



Texas A&M International University

Emergency Management Plan

APPROVAL & IMPLEMENTATION

Texas A&M International University

This plan has been prepared in accordance with the Governor's Division of Emergency Management (GDEM) pursuant to §418.042 of the Government Code, and Chapter 421 (Homeland Security) of the Government Code. This Plan is promulgated under the authority of the Texas A&M University System Policy 34.07.01. 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.

This Emergency Management Plan was presented to the President in December 2019 and is hereby approved. This plan is effective immediately and supersedes all previous editions.

Dr. Pablo Arenaz
President

Distribution List:

Emergency Management Team Members

Emergency Management Plan will also be posted on the TAMIU Portal, Uconnect, for viewing by all TAMIU employees.

RECORD OF CHANGES

Change #	Subject Area Changed	Change Entered By	Date Entered
1	Converted to the Governor's Division of Emergency Management Plan format	Kimberlee Sandoval, Felipe Garza	September 2008
2	Include an approval and implementation page that is signed by the President of the University	Kimberlee Sandoval, Felipe Garza	September 2008
3	Include a record of changes	Kimberlee Sandoval, Felipe Garza	September 2008
4	Plan outlines the process to be used to obtain State and/or Federal assistance	Kimberlee Sandoval, Felipe Garza	September 2008
5	Include ICS forms for reporting purposes	Kimberlee Sandoval, Felipe Garza	September 2008
6	Outline the requirements for record-keeping related to emergencies	Kimberlee Sandoval, Felipe Garza	September 2008
7	Indicate who should receive a copy of this plan.	Kimberlee Sandoval, Felipe Garza	September 2008
8	Insert the Relationship to Local Emergency Management Plans (II.B)	Kimberlee Sandoval, Felipe Garza	September 2008
9	Authority updated to include Federal, State, Local, and Mutual Aid Agreements (I.A-D)	Kimberlee Sandoval, Felipe Garza	September 2008
10	Definitions section renamed Explanations of Terms (III)	Kimberlee Sandoval, Felipe Garza	September 2008
11	Insert Situation and Assumptions (IV)	Kimberlee Sandoval, Felipe Garza	September 2008
12	Insert Pandemic planning (App. 11.3.1)	Kimberlee Sandoval, Felipe Garza	September 2008
13	Insert Cyber Attack planning (App. 14.5)	Kimberlee Sandoval, Felipe Garza	September 2008
14	Insert Catastrophic Event Requiring Mass Care, Triage, and Transport (App. 11.4)	Kimberlee Sandoval, Felipe Garza	September 2008
15	Insert mass notification procedures (App. 1)	Kimberlee Sandoval, Felipe Garza	September 2008
16	Incorporated NIMS Terminology	Kimberlee Sandoval, Felipe Garza	September 2008
17	Insert detailed equipment list for EOC (VII.B.2)	Kimberlee Sandoval, Felipe Garza	September 2008
18	Insert Incident Assessment Team functional responsibilities (VI.B.1)	Kimberlee Sandoval, Felipe Garza	September 2008
19	Insert Plan Development and Maintenance (XI)	Kimberlee Sandoval, Felipe Garza	September 2008

RECORD OF CHANGES

Change #	Subject Area Changed	Change Entered By	Date Entered
20	Insert Training and Exercise Procedures (V.C.3)	Kimberlee Sandoval, Felipe Garza	September 2008
21	Insert updated assembly map	Kimberlee Sandoval, Felipe Garza, Tom Smith	March 2010
22	Update BEC list	Kimberlee Sandoval, Felipe Garza, Tom Smith	March 2010
23	Insert MOU – City of Laredo	Kimberlee Sandoval, Felipe Garza, Tom Smith	March 2010
24	Table of Contents updated with hyperlinks	Hector Hi	June 1, 2010
25	IV.D. reviewed and updated	EMT	July 7, 2010
26	VI. A updated Team Members	EMT	July 7, 2010
27	Appendix 3 sections C and D	Kimberlee Sandoval, Trevor Liddle, Hector Hi	July 7, 2010
28	Inserted updated Appendix 8 MOU's with Corpus Christi and Kingsville	Kimberlee Sandoval	July 8, 2010
29	Updated grammar errors	Kimberlee Sandoval	July 28, 2010
30	EMT review of entire plan	EMT members (for exact dates and participation see Safety Risk Management	July 7, 2010 – August 13, 2010
31	Inserted new Bomb Threat Checklist, fixed header, footer, and Table of Contents	Hector Hi	August 18, 2010
32	Added VI.B President Responsibilities	Kimberlee Sandoval	February 15, 2011
33	Update BEC list	Kimberlee Sandoval, Tom Smith	February 15, 2011
34	Update Appendix 11.2 Mental Health UPD procedure	Kimberlee Sandoval, Tom Smith	February 15, 2011
35	Update BEC list	Hector Hi, Thomas Smith	January 5, 2012
36	Updated MOU's	Adrian Dominguez	July 20, 2012

RECORD OF CHANGES

Change #	Subject Area Changed	Change Entered By	Date Entered
37	Update BEC List	Adrian Dominguez, Tom Smith, Jessica Perez	August 30, 2012
38	Updated assembly area maps and emergency communications network	Adrian Dominguez	January 3, 2012
39	Update BEC List and MOU's	Jessica Perez	July 2, 2013
40	Update as per new regulation	Adrian Dominguez	September 24, 2013
41	Update BEC List	Jessica Perez	July 8, 2014
42	Update Personnel Changes	Jessica Perez	June 11, 2015
43	Plan Update (BECS, Titles)	Adrian Dominguez	November 19, 2015
44	Update Study Abroad Emergency Action Plan	Jessica Perez, Adrian Dominguez	January 11, 2016
45	Update Personnel Changes	Jessica Perez, Adrian Dominguez	July 28, 2016
46	Update International Travel Emergency Action Plan	Jessica Perez, Adrian Dominguez	November 15, 2016
47	Update MOU's with TAMU-CC and TAMUK	Jessica Perez	January 19, 2017
48	Update Sexual Assault Procedures	Jessica Perez	February 7, 2017
49	Update Personnel Responsibilities	Jessica Perez, Adrian Dominguez	May 26, 2017
50	Update Suspicious Package Procedures and Links	Jessica Perez	June 2, 2017
51	Update BEC List	Jessica Perez	June 5, 2017
52	Update Personnel Changes	Jessica Perez	January 11, 2019
53	Included NIMS statement as per System Safety and Security Audit	Jessica Perez	January 24, 2019
54	Update Table of Contents	Jessica Perez	February 28, 2019
55	Update Student Travel Emergency Procedures	Jessica Perez Adrian Dominguez	March 1, 2019
56	Included Increased Readiness Conditions as per System Safety and Security Audit	Jessica Perez	March 1, 2019
57	Update Timely Warning Procedures	Kristina Morales	May 31, 2019

RECORD OF CHANGES

Change #	Subject Area Changed	Change Entered By	Date Entered
58	Update MOU's with TAMU-CC and TAMUK	Jessica Perez	June 4, 2019
59	Updated Personnel Changes	Jessica Perez	August 28, 2019
60	Updated Campus Map with Assembly Areas	Jessica Perez	September 18, 2019

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- 16: [Regional/Community Emergency Contact List](#)

I. AUTHORITY

This plan applies to emergency management operations at Texas A&M International University and supersedes all previous editions. Strategic planning guidance and authorities governing its enactment and implementation include:

A. FEDERAL

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
2. *The National Strategy for Homeland Security*, July 16, 2002.
3. Emergency Management and Assistance, Code of Federal Regulations (CFR) 44.
4. Price-Anderson Amendments Act of 1988, Public Law 100-408, as amended.
5. Emergency Management Assistance Compact, Public Law 104-321.
6. Homeland Security Presidential Directive 3: Homeland Security Advisory System.
7. Homeland Security Presidential Directive 5: Management of Domestic Incidents.
8. Homeland Security Presidential Directive 7: Critical Infrastructure Identification, Prioritization, and Protection.

B. STATE

1. *Constitution of the State of Texas*.
2. Executive Order of the Governor relating to Emergency Management and Homeland Security
3. Chapter 418 (Emergency Management), Government Code.
4. Chapter 421 (Homeland Security), Government Code.
5. Chapter 433 (State of Emergency), Government Code.
6. Chapter 791 (Inter-local Cooperation Contracts), Government Code.
7. Chapter 778 (Emergency Management Assistance Compact), Health and Safety Code.
8. Sections 88.112-88.116 (South Central Interstate Forest Fire Protection Compact), Education Code
9. Respective State Agency, Department, and Commission enabling legislation.
10. Title 37 (Public Safety and Corrections), Administration Code.
11. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003.

C. LOCAL

1. TAMUS Policy 34.07.01 Emergency Management Plans

D. MUTUAL AID AGREEMENTS AND CONTINGENCY PLANS

1. Universities
 - Corpus Christi
 - Kingsville
2. Inter-local Agencies

- Laredo Independent School District Police
- Laredo Independent School District Early College High School (Student Health)
- City of Laredo Health Department
- United ISD Police Department
- City of Laredo Police Department
- City of Laredo
- Webb County Sherriff's Office - pending
- Laredo Medical Center - pending
- Doctors Hospital - pending
- UTHSCSA- pending
- Laredo Fire Department
- Laredo Community College - pending

II. PURPOSE

A. PURPOSE OF THIS PLAN

1. A comprehensive emergency management plan describes how the University will mitigate against, prepare for, respond to, and recover from the impact of hazards to public health and safety, including natural disasters, technological accidents, homeland security threats, and other emergency situations.
2. This plan establishes operational concepts and identifies tasks and responsibilities required to carry out a comprehensive emergency management program. It describes the University's emergency management organization, direction and control. It indicates who is expected to do what, when, where, and how to prevent and manage emergency situations. It defines the specific duties and responsibilities for coordination of appropriate preparedness, mitigation, response, and recovery actions.
3. This plan addresses the steps necessary to ensure continuity of University services in the event of a major disaster as well as the continuity of operations to provide protection and essential services to the University community.
4. This plan takes an all-hazard approach to emergency management. It includes provisions for flexibility of methods, operations, and actions needed to facilitate the efforts of the University in accomplishing emergency management objectives.

B. RELATIONSHIP TO LOCAL EMERGENCY MANAGEMENT PLANS

This plan provides for coordination with local officials concerning credible threats and the effective integration of State support for local emergency operations when local officials request State assistance. Local emergency management plans provide guidance for the employment of local emergency resources, mutual aid resources, and specialized regional response resources under a local incident commander who may be supported by a local Emergency Operations Center (EOC). Local emergency plans include specific provisions for requesting and employing state resources to aid in managing and resolving emergency situations for which local resources are inadequate.

C. THE MISSION OF THE UNIVERSITY IN AN EMERGENCY OR DISASTER IS TO:

- Protect lives and property
- Mitigate the effects of a disaster
- Prepare for emergencies and disasters
- Respond to emergencies promptly and properly
- Aid in recovery from disasters

D. THE GOALS OF THE UNIVERSITY

- Provide emergency response plans, services, and supplies for facilities and employees
- Coordinate the use of personnel and facilities within the campus
- Restore normal services as quickly as possible
- Provide detailed and accurate documentation of emergencies to aid in the recovery process

III. EXPLANATION OF TERMS

A. ACRONYMS

APA	Abroad Program Administrator
BEC	Building Emergency Coordinator
EOC	Emergency Operations Center
EMP	Emergency Management Plan
EMT	Emergency Management Team
FEMA	Federal Emergency Management Agency
GDEM	Governor's Division of Emergency Management
GPS	Global Positioning System
Hazmat	Hazardous Material
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ITEAP	International Travel Emergency Action Plan
NIMS	National Incident Management System
PD	Police Department
RLC	Residential Learning Community
SAPs	Standard Administrative Procedures
SOC	State Operation Center
TAMIU	Texas A&M International University
TAMUS	Texas A&M University System
VPFA	Vice President for Finance and Administration
UV	University Village

B. DEFINITIONS

1. **Critical Infrastructure:** Assets, systems, and functions vital to the security, governance, public health and safety, or economy of the campus.
2. **Emergency:** The occurrence or imminent threat of a condition, situation, or event that requires immediate response actions to save lives; prevent injuries; protect property, public health, the environment, and public safety; or to lessen or avert the threat of a disaster. An

emergency is a situation larger in scope and more severe in terms of actual or potential effects than an incident. TAMIU Emergency Operations Center (EOC) is typically activated to mobilize local resources, coordinate external resource support, conduct mid- and long-term planning, and disseminate emergency public information. Some technical assistance or resources may be requested from the City, County, State, the local Disaster District EOC and the State Operations Center (SOC) which may be activated to monitor and respond to a larger situation.

3. **Emergency situations:** This term is used in this Plan when the intent is to describe a full range of crisis situations – from incidents at the low end of the crisis spectrum to disasters at the high end of spectrum.
4. **Disaster:** The occurrence or imminent threat of widespread or severe damage, injury, loss of life or property that is beyond the capability of the campus to resolve with its resources. TAMIU EOC is activated to carry out the functions described above. City, County, State and/or federal response assistance may be needed to resolve the situation and carry out recovery activities.
5. **Homeland Security Activity:** Any activity related to the prevention or discovery of, response to, or recovery from a terrorist attack, natural or manmade disaster, hostile or paramilitary action, or extraordinary law enforcement emergency.
6. **Incident:** An emergency situation that is limited in scope and potential effects on life and property and is typically handled by on campus personnel acting under an incident commander. An incident may require limited external assistance from other local response forces. TAMIU EOC is usually not activated.
7. **Inter-local agreements:** Arrangements between governments or organizations, either public or private for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
8. **Senior University Official:** President or Vice Presidents.
9. **Standard Administrative Procedures (SAP):** Approved methods for accomplishing a task or set of tasks. SAPs are typically prepared at the department level.

IV. SITUATION AND ASSUMPTIONS

A. ENROLLMENT/EMPLOYMENT FIGURES

Texas A&M International University is a Member of the Texas A&M University System. The University prepares students for leadership roles in their chosen profession in an increasingly complex, culturally diverse state, national, and global society. The University provides students with a learning environment anchored by the highest quality programs built on a solid academic foundation in the arts and sciences, business, and education. To fulfill its mission, the University offers a range of baccalaureate and master's programs and the Doctor of Philosophy degree in International Business Administration. In addition to offering excellent undergraduate and graduate programs, the University pursues a progressive agenda for global study and understanding across all disciplines.

The University's current enrollment is approximately 7,500 students, and it employs over 700 full- and part-time employees.

B. CAMPUS

1. The University is located in Laredo, Texas, 156 miles south of San Antonio, 158 miles west of Corpus Christi, and 153 miles north of Monterrey, Nuevo Leon, México. It is located at an enviable crossroads of international business and life, and its history is hallmarked by seven sovereign flags. The campus is made up of 26 buildings consisting of administrative and support services, instructional classroom/laboratories, competition/recreational physical fitness, housing, theaters, and other facilities and support infrastructures.
2. Maps of fire alarm pull stations, fire hydrants, fire extinguishers, Evacu-trac chairs, AED's, and utility shut-offs can be found in the Physical Plant blueprint conference room, H216.

C. GEOGRAPHICAL LOCATION

Geographically, the University encompasses approximately 300 acres of which only about 165 acres have been developed.

D. HAZARD SUMMARY

A summary of the major hazards is provided below. A security audit has been completed for the University and can be found by contacting the Office of EH&S.

Hazard Type:	FREQUENCY 4 Highly likely 3 Likely 2 Possible 1 Unlikely	MAGNITUDE 4 Catastrophic 3 Critical 2 Limited 1 Negligible	WARNING TIME 4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	SEVERITY 4 Catastrophic 3 Critical 2 Limited 1 Negligible	RISK PRIORITY High (14-16) Medium (7-13) Low (1-7)
<i>NATURAL</i>					
EARTHQUAKE	1	2	4	2	Medium
FLASH FLOODING	2	2	3	2	Medium
FLOODING (RIVER OR TIDAL)	1	1	1	1	Low
HURRICANE	2	2	1	2	Low
TORNADO	2	3	4	3	Medium
WILDFIRE	3	4	4	3	High
WINTER STORM	2	2	1	2	Low
PANDEMIC	3	3	1	3	Medium
<i>HUMAN MADE</i>					
CHEMICAL/HAZARDOUS MATERIALS	2	3	4	3	Medium
AIRBORNE/FOODBORNE PATHOGENS	2	2	4	2	Medium
FIRE	2	2	4	3	Medium
AIRPLANE CRASH	1	4	4	4	Medium
POWER OUTAGE	3	2	4	2	Medium
WATER OUTAGE	3	2	4	2	Medium

Hazard Type:	FREQUENCY 4 Highly likely 3 Likely 2 Possible 1 Unlikely	MAGNITUDE 4 Catastrophic 3 Critical 2 Limited 1 Negligible	WARNING TIME 4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	SEVERITY 4 Catastrophic 3 Critical 2 Limited 1 Negligible	RISK PRIORITY High (14-16) Medium (7-13) Low (1-7)
GAS LEAK	3	3	4	3	Medium
TELECOMMUNICATION FAILURE	1	2	4	2	Medium
MAIN ENTRANCE CLOSURE	2	3	4	3	Medium
ACCIDENTS (TRANSPORTATION)	3	2	4	2	Medium
ALCOHOL/DRUG OVERDOSE	3	3	4	2	Medium
MEDICAL EMERGENCY	3	3	4	3	Medium
MENTAL HEALTH CRISIS	3	3	4	3	Medium
MASS CONTAMINATION	2	2	4	2	Medium
SUICIDE	2	3	4	3	Medium
BOMB THREAT	2	2	4	3	Medium
CIVIL DISORDER	2	2	4	2	Medium
DEATH ON CAMPUS	1	2	4	3	Medium
EXPLOSION	2	3	4	4	Medium
HOSTAGE SITUATION (ARMED/BARRICADED SUSPECT)	1	3	4	3	Medium
CYBER ATTACK	2	2	4	3	Medium
KIDNAPPING/ABDUCTION	2	2	4	3	Medium
MISSING STUDENT	2	1	4	2	Medium

Hazard Type:	FREQUENCY 4 Highly likely 3 Likely 2 Possible 1 Unlikely	MAGNITUDE 4 Catastrophic 3 Critical 2 Limited 1 Negligible	WARNING TIME 4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	SEVERITY 4 Catastrophic 3 Critical 2 Limited 1 Negligible	RISK PRIORITY High (14-16) Medium (7-13) Low (1-7)
UNLAWFUL POSSESSION OF WEAPON ON CAMPUS	2	2	4	3	Medium
SEXUAL ASSAULT	2	2	4	3	Medium
SUSPICIOUS PACKAGE/DEVICE	2	2	4	2	Medium
TERRORISM	2	3	4	3	Medium
CAMPUS EVACUATION	2	3	4	2	Medium
ACTIVE SHOOTER	2	4	4	4	High
OFF CAMPUS ACTIVITIES	2	2	4	2	Medium
STUDY ABROAD INCIDENTS	2	2	4	2	Medium

1 – 7 = Low Risk

8 – 13 = Medium Risk

14 – 16 = High Risk

NOTE: All hazards with a risk priority rating of high or medium should be considered in this plan.

TAMIU recognizes that the list above may not cover all situations that warrant EMT intervention. Therefore, the determination of whether a situation warrants EMT intervention will be decided by the TAMIU PD or a senior University official.

E. SITUATION

1. The University is exposed to many hazards, all of which have the potential for disrupting the University community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards is provided above.
2. The *State of Texas Hazard Analysis*, published by the GDEM, provides detailed information concerning the occurrences and impact of hazards in Texas. The EMT has determined the types of hazards threatening the University include:
 - a. Natural hazards such as wildfires, floods, hurricanes, and tornadoes;

- b. Human made catastrophes such as major transportation accidents, oil spills, fires, explosions, accidents, hazardous material spills (radioactive or chemical), and criminal activity;
 - c. Homeland Security threats, including attacks by foreign military forces and terrorists with conventional, chemical, biological, nuclear, and radiological weapons; and
 - d. Other threats, including civil unrest and energy shortages.
- 3. Acts of terrorism can occur at any place and with little or no warning.
- 4. It is possible for emergency situations to occur at any time and at any place therefore, the University must be prepared to respond with little or no warning. For emergency situations that develop slowly, timely warning and implementation of preventive measures may be possible to reduce the threat to life and property.
- 5. Many of the threats facing the University have the potential to cause catastrophic damage, mass casualties, and mass fatalities. The occurrence of a catastrophic disaster could quickly overwhelm the University and rapidly deplete resources. It is essential that all departments on campus be prepared to continue to operate effectively during crises and continue to ensure public safety, provide essential services, and maintain uninterrupted direction and control capabilities.
- 6. TAMUS Policy requires the University to implement certain continuity of programs, including providing for emergency succession of incident command operations, identification of alternate operating facilities, preservation of vital records, and protection of University personnel, materials, and facilities. These measures should be in place before threats materialize to ensure continuity is maintained following emergencies or disasters.
- 7. Effective pre-disaster mitigation, thorough preparedness, timely warning, and well trained and equipped response forces can reduce the number of deaths and injuries caused by a hazard. Effective pre-disaster mitigation can also reduce the amount of damage to property and facilities that results from a disaster.
- 8. The ability of the University to respond to and provide for the safety and welfare of the University community in an emergency or disaster is directly influenced by the effectiveness of preparedness, response, and continuity of operations.
- 9. The ability of the University to recover and resume normal operations following a disaster is directly influenced by the effectiveness of continuity of operations and recovery planning.
- 10. The availability of critical emergency response and recovery capabilities and resources can be expanded through employment of mutual aid. The University is encouraged to enter into local and regional mutual aid agreements to supplement its capabilities.
- 11. Although the University has a limited amount of emergency response assets, contracts may be sought with private industry for certain specialized emergency response equipment, supplies, and services to supplement resources.

