easy containment. Schools, department stores, malls, large post offices and office buildings are all potential locations of involvement.

2. RESPONSIBILITIES

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's active shooter emergency procedures.

a. All personnel

- Immediately notify TAMIU PD of any suspicious persons or activities involving weapons (i.e., guns, knives, etc.)
 - Identify yourself and phone number
 - State emergency (describe the activity)
 - Location of suspicious persons (building, room number, direction of travel, etc.)
 - Physical description of persons (height, gender, clothing, etc.)

- Alert others in the area.
- Be prepared to evacuate or shelter in place.

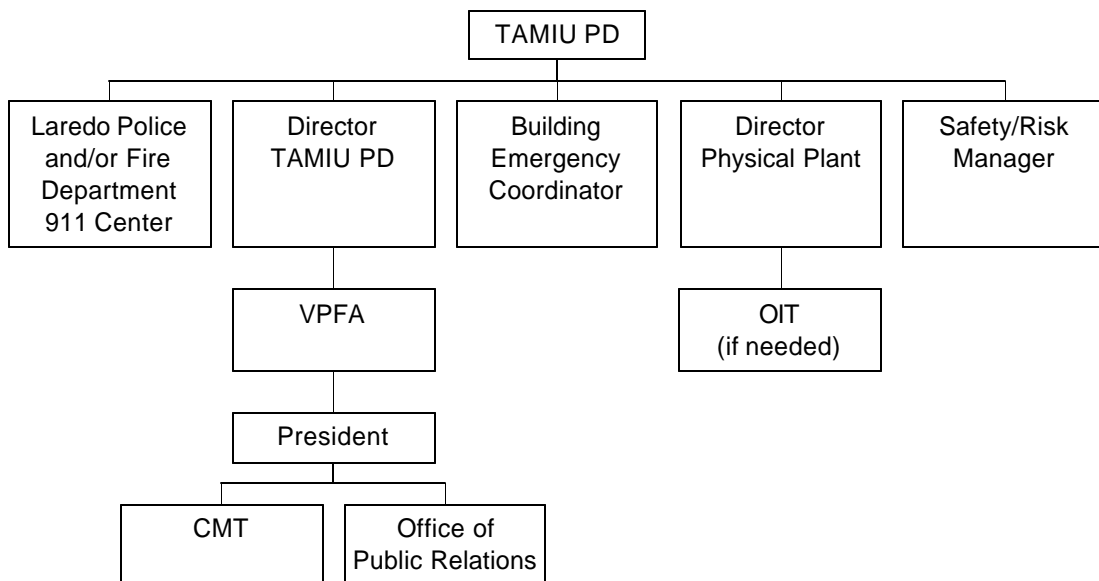
b. TAMIU PD

- TAMIU PD Officers shall be dispatched to the scene to verify the situation.
- Upon verification, the TAMIU PD Dispatcher shall immediately request assistance from the Laredo Police Department, giving as much information as possible.
- Assist in evacuating the building occupants including individuals with disabilities.
- Ensure that elevators are on the first floor and locked open.
- Provide directions for Laredo Emergency Services personnel entering the campus.
- A TAMIU PD officer, if available, shall be assigned to the intersection of University Boulevard and Loop 20 to secure University entrance.
- Direct traffic and provide crowd control.
- The TAMIU PD Dispatcher shall contact the Director of TAMIU PD, the University Safety/Risk Manager and the Director of Physical Plant. If necessary, the Director of University Police shall contact the VPFA or his designated alternate.

3. PROCEDURES FOR ACTIVE SHOOTER

- Notify TAMIU PD
- Do not become involved in the activity unless the involvement is in the nature of self-defense or the defense of another if there does not appear to be an immediate risk.

4. ACTIVE SHOOTER EMERGENCY RESPONSE CHART



R. HURRICANE

1. INTRODUCTION

It is unlikely that Laredo will experience the direct onslaught of a hurricane, although high winds and torrential rain resulting from hurricanes may strike the Laredo area. In that sense, hurricanes in the Laredo area display many features common to tornadoes and flooding.

TAMIU will initiate the emergency plan only when it becomes evident that the hurricane will make landfall in the Coastal Bend area and we are notified by another Texas A&M System University in that area of the evacuation of their students to our University.

Immediately following the directive from the President, the Director of TAMIU PD and the Director of Physical Plant will implement the procedures outlined in this Plan.

2. RESPONSIBILITIES FOR HURRICANE PROCEDURES

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's hurricane procedures.

a. TAMIU President

- Initiates the directive for the implementation of the University's hurricane procedures.
- Initiates University evacuation orders.

b. Director of TAMIU PD

- Establishes a Central Command Post in Killam Library.
- Responsible for direction of Command Post operations.
- Ensures the completion of hurricane preparedness measures if necessary as outlined in Appendix F.
- Monitors the course of the hurricane and hurricane conditions and reports these conditions to the *CMT*.

c. Director of Physical Plant

- Assists the TAMIU PD in implementation of this plan.
- Ensures that appropriate hurricane preparedness measures as outlined in Appendix F are initiated, especially those measures pertaining to personnel responsible for buildings and grounds preparation.
- Procures, stores and maintains supplies and equipment necessary to implement these procedures.
- Ensures gas powered equipment is properly fueled. (i.e., generators, vehicles, etc.)

d. University Safety/Risk Manager

- Serves as the University's Hurricane Preparedness Coordinator.
- Monitors the course of the hurricane and hurricane conditions and reports these conditions to the *CMT*.
- Maintains liaison with the American Red Cross and other community officials.

e. Director of Public Relations, Marketing and Information Services

- Maintains liaison with the President for the purpose of issuing public announcements to the TAMIU community and community at large.

f. Associate Vice President for Student Success

- Obtains a roster of those students who do not have the means to evacuate the area upon evacuation notice.

g. All TAMIU Personnel

- Within areas of responsibility, safeguards equipment, records and other items that may be susceptible to water and wind damage, and/or to utility outages.

