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PROCEDURE STATEMENT

Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) has developed emergency management plans and emergency alert systems (EAS) in efforts to first protect personnel, and second to protect and preserve agency property. This procedure provides TVMDL locations with guidelines for establishing, adopting, and following emergency management plans and alert systems. TVMDL's Emergency Response Plan and Emergency Alert Systems are defined in internal documents #2390 and #2389, respectively.

REASON FOR PROCEDURE

This procedure is developed to ensure compliance with all applicable Texas State and The Texas A&M University System (TAMUS or A&M System) laws, policies and regulations, as well as to establish formal procedures and guidelines related to emergency management.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

- 1.1 In accordance with Texas Education Code § 51.218, TVMDL will establish an EAS for agency personnel. On-campus locations will use the Texas A&M University (TAMU) Code Maroon EAS; however other avenues may be deployed, such as evacuation alarms, in-person notifications, all-calls (i.e., paging), two-way radios, electronic (e.g., email/text) notifications, and/or calling trees for situations pertaining only to the Agency; off-campus locations will develop internal communication channels through the use of evacuation alarms, in-person notifications, all-calls (i.e., paging), two-way radios, electronic notifications (e.g., email/text), and/or calling trees.
- 1.2 In accordance with A&M System Policy 34.07, *Emergency Management*, TVMDL will implement emergency management plans to ensure proper protection of both personnel and property. Emergency management plans provide a set of predetermined actions for responding to situations such as fire, tornado, hurricane, bomb threat, workplace violence, chemical spills, and other emergencies or disasters which require the orderly management of resources and processes to protect life and property. It is therefore imperative that emergency management plans be established and maintained for all locations.
- 1.3 Regardless of location, all TVMDL personnel are required annually to complete TAMUS course number 2111669, *Required Emergency Alert System Notification*.

2.0 EMERGENCY ALERT SYSTEM NOTIFICATIONS

- 2.1 TVMDL on-campus locations will use the TAMU Code Maroon EAS. Code Maroon employs multiple notification methods. Employees may manage their notification preferences by visiting the Code Maroon Web site: <http://codemaroon.tamu.edu/>.
- 2.2 Alternatively (or in conjunction with Code Maroon), emergency alerts to agency personnel may be distributed via evacuation alarms, in-person notifications, all-calls (i.e., paging), two-way radios, email/text notifications, and/or calling trees.

- 2.3 Emergency contact information for all agency employees shall be provided to the Human Resources (HR) Representative (or designee) during employee in-processing. Personnel shall update their contact information with the HR Representative if changes occur.
- 2.4 All personnel with supervisory responsibilities are required to prepare for emergency contact with their employees (i.e., cell and/or home phone number). Likewise, all personnel are required to prepare for emergency contact with their supervisor.

3.0 WRITTEN EMERGENCY MANAGEMENT PLANS

- 3.1 In conjunction with the Director, Associate Director, and Resident Directors, the TVMDL Safety Officer will develop written emergency management plans for all locations, in accordance with the guidelines contained herein.
- 3.2 TVMDL shall coordinate its emergency management plan with that of the Texas A&M University Emergency Operations Plan (TAMU EOP) and defer to the TAMU EOP on emergency response activities in College Station. Locations in Amarillo, Center, and Gonzales will work together with their local authorities in their respective communities to accomplish the goals of protecting human health and safety of individuals.
- 3.3 Training will be provided during new employee orientation and/or when plans are updated. Evacuation drills should be completed in conjunction with the drill for the occupants of the building (if any) under the supervision of the Texas A&M University Department of Environmental Health and Safety and/or the TVMDL Laboratory Safety Officer.
- 3.4 Written Prevention and Preparedness Plans will be dated and will address at a minimum, the following items:
 - A. Prevention Plans:
 - 1. Identify potential hazards through inspections and/or evaluations of facilities, grounds, collateral properties, and general activities at the location; then, develop a plan to aid in reducing potential disasters from these elements. Examples: chemical storage/handling, flammable storage, etc.
 - 2. Identify potential incidents at each location which would dictate the need to evacuate the building or seek shelter. Examples: fire, bomb threat, chemical spill, gas leak, work-place violence, tornado, hurricane, etc.
 - 3. Examine the suitability of building shelters, or areas to which individuals will be evacuated so as to minimize danger to individuals.
 - B. Preparedness Plans:
 - 1. Individual responsible for the overall location emergency management plan and the individual(s) responsible for:
 - a) Implementing the emergency plan;
 - b) Contacting the emergency responders if necessary;
 - c) Assisting visitors and occupants with special needs; and
 - d) Determining when it is safe to re-enter the building or leave the shelter location.
 - 2. Notification methods must include the EAS, in addition to any other methods. The process to distinguish between evacuation and seek shelter notifications shall be included and differentiated.