12. The University President has the authority to issue mandatory evacuation orders and control ingress and egress to and from the University campus. TAMIU PD also has authority pending imminent danger to life or property.

F. ASSUMPTIONS

1. The University may experience emergency situations and disasters that cause death, injury, and damage, or may necessitate evacuation and sheltering of the public at risk.
2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. The University will develop, maintain, and implement comprehensive emergency management plans that address hazards and contain mitigation, preparedness, response, and recovery elements and procedures in accordance with State and System planning standards.
4. Emergency response and recovery capabilities can be enhanced by the use of supplemental resources obtained through mutual aid agreements and from private industry.
5. University emergency operations, including mutual aid, will be directed by officials of the University, except in those situations that require special expertise to cope with the problem(s) at hand.
6. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for the University to be prepared to carry out the initial emergency response on an independent basis.
7. The occurrence of a catastrophic event could cause such widespread damage to the infrastructure that existing emergency response capabilities of the University, state and local governments are curtailed or are otherwise inadequate for the needs of the situation.
8. Such an event could result in governments being victims of the disaster and therefore unable to adequately provide for the safety and welfare of the University community.
9. It is expected that University-owned facilities and resources in a catastrophic disaster area may also suffer widespread damage and destruction. This situation may severely limit or eliminate immediate response capabilities of the University.
10. Emergency situations may cause the death of or injury to key officials. Therefore, it is essential that the University establish a chain of command so that response operations will be more effective. Lines of succession must be established that clearly identify who is in charge and what emergency powers they are authorized to use.

11. University offices, including emergency facilities, may be destroyed or become inoperable during a major disaster. Emergency response operations will be more effective if emergency facilities are protected and alternate sites for essential University operations are pre-selected. Having mobile emergency operations centers or command posts available may also preserve operational capabilities.
12. Normal communications systems may be destroyed, degraded, or rendered inoperable in a disaster. Emergency response operations will be more effective if compatible, alternate, and/or mobile communications capabilities are available and operational.
13. Comprehensive pre-planning will be necessary to ensure effective communications during crisis situations.
14. Normal operating procedures can be disrupted during a crisis situation; however, departments can still operate effectively if employees understand their emergency responsibilities and have pre-designated tasks and assembly instructions.
15. The destruction of key facilities, as well as, essential equipment and supplies located in hazard-vulnerable areas can be greatly reduced through pre-planned actions to protect these resources in place or by relocating them.
16. The identification and continued protection of critical records is essential to the continuity of University operations and the effective return to normal operations of an area affected by a disaster.
17. No guarantee of a perfect response system is implied by this plan. As personnel and resources may be overwhelmed, the University can only endeavor to make every reasonable effort to respond to the situation with the resources and information available at the time.

V. CONCEPT OF OPERATIONS

A. OBJECTIVES

The objectives of the University are to protect the lives and well-being of the University community through the prompt and timely response of trained personnel during an incident. To meet these objectives, the University shall establish and maintain a comprehensive Emergency Management Plan that includes plans and procedures, hazard analysis, security audits, a training and exercise schedule, and plan review and maintenance updates.

B. GENERAL

1. The University will provide emergency services to the University community during hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect the University.
2. The University will conduct drills and exercises to prepare personnel as well as students for an emergency situation.
3. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the University, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.
4. This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation. For example, Appendix I: Notification of Emergencies addresses techniques that can be used to warn the University community for any emergency situation, whatever the cause.
5. The Incident Command System (ICS) will be used to manage emergencies that occur on the campus. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. All EMT members will be trained in ICS.
6. Personnel tasked in this plan are expected to develop and keep current Standard Administrative Procedures (SAP) describing how emergency tasks will be performed. The University is charged with insuring that the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by the University generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

C. OPERATIONAL GUIDANCE

1. Initial Response

University personnel are likely to be first on the scene of an emergency situation on the campus. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They should seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

- a. The Incident Commander on scene will be responsible for activating the University Emergency Management Plan and the initial response:
 - 1) Evacuation – Requires all occupants to leave the building or campus. Evacuation can be highly effective if it can be completed before the arrival of the hazard.
Shelter-in-place – Occupants are held in the building. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving inclement weather and hazardous material spills which produce toxic vapors outside of the facility.

2. Notification Procedures

- a. In case of an incident in any building on campus, the flow of information will be from the witness to the University Police Department. Information should include the nature of the incident and the impact on the University community.
- b. If further notification is warranted, TAMIU has a mass notification system which allows for announcements across campus including outdoors. The mass notification system can also deliver messages by individual building, or groups of buildings. TAMIU also utilizes DustyALRT, an emergency messaging system capable of communicating emergencies via text messages to those registered, e-mails to all employees and students, and computer monitor crawl messages to all University computers.
- c. Mass notification through emails, Uconnect, DustyALRT and social media shall be initiated through the Office of Public Relations, Marketing and Information Services and/or the Director of the University Police Department.
- d. Media venues (Television, Radio, and Newspaper) can be utilized to notify the general public through the Office of Public Relations, Marketing and Information Services.

3. Training and Exercise

- a. The University understands the importance of training, drills, and exercises in the overall emergency management program in accordance with System policy. To ensure that personnel and community first responders are aware of their duties and responsibilities under the University plans, the following training, drills, and exercise actions shall occur:
 - 1) Training and refresher training sessions shall be made available for all University personnel.
 - 2) Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials such as appendices.
 - 3) The University plan will be tested and exercised at least annually utilizing a table top or functional scenario.

- 4) A full-scale exercise of the plan shall be performed at least once every three years.
- 5) Tests and exercises should include, whenever possible, the agencies and emergency response entities which will interface with the University during an emergency situation.
- 6) Actual emergency situations serious enough to require activation of the emergency management plan and activation of the campus EOC will not suffice to meet the requirements for a full-scale exercise.
- 7) The University should participate in external drills or exercises sponsored by local emergency responders. Availability of University personnel and the nature of the drill or exercise relating to improving the University's ability to respond to and deal with emergencies shall govern the degree to which the University will participate.
- 8) DustyALRT will be tested following the 21st class day of the fall and spring semesters.
- 9) Classroom phones, emergency hallway phones, elevator phones and exterior emergency phones (maroon pods) are tested monthly by TAMIU PD after hours. Tests are conducted to ensure each location when activated is received by TAMIU PD.
- 10) Classroom mass notification testing is performed following the 21st class day of the fall and spring semesters by Public Relations, Marketing and Information Services (PRMIS) and TAMIU PD. Tests are conducted to ensure mass notification system is working properly.

4. Implementation of the Incident Command System (ICS)

- a. The designated incident commander (IC) for the University will implement the ICS and serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an incident command post (ICP) and provide an assessment of the situation to University officials, identify response resources required, and direct the on-scene response from the ICP.
- b. For disaster situations, a specific incident scene may not exist in the initial response phase and the City or County Emergency Operations Center may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an Incident Command Post may be established at the University and direction and control of the response transitioned to the IC. This scenario would likely occur during a community wide disaster.

5. Source and Use of Resources

The University will use its own resources to respond to emergency situations. If additional resources are required, the following options exist:

- Request assistance from City and County emergency responders.
- Request assistance from other System components.
- Request assistance from volunteer groups active in disasters.
- Request assistance from industry or individuals who have resources needed to assist with the emergency situation.

D. INCIDENT COMMAND SYSTEM

1. The University intends to employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary, emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
2. The incident commander is responsible for carrying out the ICS function of command—managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different TAMU departments may be assigned to separate staff sections charged with those functions.
3. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

E. INCIDENT COMMAND SYSTEM (ICS)—EMERGENCY OPERATIONS CENTER (EOC) INTERFACE

1. For campus-wide disasters, the University EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The IC is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Approving communications to the University community of the incident and providing emergency instructions.
 - d. Determining and implementing protective measures (evacuation or shelter-in-place) for the University community in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the University EOC.
3. The EOC is generally responsible for:
 - a. Providing resource support for the incident command operations.
 - b. Issuing campus-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.
 - f. Coordinating activities with other governmental response agencies.

4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command post may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

F. ACTIVITIES BY PHASES OF EMERGENCY MANAGEMENT

This plan addresses emergency actions that are conducted during all four phases of emergency management.

1. Mitigation/Prevention

University will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency management program are:

- a. Hazard Analysis
 - 1) Identifying hazards
 - 2) Analyzing hazards
 - 3) Mitigating/preventing hazards
 - 4) Monitoring hazards
- b. Security Audit (Appendix 10) utilizing one of the following:
 - 1) Texas School Safety Center Safety and Security Audit Toolkit
 - 2) International Association of Campus Law Enforcement Administrators Risk Assessment Form
 - 3) Audit guidelines approved by the Texas Division of Emergency Management

2. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in the emergency operations program are:

- a. Providing emergency equipment and facilities.
- b. Emergency planning, including maintaining this plan and appendices
- c. Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this University during emergencies in training opportunities.
- d. Conducting periodic drills and exercises to test emergency plans and training.
- e. Completing and submitting to the Chancellor through the System Office of Risk Management an After Action Review after drills and exercises. Notification of actual emergencies will be communicated to System Risk Management.
- f. Revise plan as necessary and submit to the Chancellor through the System Office of Risk Management at the time of the safety and security audit, once every three years or

upon request. Additionally, a revised plan should be submitted any time significant revisions are made.

3. **Response**

The University will respond to emergency situations effectively and efficiently. The focus of most of this plan and its appendices is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly while minimizing casualties and property damage. Response activities include warning, first aid, fire suppression, law enforcement operations, evacuation, shelter and mass care, search and rescue, as well as other associated functions.

4. **Recovery**

When disaster occurs, the University will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the University and provide for the basic needs of the University community. Long-term recovery focuses on restoring the campus to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to students and staff. Examples of recovery programs include temporary relocation of classes, restoration of services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities.

G. INCREASED READINESS CONDITIONS

Most emergencies follow some recognizable build-up period during which time actions can be taken to achieve an appropriate state of maximum readiness. The President will determine the Universities alert posture. General departmental actions are detailed in the appropriate sections of these guidelines; however, it is acknowledged that disasters are unique occurrences, which require specific actions dependent upon the type, nature, and extent of the emergency. In this regard, this document is not all-inclusive, nor does it limit or restrict reasonable or prudent actions.

The following conditions of increasing readiness will be used as a means of delineating the University's alert posture.

1. **Level 4** – The term “Level 4” will be used to **denote a situation that causes a higher degree of readiness than is normally present**. Employees should review emergency plans and check supplies and equipment. “Level 4” actions will be triggered by the onset of particular hazard vulnerability seasons such as tornado season, flash flood season, fire threats due to severe drought conditions, etc., the potential for civil unrest, or an increase in international tensions.
2. **Level 3** – The term “Level 3” will be used to **refer to a situation which presents a greater potential threat than “Level 4”, but poses no immediate threat to life and/or property, that is, that threats are possible**. This condition includes situations that could develop into a hazardous condition such as tornado watches, small-scale civil unrest, or possible enemy attack. Departments should begin preparing contingency plans for possible

emergency response. “Level 3 actions could be generated when the international situation has deteriorated to the point that enemy attack is a possibility. Declaration of “Level 3” by the Emergency Management Director/Coordinator will require the initiation of the increased readiness activities.

3. **Level 2** – the term “Level 2” will be used to **signify hazardous conditions in which the significant potential and probability of causing loss of life or extensive damage to property are probable**. This condition will require some degree of warning to personnel and will be triggered by severe weather warning information issued by the National Weather Service. A ***Tornado Warning*** will be issued when a tornado has actually been sighted in the area or is indicated by radar, and may strike in the vicinity. A ***Flash Flood Warning*** will be issued to alert persons that flash flooding is imminent or occurring on specified streams or designated areas, and that immediate action should be taken. ***Civil Disorder Warning*** will be issued when there is relatively large-scale, localized violence, and/or when the international situation has deteriorated to the point that enemy attack is probable. This condition may/may not allow sufficient time for an orderly evacuation. Departments should place essential personnel on standby status and the EOC may be activated.
4. **Level 1** – The term “Level 1” will be used to **signify that hazardous conditions are imminent**. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event, and includes: a tornado has been sighted close to the University; wide-spread flooding is occurring; civil disorder precipitates large-scale violence; or an enemy attack is imminent based upon the evaluation of intelligence data. This warning (attack warning) will be declared and disseminated by the FEMA National Warning Center over the FEMA National Warning System (NAWAS). Departments will activate emergency personnel and respond to the situation, the EOC will be activated, and non-essential services may be suspended.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

1. General

The President, as the Chief Executive Officer for Texas A&M International University (TAMIU) has adopted the National Incident Management System (NIMS) and Incident Command System (ICS) as the TAMIU protocol for emergency response. The ICS approach allows the capability to expand or contract to meet the needs of the incident granting the University flexibility in identifying and utilizing resources which heightens efficiency during response.

The University has emergency functions in addition to normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. The University organization for emergencies includes an Incident/Damage Assessment Team, Emergency Management Team, and Emergency Response Team.

2. Incident/Damage Assessment Team

This group provides guidance and direction for emergency management programs, emergency response and recovery operations. Select Members of the Incident/Damage Assessment Team coordinate with local emergency services to develop functional appendices for specific hazards, coordinates the University's planning activities, and recruits members of the University's Emergency Response Team. Members of this group are those whose function or capabilities relate to important phases of emergency management. The Incident/Damage Assessment Team includes the Vice President for Finance and Administration, Director of University Police, Director of Physical Plant and Safety/Risk Manager.

3. Emergency Management Team

The Emergency Management Team develops emergency operation plans for the University. The Emergency Management Team may include as indicated by appropriate appendices:

- a. Incident/Damage Assessment Team
- b. President
- c. Provost and Vice President for Academic Affairs
- d. Vice President for Student Success
- e. Associate Vice President of Finance and Administration
- f. Associate Vice President of Information Technology/Chief Information Officer
- g. Director of Public Relations, Marketing and Information Services
- h. Director of Housing and Residence Life
- i. Director of Student Health Services

4. Emergency Response Team

The Emergency Response Team assists the Incident Commander in managing an emergency and providing care for the University community before local emergency

services arrive or in the event normal, local, emergency services are unavailable. The Emergency Response Team includes members from University Police, Physical Plant, Environmental Health & Safety (EH&S), Student Health Services, and Building Emergency Coordinators.

B. ASSIGNMENT OF RESPONSIBILITIES

For most emergency functions, successful operations require a coordinated effort. University personnel with the most appropriate knowledge and skills are assigned primary responsibility for planning and coordinating specific emergency functions. Other personnel may be assigned support responsibilities.

The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Listed below are general responsibilities assigned to the Incident/Damage Assessment Team, Emergency Management Team, Emergency Response/Recovery Team, and Faculty/Staff. Additional, specific responsibilities can be found in the functional appendices to this Plan.

1. Incident/Damage Assessment Team Responsibilities:

The Incident/Damage Assessment Team should be trained and certified at a minimum in ICS-100, ICS-200, ICS-300, ICS-400, NIMS-700, and NIMS-800.

a. Vice President for Finance and Administration

- Maintains communication with the University President.
- Confers with the Incident Commander and receives information from other members of the Incident/Damage Assessment Team or other University administrative personnel regarding the emergency as necessary.
- Assists in determining level of campus evacuations.
- Notifies and conducts liaison activities with the TAMIU administration, other governmental agencies, and others, as needed.
- Works with the Director of TAMIU PD in assessing damages from the emergency and preparing the University's specific responses.
- Coordinates Interagency Contract Services agreements pertaining to student evacuations with other agencies.
- Informs appropriate employees of emergency situations.
- Assists in the implementation of emergency procedures
- Coordinates contracts with essential outside agencies and private contractors.

b. Director of Physical Plant

- Has the overall responsibility for damage control and recovery efforts
- Serves as a member of the Incident/Damage Assessment Team.
- Initiates procedures to secure campus facilities for hazardous weather conditions, if needed.
- 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 recovery effort with the assistance of appropriate agencies to ascertain the damage in each building and reports the findings to the VPFA.
- Provides technical knowledge about University facilities, (i.e., blue print, HVAC, 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 University owned/leased vehicles and equipment, provides operators for movement of personnel and supplies, and assigns vehicles for emergency use.
- Helps establish liaison with vendors and developers to order equipment, supplies and materials needed during the actual emergency.
- Coordinates with EMT members in securing equipment, material, and supplies.
- Develops means to secure emergency/temporary personnel during the emergency.

c. Director of University Police

- Initiates immediate contact with the VPFA and begins assessment of the emergency condition.
- Serves as a member of the Incident/Damage Assessment Team.
- Notifies and conducts liaison activities with the Laredo Police and Fire Departments, the City of Laredo Emergency Management Coordinator, and other appropriate governmental agencies. Maintains communications with representatives of these agencies throughout the duration of the emergency.
- Takes steps to assure that 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 incident command post should this become necessary. Under MOU, the Fire Dept. EOC may be used.
- Director of TAMIU PD or his designee provides the "All Clear" notification to return to normal working conditions or to re-enter evacuated buildings or spaces.

d. Safety/Risk Manager

- Serves as a member of the Incident/Damage Assessment Team.
- Shares knowledge concerning safety issues, including locations of potential chemical hazards.
- 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 City of Laredo Health Department, City of Laredo Emergency Management Coordinator, and other governmental agencies as related to the crisis.
- Assures that proper documentation is maintained and that reports required by external agencies are prepared and submitted.

- Recommends appointment of the Building Emergency Coordinators. Updates the appointments as needed.
- Maintains current inventory of emergency supplies.
- Ensures 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, Evacutrac CD7, and basic first aid, CPR and Automated External Defibrillators), use of emergency exits, building evacuation procedures, and proper assembly points in case of a campus-wide disaster.

2. Emergency Management Team:

The EMT should be trained and certified at a minimum in ICS-100, ICS-200, ICS-300, ICS-400, NIMS-700, and NIMS-800.

- Coordinates 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.
- Assists in offering counseling, guidance, and appropriate support to members of the University community and their families as needed.
- The EMT will meet quarterly to discuss and update the Emergency Management Plan as necessary.
- The team will conduct post-incident meetings to evaluate the effectiveness of the emergency management procedures.

a. President

- Grants the Incident Commander the authority to make executive decisions concerning the overall management of the emergency.
- Shall inform the chancellor and the executive secretary of the Board of Regents (board) of any emergency that has occurred or that is threatening life, health or system property, and give periodic status reports as information is available per System Policy 34.07. The executive secretary of the board shall, in turn, keep board members properly informed.

b. Provost and Vice President for Academic Affairs

- Ensures that academic staff and faculty members are aware of Emergency Management Procedures and participate in drills and exercises.

c. Vice President for Student Success

- Assists in incidents involving students.
- Coordinates activities with Student Government Association.
- Ensures that medical and mental health staff are available to provide support for major crises, (i.e. earthquake, fire, etc.)

- Consults and coordinates Student Health Services and Student Counseling Services to respond to crisis involving students (i.e., sexual assault, attempted suicide, mental health crisis, alcohol/drug overdose).
 - Deploys counselors and/or nurses on campus, as needed.
- d. **Associate VP of Information Technology/Chief Information Officer**
- Ensures vital academic records are stored at an alternate location based on internal procedures.
 - Provides means of communications/technology during emergency situations.
- e. **Director of Public Relations, Marketing and Information Services**
- Disseminates all official information approved by acting Incident Commander through email, phone, social media, UConnect, DustyALRT and all other available communication vehicles possible.
 - Establishes liaison with the news media for dissemination of information and handles all media inquiries.
 - Prepares releases for the news media concerning the major emergency or disaster.
 - Arranges for photographic and audio-visual services.
 - Updates the University website, in coordination with OIT, to include emergency information when needed.
- f. **Director of Housing and Residence Life**
- Coordinates housing for Interagency Contract Service evacuees and TAMIU on campus housing students displaced by local emergency.
 - Coordinates training of emergency procedures for building occupants.
 - Provides emergency flashlights for Resident Advisors.
 - Assists in the coordination of food services for onsite evacuees.
 - Informs all employees and residents under his/her direction of emergency situation as appropriate.
 - Coordinates implementation of emergency procedures for Housing and Residence Life.
- g. **Director of Student Health Services**
- Responds to medical crisis involving students.
 - Coordinates and provides delivery support for medical/health services.
 - Deploys and responds to nursing requests for students on campus.