3. TERMINATION OF HURRICANE PROCEDURES

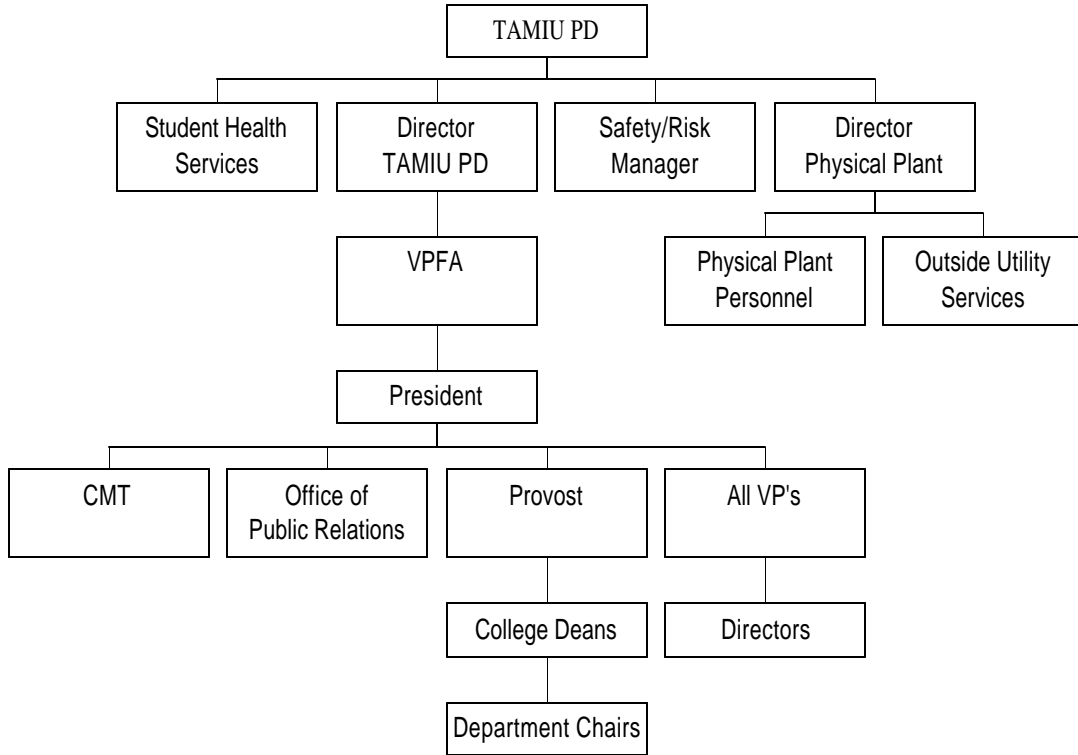
Personnel who have been identified as **PRIORITY** members shall return to work as soon as possible after local officials have declared that the emergency has passed. When practical and following notification issued through the President's Office, the following actions will be taken:

- All personnel will report for duty in accordance to the Personnel Recall procedures.
- Telephone switchboard operations will resume.
- The Damage Assessment Team will initiate surveys of equipment and furnishings and take appropriate measures to minimize further damage.
- All other personnel will stand ready to assist with major cleanup efforts.
- Classes will resume and normal operations will commence.

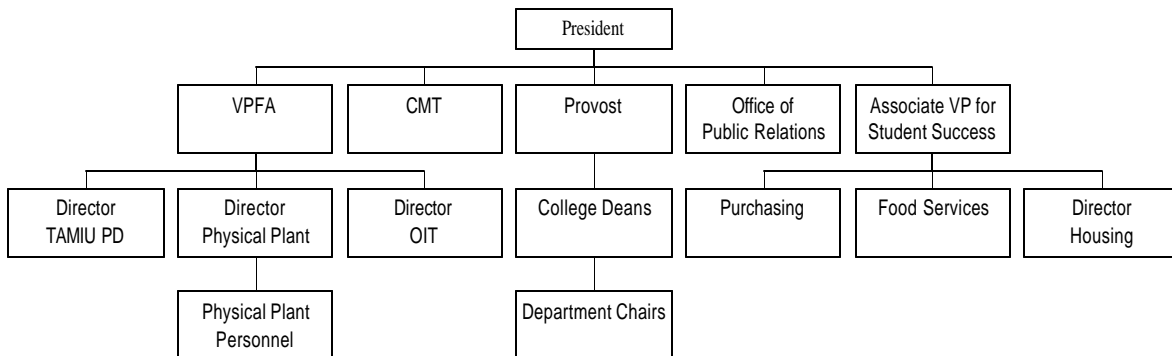
Note: TAMIU will not manage public emergency shelters during hurricane conditions. Evacuation from the hurricane zone is advised.

4. CRISIS MANAGEMENT RESPONSE CHART

Hurricane Preparedness Response Chart



Hurricane Evacuees Response Chart



S. TORNADO

1. INTRODUCTION

Tornadoes are violent, local storms with whirling winds that can reach 200-400 miles per hour. The south central, southeastern, and midwestern parts of the United States are particularly susceptible to conditions favoring tornadoes.

A tornado may travel "on the ground" from a few hundred yards to fifty miles at speeds of 30-75 miles per hour. It is virtually impossible to outrun a tornado; therefore, one should seek shelter whenever a tornado warning is indicated.

The National Weather Service issues severe weather warnings using the following terms:

- **Tornado Watch:** Tornadoes could develop in the designated area.
- **Severe Thunderstorm Watch:** Indicates the possibility of thunderstorms, frequent lightning and/or damaging winds, hail, and heavy rain.
- **Tornado Warning:** A tornado has actually been sighted in the area or is indicated by radar.
- **Severe Thunderstorm Warning:** A severe thunderstorm has actually been sighted in the area or is indicated by radar.

Tornadoes occur with little or no warning; thus, little or no advance planning can be accomplished.

2. RESPONSIBILITIES FOR TORNADO PROCEDURES

In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's tornado emergency procedures.

a. Director of TAMIU PD

- Monitors the National Weather Service for current conditions.
- Reports severe weather conditions to Physical Plant via radio communications.
- Reports severe weather conditions to Director of Public Relations, Marketing and Information Services.
- Contacts all Building Emergency Coordinators, if a tornado warning is issued.

b. Director of Physical Plant

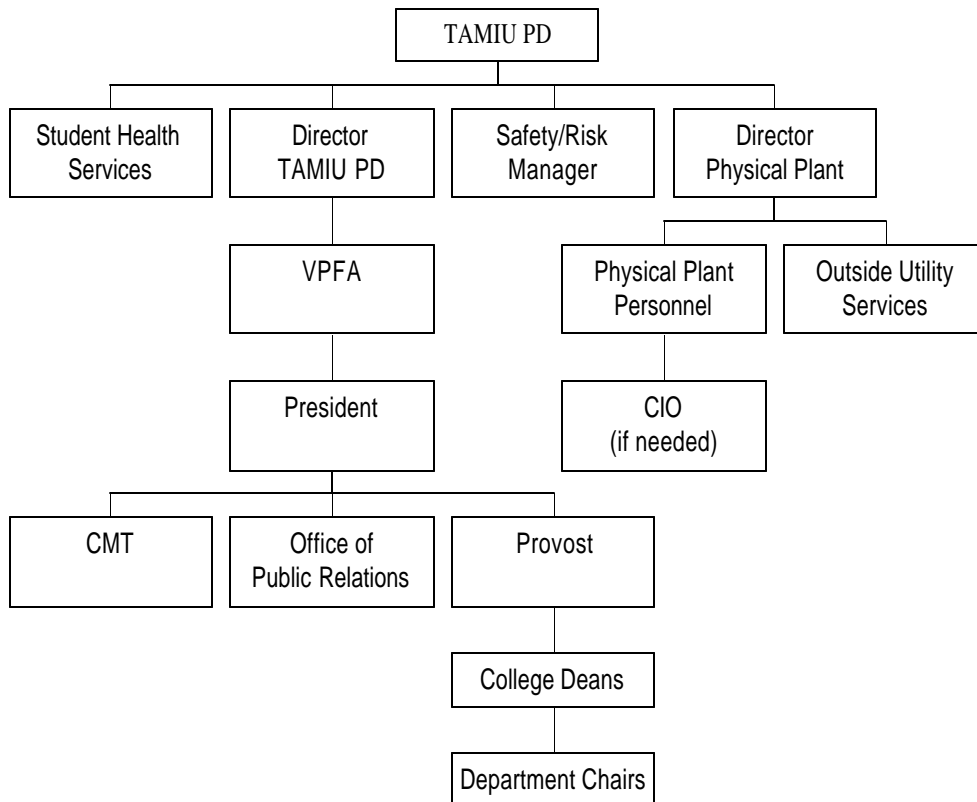
- Assists the TAMIU PD in implementation of this plan.
- Ensures that appropriate preparedness measures as outlined in this section are initiated, especially those measures pertaining to personnel responsible for buildings and grounds preparation.

