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PROCEDURE SUMMARY

Texas A&M AgriLife Extension Service (AgriLife Extension) 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 AgriLife Extension units with guidelines for establishing, adopting, and following emergency management plans and alert systems.

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

Click [here](#) to view Definitions.

PROCEDURES AND RESPONSIBILITIES

1.0 General

- 1.1 In accordance with Texas Education Code § 51.218, AgriLife Extension will establish an EAS for agency personnel. On-campus locations will use the Texas A&M University (Texas A&M) 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*, AgriLife Extension 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 units.
- 1.3 Regardless of location, all AgriLife Extension personnel are required annually to complete A&M System course number 2111669, *Required Emergency Alert System Notification*.

2.0 On-Campus Emergency Management

2.1 EAS Notifications

AgriLife Extension on-campus locations will use the Texas A&M Code Maroon EAS. Code Maroon employs multiple notification methods. Employees may manage their notification preferences by visiting the Code Maroon website at <http://codemaroon.tamu.edu/>, or while completing the annually required online training course.

2.2 Written Emergency Management Plans

- 2.2.1 On-campus units will follow Texas A&M University's Emergency Operations Plan and Emergency Procedures.
- 2.2.2 Training for on-campus units will be the same as off-campus units in accordance with paragraph 3.2.2.F. Evacuation drills should be done in conjunction with the drill for the other occupants of the building (if any) under the supervision of Texas A&M Environmental Health and Safety.

3.0 Off-Campus Emergency Management

3.1 EAS Notifications

- 3.1.1 Off-campus locations will develop internal communication channels through the use of the AgriLife Exchange email system to disseminate emergency alert notifications.
- 3.1.2 The individual responsible for the overall unit emergency management plan will assign a designee the responsibility for maintaining corresponding email notification lists to be utilized in emergency management alert scenarios.

3.2 Written Emergency Management Plans

Off-campus locations will develop their own written emergency management plans in accordance with the guidelines contained herein. The Texas A&M AgriLife (AgriLife) Ethics and Compliance Office, and the Texas A&M AgriLife Research/Texas A&M AgriLife Extension Service Safety Coordinator are available to assist units as they establish and update these plans.

Written plans will be dated and will address at the least the following items:

3.2.1 Prevention Plans to address the following areas:

- A. Identify potential hazards (natural, technological, and human-caused threats) through inspections and/or evaluations of facilities, grounds, collateral properties, and general activities at the unit; then, develop a plan to aid in reducing potential disasters from these elements. Examples: chemical storage/handling, flammable storage, etc.
- B. Identify potential incidents at your location which would dictate the need to evacuate the building or seek shelter. Examples: fire, bomb threat, chemical spill, gas leak, workplace violence, tornado, hurricane, etc.
- C. Examine the suitability of building shelters, or areas to which individuals will be evacuated so as to minimize danger to individuals.

3.2.2 Preparedness Plan to address the following areas:

- A. Individual responsible for the overall unit emergency management plan and the individual(s) responsible for:
 - i. Implementing the emergency plan and if applicable, the Business Continuity Plan.
 - ii. Contacting the emergency responders if necessary. Example: The receptionist will evacuate the building, then will call 9-1-1 (or 9-9-1-1 or other phone number as appropriate) from a safe location.
 - iii. Assisting visitors and occupants with special needs, disabilities, and with access and functional needs. Example: The immediate supervisor or host of any visitor or person with special needs is responsible to ensure the safe evacuation or sheltering of this person.
 - iv. Determining when it is safe to re-enter the building or leave the shelter location. Example: No one will re-enter the building until the fire department (or resident director, district extension administrator, unit safety officer, etc.) indicates that it is safe. Or, the resident director/safety coordinator will contact the police department (or fire department, weather

bureau, radio station, etc.), and verify that the danger has passed the area. He/she will then notify the sheltered personnel it is safe to vacate the shelter. In the event that proper authorities cannot be contacted, the resident director/safety coordinator will make the determination as to the relative safety of the situation, and will instruct the sheltered personnel to remain/vacate the shelter.