3. **Emergency Response Team:**

The ERT should be knowledgeable in TAMIU's Emergency Management Plan. For additional specific duties see appropriate appendix.

a. **Building Emergency Coordinators**

For a complete list of Building Emergency Coordinators see Appendix 5.

1) **Emergency Preparedness**

- Maintains the first aid kits and flashlights for their building or area.
- Completes training in emergency techniques such as CPR, basic First Aid, fire extinguishers, EvacuTrac chair use, active shooter and building evacuation procedures.
- Remains cognizant of employees and students with disabilities or other unique situations in their building or area that may need assistance evacuating.
- Remains cognizant of building floor plans and evacuation routes.
- Serves as the communication link or contact for their building or area with EH&S or TAMIU PD in all matters concerning emergency preparedness.
- Provides information to EMT as necessary.

2) **Emergency Situations**

- Takes immediate action to contain emergency when appropriate.
- Informs employees of emergency condition(s).
- Provides CPR to those persons in need when necessary.
- Reports names of individuals who refuse to evacuate building to TAMIU PD.
- Facilitates return to buildings or spaces when "All Clear" notification is received.
- Provides information to EMT as necessary.

b. **Vice, Associate, & Assistant Vice Presidents, Deans, Department Chairs, Faculty, Supervisors and All Employees not already mentioned.**

- Remains informed on general information concerning TAMIU emergency procedures and any specific information regarding safety in his/her building.
- Ensures employees under his/her direction attend safety training courses provided by TAMIU as required.
- May provide 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.
- Assigns employees and/or students to assist in the evacuation of persons with limited abilities as required.
- Remains at workstation to assist any of the emergency personnel who enter their building unless building is evacuated. Be aware of all appropriate building evacuation routes from their workstation.

VII. DIRECTION AND CONTROL

A. GENERAL

1. The Incident/Damage Assessment Team is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. During major emergencies and disasters, the Incident/Damage Assessment Team may carry out those responsibilities from the Incident Command Post, ICP.
2. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the ICP. Incident Commander will coordinate response efforts with local emergency services once on scene.
3. During emergency operations, the University administration retains administrative and policy control over employees and equipment. However, personnel will carry out mission assignments as directed by the Incident Commander.
4. If the University's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, System components, organized volunteer groups, private contractors, or the State should be requested.

B. EMERGENCY FACILITIES

1. Incident Command Post

The Incident Commander can establish a temporary Incident Command Post located at or near the immediate vicinity of the incident site to conduct direct, on-scene control of tactical operations. At least one TAMIU PD Officer will staff the command post at all times until the emergency ends.

2. Emergency Operation Center

The Emergency Operation Center (EOC) is set up in the University Police Department, room 126. Members of the EMT shall report to the EOC. In the event University Police Department is not accessible, an alternate EOC will be established in Physical Plant, room 216 or other area established by the Director of University Police.

EOC should be equipped with a minimum of the following:

- Main phone line established as 326-3250.
- Additional multiple phone lines
- Multiple internet access points
- Television with Cable network.
- Computer with projector capability
- Communication with Emergency Response Team
- The Emergency Management Plan with all Appendices

- Maps of campus and building floor plans
- Emergency notification phone list

C. LINE OF SUCCESSION

1. University President
 - a. VP for Finance and Administration
 - b. Provost/VP Academic Affairs
 - c. Vice President for Student Success
2. Provost/VP Academic Affairs
 - a. Associate Provost
 - b. Associate VP for Academic Affairs
3. VP for Finance and Administration
 - a. Associate VP for Administration
 - b. Director of Budget, Payroll, and Fiscal Analysis
 - c. Director of Human Resources
4. VP for Student Success
 - a. Associate VP of Student Success
 - b. Associate VP/Registrar
5. Associate VP for Information Technology/Chief Information Officer
 - a. Director of Instructional Technology and Distance Education
 - b. Director of Computing & Information Services
6. Director of Public Relations, Marketing and Information Services
 - a. Associate Director of Marketing
 - b. Social Media & Communications Manager
7. Director of University Police Department
 - a. Captain, Operations
 - b. Lieutenant, Criminal Investigation Division
 - c. Lieutenant, Patrol
8. Director of Physical Plant
 - a. Assistant Director
 - b. Supervisor
9. Safety/Risk Manager
 - a. Environmental Health and Safety Officer
 - b. Safety Specialist
10. Director of Student Housing
 - a. Assistant Director for Residence Life

b. Assistant Director – Operations

VIII. CONTINUITY OF OPERATIONS

A. GENERAL

1. The occurrence of a disaster could impede the ability of the University to provide for the safety and well-being of the University community. Continuity of operation consists of a variety of comprehensive activities designed to ensure the preservation of our campus and the continued ability of the University to provide protection and essential services.
2. Continuity of operations requirements include key direction and control actions that must be accomplished so that the University can continue to operate effectively regardless of the emergency or disaster situation and actions necessary for the operation of the University. Each department shall develop their respective continuity of operation plan.

B. LINES OF SUCCESSION

1. University President
 - a. VP for Finance and Administration
 - b. Provost/VP Academic Affairs
 - c. Vice President for Student Success
2. Provost/VP Academic Affairs
 - a. Associate Provost
 - b. Associate VP for Academic Affairs
3. VP for Finance and Administration
 - a. Associate VP for Administration
 - b. Director of Budget, Payroll, and Fiscal Analysis
 - c. Director of Human Resources
4. VP for Student Success
 - a. Associate VP of Student Success
 - b. Associate VP/Registrar
5. Associate VP for Information Technology/Chief Information Officer
 - a. Director of Instructional Technology and Distance Education
 - b. Director of Computing & Information Services
6. Director of Public Relations, Marketing and Information Services
 - a. Associate Director of Marketing
 - b. Social Media & Communications Manager
7. Director of University Police Department
 - a. Captain, Operations
 - b. Lieutenant, Criminal Investigation Division
 - c. Lieutenant, Patrol

8. Director of Physical Plant
 - a. Assistant Director
 - b. Supervisor
9. Safety/Risk Manager
 - a. Environmental Health and Safety Officer
 - b. Safety Specialist
10. Director of Student Housing
 - a. Assistant Director for Residence Life
 - b. Assistant Director – Operations

C. EMERGENCY ACTION STEPS

General guidelines are included in each Appendix of this plan that identify actions to be taken by the University and the circumstances that trigger these actions.

D. PROTECTION OF RESOURCES

1. The emergency situation or disaster may require that the University relocate offices, facilities or work areas, and personnel to safer locations. A relocation of this type will require an adjustment to daily operations and a concentrated effort to accomplish only mission-essential responsibilities resulting in a decreased effort devoted to non-essential functions as determined by the Incident/Damage Assessment Team.
2. The University procedures for identifying and recalling employees are identified in Appendix 4.

E. PROTECTION OF VITAL RECORDS

Vital records and reports will be protected in accordance with the *Preservation of Essential Records Act (Title 4, Chapter 441.051 - 441.062)*. Student academic records, considered essential for the recovery process following a disaster which has damaged or destroyed state facilities or systems are protected as indicated in this plan.

If records are damaged during an emergency situation, this University will seek professional assistance to preserve and restore them.

IX. ADMINISTRATION AND SUPPORT

A. AGREEMENTS AND CONTRACTS

1. Should University resources prove to be inadequate during an emergency, requests will be made for assistance from local emergency services, other System components, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts that arise during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the officials authorized to request assistance pursuant to those documents.
2. The agreements and contracts pertinent to emergency management that this University is party to are summarized in Appendix 8.

B. REPORTS

1. It is recommended that emergencies that require activation of this plan utilize at a minimum the ICS 201 Incident Briefing Form and the ICS 202 Incident Action Plan.
2. An Executive Summary of any test or exercises involving this plan shall be provided to the Chancellor.
3. Submission and reporting shall be made through the System Office of Risk Management through the Office of Environmental Health & Safety.

C. RECORDS

1. Record Keeping for Emergency Operations

The University is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established System and University fiscal policies and standard cost accounting procedures.

a. Activity Logs

The ICP shall maintain accurate logs recording key response activities, including:

- 1) Activation or deactivation of emergency facilities.
- 2) Emergency notifications to local emergency services
- 3) Significant changes in the emergency situation.
- 4) Major commitments of resources or requests for additional resources from external sources.
- 5) Issuance of protective action recommendations to the staff and students.
- 6) Evacuations.
- 7) Casualties.

- 8) Containment or termination of the incident.
- b. Incident Costs. The University shall maintain records summarizing the use of personnel, equipment, and supplies of the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, the University shall maintain detailed records of costs for emergency operations to include:
 - 1) Personnel costs, especially overtime costs.
 - 2) Equipment operation costs.
 - 3) Costs for leased or rented equipment.
 - 4) Costs for contract services to support emergency operations.
 - 5) Costs of specialized supplies expended for emergency operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the insurance carrier, and/or state/federal government.

D. POST-INCIDENT AND EXERCISE REVIEW

The Incident/Damage Assessment Team and/or EMT are responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The critique will entail written and/or verbal input from appropriate participants. Where deficiencies are identified, appropriate personnel will be assigned responsibility for correcting the deficiency and a due date shall be established for that action. An executive summary of these findings shall be submitted to the Chancellor through the System Office of Risk Management in compliance with System Policy 34.07.01.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. PLAN DEVELOPMENT

The EMT is responsible for the overall development and completion of the Emergency Management Plan, including appendices. The President is responsible for approving and promulgating this plan.

B. DISTRIBUTION OF PLANNING DOCUMENTS

1. Copies of plans and appendices shall be distributed to those tasked in this document. Copies should also be set aside for the EOC and other emergency facilities.
2. All employees will have access to the plan and appendices via the University Portal, Uconnect.

C. REVIEW

The EMP and its appendices shall be reviewed annually by the EMT. The President or designee shall submit the updated plan to the Chancellor through the System Office of Risk Management at the time of the University's safety and security audit, once every three years or upon request. Additionally, a revised plan(s) should be submitted any time significant revisions are made.

D. UPDATE

This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or University structure occur.

XI. REFERENCES

Governor's Division of Emergency Management *Texas Homeland Security Strategic Plan Part III: State of Texas Emergency Management Plan*

Texas School Safety Center, Texas State University – San Marcos: *Emergency Operations Plan Template*

FEMA ICS Resource Center: *ICS Forms*

Texas A&M International University *Crisis Management Plan*

TAMUS Policy 34.07.01: *Emergency Management Plan for System University Campuses*

APPENDIX 1 – NOTIFICATION OF EMERGENCIES

In the event of an emergency, notify TAMIU Police Department immediately. TAMIU PD may be contacted through one of the following ways:

- From a campus phone, dial 2911
- From an off-campus phone, dial (956) 326-2911
- Emergency speaker phones in elevators
- Emergency speaker phones located in hallways of classroom buildings
- Emergency speaker phones located in classrooms
- Emergency phones located on campus grounds and residential housing areas.

As much information as possible should be communicated to the dispatcher. Be descriptive.

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

All communication should be via the fastest and most reliable resource. Cell phones, office phones, or after-hours phone numbers should be utilized as the main means of notification.

In the event that a situation arises, either on- or off-campus, that, in the judgment of the Incident Commander, constitutes a serious or continuing threat as a result of a crime that has already occurred (e.g., motor vehicle thefts, stalking, etc.), a campus-wide “timely warning” will be issued as soon as pertinent information is available. The Incident Commander is the individual responsible for on-scene incident activities and has overall authority and responsibility for conducting incident operations (FEMA, 2018). An Incident Commander may include, but is not necessarily limited to, the Director of University Police, his/her designee, or a police officer.

In addition, an emergency notification may be distributed upon confirmation that a situation underway represents an immediate threat to the health or safety of student or employees (e.g., active shooter, gas leak, fire, etc.). Upon approval of the Incident Commander, a timely warning or emergency notification will be issued by the Director of Public Relations, Marketing and Information Services, the Director of University Police or his/her designee, or by a University Police Dispatcher. Timely warnings and/or emergency notifications may be distributed through any combination of the following means:

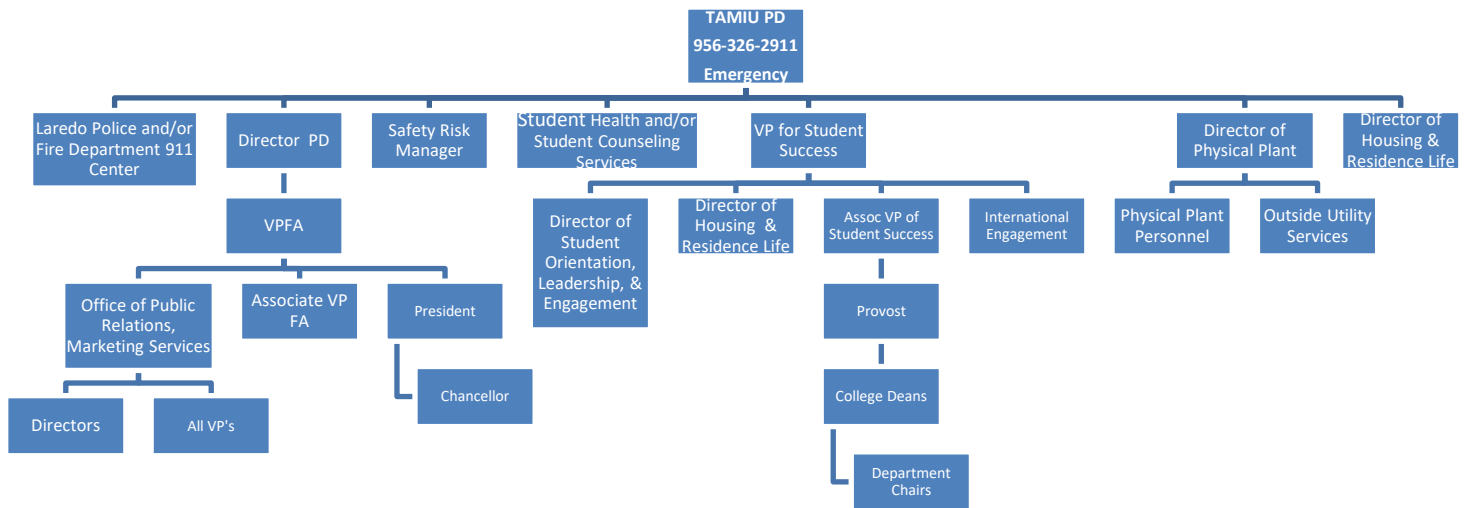
- **DustyALRT:** A mass notification system that alerts subscribers via text message or e-mail in the event of a campus emergency or closure.
- **Email:** All employees and students can receive notification via TAMIU email account. Notification is NOT sent to non-TAMIU email accounts.
- **Classroom notification:** Voice messages can be released to all classrooms with phones and intercom systems installed.
- **Other social networking media:** TAMIU Webpage, Uconnect, Facebook, and Twitter can be used to inform the public.
- **Mass Notification System:** Loud speakers, etc...

When sending timely warnings, the University must include information that promotes safety, such as crime prevention and safety tips to assist individuals in protecting themselves. In addition, the timely warning must be reasonably likely to reach the entire campus community.

When distributing an emergency notification, the University may determine the appropriate segment or segments of the campus community to receive the notification. The notice does not need to be received by the entire campus community unless found necessary. Moreover, the institution must send a follow-up notice advising that the initial emergency situation has been rectified/resolved.

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

Emergency Communications Network
Contact as Appropriate



APPENDIX 2 – INCIDENT COMMAND SYSTEM (ICS) SUMMARY

A. BACKGROUND

ICS is a management system that can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink based on current needs. It is a uniform system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

B. FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

1. **Standard Management Functions.**

- a. **Command:** Sets objectives and priorities and has overall responsibility at the incident or event.
- b. **Operations:** Conducts tactical operations, develops the tactical objectives, and organizes and directs all resources.
- c. **Planning:** Develops the action plan to accomplish the objectives, collects and evaluates information, and maintains the resource status.
- d. **Logistics:** Provides support to meet incident needs, provides resources and all other services needed to support
- e. **Finance/Administration:** Monitors costs, provides accounting, procurement, time recording, and cost analysis.

2. The individual designated as the Incident Commander (IC) has responsibility for all functions. In a limited incident, the IC and one or two individuals may perform all functions. In a larger emergency situation, each function may be assigned to a separate individual.

3. **Management by Objectives.** At each incident, the management staff is expected to understand agency or jurisdiction policy and guidance, establish incident objectives, select an appropriate strategy to deal with the incident, and provide operational guidance—select tactics appropriate to the strategy and direct available resources.

4. **Unity and Chain of Command.** Unity of command means that even though an incident command operation is a temporary organization, every individual should be assigned a designated supervisor. Chain of command means that there is an orderly line of authority within the organization.

5. **Organizational Flexibility.** Within the basic ICS structure, the organization should at any given time include only what is required to meet planned objectives. The size of the organization is determined through the incident action planning process. Each element of

the organization should have someone in charge; in some cases, a single individual may be in charge of more than one unit. Resources are activated as needed and resources that are no longer needed are demobilized.

6. **Common Terminology.** In ICS, common terminology is used for organizational elements, position titles, resources, and facilities. This facilitates communication among personnel from different emergency services, agencies, and jurisdictions.
7. **Limited Span of Control.** Span of control is the number of individuals one supervisor can realistically manage. Maintaining an effective span of control is particularly important where safety is paramount. If a supervisor is supervising fewer than 3 subordinates or more than 7, the existing organization structure should be reviewed.
8. **Personnel Accountability.** Continuous personnel accountability is achieved by using a resource unit to track personnel and equipment, keeping an activity log, ensuring each person has a single supervisor, check in/out procedures, and preparing assignment lists.
9. **Incident Action Plan.** The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. An Incident Briefing Form may be used on smaller incidents. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
10. **Integrated Communications.** Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
11. **Resource Management.** Resources may be managed as single resources or organized in task forces or strike teams. The status of resources is tracked in three categories: assigned, available, and out of service.

C. UNIFIED COMMAND

1. Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements to respond to certain types of incidents.
2. ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission

assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

Incident Command Structure



D. ICS RESPONSIBILITIES

The following section outlines the general ICS responsibilities as they pertain to the Crisis Management Plan. ICS organizational structure should include only the functions and positions needed to achieve the incident objectives.

1. INCIDENT COMMANDER

- Is the ONLY position that is always filled. It may be filled by the first primary responder on scene, and then replaced by a superior respondent trained in ICS.
- Has the overall responsibility of command and control over managing the incident.
- Ensures incident responder safety.
- Protects health and safety of the general public and the environment.
- Provides information to internal and external stakeholders.
- Maintains liaison with other agencies.

2. PUBLIC INFORMATION OFFICER

- Member of the Command Staff.
- Advises the Incident Commander on information dissemination and media relations.
- Serves as the primary contact for anyone who wants information.
- Serves as the conduit between internal and external stakeholders.
- Obtains information from the Planning Section.
- Coordinates with other public information staff.
- Obtains information from the community, the media, and others.

3. SAFETY OFFICER

- Member of the Command Staff.
 - Ensures responder safety.
 - Advises Incident Command on safety issues.
 - Minimizes employee risk.
 - Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.
4. LIAISON OFFICER
- Member of the Command Staff.
 - Gathers information about support agencies.
 - Coordinates for agencies not in command structure.
 - Provides briefings and answers questions.
 - Serves as the primary contact for supporting agencies assigned to the scene.
5. OPERATIONS SECTION CHIEF
- Member of the General Staff.
 - Develops and manage the Operations Section
 - Develops and implements strategies and tactics.
 - Directs and coordinates all incident tactical operations.
 - Implements the Incident Action Plan (IAP).
 - Works very closely with other members of the Command and General Staff to coordinate tactical activities.
 - Directs all tactical resources.
 - Coordinates the staging area and assigns the Staging Area Manager if needed.
6. PLANNING SECTION CHIEF
- Member of the General Staff.
 - Gathers and analyzes information.
 - Gathers, analyzes, and disseminates intelligence and information.
 - Manages the planning process.
 - Compiles, develops and documents the IAP.
 - Manages the activities of Technical Specialists.
 - Works closely with the Incident Commander and General Staff.
 - Maintains resource status.
 - Maintains and displays situation status.
 - Provides documentation services.
 - Prepares the Demobilization Plan.
 - May assign a Resources Unit, Situation Unit, Demobilization Unit, Documentation Unit or Technical Specialist if needed.
7. LOGISTICS SECTION CHIEF
- Member of the General Staff.
 - Provides resources and services as needed to meet the operational objectives.
 - Develops portions of the IAP.
 - Meets all support needs for the incident, including ordering resources through appropriate procurement authorities from off-incident locations.
 - Responsible for transportation, supplies, equipment maintenance and fueling, communications, medical support to incident personnel, and food for incident personnel.
 - May assign a Supply Unit, Ground Support Unit, Facilities Unit, Food Unit, Communications Unit, and Medical Unit as needed.