- c. **Director of Public Relations, Marketing and Information Services**
 - Issues public announcements to the University community and community at large as needed.
- d. **Building Emergency Coordinators**
 - Initiates “shelter in place” procedures for all building occupants.
- e. **All TAMIU Personnel**
 - Supports “shelter in place” procedures for all building occupants.

3. PROCEDURES FOR TORNADOES

- a. If in a building, shelter in place.
- b. If caught outside and there is no time to reach an inside shelter:
 - Lie flat in the nearest ditch, ravine, or culvert, with hands and arms shielding one's head.
 - Be sure to leave the ditch, ravine, or culvert immediately after the tornado has passed to avoid the possibility of flash flooding.
- c. If in an automobile, follow the same rules as outlined above.

4. TORNADO EMERGENCY RESPONSE CHART



T. STUDY ABROAD EMERGENCY ACTION PLAN

1. INTRODUCTION

The Study Abroad Emergency Action Plan (SAEAP) provides a framework for contingency planning and defines the communication network to be used in an emergency. The Office of International Programs has a SAEAP to provide for the safety and orderly withdrawal of staff and students from abroad. The SAEAP is a “living document” that will require regular revision as staff and students come and go, or as the general conditions within a country change.

The SAEAP covers a range of emergency situations, including medical emergencies and evacuation, family crises, accidents and injuries, physical and sexual assaults, natural disasters, environmental hazards, civil unrest and political uprisings, and country evacuations.

Depending on the nature of the emergency, the SAEAP team will gather to discuss further course of action. Key members of the SAEAP team are:

- VPAA/Provost
- Director, International Education
- Assistant Vice President of International Programs
- Director, Police Department
- Associate Vice President for Student Success
- Legal Counsel
- University Safety/Risk Manager
- Director, Student Counseling
- Director, Public Relations, Marketing and Information Services.

The SAEAP is distributed to the key members of SAEAP team, and is also included in the University’s Crisis Management Plan. Copies of the SAEAP are held in the Office of International Programs, the Office of the University Safety/Risk Manager, and TAMIU PD.

Current student/faculty information is invaluable in planning and implementing the SAEAP. The Office of International Education collects the following information:

- Roster of all students and their US addresses
- List of passport numbers and expiration dates
- Names of students with special medical needs
- Abroad addresses for students/faculty and phone numbers
- Local Emergency Contacts.

2. RESPONSIBILITIES

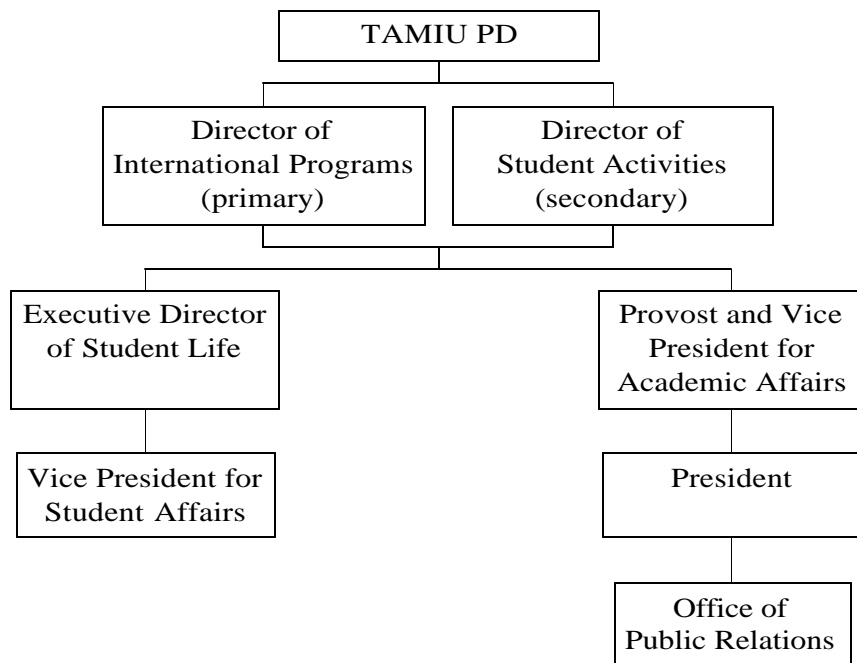
In addition to the responsibilities as outlined in the Responsibility Section of the Plan, the additional responsibilities apply to TAMIU's study abroad procedures.

The SAEAP team will help process information, develop contingency plans and provide liaison with the U.S. Embassy, liaison with the host university, communication with students, liaison with host country government, information gathering and processing, logistics coordination, financial and administrative advice, medical advice, communication with parents, family, etc.

3. EMERGENCY CONTACT INFORMATION

The Office of International Education (OIE) is to be notified in case of a Study Abroad Emergency. Students, faculty, and family can call either OIE (office hours only) or the TAMIU PD (24/7) to report an emergency. Collect calls are accepted. Upon receiving a phone call, OIE or TAMIU PD take down information as requested in the Emergency Notification Report (Appendix E).

Study Abroad Emergency Contact



4. PROCEDURES

The SAEAP team when determining a response to a critical emergency uses following checklists:

a. **Physical Injury or Illness (Examples: car accident, other serious injury, serious physical illness, drug overdose, mental illness)**

- Evaluate the student's situation. Assist student in locating medical care or other form of assistance.
- Contact the host school as soon as possible; assessment of situation, discussion of next steps, determination of whether/who will notify family, etc.
- Determine extent of emergency through consultation with host school, treating hospital/doctor, and friends. Begin with a written log, keep basic notes regarding circumstances, outcome of any discussions with physicians, family, etc.
- Contact insurance provider. Assist to begin case file and consultation, in the event that medical evacuation may be necessary.
- Monitor the student's treatment, and update relevant parties as needed.
- Brief other students in the program as appropriate, bearing confidentiality restrictions in mind. Arrange for access to counseling services if needed for friends/roommates/other students.
- If medical evacuation is necessary, arrange for packing and shipping of student's belongings to the home address in consultation with the family and/or student.
- Complete and submit an EAP "Safety and Incident Report" to Executive Council.

b. **Student Fatality**

- Verify the identity of the student. Gather as much information as initially possible about the circumstances surrounding the student's death. Begin keeping a written log; keep basic notes regarding circumstances, actions, etc.
- Contact Insurance Provider immediately to begin case file; HTH will coordinate arrangements for repatriation of the student's remains, communication with family, embassy or consulate, local authorities, and others as needed and instructed.
- Notify U.S. Embassy or Consulate (if student is not a U.S. citizen or permanent resident, notify embassy or consulate of citizenship).
- Assist as possible and needed with arrangements for family of the student to travel to the study abroad location, accommodations, arranging for meetings with treating physicians, packing of student's belongings, etc.
- Arrange for counseling services to be available/accessible to students as soon as possible. If other students were with the deceased student at the time of death or discovered the body, arrange for appropriate support.
- Notify host institution authorities.
- Notify the student's roommates, close friends, and other involved

individuals.