- B. 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.
- C. A listing of the agencies or emergency response units that are available, their telephone numbers, and alternate means of contact, if available. Example: Crowley Volunteer Fire Department, dial 911, or send a runner to (location).
- D. Locations for building occupants to gather upon evacuation or locations of emergency shelter. Example: Employees will gather near the greenhouse if the wind is out of the west for a head count to determine if anyone is missing. If anyone is missing, the safety officer will immediately notify the emergency responders. (Note: This should be at least 200 feet from the building and upwind, where practical, or the center restroom, hallway, storage room, etc.)
- E. 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). Copies of these diagrams will be included in the plan, and will be posted on appropriate bulletin boards or other locations accessible to all occupants.
- F. Training of individuals so that they are ready to react effectively once an emergency has occurred, and the emergency management plan has been activated.
 - i. Initial training to include providing the employee a copy of the plan (should be conducted during the course of a new employee's orientation with the unit).
 - ii. 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.
 - iii. Continuation training through annual evacuation drills to verify the viability of the plan, and to formalize the employees with the plan. This should be done in cooperation with the local fire department. An evacuation drill checklist should be developed, and kept on file to assist with this effort.
- G. Distribute copies to the potential emergency responders, such as the local fire department, police department, etc.

3.2.3 Response Plan to include:

- A. 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 resident director will implement the crisis management sheltering plan.
- B. Directions to contact the appropriate local agencies or emergency responders for assistance. Example: The receptionist will evacuate the building, then will call 9-1-1 (or 9-9-1-1, or other phone number as appropriate) from a safe location.
- C. Ensure that visitors, contractors, and other individuals who are at the location are included in any notifications.
- D. State the methods for determining when the emergency has ended and it is safe to re-occupy the building or leave the shelter area. Example: No one will re-enter the building until

the fire department (or resident director, district extension administrator, unit safety officer, etc.) indicates that it is safe. Or, the resident director/safety coordinator will contact the police department (or fire department, weather bureau, radio station, etc.), and verify that the danger has passed the area. He/she will then notify the sheltered personnel it is safe to vacate the shelter. In the event that proper authorities cannot be contacted, the resident director/safety coordinator will make the determination as to the relative safety of the situation, and will instruct the sheltered personnel to remain/vacate the shelter.

3.2.4 Recovery Plan to include:

- A. Following any major emergency/disaster, the AgriLife Human Resources Office will attempt to assist or coordinate assistance for units in any way possible as they seek to aid personnel with care, counseling, or other employee assistance needs within the capabilities of the office.
- B. 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.

3.3 Written Emergency Management Plan Review

Units will review their written emergency management plans as needed, but at a minimum of every three years prior to the A&M System safety and security audit, or upon significant changes or additions to the plan.

3.4 Written Emergency Management Plan Approval

Units will submit their written emergency management plans, and revisions thereto, to the AgriLife Office of Ethics and Compliance for review. Following this review, the plans will be submitted to the A&M System Office of Risk Management for approval.

4.0 Public Information Releases

4.1 Release of information to the public may be requested by media or other person following incidents of the type which require the implementation of the unit emergency management plan. Employees shall refer all such requests to the designated Officer for Public Information, as indicated below:

4.1.1 At off-campus units, the resident director, district extension administrator, or the designated representative.

4.1.2 On-campus units, refer all such requests to the director.

4.2 As soon as practical, units will notify the Director, the AgriLife Ethics and Compliance Office, and the Texas A&M AgriLife Marketing and Communications Office. The Texas A&M AgriLife Marketing and Communications Office will coordinate information with the A&M System Director of Communications.

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

4.4 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.

5. Emergency Management Plan Testing and Exercises

5.1 The emergency management plan must be tested at least annually with a discussion-based level exercise (table-top exercise) or higher (full-scale exercise). The [Homeland Security Exercise and Evaluation Program \(HSEEP\)](#) document will be used to define exercise requirements. An operations-based exercise will be conducted once every three years.

5.1.1 Exercises must include the following:

- A. Be scheduled
- B. Be designed, developed, and documented
- C. Identify exercise objectives and core capabilities
- D. Develop an After-Action Review (AAR) report and implement any improvements

5.2 Actual emergencies or false alarms may not be used to meet the testing requirements.

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 Plan for System University Campuses](#)

[A&M System Regulation 34.07.02, Business Continuity Plans](#)

DEFINITIONS

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

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

Off campus: All AgriLife Extension locations located outside of the Bryan/College Station area.

CONTACT OFFICE

Questions regarding this procedure should be referred to the AgriLife Ethics and Compliance Office at 979-845-7879, or the Texas A&M AgriLife Research/Texas A&M AgriLife Extension Service Safety Coordinator at 979-862-4038.

REVISION HISTORY

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