8. FINANCE/ADMINISTRATION SECTION CHIEF

- Member of the General Staff.
- Negotiates contracts.
- Keeps time for personnel and equipment.
- Documents and processes claims related to property damage, injuries or fatalities.
- Tracks costs.
- Manages cost related to the incident.
- Establishes liaison with vendors and developers to order equipment, supplies and materials needed during the actual emergency.
- Develops means with the Director of Human Resources to secure emergency/temporary/volunteer personnel during the emergency.

APPENDIX 3 – BUILDING EVACUATION, CAMPUS CLOSURE OR SHELTER IN PLACE PROCEDURES

These Procedures are divided into three categories, building evacuation, campus closure 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 maps in this appendix.
- Streets, fire lanes, hydrants, and walkways shall be kept clear for emergency vehicles and personnel.
- Neither employees nor students shall return to the building until directed to do so by TAMIU PD.

Assembly areas as shown on the map below, persons from:

- **Academic Innovation Center** may assemble near the athletic fields.
- **Bullock Hall** may assemble in front (north side) of Killam Library, near University Boulevard.
- **Canseco Hall** may assemble in front (north side) of Killam Library, near University Boulevard.
- **Cowart Hall** may assemble in front (north side) of Killam Library, near University Boulevard.
- **Center for Fine and Performing Arts** may assemble in the parking lot of Early College High School.
- **Killam Library** may assemble in front (north side) of Killam Library, near University Boulevard.
- **Kinesiology Convocation Building** may assemble near the athletic fields.
- **Kinesiology Wellness Recreation Center** may assemble near the athletic fields.
- **Lamar Bruni Vergara Science Center and Planetarium** may assemble near the athletic fields.
- **Pellegrino Hall** may assemble in front (north side) of Killam Library, near University Boulevard.
- **Physical and Central Plant** may assemble near the athletic fields.
- **Residential Learning Center** may assemble near the athletic fields.
- **Student Center** may assemble in the parking lot of Early College High School.

- **Zaffirini Success Center** may assemble in the parking lot of Early College High School.
- **University Police Department** may assemble in the parking lot of Early College High School.
- **University Village** may assemble on the northeast side of the complex.
- **Western Hemispheric Trade Center** may assemble in front (north side) of Killam Library, near University Boulevard.

Although assembly areas have been established for each building, the nearest assembly area may be used. Assembly areas are subject to change due to factors such as but not limited to, events, construction, wind conditions, and hazard analysis.

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. 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.

C. SUSPENSION OF OPERATIONS and/or CAMPUS CLOSURE

The decision to suspend normal operations or close the campus will be made by the President or his designee.

The announcement may come from TAMIU PD or the Office of Public Relations, Marketing and Information Services.

The procedures listed for building evacuation shall apply.

Student Housing will follow the established procedures as determined by the emergency being experienced and outlined in the appropriate appendices.

D. UNIVERSITY HOUSING EVACUATION

Office of Housing and Residence Life has the responsibility to account for student residents in campus housing during an evacuation. There are two types of evacuations of the University Village (UV) and Residential Learning Community (RLC) contemplated in this plan: Short Term and Long Term.

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

Any evacuation of the UV 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 UV or RLC, all residents may be temporarily housed or “staged” in the Kinesiology Convocation Building. The Director of Housing and Residence Life will make arrangements 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 displaced residents will be established as residents are relocated. That roster will be made available to TAMIU PD.

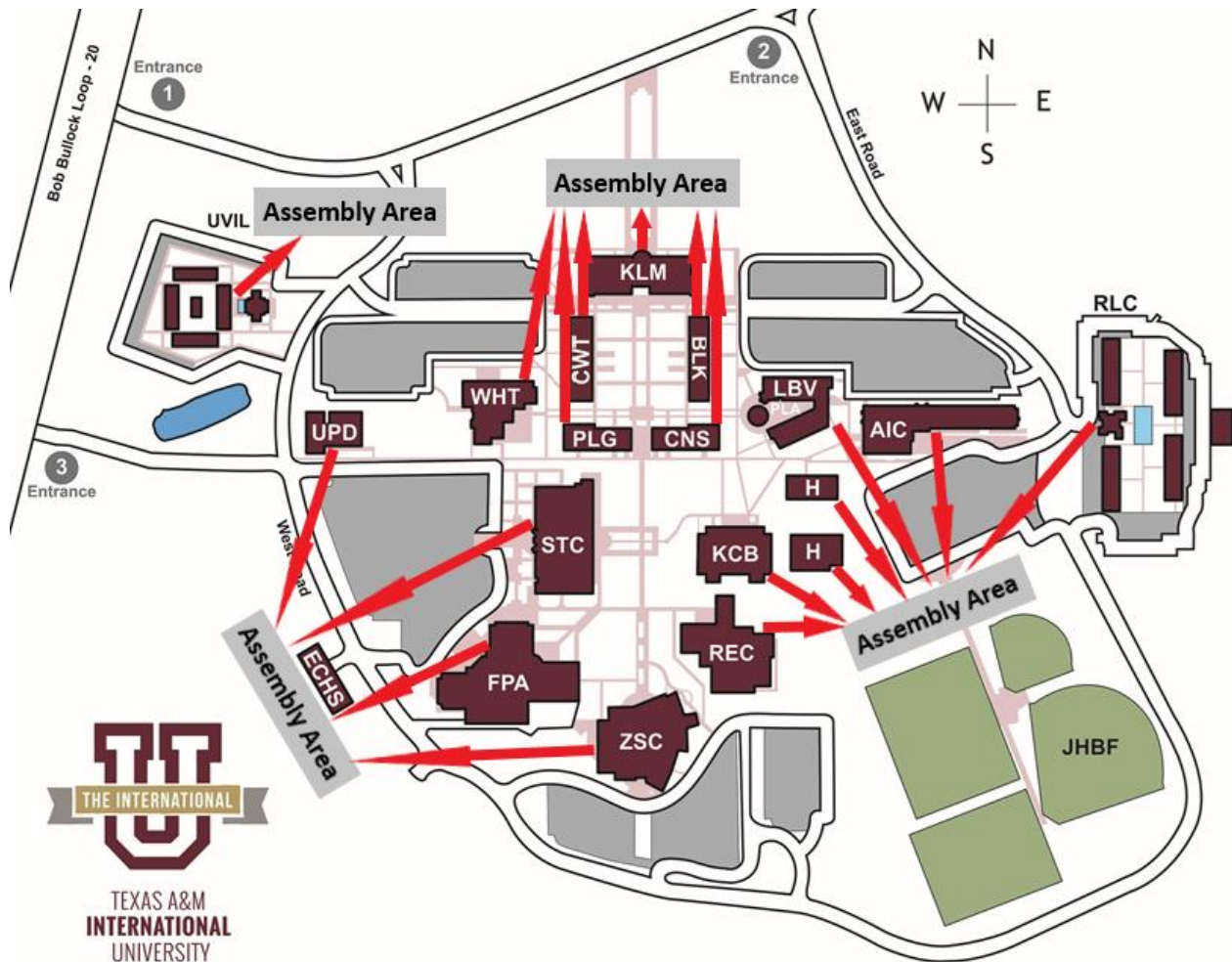
If the evacuation is Long Term, the Director of Housing and Residence Life will arrange long-term housing for the displaced residents as well as the location(s) and telephone number(s) where they may be reached.

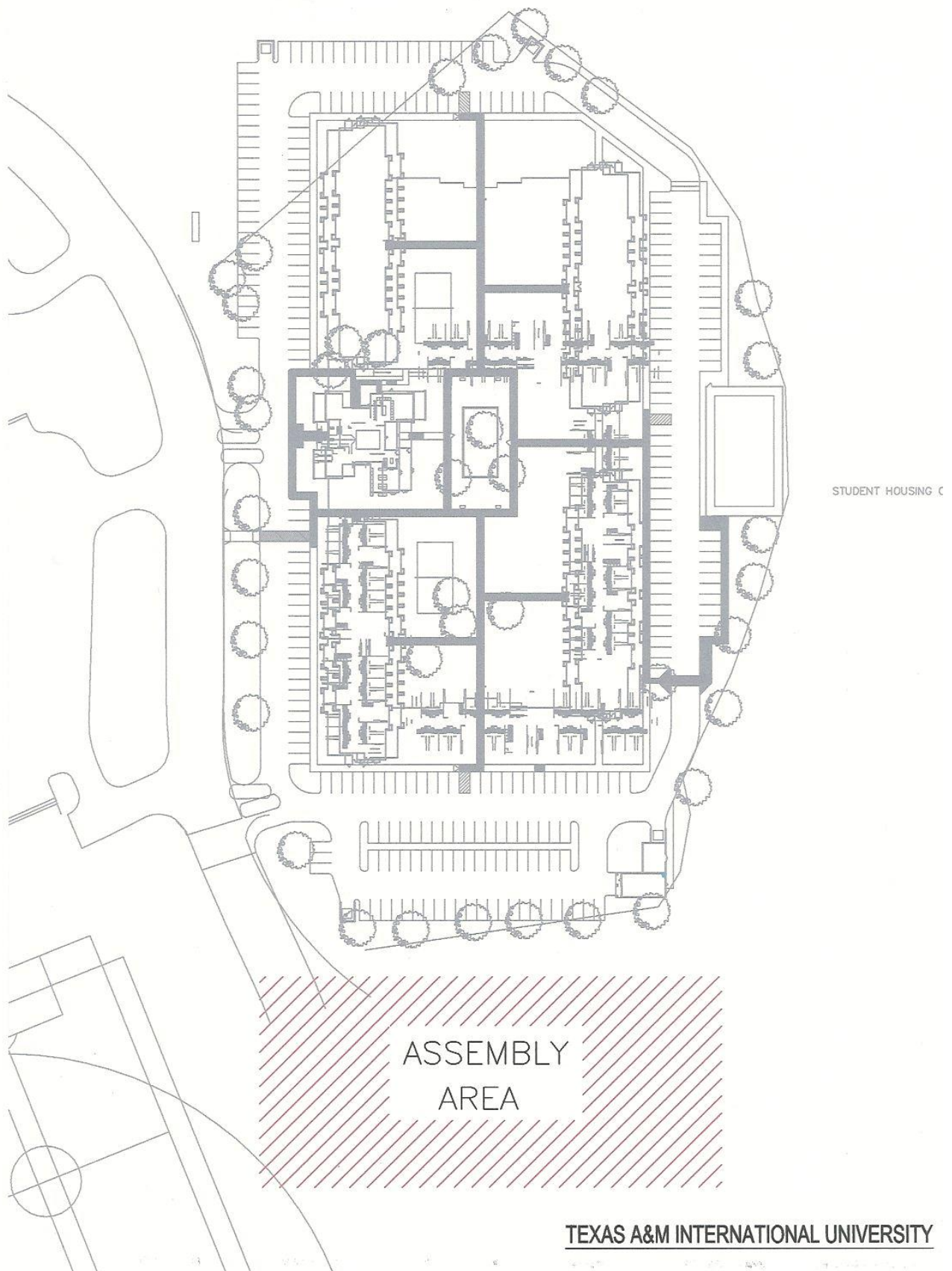
E. SHELTER IN PLACE during weather emergencies

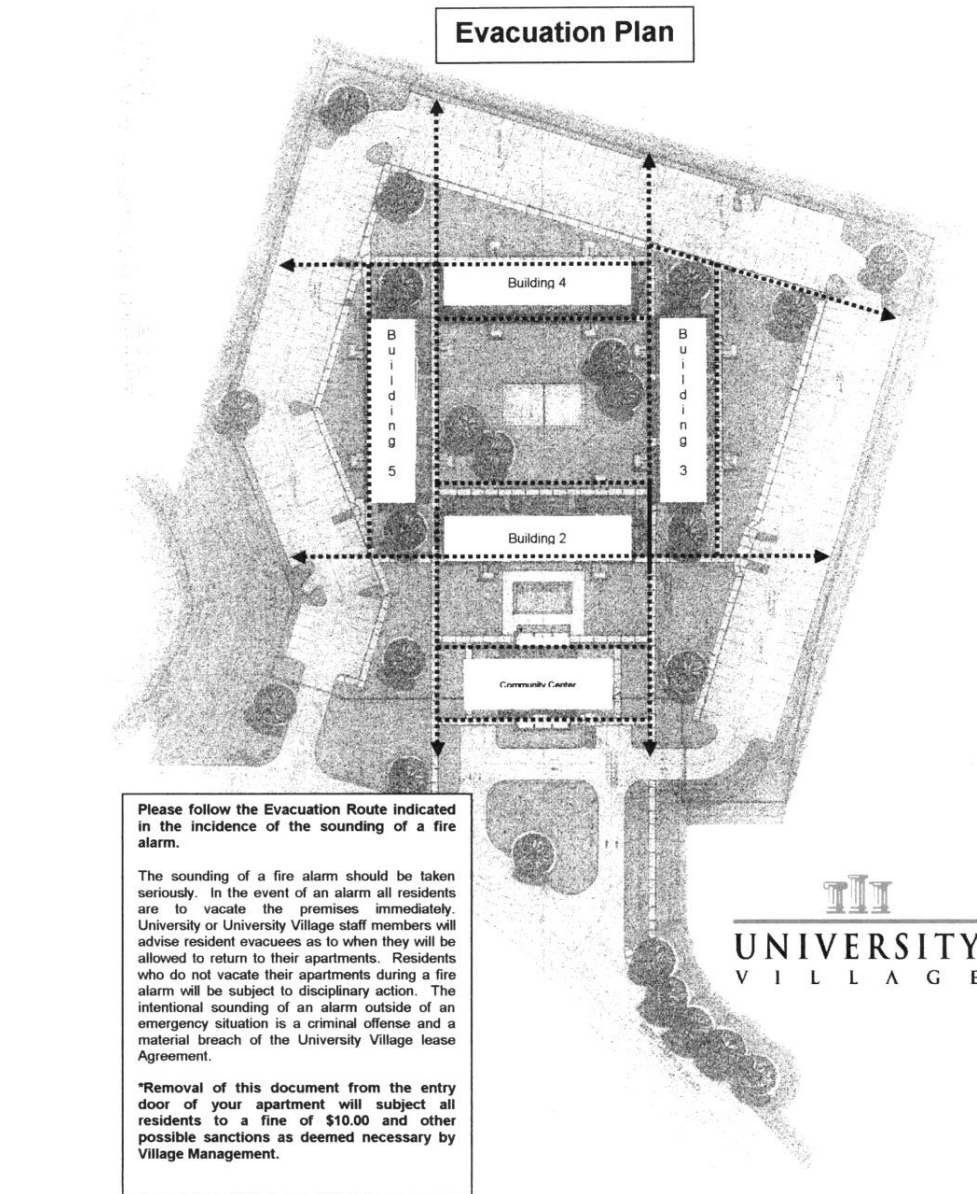
- Move away from outside rooms and go to a center hallway
- An interior area at the bottom level of the building is preferable
- Avoid windows and areas with glass
- Avoid auditoriums or gymnasiums or other areas with wide, free span roofs
- Keep telephone lines free for emergency responders
- **Do not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

F. For SHELTER IN PLACE during active shooter situations, see appendix 13.1

TEXAS A&M INTERNATIONAL UNIVERSITY ASSEMBLY AREAS







APPENDIX 4 – PERSONNEL RECALL

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

- **EMERGENCY MANAGEMENT TEAM**
- **EMERGENCY RESPONSE TEAM** - members are determined by Emergency Response Team department heads based on the nature of incident with final approval from Incident Commander.
- **GENERAL** - includes faculty, staff and students.

Incident Commander will recall members of the EMT as appropriate via phone calling tree.

EMT members will recall the Emergency Response Team members as deemed appropriate by the emergency situation via phone calling tree.

Emergency Response Team department heads will determine the essential personnel roster and provide to the Incident Commander for approval. TAMIU PD will be issued a personnel roster prior to recall order. And only personnel on the roster will be allowed re-entry to campus.

If necessary, TAMIU PD will control access at University Blvd and West Road.

When Emergency Response Team is recalled, they will be asked to report to a central location on campus to establish the recovery objectives and return the campus to normal operation.

Once the campus is determined safe for all occupants, the Incident Commander in communication with the University President will issue the general recall. Communication to the University community regarding the general recall will be via DustyALRT, University web page, Laredo area radio and television stations, local newspapers, and possibly San Antonio television stations as appropriate.

A special hotline will be established so Emergency Management Team and Emergency Response Team Department Heads can call to receive recorded information at 326-2001.

APPENDIX 5 – EMERGENCY TEAM MEMBERSHIPS

A. INCIDENT/DAMAGE ASSESSMENT TEAM

NAME	POSITION	PHONE
Juan J. Castillo Jr.	VP for Finance and Administration	326-2380
Fructuoso San Miguel III	Director of University Police	326-2100
Roberto Garza	Director of Physical Plant	326-2325
Adrian Dominguez	Safety/Risk Manager	326-2756

B. EMERGENCY MANAGEMENT TEAM

It is the responsibility of the TAMIU PD Office Coordinator to maintain a constantly updated emergency telephone list.

The Incident Commander has the responsibility to command and coordinate the EMT which consists of the Incident/Damage Assessment Team and the following:

NAME	POSITION	PHONE
Pablo Arenaz	President	326-2320
Thomas R. Mitchell	Provost & VP for Academic Affairs	326-2240
Minita Ramirez	Vice President for Student Success	326-2278
Leebrian E. Gaskins	Associate VP of Information Technology/Chief Information Officer	326-2310
Fred Juarez III	Associate VP for Finance & Administration	326-2448
Steve K. Harmon	Director of Public Relations, Marketing and Information Services	326-2180
Manuel Vela III	Director University Housing	326-1303
Claudia C. Beltran	Director, Student Health Services	326-2873

C. BUILDING EMERGENCY COORDINATORS

Building	Floor	BEC	WORKPHONE
Sue & Radcliffe Killam Library	All Floors	Elsa Ramos	326-2117
		Malynda Dalton	326-2403
		Lorenzo Rodriguez	326-2110
		Cindy Miranda	326-2122
		Arnoldo De Hoyos	326-2108
		Jennifer Torres	326-2111
		Vanessa A. Ramirez	326-2112
		Cesar Ramirez	326-2115
	All Floors	Jeanette M. Hatcher	326-2404
		Josefina Molina	326-2121
		Omelia Arreola	326-2121

	1st Floor	Martha Laura Medina	326-2817
	2nd Floor	Yezmin Salazar	326-2292
		Julie Barrera	326-2380
	3rd Floor	Pat Martinez	326-2275
		Nora Lerma	326-2375
	4th Floor	Rebeca Litman	326-2430
Bob Bullock Hall	TBD	Police Officers on Duty	326-2100
Billy Cowart Hall 2nd Floor	2nd Floor	Norma Cortez	326-2722
		Taryn Shehab	326-2883
Lamar Bruni Vergara Science Center	1st Floor	Amede Rubio	326-2498
	2nd Floor	Maria D. (Carmen) De La Garza	326-2447
	3rd Floor	Daniel Mott	326-2583
		Kameron Jorgenson	326-2568
Anthony J. & Georgia Pellegrino Hall	3rd Floor	San Juana Guzman	326-2136
		Baldomero Garcia	326-2553
Dr. F.M. Canseco Hall	1st Floor	Merari T. Teran	326-3107
	3rd Floor	Hilda Pat Garcia	326-3109
		Linda Gribble	326-2450
Convocation & Kinesiology Building	1st Floor	Sarai Costa	326-3006
		Jake Hudspeth	326-3174
		Daniel A. Lathey	326-2892
		Petra Vela	326-3000
Physical Plant	2nd Floor	Adrian Dominguez	326-2756
		Jessica Perez	326-2190
Kinesiology Wellness Recreation Center	1st Floor	Student Mangers	326-2289
		Gabriel S. Rodriguez	326-3014
		Ivan Cano	326-3013
	2nd Floor	Irene Mendoza	326-3015
		Juan G. Perez	326-3017
		Roberto H. Garza III	326-3019
Western Hemispheric Trade Center	2nd Floor	Cynthia Martinez	326-2486
		Pedro Gallegos Jr.	326-2548
Student Center	1st Floor	Abigail Fernandez	326-2932
		Enrique E. Botello	326-2931
		Kristina Valenciano	326-2930
		Student Managers	326-4636

	2nd Floor	OIT Student Employees	326-2310
		Gina Gonzalez	326-2206
Fine & Performing Arts Building	1st Floor	Adalberto Chavarria	326-3078
		Joshua T. Wolfe	326-2609
	2nd Floor	Adriana M. Garcia	326-2654
		Elizabeth Rubio	326-2646
Senator Judith Zaffinini Student Success Center	1st Floor	Jessica Trevino	326-2771
		Alejandra Gonzalez	326-2777
	2nd Floor	Jose L. Sanchez Jr.	326-2131
		Alfredo Siller	326-2215
		Lisa Salazar	326-2886
Central Plant	1st Floor	Tony De La Rosa	326-2326
		Manual Martinez III	326-2326
University Housing	TBD	Manuel Vela III	326-1303
		Jennifer Mendoza	326-1301
		Pedro Arizola	326-1304
		Marifer Robles	326-1302
		UV – Front Desk (Resident Advisors)	326-3210
		RLC – Front Desk (Resident Advisors)	326-1300

APPENDIX 6 – TELEPHONE LIST

It is the responsibility of the University Police Department Dispatch to maintain a constantly updated emergency telephone list. Personal phones numbers are intentionally not listed here. For list of phone numbers, contact TAMIU PD Dispatchers.