- Notify the rest of the students; ensure that group discussion, individual counseling, and on-call access to staff is available, to the extent possible.
- The appropriate TAMIU representative will write a letter of condolence to the family. The Director of International Programs/Liaison and staff are encouraged to write personal letters of condolence as well.
- Complete and submit a “Safety and Incident Report” to the Executive Council.

c. Reported Missing

- Try to obtain additional information - contact roommates, host family, friends, professors, etc. Try to determine when the student was last seen and if any unusual behavior was being exhibited. Begin keeping a written log; keep basic notes regarding circumstances, actions, etc.
- Contact the host school as soon as possible; assessment of situation, discussion of next steps, determination of whether/who will notify family, etc.
- Notify local police. Ask them to check hospital admissions and city records for possible police information.
- Notify the nearest U.S. Embassy or Consulate (if student is not a U.S. citizen or permanent resident, notify embassy or consulate of citizenship).
- Provide information and reassurance to other program participants as appropriate.
- When student is located, notify all involved on-site.
- If the student is injured, physically or mentally ill, see the appropriate checklist for additional steps.

d. Robbery or Mugging of a Student/Sexual Assault

- If the student was physically attacked or threatened, make sure the student received medical assessment/attention, even if no physical injuries are obvious. Begin a written log; keep basic notes regarding circumstances, outcome of any discussions with law enforcement officials, outcome of discussions with physicians, etc.
- Contact host school, assessment of situation, discussion of next steps, determination of whether/who will notify family, etc. Try to clarify the extent to which the student wishes to involve or not involve local authorities. If student wishes to make a police report, provide support and assistance as necessary (host school).
- Ensure that the student understands the laws and procedures for dealing with property crimes/sexual assault in the host country and how they may vary from those in the U.S. (Consult local resources).
- Assist the student in reporting the crime to local authorities and (if passport, green card or other documents stolen) to the U.S. Embassy or Consulate (and/or home country embassy/consulate if the student is not a U.S. citizen). If a rape victim, encourage student to visit a rape crisis center (if available locally), or encourage the student to seek counseling of some kind.

- If the incident took place in host university-owned residence or on campus, notify host institution authorities.
- Provide information and reassurance to other program participants as appropriate.
- If the student is physically injured, see the appropriate checklist for additional steps.
- Complete and submit a “Safety and Incident Report” to the Executive Council.

e. Arrest of a Student

- Begin obtaining as much detail as possible. Begin keeping a written log; keep basic notes regarding circumstances, conversations with family, host school, etc.
- Contact the host school as soon as possible; assessment of situation, discussion of next steps, determination of whether/who will notify family.
- Contact U.S. Embassy consular Officer. Request names of lawyers who can assist the student. If student is not a U.S. citizen or permanent resident, contact embassy of citizenship regarding legal assistance options.
- Depending on severity of offense, visit the student as soon as possible (host school or TAMIU), provide him or her with legal contacts, and explain any legal procedures, especially those which may be different from those in the U.S.
- Remain in contact with the U.S. Embassy Officer assigned to the student, and monitor the situation.
- Complete and submit a “Safety and Incident Report” to the Executive Council.

f. Large-scale Crisis (For example: earthquake, flood, severe political unrest, terrorist attack)

- Using all available information sources (host institution resources, local media, disaster relief, U.S. Embassy), determine initial safety plan for students - should they stay where they are, assemble in a central location, move to Embassy, etc.
- Determine whereabouts and safety of students. Relay any instructions (stay where you are, assemble in a given location) and further communication plans. Begin keeping a written log; keep basic notes regarding circumstances, conversations with the host school, etc.
- Contact the local host school as soon as possible; assessment of situation, discussion of next steps, recommendations regarding suspension of program/evacuation of student to another location.

g. If a Decision is Made to Suspend/Evacuate Program

- Seek guidance/advice from nearest U.S. Embassy/Consulate regarding evacuation plans.
- Communicate specific instructions to students and staff (in writing if feasible and appropriate).
- If organizing a group evacuation, coordinate transport of students and

belongings; communicate any space limitations to students in advance. In addition to using any local travel services, the Health Insurance Provider may be able to assist in organizing travel.

- Arrange temporary housing at arrival destination if evacuating to another location abroad.
- If students are returning individually to the U.S., assist students with transportation arrangements as necessary.
- Advise students about arranging personal affairs in the host country to the extent feasible; closing bank accounts, notifying landlords/host family, etc.
- If program is being suspended, communicate in writing with all students regarding official date of suspension, consequences of remaining in program location after that date, etc. Obtain written confirmation from students of their intent to depart or remain in program location.

XV. CRISIS MANAGEMENT TEAM MEMBERSHIP

It is the responsibility of the Police Records and Communications Coordinator to maintain a constantly updated emergency telephone list.

The University President or his alternate has the responsibility to command and coordinate the CMT.

CRISIS MANAGEMENT TEAM MEMBERSHIP		
NAME	POSITION	WORKPHONE
Elizabeth N. Martinez	Associate Vice President for Administration	326-2380
Susan S. Walker	Director of Canseco School of Nursing	326-2574
Richard Gentry	Director of Physical Plant	326-2325
Steve Harmon	Director of Public Relations, Marketing and Information Services	326-2180
Laura Rea	Director of Purchasing and Support Services	326-2355
	Director of Student Counseling Services	326-
Angie Cantrell	Director of Student Health Services	326-2235
Felipe Garza	Director of University Police	326-2100
Sandra Martinez	General Manager, University Village,	326-0160
Ray Keck	President	326-2320
Terry Shepherd	President of Faculty Senate	326- 2689
Felix Velasquez	President of Student Government Association	326-2265
Dan Jones	Provost and Vice President for Academic Affairs	326-2240
Vicki Schreiber	Director of Housing and Residence Life	326-1300
Kimberlee Sandoval	University Safety/Risk Manager	326-2190
Jose Garcia	Vice President for Finance and Administration	326-2380
Candy Hein	Vice President for Institutional Advancement	326-2175
Minita Ramirez	Associate Vice President for Student Success	326-2278
Betty Momayezi	Exec Director of Student Life	326-2332