3. A listing of the agencies or emergency response units that are available, their telephone numbers, and alternate means of contact if available. Example: Amarillo Fire Department, dial 911, or send a runner to (location).
4. Locations for building occupants to gather upon evacuation or locations of emergency shelter.
5. Prepare and include evacuation plan diagram(s) indicating the various directions to the exits of buildings and locations to gather for evacuations, plus locations and directions to the shelter areas in each building (if the building has an area which can be used as a safe shelter).
6. Training of individuals so that they are ready to react effectively once an emergency has occurred, and the emergency management plan has been activated.
 - a) Initial training to include: providing the employee instructions on how to locate a copy of the plan (should be conducted during a new employee's orientation with the location).
 - b) When the plan has been changed, employee training will consist, at a minimum, of ensuring all employees are notified of the changes to the plan and distribution of a copy of the plan to all employees.
 - c) Continuation of training through annual evacuation drills to verify the viability of the plan, and to formalize the employees with the plan. An evacuation drill checklist should be developed and kept on file to assist with this effort.
7. Distribute copies to the potential emergency responders, such as Texas A&M University Environmental Health and Safety, the local fire department, police department, etc.

C. Response Plan shall:

1. Indicate at what stage of the emergency, disaster, or crisis, the emergency management plan will be implemented. Example: When the tornado sirens are activated, or a radio announcement of a tornado, or an employee has visual contact with a tornado, the Director or Resident Director will implement the crisis management sheltering plan.
2. Include directions to contact the appropriate local agencies or emergency responders for assistance. Example: The receptionist will activate the fire alarm as necessary to evacuate the building, then will call 9-1-1 (or 9-9-1-1, or other phone number as appropriate) from a safe location.
3. Ensure that visitors, contractors, and other individuals who are at the location are included in any notifications.
4. State the methods for determining when the emergency has ended and when it is safe to re-occupy the building or leave the shelter area.

D. Recovery Plan:

1. Following any major emergency/disaster, the Human Resources Representative will attempt to assist or coordinate assistance for locations in any way possible as they seek to aid personnel with care, counseling, or other employee assistance needs within the capabilities of the office.
2. Following an emergency/disaster that required implementation of the emergency management plan, review all procedures and modify the plan as necessary to address problems of deficiencies that have been identified.

3.5 Plan Approval

Emergency management plans, and revisions thereto, will be submitted to the Director for review and approval. Following publication, plans may be shared with Texas A&M University and Texas A&M University System safety offices as requested.

3.6 Plan Review

Emergency management plans for all locations will be reviewed at least annually, or upon completion of additions/modifications to facilities.

4.0 PUBLIC INFORMATION RELEASES

Release of information to the public may be requested by media or other person following incidents which require the implementation of the location emergency management plan. Employees shall refer all such requests to the Director or designee.

4.1 After plan activation or as soon as practical, the Director will notify the AgriLife Risk and Compliance Office, and the AgriLife Communications Office. The AgriLife Communications Office will coordinate information with the Texas A&M System Office of Marketing and Communications.

4.2 For other than natural disasters, information is not to be released until an investigation has been completed.

4.3 Under no circumstances will information concerning names of persons deceased, injured, or held hostage be released without first ascertaining that full notification of next of kin (or person designated to be notified in the event of an emergency) has been made. Information that all personnel at the location are safe and accounted for may be released as soon as that has been determined.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

Texas Education Code § 51.218, [Provisions Generally Applicable to Higher Education](#)

A&M System Policy 34.07, [Emergency Management](#)

A&M System Regulation 34.07.01, [Emergency Management Plans](#)

DEFINITIONS

For the purpose of this procedure, the following terms apply:

On-campus: All TVMDL locations located in the Bryan/College Station area.

Off-campus: All TVMDL locations located outside of the Bryan/College Station area.

CONTACT OFFICE

For additional questions, contact the Director's Office at 979-845-2679, or the AgriLife Risk and Compliance Office at 979-845-7879.

REVISION HISTORY

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