APPENDIX 7 – ICS FORMS

ICS Form 201, Incident Briefing
ICS Form 202, Incident Objectives
ICS Form 203, Organization Assignment List
ICS Form 204, Assignment List
ICS Form 205, Incident Radio Communications Plan
ICS Form 206, Medical Plan
ICS Form 207, Organizational Chart
ICS Form 209, Incident Status Summary
ICS Form 210, Status Change Card
ICS Form 211, Check-In List
ICS Form 213, General Message
ICS Form 214, Unit Log
ICS Form 215, Operational Planning Worksheet
ICS Form 215a, Incident Action Plan Safety Analysis
ICS Form 216, Radio Requirements Worksheet
ICS Form 217, Radio Frequency Assignment Worksheet
ICS Form 218, Support Vehicle Inventory
ICS Form 219-2, Card Stock - Green
ICS Form 219-4, Card Stock - Blue
ICS Form 219-6, Card Stock - Orange
ICS Form 219-7, Card Stock - Yellow
ICS Form 220, Air Operations Summary
ICS Form 221, Demobilization Plan
ICS Form 221, Demobilization Checkout Instructions
ICS Form 226, Individual Personnel Rating
ICS Form 308, Resource Order Form - Front
ICS Form 308, Resource Order Form - Back
ICS Form 308, Resource Order Form - Example

INCIDENT BRIEFING (ICS FORM 201)

Purpose: The Incident Briefing form provides the Incident Commander (and the Command and General Staffs assuming command of the incident) with basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident.

Preparation: The briefing is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing. Proper symbols should be used when preparing a map of the incident.

Distribution: After the initial briefing of the Incident Commander and General Staff members, the Incident Briefing is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders. The sketch map and summary of current action portions of the briefing form are given to the Situation Unit while the Current Organization and Resources Summary portion are given to the Resources Unit.

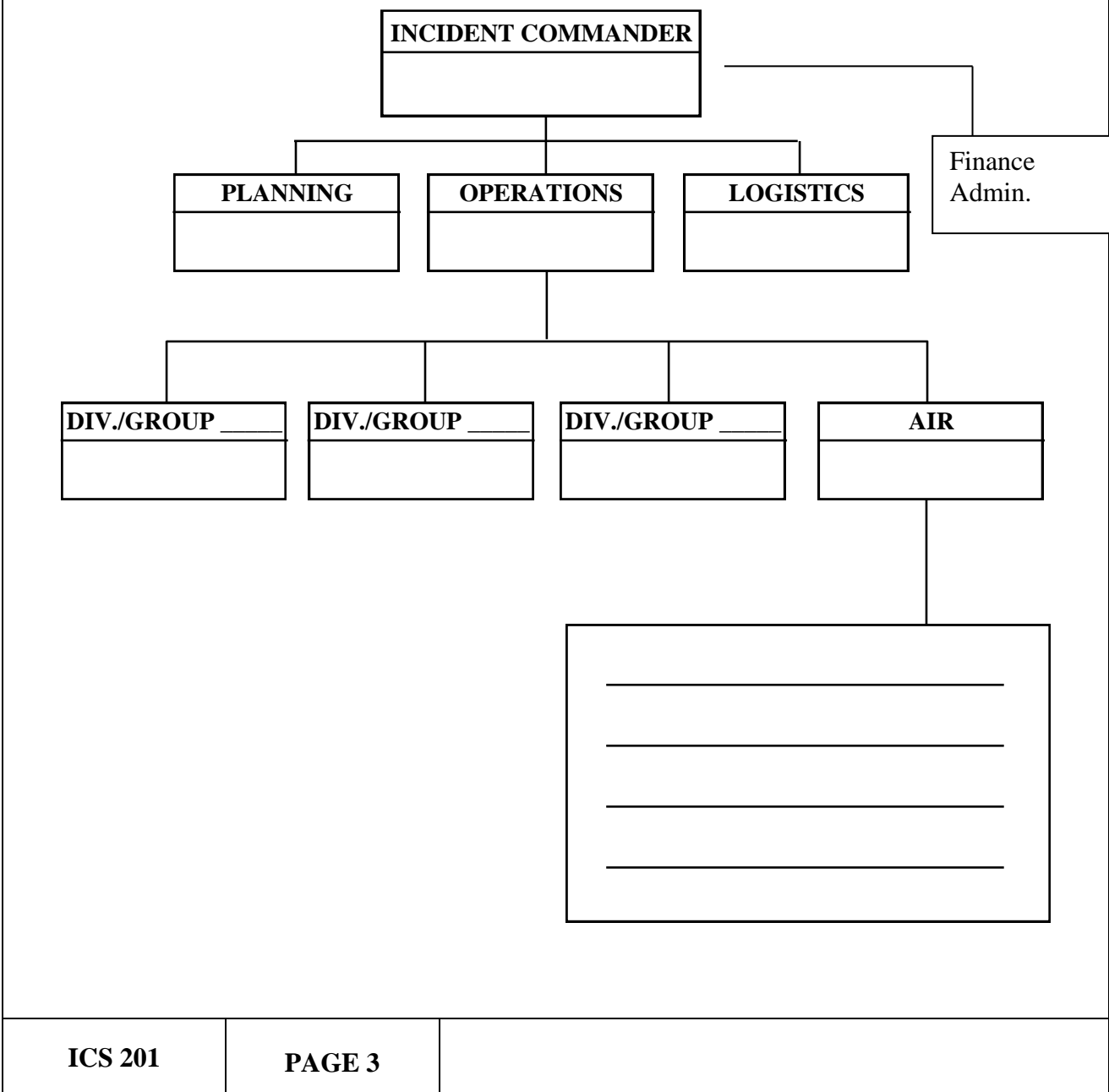
Instructions for Completing the Incident Briefing (ICS Form 201)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date prepared (month, day, year).
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Map Sketch	Show perimeter and control lines, resources assignments, incident facilities, and other special information on a sketch map or attached to the topographic or orthophoto map.
5.	Prepared By	Enter the name and position of the person completing the form.
	Resources Ordered	Enter the number and type of resource ordered.
	Resource Identification	Enter the agency three-letter designator, S/T, Kind/Type and resource designator.
	ETA/On Scene	Enter the estimated arrival time and place the arrival time or a checkmark in the “on the scene” column upon arrival.
	Location Assignment	Enter the assigned location of the resource and/or the actual assignment.
6.	Summary of Current Actions	Enter the strategy and tactics used for the incident and note any specific problem areas.
7.	Current Organization	Enter on the organization chart the names of the individuals assigned to each position. Modify the chart as necessary.
8.	Resources Summary	Enter the resources allocated to the incident. Enter the number and type of resources ordered.

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. MAP SKETCH			
ICS 201	PAGE 1	5. PREPARED BY (NAME AND POSITION)	

[illegible]

7. CURRENT ORGANIZATION



8. RESOURCES SUMMARY				
RESOURCES ORDERED	RESOURCES IDENTIFICATION	ETA	ON SCENE	LOCATION/ASSIGNMENT
ICS 201	PAGE 4			

Instructions for Completing the Incident Objectives (ICS Form 202)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
		NOTE: ICS Form 202, Incident Objectives, serves only as a cover sheet and is not considered complete until attachments are included.
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date prepared (month, day, year).
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Operational Period	Enter the time interval for which the form applies. Record the start time and end time and include date(s).
5.	General Control Objectives (Include alternatives)	Enter short, clear, and concise statements of the objectives for managing the incident, including alternatives. The control objectives usually apply for the duration of the incident.
6.	Weather Forecast for Operational Period	Enter weather prediction information for the specified operational period.
7.	General Safety Message	Enter information such as known safety hazards and specific precautions to be observed during this operational period. If available, a safety message should be referenced and attached.
8.	Attachments	The form is ready for distribution when appropriate attachments are completed and attached to the form.
9.	Prepared By	Enter the name and position of the person completing the form (usually the Planning Section Chief).
10.	Approved By	Enter the name and position of the person approving the form (usually the Incident Commander).

Appendix 7 - Page 8

ORGANIZATION ASSIGNMENT LIST (ICS FORM 203)

Purpose: The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position or unit. It is used to complete the Incident Organization Chart (ICS Form 207) that is posted on the Incident Command Post display.

Preparation: The list is prepared and maintained by the Resources Unit under the direction of the Planning Section Chief.

Distribution: The Organization Assignment List is duplicated and attached to the Incident Objectives form and given to all recipients of the Incident Action Plan.

Instructions for Completing the Organization Assignment List (ICS Form 203)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
		An Organization Assignment List may be completed any time the number of personnel assigned to the incident increases or decreases or a change in assignment occurs.
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date prepared (month, day, year).
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Operational Period	Enter the time interval for which the assignment list applies. Record the start time and end time and include date(s).
5 through 10.		Enter the names of personnel staffing each of the listed positions. Use at least first initial and last name. For Units indicate Unit Leader and for Division/Groups indicate Division/Group Supervisor. Use an additional page if more than three branches are activated.
	Prepared By	Enter the name of the Resources Unit member preparing the form. Attach form to the Incident Objectives.

ORGANIZATION ASSIGNMENT LIST			1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED																		
POSITION NAME 5. INCIDENT COMMANDER AND STAFF INCIDENT COMMANDER DEPUTY SAFETY OFFICER INFORMATION OFFICER LIAISON OFFICER			4. OPERATIONAL PERIOD (DATE/TIME)																				
6. AGENCY REPRESENTATIVES <table border="1"> <thead> <tr> <th>AGENCY</th> <th>NAME</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>			AGENCY	NAME																	9. OPERATIONS SECTION CHIEF DEPUTY a. BRANCH I - DIVISION/GROUPS BRANCH DIRECTOR DEPUTY DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP b. BRANCH II - DIVISION/GROUPS BRANCH DIRECTOR DEPUTY DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP c. BRANCH III - DIVISION/GROUPS BRANCH DIRECTOR DEPUTY DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP d. AIR OPERATIONS BRANCH AIR OPERATIONS BR. DIR. AIR TACTICAL GROUP SUP. AIR SUPPORT GROUP SUP. HELICOPTER COORDINATOR AIR TANKER/FIXED-WING CRD.		
AGENCY	NAME																						
7. PLANNING SECTION CHIEF DEPUTY RESOURCES UNIT SITUATION UNIT DOCUMENTATION UNIT DEMOBILIZATION UNIT TECHNICAL SPECIALISTS			10. FINANCE SECTION CHIEF DEPUTY TIME UNIT PROCUREMENT UNIT COMPENSATION/CLAIMS UNIT COST UNIT																				
8. LOGISTICS SECTION CHIEF DEPUTY a. SUPPORT BRANCH DIRECTOR SUPPLY UNIT FACILITIES UNIT GROUND SUPPORT UNIT b. SERVICE BRANCH DIRECTOR COMMUNICATIONS UNIT MEDICAL UNIT FOOD UNIT			PREPARED BY (RESOURCES UNIT)																				
203 ICS 1-82																							

NFES 1327

INCIDENT RADIO COMMUNICATIONS PLAN (ICS FORM 205)

Purpose: The Incident Radio Communications Plan provides, in a concise format, information on all radio frequency assignments for each operational period. The plan is a summary of information obtained from the Radio Requirements Worksheet (ICS Form 216) and the Radio Frequency Assignment Worksheet (ICS Form 217). Information from the Radio Communications Plan on frequency assignments is normally placed on the appropriate Assignment List (ICS Form 204).

Preparation: The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief. Detailed instructions on preparing this form may be found in ICS 223-5, Communications Unit Position Manual.

Distribution: The Incident Radio Communications Plan is duplicated and given to all recipients of the Incident Objectives form including the Incident Communications Center. Information from the plan is placed on Assignment Lists.

Instructions for Completing the Incident Radio Communications Plan (ICS Form 205)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Print the name assigned to the incident.
2.	Date/Time Prepared	Enter date (month, day, year) and time prepared (24-hour clock).
3.	Operational Period Date/Time	Enter the date and time interval for which the Radio Communications Plan applies. Record the start time and end time and include date(s).
4.	Basic Radio Channel Utilization System/Cache	Enter the radio cache system(s) assigned and used for the incident (e.g., Boise Cache, FIREMARS, Region 5, Emergency Cache, etc.).
	Channel	Enter the radio channel numbers assigned.
	Function	Enter the function each channel number is assigned (i.e., command, support, division, tactical, and ground-to-air.)
	Frequency	Enter the radio frequency tone number assigned to each specified function (e.g., 153.400).
	Assignment	Enter the ICS organization assigned to each of the designated frequencies (e.g., Branch I, Division A).
	Remarks	This section should include narrative information regarding special situations.
5.	Prepared By	Enter the names of the Communications Unit Leader preparing the form.

INCIDENT ORGANIZATION CHART (ICS FORM 207)

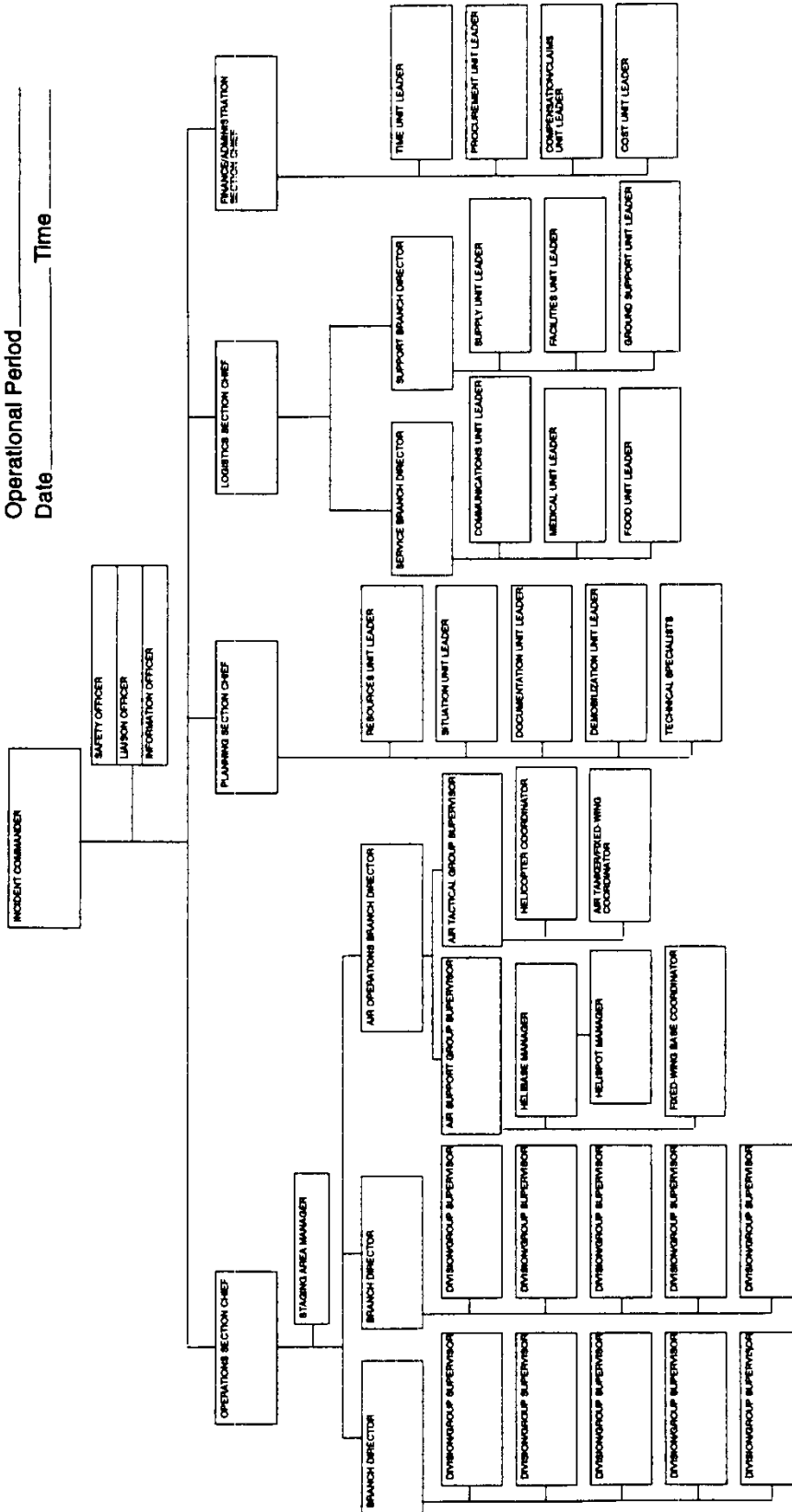
Purpose: The Incident Organization Chart is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. The attached chart is an example of the kind of organizational chart used in the ICS. Personnel responsible for managing organizational positions would be listed in each box as appropriate.

Preparation: The organization chart is prepared by the Resources Unit and posted along with other displays at the Incident Command Post. A chart is completed for each operational period and updated when organizational changes occur.

Distribution: When completed, the chart is posted on the display board located at the Incident Command Post.

Wall Size Chart: The ICS 207 WS is a large chart that is primarily used to post on the command post display board for better visibility.

Incident Name _____
 Operational Period _____
 Date _____ Time _____



NFES 1332

207 ICS 9/86

[illegible]

7540-130-0293

APPENDIX 8 – MUTUAL AID AGREEMENTS

Universities

- 8.1 Texas A&M University - Corpus Christi
- 8.2 Texas A&M University - Kingsville

Inter-Local Agencies

- 8.3 Laredo Independent School District Police Department
- 8.4 Laredo Independent School District Early College High School Health Care
- 8.5 City of Laredo Health Department
- 8.6 United ISD Police Department
- 8.7 City of Laredo Police Department
- 8.8 City of Laredo
- 8.9 City of Laredo Fire Department
- 8.10 Webb County Sheriff's Office - pending
- 8.11 Laredo Medical Center - pending
- 8.12 Doctors Hospital - pending

8.1: MOU - TEXAS A&M UNIVERSITY – CORPUS CHRISTI

THE TEXAS A&M UNIVERSITY SYSTEM INTRASYSTEM COOPERATION CONTRACT Re: emergency evacuation

This Contract and Agreement is entered into by and between the members of the Texas A&M University System shown below as Contracting Parties.

I. Contracting Parties:

Performing Party:	Texas A&M International University (761) ("TAMIU")
Contact Person:	Juan J. Castillo, VP of Finance and Administration 5201 University Boulevard Laredo, TX 78041 956-326-2380
Receiving Party:	Texas A&M University-Corpus Christi ("TAMU-CC")
Contact Person:	Stephanie Box 6300 Ocean Drive, UC 318C Corpus Christi, TX 78412 361-825-6290

II. Contract Activation

This Contract will be activated only when Texas A&M University-Corpus Christi (TAMU-CC) determines it will be necessary to evacuate students who reside in on-campus housing for whatever reason to Texas A&M International University (TAMIU). A TAMU-CC designated representative will contact the TAMIU representative listed under the *Contact Information for Activation* at the end of this contract, and a primary contact for each agency will be provided to the other prior to activation.

III. Statement of Services to be Performed

1. Texas A&M International University will permit the evacuation of TAMU-CC students who reside in on-campus housing under the following conditions:
 - Occupancy at TAMIU is limited to 600 students, and TAMU-CC understands that TAMIU has MOUs with other agencies including, but not limited to, the City of Laredo Health Department, Texas A&M University-Kingsville, and University of Texas at Brownsville.
 - TAMU-CC must complete the *Logistics Information Sheet* which will be provided by TAMIU upon initial notification of an impending evacuation.
 - TAMU-CC must send a senior level administrator (director or above) from Student Affairs or Student Housing for the duration of the evacuation event.
 - TAMU-CC must send at least one resident adviser (or staff member) for every 100 students.
 - TAMU-CC must send police personnel to assist with providing 24/7 security coverage at the evacuation site.
 - If possible, medical staff, as mutually agreed upon, should also accompany the students.
 - TAMU-CC must ensure that students evacuating to TAMIU bring bedding including blankets, pillows and/or sleeping bags, bath towels, and toiletries.