Crisis Management Plan
Appendix A
Telephone List, Not for Publication

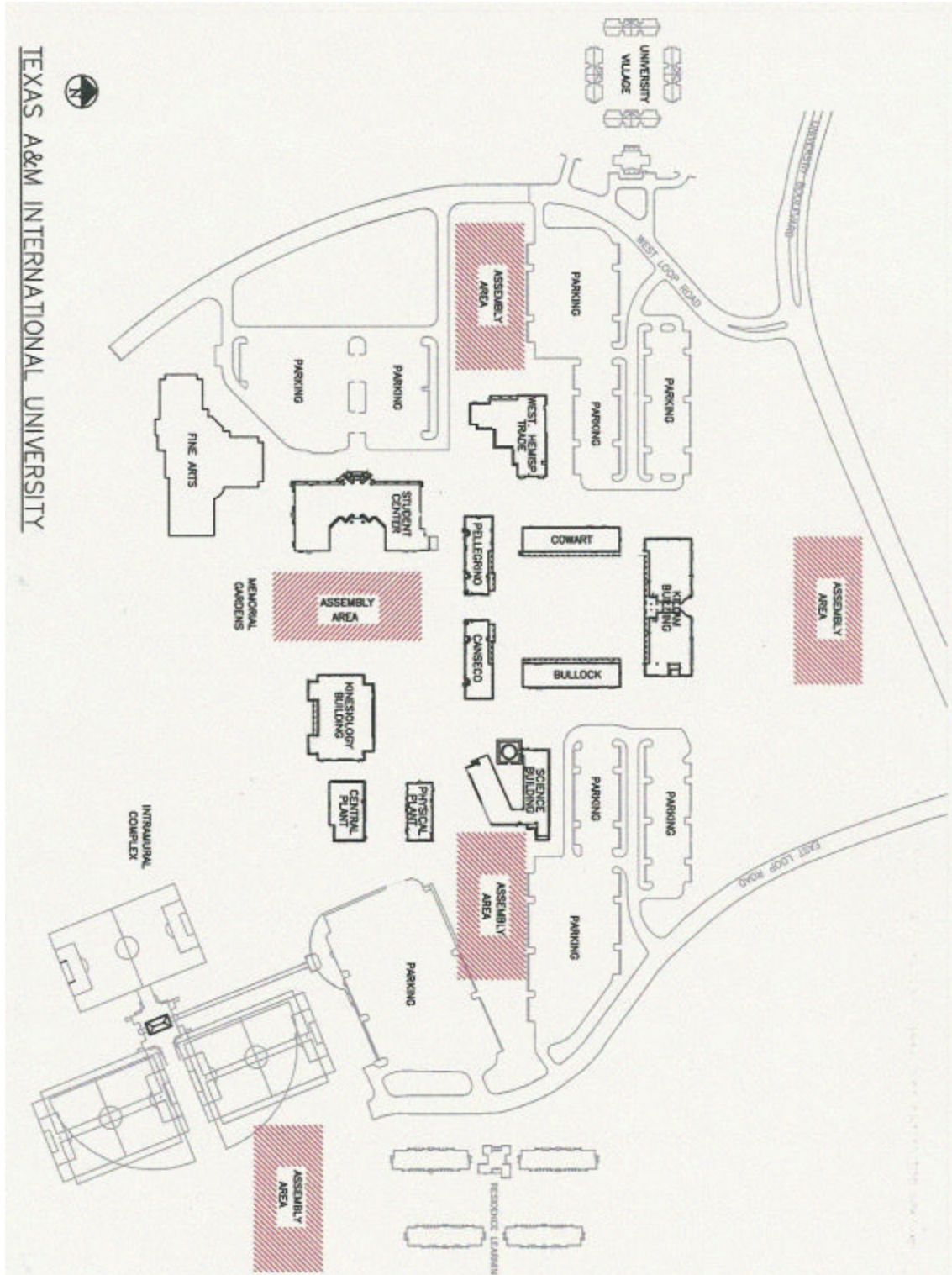
Crisis Management Plan

Appendix B

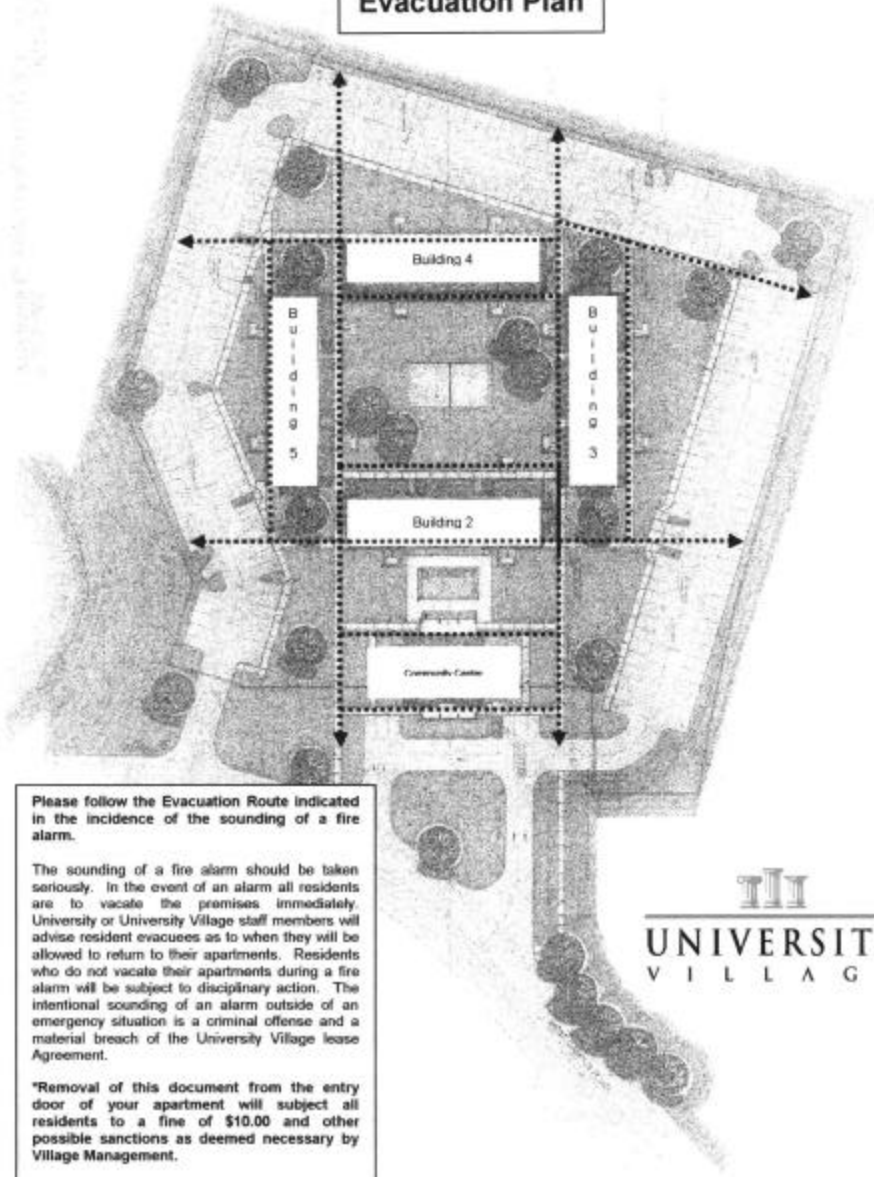
Evacuation Assembly Points

- **Campus Map**
- **University Village**
- **Residential Learning Center**

TEXAS A&M INTERNATIONAL UNIVERSITY ASSEMBLY AREAS



Evacuation Plan



Please follow the Evacuation Route indicated in the incidence of the sounding of a fire alarm.