- TAMU-CC must ensure that all international students pack appropriate immigration documents (passports, visas, etc.) as all students will need to pass through a Border Patrol inspection station upon leaving Laredo.
- 2. TAMIU will coordinate the use of the University's buildings including, but not limited to, Kinesiology Convocation Building, Student Center, University Village, and Residential Learning Center for overnight housing.
- 3. TAMIU will coordinate food service from the University's contracted food service provider throughout the evacuation event.

IV. Basis for Calculating Reimbursable Costs

TAMIU's actual incurred expenses will be used in calculating reimbursable costs and may include supply costs, food service costs, and housing and residence life costs, as applicable. Salaries for overtime, but not straight time, incurred by university police or staff will also be included. There will be no charges for utilities or facilities rental (excluding student housing).

V. Contract Amount

The total amount of this contract shall be equal to actual incurred expenses as listed in section IV above.

VI. Payment of Services

The Performing Party will invoice Receiving Party for services upon complete performance of the services, and payment for services performed shall be processed net 30 days.

In accordance with Chapter 771, *Texas Government Code*, Receiving Party shall reimburse Performing Party for services satisfactorily performed from appropriation items or accounts of the Receiving Party from which like expenditures would normally be paid, based upon vouchers drawn by the Receiving Party payable to Performing Party.

VII. Warranties:

Performing Party warrants that (1) it has authority to perform the services under authority granted in Section 65.31, *Texas Education Code* and Chapter 771, *Texas Government Code*; and (2) the representative signing this Contract on its behalf is authorized by its governing body to sign this Contract.

Receiving Party certifies that it has the authority to contract for the above services by authority granted in *Texas Government Code Chapter 771*, along with TAMUS Regulation 25.07.06.

VIII. Term of the Contract

This Contract is effective on the date fully executed by both parties ("Effective Date") and shall terminate on May 31, 2019.

IX. Termination:

Either party may terminate this Contract without cause upon thirty (30) days advance written notice of termination to the other party.

Performing Party:

Texas A&M International University

By: 

Name: Juan J. Castillo, Jr.

Title: VP, Finance and Administration

Date: 7/21/2016

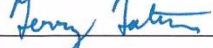

Contact Information for Activation:

Adrian Dominguez
Safety and Risk Manager
5201 University Boulevard

956-326-2756
Adrian.dominguez@tamiu.edu

Receiving Party:

Texas A&M University-Corpus Christi

By:  

Name: Terry Tatum

Title: Executive VP for Finance & Administration

Date: June 9, 2016

Invoices should be sent to the attention of:

Stephanie Box
TAMU-CC Housing Officer
6300 Ocean Drive, UC 318C
Corpus Christi, Texas 78412
Phone: 361-825-6290
E-mail: Stephanie.box@tamucc.edu

8.2: MOU - TEXAS A&M UNIVERSITY – KINGSVILLE

STATE OF TEXAS INTERAGENCY COOPERATION CONTRACT

This Interagency Cooperation Contract ("Contract") is entered into by and between the State agencies shown below as Contracting Agencies, pursuant to the authority granted and in compliance with the *Interagency Cooperation Act, Chapter 771, Texas Government Code*.

I. Contracting Agencies

The Performing Agency: Texas A&M International University (761)

Contact Person: Juan J. Castillo, VP of Finance and Administration
5201 University Boulevard
Laredo, TX 78041
jicastillo@tamiu.edu
956-326-2380

The Receiving Agency: Texas A&M University-Kingsville (732)

Contact Person: Terisa Riley, Senior Vice President
MSC 103
Kingsville, TX 78363
terisa.riley@tamuk.edu
361-593-3612

II. Contract Activation

This Contract will be activated only when Texas A&M University-Kingsville (TAMUK) determines it will be necessary to evacuate students who reside in on-campus housing for whatever reason to Texas A&M International University (TAMIU). A TAMUK-designated representative will contact the TAMIU representative listed under the *Contact Information for Activation* at the end of this contract, and a primary contact for each agency will be provided to the other prior to activation.

III. Statement of Services to be Performed

1. Texas A&M International University will permit the evacuation of TAMUK students who reside in on-campus housing under the following conditions:
 - Occupancy at TAMIU is limited to 600 students, and TAMUK understands that TAMIU has MOUs with other agencies including, but not limited to, the City of Laredo Health Department, Texas A&M University-Corpus Christi, and University of Texas at Brownsville.
 - TAMUK must complete the *Logistics Information Sheet* which will be provided by TAMIU upon initial notification of an impending evacuation.
 - TAMUK must send a senior level administrator (director or above) from Student Affairs or Student Housing for the duration of the evacuation event.
 - TAMUK must send at least one resident adviser for every 100 students.
 - TAMUK must send police personnel to assist with providing 24/7 security coverage at the evacuation site.

- Medical staff, as mutually agreed upon, should also accompany the students.
 - TAMUK must ensure that students evacuating to TAMIU bring bedding including blankets, pillows and/or sleeping bags, bath towels, and toiletries.
 - TAMUK must ensure that all international students pack appropriate immigration documents (passports, visas, etc.) as all students will need to pass through a Border Patrol inspection station upon leaving Laredo.
2. TAMIU will coordinate the use of the University's buildings including, but not limited to, Kinesiology Convocation Building, Student Center, University Village, and Residential Learning Center for overnight housing.
 3. TAMIU will coordinate food service from the University's contracted food service provider throughout the evacuation event.

IV. Basis for Calculating Reimbursable Costs

TAMIU's actual incurred expenses will be used in calculating reimbursable costs and may include supply costs, food service costs, and housing and residence life costs, as applicable. Salaries for overtime, but not straight time, incurred by university police or staff will also be included. There will be no charges for utilities or facilities rental (excluding student housing).

V. Contract Amount

The total amount of this contract shall be equal to actual incurred expenses, of supplies and services provided, as listed in section IV above.

VI. Payment of Services

Performing Agency will invoice Receiving Agency for services upon complete performance of the services, and payment for services performed shall be processed net 30 days.

In accordance with Chapter 771, *Texas Government Code*, Receiving Agency shall reimburse Performing Agency for services satisfactorily performed from appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon vouchers drawn by the Receiving Agency payable to Performing Agency.

VII. Warranties:

Performing Agency warrants that (1) it has authority to perform the services under authority granted in Section 65.31, *Texas Education Code* and Chapter 771, *Texas Government Code*; and (2) the representative signing this Contract on its behalf is authorized by its governing body to sign this Contract.

Receiving Agency warrants that (1) it has the authority to contract for the services under authority granted in the Texas Interagency Cooperation Act, article 4413 (32), V.A.C.S. SPRM 25.99.05, and Chapter 771, *Texas Government Code*; and

(2) the representative signing this Contract on its behalf is authorized by its governing body to sign this Contract.

VIII. Term of the Contract

This contract is effective on the date fully executed by both parties ("Effective Date") and shall terminate on May 31, 2019.

IX. Termination:

Either agency may terminate this Contract without cause upon thirty (30) days advance written notice of termination to the other agency.

X. Certifications

The Contracting Agencies 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 State agencies, (2) the proposed arrangements serve the interest of efficient and economical administration of the State of Texas, and (3) the services, supplies or materials contracted for are not required by Section 21, Article 16 of the *Texas Constitution* to be supplied under contract given to the lowest responsible bidder.

Performing Agency:
Texas A&M International University

By: Juan J. Castillo

Name: Juan J. Castillo, Jr.

Title: VP, Finance & Administration

Date: 1/13/2017

Receiving Agency:
Texas A&M University-Kingsville

By: Terisa C. Riley

Name: Terisa Riley

Title: Senior Vice President

Date: September 21, 2016

Contact Information for Activation:

Adrian Dominguez
Safety and Risk Manager
5201 University Boulevard
956-326-2756
Adrian.dominguez@tamiu.edu

Invoices should be sent to the attention of:

R. Shane Creel Ph.D.
Director, Risk Management
700 University Boulevard, MSC 221
361-593-2237
kursc002@tamuk.edu

8.3: MOU – LAREDO INDEPENDENT SCHOOL DISTRICT POLICE DEPARTMENT

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into, by and between the Texas A&M International University Police Department and the Laredo Independent School District Police Department.

WHEREAS; the Texas Education Code, Section 37.081, provides that the Board of Trustees may establish a school district police department, to be charged with enforcing all laws within the peace officers jurisdiction;

WHEREAS; the aforementioned school district has employed such peace officers;
and,

WHEREAS; the Texas Education Code, Section 37.081, Subsection (g), provides that; “A school district police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a Memorandum of Understanding that outlines reasonable communication and coordination efforts among the department and agencies;” and,

WHEREAS; both the Texas A&M International University Police Department and the Laredo Independent School District Police Department are committed to serving the community effectively and efficiently to reach common goals through mutual cooperation; and,

WHEREAS; Texas A&M International University Police Department and the Laredo Independent School District Police Department now wish to enter into a Memorandum of Understanding outlining communication and coordination of efforts between the two law enforcement entities.

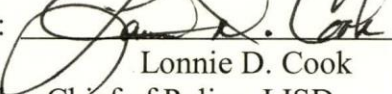
NOW THEREFORE: Both the Texas A&M International University Police Department and the Laredo Independent School District Police Department shall:

1. openly communicate with each other on efforts undertaken to better serve the community and schools;
2. make all reasonable attempts to coordinate activities, which impact the other department;
3. permit each agency to utilize the others’ radio frequency as necessary;
4. provide Texas Law Enforcement Telecommunications System (TLETS), the Texas Crime Information Center (TCIC), and the National Crime Information Center (NCIC) information as necessary by execution of the Non-Terminal Agency Agreement (TAMIU-Terminal Agency/LISD Non-Terminal Agency), attached, each agency agrees to abide by with all laws, rules, policies and procedures as set out in the agreement; and,
5. establish a formal communications process by appointing a Liaison Officer who shall report directly to the Director of University Police or the Chief of Police of their respective departments.

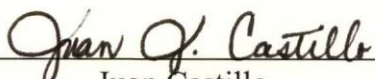
This Memorandum of Understanding is subject to modification as needed to provide for the maximum operation efficiency of both departments. Such modification shall be in writing and mutually agreed upon.

IN WITNESS OF WHICH THIS MEMORANDUM OF UNDERSTANDING has been executed on this the 2 day of August, 2010.


Laredo Independent School District

By: 
Lonnie D. Cook
Title: Chief of Police, LISD

Texas A&M International University

By: 
Juan Castillo
Vice President for Finance & Administration

Texas A&M International University

By: 
Fructuoso San Miguel III
Title Director of University
Police

NON-TERMINAL AGENCY AGREEMENT

This document constitutes an agreement between the Texas A & M International University Police Department; Hereinafter called the Terminal Agency, and Laredo Independent School District Police Department; Hereinafter called the Non-Terminal Agency.

The Terminal Agency agrees to provide the Non-Terminal Agency with access to the Texas Law Enforcement Telecommunications System (TLETS), the Texas Crime Information Center (TCIC), and the National Crime Information Center (NCIC), and associated systems on a 24-hour, 7 day per week basis.

The Non-Terminal Agency agrees to abide by all laws of the United States and the State of Texas, and all present or hereafter approved rules, policies and procedures of TLETS, NLETS, TCIC, NCIC and any other systems now or in the future associated with TLETS concerning the collection, storage, processing, retrieval, dissemination and exchange of information for criminal justice purposes.

The Terminal Agency reserves the right to suspend service to the Non-Terminal Agency, which may include cancellation of records entered for the Non-Terminal Agency, when applicable policies are violated. The Terminal Agency may reinstate service following such instances upon receipt of satisfactory assurances that such violations have been corrected.

In order to comply with NCIC policies established by the NCIC Advisory Policy Board, the Non-Terminal Agency agrees to maintain accurate records of all TCIC/NCIC entries made through the Terminal Agency and to immediately notify the Terminal Agency of any changes in the status of those reports, to include the need for cancellation, additions, deletion or modification of information. The Terminal Agency agrees to enter, update and remove all records for the Non-Terminal Agency on a timely basis, as defined by NCIC.

In order to comply with NCIC hit confirmation requirements the agencies agree to the following:

If wanted person records are to be entered with the Terminal Agency's ORI, the Non-Terminal Agency must deliver to the Terminal Agency the original warrants to be held on file until such time as the record is cancelled/cleared.

If property and missing person records are to be entered with the Terminal Agency's ORI, the Non-Terminal Agency must deliver case reports to the Terminal Agency to be held on file until such time as the records are cancelled/cleared.

If the records are to be entered with the Non-Terminal Agency's ORI, the Terminal Agency agrees to immediately forward all request for hit confirmation that might be received at the terminal to the Non-Terminal Agency. The Non-Terminal Agency agrees to comply with the NCIC hit confirmation policy.

If the Non-Terminal Agency is a non-24 hour agency, the records must be entered with the Terminal Agency's ORI, and case reports and original warrants must be held at the Terminal Agency for hit confirmation purposes.

In order to comply with NCIC Validation requirements, the Non-Terminal Agency agrees to perform all validation procedures as required by NCIC on all records entered through the Terminal Agency.

Criminal History information obtained from the TLETS terminal of the Terminal Agency will be handled according to "TCIC/NCIC" guidelines by the Non-Terminal Agency.

Either the Terminal Agency or the Non-Terminal Agency may, with thirty days written notice, discontinue this agreement.

To the extent allowed by the laws of the State of Texas, the Non-Terminal Agency agrees to indemnify and hold harmless the Terminal Agency as well as the Department of Public Safety (DPS), its Director and employees from and against all claims, demands, actions and suits, including but not limited to any liability for damages by reason of or arising out of any false arrests or imprisonment or any cause of the Non-Terminal Agency or its employees in the exercise of the enjoyment of this Agreement.

The Terminal Agency agrees to make available to the Non-Terminal Agency the TLETS/NLETS and TCIC/NCIC policies.

This agreement becomes effective on the 16th day of July 2009.

In witness whereof, the parties hereby cause this agreement to be executed by the proper officers and officials.

Terminal Agency

By:



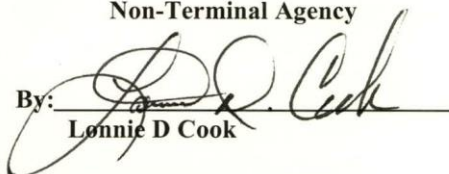
Fructuoso San Miguel III

Title: Director of University Police

Date: July 29, 2010

Non-Terminal Agency

By:



Lonnie D Cook

Title: Chief of Police – LISD

LAW ENFORCEMENT MUTUAL ASSISTANCE AGREEMENT

Pursuant to the powers granted under Article XI, Section 5, of the Texas Constitution, Chapter 791 of the Texas Government Code, and Chapter 362 of the Texas Local Government Code, The Laredo Independent School District and Texas A&M International University (the "Parties") agree as follows:

I.

The following terms shall have the following meanings when used in this Agreement:

- A) "Law Enforcement Officer" means any police officer, sheriff, or deputy sheriff;
- B) "Chief Law Enforcement Officer" means the Chief of Police of the Laredo Independent School District, or Director of University Police of the Texas A&M International University Police Department; and
- C) "Chief Administrative Officer" means the Superintendent of the Laredo Independent School District or the President of Texas A&M International University.

II.

The purpose of this Agreement is to facilitate cooperation in the investigation of criminal activity and enforcement of the laws of this state, and to assist in providing additional law enforcement officers and resources to protect the health, life, and property of the residents, personnel, and visitors of the Parties.

III.

Subject to the Parties' discretion as to participation and determination of availability of personnel and resources, and upon the request of another Party, a Party may assign its law enforcement officer(s) and resources (the "Assignees") to perform law enforcement duties within the Requesting Party's jurisdiction, provided the Chief Law Enforcement Officer or his designee, has determined the assignment is necessary. The judgment of said Officer or his designee shall be final.

IV.

The Chief Law Enforcement Officer of a Party, or his designee, in his sole discretion, may at any time withdraw his Assignees and discontinue participation in any activity initiated pursuant to this Agreement.

V.

An Assignee shall be a peace officer with all the same powers he might have when within the territorial limits of the Party for which he is regularly employed, and his qualifications for office where regularly employed shall constitute his qualifications for office within the jurisdiction of the Requesting Party, and no other oath, bond, or compensation need be made. Additionally, such Assignee shall have the same investigative authority as if he were investigating criminal activity within the jurisdictional limits of the Party with which he is regularly employed.

VI.

Any Assignee shall receive the same wage, salary, pension, and any and all other compensation and other rights for such service, including injury or death benefits, and workers compensation benefits, equipment, clothing, and vehicles, as though the service had been rendered within the jurisdictional limits of the Party where he is regularly employed. Moreover, all wage and disability payments, including workers compensation benefits, pension payments, damage to equipment and clothing, medical expenses and expenses for travel, food and lodging shall be paid by the Party which regularly employs said Assignee in the same manner as though the service had been rendered within the jurisdictional limits of the Party where he is regularly employed.

VII.

Any dispatch of law enforcement equipment and personnel pursuant to this Agreement is subject to the following conditions:

- A) Any request for emergency aid hereunder shall include a statement of the amount and type of equipment and number of personnel requested, and shall specify the location to which the equipment and personnel are to be dispatched. The amount and type of equipment and number of personnel to be furnished, however, shall be determined by the Chief Law Enforcement Officer, or designee, of the Responding Party.
- B) Officers of the Responding Party shall report to the officer in charge of the Requesting Party at the location to which dispatched, and shall be under the command of the Chief Law Enforcement Officer of the Requesting Party.
- C) An Assignee shall be released by the Requesting Party when the services of the Responding Party are no longer required or as provided in Section IV, above.

VIII.

- A. The Laredo Independent School District furnishes communication services to the Laredo Independent School District Police Department and will assist Texas A&M International University Police Department as requested. The Texas A&M International Police Department maintains a communications service handling calls for service for the University. Texas A&M International University communications service may assist the Laredo Independent School District Police Department as requested.
- 3. To increase the accuracy of the FBI-Uniform Crime Report, each party shall participate independently in the state/national uniform crime reporting systems, which gathers information about crime and arrests in each party's respective service area boundaries. The Laredo Independent School District Police Department shall report crime occurring in their jurisdiction service area. The Texas A&M International University Police Department shall report crime occurring in its jurisdiction and in addition, will report crime according to the Clery Act, 20 U.S.C. §1092(f), which requires certain types of crimes be reported for adjacent jurisdictions. This information will be provided to Texas A&M International University Police Department by the Laredo Independent School District Police Department on an annual basis.

IX.

In the event any person performing law enforcement services pursuant to this Agreement shall be cited as a party to any civil lawsuit, state or federal, arising out of the performance of those services, he shall be entitled to the same benefits he would be entitled to receive if such civil actions had arisen out of the performance of his duties where he is regularly employed, and in the jurisdiction of the Party by which he is regularly employed.

X.

Third party claims against Parties shall be governed by the Texas Tort Claims Act, or other appropriate statutes, ordinances, or laws of the State of Texas.

XI.

It is expressly understood and agreed that, in the execution of this Agreement, no Party waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

XII.

Each Party to this Agreement agrees that if legal action is brought under this Agreement, exclusive venue shall lie in the county in which the defendant Party is located, and if located in more than one county, in the county in which the principal offices of the defendant Party are located.

XIII.

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the Parties hereunder, shall be governed by the laws of the State of Texas.

XIV.

In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any request, such invalidity, illegality, or unenforceability shall not affect any other provision contained herein, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained.

XV.

This Agreement contains all the commitments and the agreements of the Parties, and any oral or written commitments not contained herein shall have no force or effect to alter any term or condition of this Agreement.

XVI.

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the failure of any party to enter into this Agreement shall not affect the agreement between and among the Parties executing the Agreement.

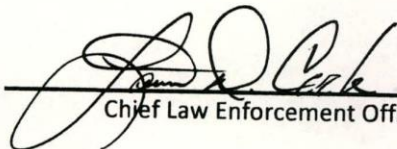
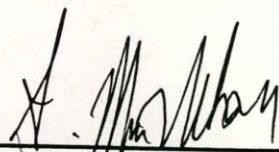
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This Agreement shall become effective between the Parties on the day of, or as soon as it is adopted by, the Party's governing body. This Agreement shall remain in full force and effect for a term of one year from the effective date hereof and shall automatically be renewed for up to four (4) additional one-year terms. Any Party may withdraw from this Agreement by giving thirty (30) days written notice to the Chief Administrative Officer of the other Party.