The sounding of a fire alarm should be taken seriously. In the event of an alarm all residents are to vacate the premises immediately. University or University Village staff members will advise resident evacuees as to when they will be allowed to return to their apartments. Residents who do not vacate their apartments during a fire alarm will be subject to disciplinary action. The intentional sounding of an alarm outside of an emergency situation is a criminal offense and a material breach of the University Village lease Agreement.

*Removal of this document from the entry door of your apartment will subject all residents to a fine of \$10.00 and other possible sanctions as deemed necessary by Village Management.



Maps of Residential Learning Center not available at the time of publishing.

Crisis Management Plan

Appendix C

Bomb Threat Checklist

TAMIU BOMB THREAT CHECKLIST

This form is to be immediately completed upon receiving a bomb threat.

Date:	Person Receiving Call:	Phone Ext.:	
When receiving a threatening phone call, remain calm and take notes. Try to find out as much as possible about the caller and threat. Ask the following type of questions:			
1. When is the bomb going to explode?	2. Where is the bomb located?	3. What kind of bomb is it?	4. What does the bomb look like?
5. What will cause it to explode?	6. How do you know about this bomb?	7. What is your name?	8. Why do you want to hurt or kill people?

Exact wording of the threat: _____

Callers Identity:	1. Male:	2. Female:	3. Approximate age	4. Race:
Voice Characteristic:	5. Calm	7. Excited	9. Rapid	11. Loud
	6. Angry	8. Slow	10. Soft	12. Crying
Language of Threat:	13. Slurred	16. Normal	19. Cracking Voice	21. Whisper
	14. Nasal	17. Distinct	20. Laughter	22. Accent
	15. Stutter	18. Deep	23. Familiar	
Background Sounds:	24. Excellent Grammar	26. Poor Grammar	28. Message read by caller	
	25. Fair Grammar	27. Foul Language		
Background Sounds:	29. Street Noises	31. Motor Noises	33. Local Call	35. Clear line
	30. Animal Noises	32. Other Noises	34. Long Distance	36. Static line
				37. Music in Background

Report call immediately to University Police Department at ext. 2911.

Crisis Management Plan

Appendix D

Housing Students from Other Institutions

- Checklist
- Guest Sign In Sheet
- Contracts

Housing Students in the Student Center, Western Hemispheric Trade Center, Kinesiology and Convocation Building, University Village and Residential Learning Center

Checklist

I. Custodial Service

- Extra trash cans and bags
- Extra toiletries (i.e. toilet paper, paper towels, soap)
- Laundry services (Mercy Hospital, laundry mats).

II. Food

- Make-ready: gather all ice and coolers on campus (Physical Plant and Aramark)
- Contact for food preparation.

III. Communication

- Every guest upon arrival must complete the sign-in sheet and a nametag.
- Outgoing
 - ✓ Establish a phone system capable of outgoing calls if electricity is not functioning.
 - ✓ Guests need to bring a Texan credit card number.
 - ✓ Public Relations, Marketing and Information Services should to be the only point of contact to outside media.
- Incoming
 - ✓ TAMIU PD will be the point of all incoming calls.
 - ✓ Create a message center in Student Center for all incoming message postage. (corkboard, message pad, pushpins, tape).

IV. Counseling Services

- Contact the Director of Student Counseling Services to provide counseling services to guests.

V. Entertainment

- Contact student organizations to participate in organization of games and activities.
- Without Electricity
 - ✓ Table games
 - ✓ Weights
 - ✓ Aerobics
 - ✓ Ping-Pong Tournaments
- With Electricity
 - ✓ Contact Office Of Information Technology to set up equipment (TV's/Radios)
 - ✓ Contact Office Of Information Technology for computer lab usage
 - ✓ Library Usage.

**Texas A&M International University Crisis Management
Guest Sign-in Sheet**

Name: _____ SS#: _____

Address: _____ Phone: _____

Organization Affiliation: _____

Emergency Phone Contact and Number

Name: _____ Relation: _____ #: _____

Name: _____ Relation: _____ #: _____

Name: _____ Relation: _____ #: _____

Allergies: If Yes, Explain: _____

Yes _____

No _____

Medications: If Yes, Explain: _____

Yes _____

No _____

If Yes, Do you have ALL your medication with you?

Yes

No

**Interagency Contract for Services
State of Texas**

Agency 760 Texas A&M University-Corpus Christi Contract Number _____

Agency 761 Texas A&M International Univ. Contract Number _____

This contract and agreement is entered into by and between Texas A&M University-Corpus Christi and Texas A&M International University pursuant to the authority granted and in compliance with the provisions of “The Interagency Cooperation Act,” Texas Government Code, Chapter 771.

CONTRACTING PARTIES:

Receiving Agency: Texas A&M University-Corpus Christi (TAMUCC)_____

Agency Code: ___ PIN: _____ Contact Person: Amanda Chesser

Phone: 361-825-2835 Address: 6300 Ocean Drive, Corpus Christi, TX 78412

Performing Agency: Texas A&M International University (TAMIU)_____

Agency Code: 761 PIN: _____ Contact Person: Jose Garcia

Phone: 956-326-2380 Address: 5200 University Blvd. Laredo, TX 78041-1800

STATEMENT OF SERVICES TO BE PERFORMED:

Texas A&M International University (TAMIU) will allow the use of the university’s facilities for the overnight housing, with food service from Aramark, of Texas A&M University-Corpus Christi students during times of crisis, such as hurricanes, or any other known potential disaster which may affect the safety of TAMUCC students. Bedding and other items will be the responsibility of TAMUCC.

BASIS FOR CALCULATING REIMBURSABLE COSTS:

There will be no cost associated with this agreement, but utility cost for such time of use may be reimbursed.

CONTRACT AMOUNT:

The total amount of this contract shall not exceed \$5000.00 unless agreed upon by both parties if the emergency period necessitates a longer period of service.

PAYMENT FOR SERVICES:

Payments for services performed shall be processed Net 30 days, as Invoiced.

The receiving Agency will select one of the following payment methods (enter "X" in the appropriate block).

The Receiving Agency will pay from funds in State Treasury and agrees to allow the Performing Agency to enter the required information into the Uniform Statewide Accounting System (USAS). Enter the accounting codes below that are required to complete the transaction.

Agency No. Tcode PCA Agency Object Comp Object

The Receiving Agency will pay from funds outside the State Treasury (E.G., local funds) and agrees to process payment from an itemized accounting statement to be submitted by the performing agency. Payment shall be made payable to Texas A&M International University.

CANCELLATION OF CONTRACT:

This contract may be canceled at any time without reason, providing the party desiring to cancel gives thirty days written notice to the other party.

TERMS OF CONTRACT:

This contract is to begin June 1, 2005 and shall terminate May 31, 2010.

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies, (2) the proposed arrangement serve the interest of efficient and economical administration of government, and (3) the services, supplies, and/or materials contracted for are not required by Section 21 of Article 16 of the Constitution to Texas to be supplied by under contract given to the lowest responsible bidder.

Receiving Agency further certifies that it has the authority to contract for the above services by authority granted in TICA Article 4413 (32). V.A.C.S. SPRM 25.99.05

Performing Agency further certifies that it has the authority to perform the above services by authority granted in TICA Article 4413 (32) V.A.C.S. SPRM 25.9.05

The Undersigned parties bind themselves to the faithful performance of this contract. It is mutually understood that this contract shall not become effective until signed by both parties below.