XVIII.

This Agreement may be amended or modified in writing by the mutual agreement of the Parties, with said amendment or modification being attached to or incorporated into this Agreement.

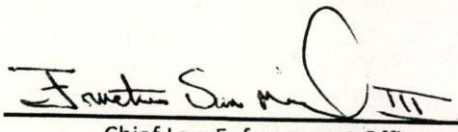
LAREDO INDEPENDENT SCHOOL DISTRICT

 
Chief Law Enforcement Officer Chief Administrative Officer

06-09-11
Date

7/25/11
Date

TEXAS A&M INTERNATIONAL UNIVERSITY


Chief Law Enforcement Officer


Chief Administrative Officer

07-19-2011
Date

7/28/2011
Date

8.4: MOU – EARLY COLLEGE HIGH SCHOOL (ECHS) HEALTH CARE

Health Services Department

Early College High School (ECHS) Health Care

1. ECHS students will report to the ECHS Registered Nurse for illnesses, minor accidents, and first aid.
2. If a student is attending a TAMIU class and needs minor first aid or feels ill, the student will report to the ECHS RN or staff for health care.
3. If a student experiences a major medical problem or accident, the student should be escorted to the nearest clinic for care (either ECHS Clinic or TAMIU Student Health Center). If the student cannot be transported to the clinic, either ECHS or TAMIU Student Health Services staff may be called to respond. The institutional protocols of the entity providing care will be followed.
4. Medications (prescription or over-the-counter) will not be administered to a student either by ECHS RN or by TAMIU Student Health Services staff unless LISD Form 876-11 has been completed. This form is to be completed by the student's healthcare provider and the student's parent or guardian.
5. In case the ECHS RN is absent, students will receive care for minor complaints from staff certified in First Aid by American Heart Association. TAMIU Student Health Services will provide additional health care as needed.
6. During summer programs, the ECHS Health Staff will care for students enrolled in LISD summer school programs. Students enrolled in TAMIU summer programs will report to TAMIU Student Health Services for care.

8.5: MOU – CITY OF LAREDO HEALTH DEPARTMENT

Memorandum of Understanding Between City of Laredo Health Department And Texas A&M International University

This Memorandum of Understanding (“MOU”) is entered into between the Texas A&M International University (“TAMIU”), and the City of Laredo Health Department (“CLHD”) to collaborate on public health preparedness and response.

I. PURPOSE

CLHD is required to plan and prepare for a public health emergency which may result from natural or man-made causes. During such an emergency, it may be necessary to mobilize, immunize or treat all or large numbers of people in the area served by TAMIU and CLHD. Prior public health experience with mass immunizations has shown that schools are well suited to this activity because: 1) their location is known to large numbers of individuals within the community; 2) they have large assembly areas; 3) they have other necessary facilities such as refrigeration and restrooms.

CLHD has concluded that TAMIU possesses facilities that are qualified to serve if mass immunization or treatment is necessary. TAMIU desires to be as helpful as possible in the event of a public health emergency, and agrees to make its facilities available for purposes of mass immunization or treatment, under the terms set out below.

II. PUBLIC HEALTH EMERGENCY

This MOU will be activated only if the CLHD declares that large scale immunization or treatment is necessary as a control measure for an outbreak of a communicable disease with the following caveats:

- The CLHD Director or his/her designee will contact the TAMIU representative listed under the “Contract Information for Mobilization” at the end of this MOU and a primary contact for each organization will be provided to the other before activation.

- The use of TAMIU for community wide vaccine or chemoprophylaxis distribution will take place when classes at TAMIU are either not scheduled, cancelled or if a formal state or national disaster declaration is made by the governor of the state of Texas or President of the United States, respectively, or if a disaster declaration is made by the mayor of the city of Laredo. At its sole discretion, TAMIU may select rooms available to CLHD while still conducting classes.
- CLHD understands that TAIMU has MOUs with other agencies including, but not limited to, Texas A&M University–Corpus Christi, Texas A&M University–Kingsville, and University of Texas at Brownsville. This MOU will take precedence when a formal disaster declaration (as noted above) has been made assuming that a) no other MOUs have been activated or b) the activation of multiple MOUs is logistically possible. TAMIU will make a good faith effort to activate this MOU when a disaster is declared.

This MOU does not create a partnership or a joint venture between the parties hereto, nor does it authorize either party to serve as the legal representative or agent of the other. Neither party will have any right or authority to assume, create, or incur any liability or any obligation of any kind, expressed or implied, against or in the name of or on behalf of the other party.

III. OBLIGATIONS OF CLHD

- 1) CLHD will supply or arrange for all equipment, vaccine, medicine and personnel necessary to administer the vaccine or medication.
- 2) CLHD will supply or arrange for all equipment and personnel necessary for staffing, security, crowd control and other tasks, except as described in section IV below.
- 3) CLHD will be responsible for disposal of medical waste and disinfection of TAMIU following its use for the emergency. The health authority will provide written assurance of TAMIU's safety for use as a school facility following its use.
- 4) CLHD will be responsible for any damage to property belonging to TAMIU as a result of its use during the public health emergency, and to the extent they can be determined, costs for utilities described in section IV below. This compensation is mutually agreed to be "an

amount that fairly compensates the performing party” as stated in the MOU. The amounts to be paid to TAMIU will be paid from current funds available to CLHD.

- 5) CLHD is responsible for the acts and negligence of its employees or volunteers under state and federal law.

IV. OBLIGATIONS OF TAMIU

- 1) TAMIU is responsible for allowing the use of TAMIU and all utilities (gas, electric, water, and telecommunications) normally associated with its use as a school facility.
- 2) TAMIU is responsible for providing use of all rooms, fixtures, and equipment existing at the facility as mutually agreed upon with CLHD that are regarded as necessary for onsite use during the period of the emergency.
- 3) TAMIU will provide at least one person on-site during the period of emergency use with access to the rooms, fixtures and equipment described above.
- 4) TAMIU is responsible for the acts and negligence of its employees or volunteers under state and federal law.
- 5) TAMIU Health Services Department will provide assistance as mutually agreed upon to the extent practicable during the emergency.

V. TERM

The MOU becomes effective when signed by an agent of TAMIU and CLHD and will be in effect through August 31, 2014. After this date, the MOU will be reviewed on an annual basis and the parties may mutually agree to renew the MOU for successive one (1) year terms. Either party may cancel this MOU by giving thirty days written notice to the other party.

VI. INDEMNIFICATION

To the extent authorized by law, in consideration of the performance by all parties of this MOU, each party does hereby agree to indemnify and hold harmless all agents, servants, and employees of the other parties from and against any and all claims and liabilities from any acts or omissions

of the other parties, their agents, servants, or employees in the performance of this MOU, except that no party shall indemnify the others for claims or liabilities arising solely from the negligence, act, or omission of the other parties.

VII. AMENDMENT

The Parties to this MOU understand that it may be necessary to amend and modify this MOU from time to time in order to address additional concerns or issues; however, no amendment, modification, or alteration of the terms of this MOU shall be binding unless the same be in writing, dated subsequent to the date hereof and duly executed by an authorized representative of the parties hereto.

VIII. SEVERABILITY

If any clause or provision of this MOU is determined to be illegal, invalid, or unenforceable under present or future laws effective during the term of this MOU, including any renewals, then in that event it is the intent of the parties hereto that the remainder of this MOU shall not be affected thereby, and it is also the intent of the parties to this MOU that in lieu of each clause or provision of this MOU that is illegal, invalid, or unenforceable there be added as part of this MOU a clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible and be legal, valid and enforceable.

IX. NON-DISCRIMINATION

Any discrimination by any party or their agents or employees on account of race, color, sex, age, religion, disability, or national origin in relation to the performance of any obligations or duties under this MOU is prohibited.

X. NOTICE

Any notice or communication required or permitted hereunder shall be given in writing, sent by (a) personal delivery, or (b) expedited delivery service with proof of delivery, (c) United States mail, postage prepaid, registered or certified mail, or (d) via facsimile or e-mail as follows:

To:
Juan J. Castillo, Jr.
Vice President of Finance and Administration
Texas A&M International University
5201 University Blvd.
Laredo, Texas 78041
jjcastillo@tamiu.edu

To:
Hector F. Gonzalez, M.D., M.P.H.
Health Director
City of Laredo Health Department
2600 Cedar Avenue
Laredo, Texas 78040
hgonzalez@ci.laredo.tx.us

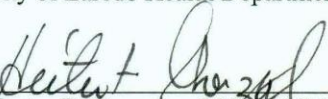
Contact Information for Mobilization:

Name: Kimberlee Sandoval
Position: Safety and Risk Manager
Address: 5201 University Blvd.
Phone: 326-2190
24/7 contact phone number: 237-1038

Texas A&M International University


Ray M. Keck, III. 10/20/09
President Date

City of Laredo Health Department


Hector F. Gonzalez, M.D., M.P.H. 10-14-09
Health Director Date

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8.6: MOU – UNITED INDEPENDENT SCHOOL DISTRICT POLICE DEPTARMENT

LAW ENFORCEMENT MUTUAL ASSISTANCE AGREEMENT

Pursuant to the powers granted under Article XI, Section 5, of the Texas Constitution, Chapter 791 of the Texas Government Code, and Chapter 362 of the Texas Local Government Code, the **United Independent School District and Texas A&M International University** (the "Parties") agree as follows:

I.

The following terms shall have the following meanings when used in this Agreement:

- A) "Law Enforcement Officer" means any police officer, sheriff, or deputy sheriff;
- B) "Chief Law Enforcement Officer" means the Chief of Police of the United Independent school District, or Director of University Police of the Texas A&M International University Police Department; and
- C) "Chief Administrative Officer" means the Superintendent of the United Independent School District or the President of Texas A&M International University.

II.

The purpose of this Agreement is to facilitate cooperation in the investigation of criminal activity and enforcement of the laws of this state, and to assist in providing additional law enforcement officers and resources to protect the health, life, and property of the residents, personnel, and visitors of the Parties.

III.

Subject to the Parties' discretion as to participation and determination of availability of personnel and resources, and upon the request of another Party, a Party may assign its law enforcement officer(s) and resources (the "Assignees") to perform law enforcement duties within the Requesting Party's jurisdiction, provided the Chief Law Enforcement Officer or his designee, has determined the assignment is necessary. The judgment of said Officer or his designee shall be final.

IV.

The Chief Law Enforcement Officer of a Party, or his designee, in his sole discretion, may at any time withdraw his Assignees and discontinue participation in any activity initiated pursuant to this Agreement.

V.

An Assignee shall be a peace officer with all the same powers he might have when within the territorial limits of the Party for which he is regularly employed, and his qualifications for office where regularly employed shall constitute his qualifications for office within the jurisdiction of the Requesting Party, and no other oath, bond, or compensation need be made. Additionally, such Assignee shall have the same investigative authority as if he were investigating criminal activity within the jurisdictional limits of the Party with which he is regularly employed.

VI.

Any Assignee shall receive the same wage, salary, pension, and any and all other compensation and other rights for such service, including injury or death benefits, and workers compensation benefits, equipment, clothing, and vehicles, as though the service had been rendered within the jurisdictional limits of the Party where he is regularly employed. Moreover, all wage and disability payments, including workers compensation benefits, pension payments, damage to equipment and clothing, medical expenses and expenses for travel, food and lodging shall be paid by the Party which regularly employs said Assignee in the same manner as though the service had been rendered within the jurisdictional limits of the Party where he is regularly employed.

VII.

Any dispatch of law enforcement equipment and personnel pursuant to this Agreement is subject to the following conditions:

- A) Any request for emergency aid hereunder shall include a statement of the amount and type of equipment and number of personnel requested, and shall specify the location to which the equipment and personnel are to be dispatched. The amount and type of equipment and number of personnel to be furnished, however, shall be determined by the Chief Law Enforcement Officer, or designee, of the Responding Party.
- B) Officers of the Responding Party shall report to the officer in charge of the Requesting Party at the location to which dispatched, and shall be under the command of the Chief Law Enforcement Officer of the Requesting Party.
- C) An Assignee shall be released by the Requesting Party when the services of the Responding Party are no longer required or as provided in Section IV, above.

VIII.

- A. The United Independent School District furnishes communication services to the United Independent School District Police Department and will assist Texas A&M International University Police Department as requested. The Texas A&M International Police Department maintains a communications service handling calls for service for the University. Texas A&M International University communications service may assist the United Independent School District Police Department as requested.
- B. To increase the accuracy of the FBI-Uniform Crime Report, each party shall participate independently in the state/national uniform crime reporting systems, which gathers information about crime and arrests in each party's respective service area boundaries. The United Independent School District Police Department shall report crime occurring in their jurisdiction service area. The Texas A&M International University Police Department shall report crime occurring in its jurisdiction and in addition, will report crime according to the Clery Act, 20 U.S.C. §1092(f), which requires certain types of crimes be reported for adjacent jurisdictions. This information will be provided to Texas A&M International University Police Department by the United Independent School District Police Department on an annual basis.

IX.

In the event any person performing law enforcement services pursuant to this Agreement shall be cited as a party to any civil lawsuit, state or federal, arising out of the performance of those services, he shall be entitled to the same benefits he would be entitled to receive if such civil actions had arisen out of the performance of his duties where he is regularly employed, and in the jurisdiction of the Party by which he is regularly employed.

X.

Third party claims against Parties shall be governed by the Texas Tort Claims Act, or other appropriate statutes, ordinances, or laws of the State of Texas.

XI.

It is expressly understood and agreed that, in the execution of this Agreement, no Party waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

XII.

Each Party to this Agreement agrees that if legal action is brought under this Agreement, exclusive venue shall lie in the county in which the defendant Party is located, and if located in more than one county, in the county in which the principal offices of the defendant Party are located.

XIII.

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the Parties hereunder, shall be governed by the laws of the State of Texas.

XIV.

In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any request, such invalidity, illegality, or unenforceability shall not affect any other provision contained herein, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained.

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XVI.

The Parties agree that their collective agreement may be evidenced by the execution of identical counterparts of this instrument by the duly authorized Chief Administrative Officer(s) of each Party, and

the failure of any party to enter into this Agreement shall not affect the agreement between and among the Parties executing the Agreement.


XVII.

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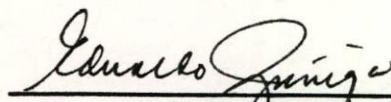
UNITED INDEPENDENT SCHOOL DISTRICT



Chief Law Enforcement Officer

8-2-11

Date

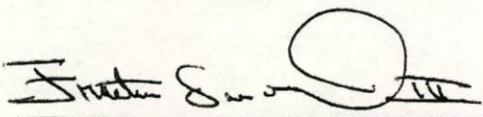


Chief Administrative Officer

7/12/11

Date

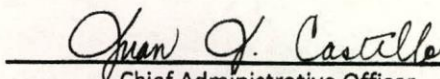
TEXAS A&M INTERNATIONAL UNIVERSITY



Chief Law Enforcement Officer

8-02-2011

Date



Chief Administrative Officer

8/2/2011

Date

8.7: MOU – CITY OF LAREDO POLICE DEPARTMENT

LAW ENFORCEMENT MUTUAL ASSISTANCE AGREEMENT

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II.

The purpose of this Agreement is to facilitate cooperation in the investigation of criminal activity and enforcement of the laws of this state, and to assist in providing additional law enforcement officers and resources to protect the health, life, and property of the residents, personnel, and visitors of the Parties.

III.

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Third party claims against Parties shall be governed by the Texas Tort Claims Act, or other appropriate statutes, ordinances, or laws of the State of Texas.

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Each Party to this Agreement agrees that if legal action is brought under this Agreement, exclusive venue shall lie in the county in which the defendant Party is located, and if located in more than one county, in the county in which the principal offices of the defendant Party are located.

XIII.

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the Parties hereunder, shall be governed by the laws of the State of Texas.

XIV.

In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any request, such invalidity, illegality, or unenforceability shall not affect any other provision contained herein, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained.

XV.

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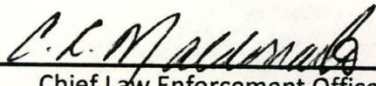
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This Agreement shall become effective between the Parties on the day of, or as soon as it is adopted by, the Party's governing body. This Agreement shall remain in full force and effect for a term of one year from the effective date hereof and shall automatically be renewed for up to four (4) additional one-year terms. Any Party may withdraw from this Agreement by giving thirty (30) days written notice to the Chief Administrative Officer of the other Party.

XVIII.

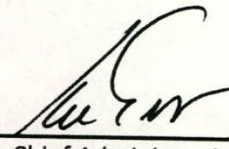
This Agreement may be amended or modified in writing by the mutual agreement of the Parties, with said amendment or modification being attached to or incorporated into this Agreement.

CITY OF LAREDO



Chief Law Enforcement Officer

Date




Chief Administrative Officer

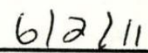


Date

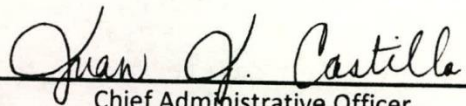
TEXAS A&M INTERNATIONAL UNIVERSITY



Chief Law Enforcement Officer



Date



Chief Administrative Officer



Date

8.8: MOU – CITY OF LAREDO

INTEROPERABILITY USER LICENSE TO USE CITY'S 800 MHz RADIO SYSTEM

THIS LICENSE, is granted this 6th day of June, 2011, by **THE CITY OF LAREDO, TEXAS**, a municipal corporation, hereinafter designated the "Licensor" to the Texas A&M International University, hereinafter referred to as "Licensee" or "Interoperability User" (and collectively referred to as "Parties").

AGREEMENT

An Agreement between the **CITY OF LAREDO**, a municipal corporation of the State of Texas, hereinafter referred to as "**LICENSOR**," and **TEXAS A&M INTERNATIONAL UNIVERSITY**, a state institution of higher education established under the laws of the State of Texas, hereinafter referred to as "**LICENSEE**," permitting the use of the City's 800 MHz Radio System for Public Safety and Public Service Radio Communication

1. The **LICENSOR**, in consideration of the fees to be paid and the covenants and agreements to be performed by the **LICENSEE**, does hereby grant non exclusive permission unto the **LICENSEE** to use the City of Laredo's 800 MHz Trunked Voice Radio System equipment (hereafter referred to as "radio system"), and **LICENSEE**'s usage is limited to a maximum of eleven (11) radio units and two (2) base stations for day-to-day usage and normal operations. **LICENSEE** is also authorized as an Interoperability **LICENSEE** for the sole purpose of which will be enumerated in a template plan to be approved by the **LICENSOR** Radio Communications Manager prior to radio unit programming. If control stations(s) are included in this authorization, antennas must meet the twenty (20) foot rule. As **LICENSEE**'s needs may grow during the life of this Agreement, **LICENSOR** shall allow **LICENSEE** to purchase additional equipment, at **LICENSEE**'s sole expense and permit usage of this equipment on the radio system.

All parties acknowledge that it shall be the **LICENSEE**'s sole responsibility, and at **LICENSEE**'s sole cost to independently secure any right of access required by the **LICENSEE** or any equipment needed to access the Radio System.

TERM, FEES AND RENEWAL

2. **Term:** The term of the permission herein granted shall be for a period of one (1) year commencing at 12:00 am on the 6th day of June, 2011 and ending eleven fifty nine (11:59 p.m.) on the 5th day of June, 2012. This license shall renew automatically for up to four additional one-year terms unless terminated for any reason or no reason by either party in writing, at any time within two months of the annual renewal date.

3. **Initial Fee and Annual Fees:** **LICENSEE** hereby covenants and agrees to pay both an initial fee per unit of \$1,769.00 per two-way radio unit ("radio unit"). An operational annual fee of \$265.00 per unit is due upon execution of this instrument, and on the same date each succeeding year thereafter. The initial fee is a onetime fee.

a. The Parties agree that to the extent not prohibited by law, the operational annual fee per unit shall increase by five percent (5%) every year this License is in effect.

- b. Nothing in this License shall be read to prevent the Parties from expanding the number of radio units used by LICENSEE on comparable terms as agreed here, so long as prior written approval has been given by the City Manager.
4. The LICENSEE agrees and covenants that the annual fees payable by it shall be absolutely net to the LICENSOR and without limiting the generality of the foregoing, acknowledges its liability to pay any applicable taxes or other rates and charges for which LICENSEE is not exempt, if any, levied or imposed on or with respect to LICENSEE's use of said radio system.
5. Time periods for payment due under this Agreement will be governed by the Texas Prompt Payment Act (Tex. Gov't. Code Ann. § 2251.021(a)).

LICENSOR'S PRIMARY RIGHT TO LICENSED PROPERTY

6. Notwithstanding any provision of this license agreement to the contrary, LICENSOR retains the right to discontinue use of radio system at any time and without notice to LICENSEE and assuming no obligation to the LICENSEE. Further, LICENSEE may cancel this agreement for any reason, with or without cause, by giving written notice of termination to LICENSOR.