Receiving Agency:

Performing Agency:

By: Signature on file.

By: Signature on file.

Name: H. Eliot Cheneaux

Name: Jose Garcia

Title: Vice President for Student Affairs

Title: Vice President for Finance & Administration

Date: _____

Date: _____

**Interagency Contract for Services
State of Texas**

Agency 732 Texas A&M University-Kingsville Contract Number P903855

Agency 761 Texas A&M International Univ. Contract Number.

This contract and agreement is entered into by and between Texas A&M University-Kingsville and Texas A&M International University pursuant to the authority granted and in compliance with the provisions of "The Interagency Cooperation Act", Texas Government Code, Chapter 77 1.

CONTRACTING PARTIES:

Receiving Agency: Texas A&M University-Kingsville (TAMUK)

Agency Code: 732 PIN: Contact Person: Gettie Moreno

Phone: 361-593-3085 Address: MSC 104 Kingsville, Texas 78353

Performing Agency: Texas A&M International University (TAMIU)

Agency Code: 761 PIN: Contact Person: Jose Garcia

Phone: 956-326-2380 Address: 5200 University Blvd. Laredo. Texas 78041-1800

STATEMENT OF SERVICES TO BE PERFORMED:

Texas A&M International University (TAMIU) will allow the use of the university's Kinesiology Convocation Building, Student Center, University Village and Residential Learning Community for the overnight housing, with food service from Aramark Dining Services, Inc, of Texas A&M University- Kingsville students during times of crisis, such as hurricanes, or any other known potential disaster which may affect the safety of TAMUK students. Bedding and other items will be the responsibility of TAMUK.

BASIS FOR CALCULATING REIMBURSABLE COSTS:

There will be no cost associated with this agreement, but utility cost for such time of use may be reimbursed.

CONTRACT AMOUNT

The total amount of this contract shall not exceed \$5000.00 .

PAYMENT FOR SERVICES

Payments for services performed shall be processed Net 30 days, as Invoiced.

The Receiving Agency will select one of the following payment methods (enter "X" in the appropriate block).

The Receiving Agency will pay from funds in the State Treasury and agrees to allow the Performing Agency to enter the required information into the Uniform Statewide Accounting System (USAS). Enter the accounting codes below that are required to complete the transaction.

Agency No.	TCode	PCA	Agency Object	Comp Object
------------	-------	-----	---------------	-------------

The Receiving Agency will pay from funds outside the State Treasury (e.g., local funds) and agrees to process payment from an itemized accounting statement to be submitted by the performing agency. Payment shall be made payable to Texas A&M International University.

CANCELLATION OF CONTRACT:

This contract may be canceled at any time without reason, providing the party desiring to cancel gives thirty days written notice to the other party.

TERMS OF CONTRACT:

This contract is to begin September 1, 2004 and shall terminate August 31, 2009.

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies, (2) the proposed arrangements serve the interest of efficient and economical administration of government, and (3) the services, supplies, and/or materials contracted for are not required by Section 21 of Article 16 of the Constitution to Texas to be supplied by under contract given to the lowest responsible bidder.

Receiving Agency further certifies that it has the authority to contract for the above services by authority granted in TICA Article 4413 (32). V.A.C.S. SPRM 25.99.05.

Performing Agency further certifies that it has the authority to perform the above services by authority granted in TICA Article 4413 (32) V.A.C.S. SPRM 25.9.05.

The Undersigned parties bind themselves to the faithful performance of this contract. It is mutually understood that this contract shall not become effective until signed by both parties below.

Receiving Agency:

Performing Agency:

By: (signature on file)

By: (signature on file)

Name: Gettie Moreno

Name: Jose Garcia

Title: Assistant Vice-President for Finance & Adm. Title: Vice-President for Finance & Adm.

Date: August 25, 2004

Date: August 25, 2004

Crisis Management Plan

Appendix E

STUDY ABROAD PROGRAM

- **Emergency Notification Report**
- **Important Emergency Phone Numbers**

TEXAS A&M INTERNATIONAL UNIVERSITY STUDY ABROAD EMERGENCY ACTION PLAN EMERGENCY NOTIFICATION REPORT

CONTACT PERSON:

Name of Caller Making Report: _____

Classification: Student Parent/Family Member Host Institution Other (_____)

Contact Telephone Number: (011)(____)(____)(_____) Date/Time of Report: _____

(011) (country code) (city code) (number)

STUDENT(S) INVOLVED:

Student's Name: _____

ID Number: _____ Classification: Fr So Jr Sr Gr

Studying Abroad at: _____

CRITICAL INCIDENT BACKGROUND INFORMATION

Location: _____ (City) _____ (Country) _____

Date of Incident: _____ Time: _____ Place to Contact: _____

Individual to Contact: _____

Nature of Incident:

___ Injury (specify) _____

___ Death in Family

___ Hospitalization

___ Riot

___ Sexual Assault

___ Stalking

___ Physical Assault/Mugging

___ Hostage

___ Drug/Alcohol Overdose

___ Natural Disaster

___ Suicide/Attempt

___ Infectious Disease

___ Accidental Death

___ Missing Student

___ Mental Health Crisis

___ Other: _____

Details of Incident: Describe what happened. Limit your observations to facts. Be sure to include witnesses, emergency personnel contacted, who helped with the situation, anyone else affected by the incident, student injuries, etc.)

Report made by: _____

Name

Date

Time

STUDY ABROAD EMERGENCY ACTION PLAN

IMPORTANT EMERGENCY PHONE NUMBERS

TAMIU 24-hour emergency phone number: 956.326.2100

HTH Worldwide (student insurance/emergency assistance, 24-hour contact:
From US/Canada: 1. 800.242.4178

Worldwide (toll free numbers for MEDEX):

Australia/Tasmania: 1-800-127-907	New Zealand: 0800-44-4053
Austria: 0660-5810	Philippines: 1-800-1-111-0503
Belgium: 0800-1-7759	Portugal: 0800-84-4266
Brazil: 000-811-471-0551	Rep. of Ireland: 1-800-409-529
France/Monaco: 0800-90-8505	Rep. of S. Africa: 0800-9-92379
Germany: 0130-81-1401	Singapore: 800-1100-452
Greece: 00-800-4412-8821	Spain/Majorca: 900-98-4467
Hong Kong: 800-96-4421	Switzerland & Liechtenstein: 0800-55-6029
Indonesia: 001-803-1471-0621	Thailand: 001-800-11-471-0661
Israel: 177-100-0172	Turkey: 00-800-4491-4834
Italy/Vatican City /San Marino: 1678-77204	U.K./N. Ireland/Isle of Jersey/ Isle of Man: 0-800-252-074
Japan: 0031-11-4065	
Mexico: 001-800-101-0061	U.S./Canada/Puerto Rico/ US Virgin Islands: 1-800-527-0218
Netherlands: 0800-022-8662	
Website: www.hthstudents.com	

In case of death of an American citizen abroad, arrest/detention of an American citizen abroad, robbery of an American citizen abroad, American citizens missing abroad, crisis abroad involving American citizens, contact following:

US State Department Switchboard: 202.647.4000
(call this number and ask for country desk)

Overseas Citizen Services: 317.472.2328
After Hours Duty Officer 202.647.4000
(*Within US only -1.888.407.4747*)

Website: travel.state.gov

Crisis Management Plan

Appendix F

Hurricane Preparedness

HURRICANE PREPAREDNESS

1. INTRODUCTION

Hurricanes are nature's most powerful storms. Once a hurricane is formed, it may last for several days destroying everything in its path. In comparison, tornadoes have the same destructive potential as hurricanes; however, their existence is short-term. The name "Hurricane" is given to cyclonic storms that occur in tropical regions of the Atlantic Ocean or Caribbean Sea. "Typhoons," on the other hand, are cyclonic storms that occur in the Pacific Ocean or the China Sea.

a. Hurricane Development

The development of a hurricane occurs in four distinct stages:

- **First Stage** - Tropical Disturbance - is a cluster of poorly organized tropical Thunderstorms occurring for at least 24 hours.
- **Second Stage** - Tropical Depression - is a cluster of thunderstorms organized around a closed, central circulation having surface winds not exceeding 38 miles and hour.
- **Third Stage** - Tropical Storm - is a well-organized cluster of thunderstorms having a substantial rotary circulation and sustained surface winds between 39-73 miles per hour. It is during this stage that the storm is given a name by the National Weather Service.
- **Fourth Stage** - Hurricane - is a tropical cyclone storm, with sustained low-level winds of 74 miles per hour or greater. It has a small center area (eye of the storm) of relative calm with an area of high wind velocity revolving counter-clockwise about the central area. Some hurricanes have produced wind gusts exceeding 180 miles per hour!

b. Hurricane Hazards and Preventative Measures

A hurricane is a very violent and potentially destructive storm. The best defense against a hurricane is evacuation to a safe area away from the coast. The following is a brief discussion of the common hazards associated with hurricanes and the preventive measures that should be taken to minimize the hazards.

High winds blowing against a building produce positive pressure on the windward side and negative pressure or suction on the leeward side. A common occurrence in hurricanes is the breaking of glass windows or the opening of a door on the windward side. The wind enters the building and it creates a positive pressure on the underside of the roof or force out the side of a building, especially if holes or openings exist on the windward side of the inner side of the leeward wall. It is important, therefore, that all doors and windows be secured as firmly as possible.

Electrical hazards from downed electrical transmission wires are a leading cause of hurricane deaths. Exercise extreme caution in order to avoid contact with fallen wires. Glass from broken windows, debris from damaged buildings and other loose objects are

carried by the wind and become airborne missiles which cause much of the storm's damage. Personnel must remain under cover during hurricane velocity winds. It is absolutely necessary that all loose lumber, sheet metal, drums, etc., be secured prior to the arrival of hurricane force winds. Damage caused by water entering buildings through doors, broken windows, leakage through roofs, and/or backup of storm drains can be expected. Sandbagging, removing items from the floor, and covering equipment are common precautions.

Tornadoes are often generated from the hurricane winds and are responsible for most of the damage occurring in the outlying areas of the strike zone.

2. PROCEDURES FOR HURRICANE CONDITIONS

Triggering Event:

With the onset of a National Weather Service forecast of a hurricane threat to the Coastal Bend, the responsible departments will implement the following progressive procedures:

- a. **Hurricane Forecast:** Hurricane exists and may make landfall within 72 hours or less. The following preparations need to be made:
 - Initiate an announcement to the TAMIU community of possible hurricane threat.
 - Take preliminary steps to secure non-essential equipment against possible storm damage.
 - Check roofs of all buildings for loose debris and ensure that drain heads are cleared.
 - Inspect custodial supplies to ensure that adequate materials and supplies, such as mops, buckets, squeegees, etc., are available.
 - Ensure that adequate sand is available to fill sandbags.

- b. **Hurricane Watch:** Hurricane exists and may make landfall within 24-36 hours. The following preparations need to be made:
 - Initiate an announcement to the TAMIU community of intensified hurricane threat.
 - Secure all loose lumber, sheet metal, drums, and other items which might be carried away by high winds.
 - All windows will be closed and locked if possible.
 - All venetian blinds will be lowered.
 - Secure electronic and/or sensitive equipment.
 - Prepare sandbags, waterproof sheeting and other protective safety equipment.

- c. **Hurricane Warning:** Hurricane may be expected to make landfall within 24 hours or less. The following preparations need to be made:
 - Initiate an announcement to the TAMIU community of the imminent hurricane threat. Complete all actions required for previous conditions.
 - Classes may be dismissed and campus facilities closed to all students and non-emergency personnel.

- A formal decision will be made through the Office of the President issuing an evacuation notice and establishing a Command Post in Killam Library in which emergency personnel will conduct operations. *NO OTHER BUILDINGS SHALL BE OCCUPIED DURING THIS TIME.*
- Secure boards on windows of selected buildings.
- Place all Physical Plant and TAMIU PD personnel on an emergency status. TAMIU PD personnel will lock all doors after buildings are cleared.
- Director of Physical Plant will assign TAMIU vehicles to personnel for removal to a pre-determined, safe storage area for use after the hurricane threat passes.

Crisis Management Plan

Appendix H

Building Emergency Coordinators

Texas A&M International University
Building Emergency Coordinators
2005-2006

Sue & Radcliffe Killam Library
(Administrative Side)

Lower Level - Alice Ortiz / Alex Villagran
1st Nora A. Lerma, Graciela Mata
2nd Julie Barrera, Yezmin D. Salazar
3rd Laura Gamez, Patricia A. Martinez, Noemi Sifuentes
4th Rebeca Litman, Maria (Angie) Feurtado

(Library Side)

Jeanette M. Hatcher
John P. Hastings
Marisa Lacey
John M. Maxstadt
Christopher Miller
James H. Neumann
Anabel Palacios
Gladys Perez
Norma S. Ramirez
Amelia V. Rodriguez
Lorenzo Rodriguez
Sandra Sanchez
Alejandra Puente

After Hours - Police Officer on Duty

Bob Bullock Hall

Police Officer on Duty

Billy Cowart Hall

OIT staff – Police Officer On duty

Lamar Bruni Vergara Science Center

Jacqueline Arguindegui
Isabel M. Solis
Michael Daniel - Lab Tech
Maria D.(Carmen) De La Garza – Lab Tech

Planetarium

John J. Winfrey
Gerardo A. Perez

Anthony J. & Georgia Pellegrino Hall

Erinn L. Taylor de Barroso
Angie Garcia
Sylvia Santillan

Dr. F. M. Canseco Hall

Maria (Tina) Lopez
Maria (San Juanita) Villarreal
Brandee K. McBurnette

Physical Plant

Albert Lopez
Nora Gaona

Convocation & Kinesiology Building

Lisa M. Navarro
Juan D. Garza

Western Hemispheric Trade Center

Jesse Gonzalez
Gabriela T. Gamez

University Student Center

Maria Irene Vela-Mendoza

Laura Cortez
Miguel A. Trevino

Fine & Performing Arts Building

Dana Crabtree
John C. Pena

Residential Learning Center

Vickie L. Schreiber
Resident Advisors

University Village

Resident Advisors