OPERATIONAL RIGHTS

7. LICENSEE shall not use the LPD operations talk-group as their primary radio communication platform for internal radio communication within its own agency.
8. LICENSEE must identify themselves when initiating conversations on the Radio System by giving their agency name (or acronym approved by the LICENSOR Radio Communications Manager), followed by their unit number. Example: "XYZ PD, this is ____ unit 101."
9. When operating radios on the Radio System, LICENSEE personnel must abide by all applicable Federal Communications Commission rules and regulations, LICENSOR Standard Operating Procedures, protocols set forth by individual talk-group owners, and decisions and directives of LICENSOR. Violations shall be grounds for immediate disconnection of LICENSEE's radio equipment from the Radio System and immediate termination of this Agreement. LICENSEE shall reimburse LICENSOR that is the holder of an FCC license upon receipt of demand for any costs, fines or penalties assessed against the license holder as a result of a violation of an FCC rule or regulation by LICENSEE.
10. Radio equipment shall be approved by the LICENSOR Radio Communications Manager prior to use on the Radio System. Any "P25 Phase One" approved brands/models of equipment will be allowed. All costs of LICENSEE to acquire or maintain radios or other equipment, train personnel or to connect to the Radio System shall be borne and paid by the LICENSEE.

11. All LICENSEE agency personnel who will be operating approved radio equipment on the Radio System will be required to undergo LICENSEE training, and submit to the LICENSOR Radio Communications Manager any required certification that such training has been received. It is understood that only employees of LICENSEE are authorized to utilize the radio system under this Agreement.

RADIO PROGRAMMING & MAINTENANCE

12. Programming of LICENSEE radios for use on the Radio System must be done by the LICENSOR Radio Communication Services Division staff. Due to the critical necessity of safeguarding the "system key," tight control over programming will be exercised as to ensure the integrity of the system. "Emergency ID" functionality on the Radio System will not be programmed into LICENSEE radios. It is further understood that the LICENSOR communications personnel technicians will conduct any programming necessary initially to enable the radios and any future programming in the event additional radios are activated upon written request by LICENSEE, as to ensure the integrity of their system. Additionally, LICENSEE will pay for any repairs or maintenance required to their own equipment.

WARRANTIES AND INDEMNIFICATION

13. EXCEPT AS SET FORTH ABOVE, LICENSOR DISCLAIMS ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. In no event shall LICENSOR be liable to LICENSEE or any other party for any indirect, incidental, special or consequential damages, including, without limitation damages attributed to any malfunction of the Radio System; regardless of the cause of action, arising out of or in connection with a party's performance under this Agreement or the Radio System, even if a party has been advised of the possibility of such damages. LICENSEE waives any claim against LICENSOR for punitive or exemplary damages. LICENSOR's liability for all claims brought under this Agreement or relating to LICENSEEs of the Radio System, regardless of the form or cause of action, shall be limited to direct damages, which shall not exceed the amounts paid to the LICENSOR hereunder. LICENSEE's right to recover damages within the limitation as specified above is LICENSEE's exclusive alternative remedy in the event that any other contractual remedy fails of its essential purpose. THIS SECTION SHALL SURVIVE TERMINATION OF THIS AGREEMENT.

LICENSEE acknowledges that radio systems are subject to periodic outages, equipment failures, and other conditions which may prevent or interfere with radio communication. LICENSEE AGREES TO DEFEND ITSELF IN ANY ACTION OR DISPUTE BROUGHT AGAINST THE LICENSEE IN CONNECTION WITH OR AS THE RESULT OF THIS AGREEMENT.

CONFIDENTIAL INFORMATION

14. Each Party agrees to hold in confidence to the extent permissible by law, and not communicate, transmit, publish, disseminate or otherwise disclose any of the any information received as a result of having entered into this Agreement. This notwithstanding, nothing in this paragraph shall prohibit disclosure of such confidential information (a) by each party to its respective employees or agents as may be reasonably necessary in the operation of its business; (b) in connection with any legal or governmental proceeding; or (c) to any judicial, governmental

or regulatory body as required to be disclosed pursuant to any statute or regulation. If any third person or entity requests or seeks to compel the parties to disclose or produce any information received under this Agreement, LICENSEE agrees to file a timely request for an opinion of the attorney general so as to withhold the information under Chapter 552, *Texas Government Code* the Texas Public Information Act. In addition, LICENSEE agrees to use its best efforts to notify LICENSOR within two (2) business days of its receipt of such a request, but in no case later than is reasonably necessary, to provide LICENSOR an adequate opportunity to consent to or seek to prevent such disclosure through protective order or other appropriate remedy. This obligation supersedes any conflicting provisions of this agreement.

SUBLICENSE

15. LICENSEE may not sublicense any rights granted in this license, either directly or indirectly. Any unauthorized sublicense, at the LICENSOR's discretion will result in immediate termination, forfeiture of any prepaid annual fees and subject LICENSEE to any other legal avenue, including criminal and civil actions.

AUTHORITY TO EXECUTE

16. The person executing this agreement on behalf of LICENSEE warrants and represents that he or she has been duly authorized and empowered to execute and enter into this agreement on behalf of the Interoperability LICENSEE, that all action necessary to approve this agreement has been taken, and that this agreement is a binding obligation of the Interoperability LICENSEE.

NOTICES

17. All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, or by overnight courier to the following addresses:

If to LICENSOR: City of Laredo
 Attn: ITSS Director
 1101 Garden St.
 Laredo, Texas 78040

If to LICENSEE: Texas A&M International University
 Fructuoso San Miguel III
 5201 University Boulevard
 Laredo, Texas 78041-2101
 Ph: (956) 326-2101

COMPLIANCE WITH LAW

18. LICENSEE acknowledges that it shall be the LICENSEE's sole responsibility and at LICENSEE's sole cost to apply for and obtain any permit, authorization, or other permission from any international, federal, provincial or local government, board, tribunal, commission, agency or other authority exercising jurisdiction over the LICENSEE or relating to LICENSEE's operations and usage of the radio system.

MISCELLANEOUS PROVISIONS

19. This agreement constitutes the entire understanding of the parties related to the subject matter hereof, and there shall be no modification or waiver hereof except in writing, signed by a duly authorized representative of each of the parties. The terms of this Agreement shall prevail notwithstanding any variance with the terms and conditions of any invoice, purchase order or any other such document subsequently submitted by either party hereunder. The agreement is made under and shall be governed by the laws of the State of Texas, and is performable in Webb County, Texas.

20. LICENSOR acknowledges that the state auditor may audit the purchases of goods or services by an institute of higher learning pursuant to Section 51.9335(c) of the *Texas Education Code*. By acceptance of this agreement, LICENSOR agrees to cooperate fully with the Texas State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds.

21. The LICENSEE'S rights and remedies set forth in this Agreement shall be its exclusive remedies, regardless of the cause of action, for the breach of this Agreement.

22. If any provision of this Agreement is held invalid or unenforceable, such provision shall be deemed deleted from this Agreement and shall be replaced by a mutually agreeable valid and enforceable provision which so far as possible achieves the same objectives as the severed provision was intended to achieve, and the remaining provisions of this Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this License Agreement in accordance with law.

Approved by City Council by Resolution No. 2011-R-054, on June 6, 2011.

LICENSOR:
City of Laredo

BY: Carlos R. Villarreal
CITY MANAGER

ATTEST:

Gustavo Guevara
Gustavo Guevara
CITY SECRETARY

APPROVED AS TO FORM:
Raul Casso
CITY ATTORNEY

BY: Valeria M. Acevedo
Valeria M. Acevedo
ASSISTANT CITY ATTORNEY



LICENSEE:

Texas A&M International University

Juan J. Castillo

BY: Juan J. Castillo, Jr.

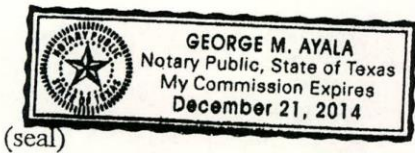
VP, FINANCE AND ADMINISTRATION

STATE OF TEXAS

COUNTY OF WEBB

Before me, the undersigned, a Notary Public in and for the State of Texas, on this 27th day of June, 2011, personally appeared Juan J. Castillo to me known to be the identical person who subscribed the name of the City of Laredo to the foregoing License as its identical person and he acknowledged to me that he executed the same as his free and voluntary act and deed, and as the free and voluntary act and deed of such corporation, for the uses and purposes herein set forth.

Given under my hand and seal of office on the day and year last above written.



(seal)

George M. Ayala
Notary Public

**MEMORANDUM OF UNDERSTANDING (MOU)
FOR CITY OF LAREDO 800 MHz TRUNKED VOICE RADIO SYSTEM
INTEROPERABILITY USER ACCESS**

This MOU is made on the ____ day of _____, 2013, and is between The City of Laredo and DHS/CBP/Office of Air and Marine, and approved by City Council on June 17, 2013.
Resolution No. 2013-R 047.

In consideration of the following mutual covenants, and other good and valuable consideration the parties agree as follows:

Interoperability User: DHS/CBP/Office of Air and Marine
Address: 5203 Maher Ave, Hangar 3
Laredo, Texas 78041
Attn: Quinton Burough Telephone: 956-726-5122

Radio Equipment: _____ Mobile Radios 3 Handheld Radios _____ Control Station Radios
_____ Wireline Radio Patch from Interoperability User Radio System to City of Laredo Radio System talk-group.

- 1) Subject to the terms of this Memorandum of Understanding ("MOU"), the City of Laredo hereby grants the governmental agency identified above a revocable license to use the Radio Equipment described above on the City of Laredo 800 MHz Trunked Voice Radio System as an "Interoperability User" for the sole purpose of "Interoperability Radio Communication" on specified "talkgroups," which will be enumerated in a template plan to be mutually approved by the City of Laredo Radio Communications Manager the Interoperability User prior to radio unit programming. [If control station(s) are included in this authorization, antennas must meet the 20' rule. The physical address for control stations(s) included in this authorization is (are): _____.]
- 2) "Interoperability Radio Communication" means radio communication between the external Interoperability User named above and other City of Laredo Radio System user personnel during joint operations, public safety critical incident responses, or other limited interoperability purposes approved by the City of Laredo. An "Interoperability User" is a governmental agency who is not a City of Laredo Party or City of Laredo Associate but has been granted permission for City of Laredo radio use under this MOU.
- 3) Interoperability Users are not currently assessed a fee for use of the City of Laredo Radio System since their use of the City of Laredo Radio System is only for the occasional "interoperability" purposes set forth above. Interoperability Users shall not use the City of Laredo Radio System as their primary radio communication platform for internal radio communication within their own agency. Interoperability Users will not be issued their own private talkgroups.
- 4) Programming of Interoperability User radios must be done by the Interoperability User. City of Laredo Radio Communication Services Division staff who may be required to assist the programming must be vetted by the Interoperability User prior to the Interoperability User providing access to its premises, equipment, and/or radios. Due to the critical necessity of safeguarding the "system key," tight control over programming will be exercised.
- 5) "Emergency ID" functionality on the City of Laredo Radio System will not be programmed into Interoperability User radios.
- 6) Interoperability Users must identify themselves when initiating conversations on the City of Laredo Radio System by giving their agency name (or acronym approved by the City of Laredo) followed by their unit number. Example: "XYZ PD, this is _____ unit 101."
- 7) When operating radios on the City of Laredo Radio System, Interoperability Users must abide by all applicable Federal Communications Commission rules and regulations. Violations shall be grounds for immediate disconnection of the Interoperability User's radio equipment from the City of Laredo Radio System and termination of this MOU.

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- 8) Radio equipment and accessories shall comport with the City of Laredo's Radio Communications System. (Any "P25 Phase One" approved brands/models of equipment will be allowed.) All costs of an Interoperability User to acquire or maintain radios or other equipment, train personnel, or to connect to the City of Laredo Radio System shall be borne and paid by the Interoperability User.
- 09) The failure of the City of Laredo Radio System to perform its obligations under this MOU shall be excused to the extent caused by the occurrence of an event or act not within the control of the City of Laredo.
- 10) This MOU is effective as of the Effective Date stated above, and shall remain in effect until terminated by either party upon 10 days' prior written notice.
- 11) The Interoperability User acknowledges that radio systems are subject to periodic outages, equipment failures, and other conditions which may prevent or interfere with radio communication. In no event shall the City of Laredo or any City of Laredo Radio System Party be liable to an Interoperability User for any claim or cause of action arising out of or related to a failure of the City of Laredo Radio System.
- 12) The person executing this MOU on behalf of the Interoperability User warrants and represents that he or she has been duly authorized and empowered to execute and enter into this MOU on behalf of the Interoperability User, that all action necessary to approve this MOU has been taken, and that this MOU is a binding obligation of the Interoperability User.
- 13) This MOU constitutes the entire understanding of the parties related to the subject matter hereof, and there shall be no modification or waiver hereof except in writing, signed by both parties.
- 14) Disclaimer of Liability.- Interoperability User releases City of Laredo due to failure of functionality or feature sets of the User's subscriber units; since not all brands support the same "features sets".

CONFIDENTIAL INFORMATION

Information of any nature that are made available by The City of Laredo or that become available to the Interoperability User by virtue of this agreement, or the relationship created by this agreement, must be held in strict confidence by the Interoperability User and its employees. Any confidential disclosures that are made or any confidential information that is made or becomes available to the Interoperability User and its' employees are made in reliance on this promise.

Information of any nature that are made available by the Interoperability User or that become available to the City of Laredo by virtue of this agreement, or the relationship created by this agreement, must be held in strict confidence by the City of Laredo and its employees. Any confidential disclosures that are made or any confidential information that is made or becomes available to the City of Laredo and its' employees are made in reliance on this promise.

TERMINATION

Users must abide by all applicable Federal Communications Commission rules and regulations. Violations shall be grounds for immediate disconnection of the Interoperability User's radio equipment from the City of Laredo Radio System and immediate termination of this agreement.

In the event of a breach of this agreement by either party that is not remedied within ten (10) days after delivery of written notice of the breach, the aggrieved party may terminate this agreement by written notice to the other.

NOTICE

Any notice required or permitted to be given under this agreement will be deemed properly given at the time it is personally delivered or mailed, properly addressed and postpaid, to the address specified below or at any other address as may be specified in writing:

ADDITIONAL PROVISIONS

This agreement constitutes the entire understanding of the parties related to the subject matter hereof, and there shall be no modification or waiver hereof except in writing, signed by both parties. This agreement contains the

Rev. 9/17/08

binding agreement between the parties and supersedes all other agreements and representations, written or oral, on the subject matter.

AGREED TO BY:

DHS/CBP/Office of Air and Marine
(Interoperability User Agency Name)

By: _____

Printed Name: TROY A. MERIDITH

Title: DIRECTOR AIR OPERATIONS

City of Laredo: _____

Carlos R. Villarreal

CITY MANAGER

Attest:

Gustavo Guevara
Gustavo Guevara
CITY SECRETARY

Approved as to form:

Raul Casso
Raul Casso
CITY ATTORNEY



Rev. 9/17/08

8.9: MOU –CITY OF LAREDO FIRE DEPARTMENT

8.9 MOU- Laredo Fire Dept.

FIRE DEPARTMENT MUTUAL ASSISTANCE AGREEMENT

Pursuant to the powers granted under Article XI, Section 5 of the Texas Constitution, Chapter 791 of the Texas Government Code, and Chapter 362 of the Texas Local Government Code, the City of Laredo and Texas A&M International University ("the parties") agree as follows:

I.

The following terms shall have the following meanings when used in this agreement:

- A. "The Chief of the fire department" whose office and appointment provided for in Chapter 2 of this code (city ordinance Sec. 12-17. Chief) shall be the executive head of the fire department.
- B. "Chief Law Enforcement Officer" means the Chief of Police of the City of Laredo, or Director of University Police of the Texas A&M International University Police Department.
- C. "Chief Administrative Officer" means the City Manager of the city of Laredo or the President of Texas A&M International University.

II.

The purpose of this Agreement is to facilitate cooperation in the event of an emergency necessitating firefighters and additional resources to protect health, life, and property of the residence, personnel, and visitors of the Parties.

III.

Subject to the Parties' discretion as to participation and determination of availability of personnel and resources, and upon the request of another party, a party may assign personnel and resources (the "Assignees") to firefighter duties within the requesting Party's jurisdiction, provided the Chief of the Laredo Fire Department or his designee, has determined the assignment is necessary. The judgment of said Officer or his designee shall be final.

IV.

The chief of the fire department of a Party, or his designee, in his sole discretion, may at any time withdraw his assignees and discontinue participation in any activity initiated pursuant to this Agreement.

V.

An assignee may be a firefighter with all the same powers he might have when within the territorial limits of the Party for which he is regularly employed, and his qualifications for office where regularly employed shall constitute his qualifications for office within the jurisdiction of the requesting party, and no other oath, bond, or compensation need be made. Additionally, such assignee shall have the same investigative authority as if he were investigating criminal activity within the jurisdictional limits of the Party with which he is regularly employed.

TAMIU EMP

Appendix 8.9

VI.

Any assignee shall receive the same wage, salary, pension, and any and all other compensation and other rights for such service, including injury or death benefits, and workers compensation benefits, equipment, clothing, and vehicles, as though the service had been rendered within the jurisdictional limits of the Party where he is regularly employed. Moreover, all wage and disability payments, including workers compensation benefits, pension payments, damage to equipment and clothing, medical expenses and expenses for travel, food and lodging shall be paid by the Party which regularly employs said assignee in the same manner as though the service had been rendered within the jurisdictional limits of the party where he is regularly employed.

VII.

Any dispatch of Fire Department equipment and personnel pursuant to this Agreement is subject to the following conditions:

- A. Any request for emergency aid hereunder shall include a statement of the amount and type of equipment and number of personnel requested, and shall specify the location to which the equipment and personnel are to be dispatched. The amount and type of equipment and number of personnel to be furnished, however, shall be determined by the Chief Law Enforcement Officer, or designee, of the responding party.
- B. Officers of the responding party shall report to the officer in charge of the requesting party at the location to which dispatched, and shall be under the command of the Chief of the Laredo Fire Department of the requesting party.
- C. An assignee shall be released by the requesting party when the services of the responding party are no longer required or as provided in Section IV, above.

VIII.

Regarding communications:

- A. The City of Laredo furnishes communication services to the Laredo Fire Department and will assist Texas A&M International University Police Department as requested. The Texas A&M International Police Department maintains a communication service handling calls for service for the University. Texas A&M International University communications service may assist the Laredo Fire Department as requested.
- B. The Chief of the Laredo Fire Department or his designee in his sole discretion may authorize the use of the Fire Department Facility/BOC or other resources as determined by the Fire Chief or designee.

IX.

In the event any person performing fire duties /EMS duties/ Hazmat or other services pursuant to this Agreement shall be cited as a party to any civil lawsuit, State or Federal, arising out of the performance of those services, he shall be entitled to the same benefits he would be entitled to receive if such civil actions had arisen out of the performance of his duties where he is regularly employed, and in the jurisdiction of the party by which he is regularly employed.

X.

Third party claims against parties shall be governed by the Texas Tort Claims Act, or other appropriate statutes, ordinances, or laws of the State of Texas.

XI.

It is expressly understood and agreed that, in the execution of this Agreement, no party waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in exercise of governmental powers and functions.

XII.

Each Party to this Agreement agrees that if legal action is brought under this Agreement, exclusive venue shall lie in the county in which the defendant Party is located, and if located in more than one county, in the county in which the principal offices of the defendant Party are located.

XIII.

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the Parties hereunder, shall be governed by the laws of the State of Texas.

XIV.

In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any request, such invalidity, illegality, or unenforceability shall not affect any other provision contained herein, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had ever been contained.

XV.

This Agreement contains all the commitments and the agreements of the Parties, and any oral or written commitments not contained herein shall have no force or effect to alter any term or condition of this Agreement.

XVI.

The Parties agree that their collective agreement may be evidenced by the execution of identical counterparts of this instrument by the duly authorized Chief Administrative Officer(s) of each Party, and the failure of any party to enter into this Agreement shall not affect the agreement between and among the Parties executing the Agreement.

XVII.

This Agreement shall become effective between the Parties on the day of, or as soon as it is adopted by, the Party's governing body. This Agreement shall remain in full force and effect for a term of one year from the effective date hereof and shall automatically be renewed for up to four (4) additional one-year terms. Any Party may withdraw from this Agreement by giving thirty (30) days written notice to the Chief Administrative Officer of the other Party.


XVIII.

This Agreement may be amended or modified in writing by the mutual agreement of the Parties, with said amendment or modification being attached to or incorporated into this Agreement.


TAMIU EMP

Appendix 8.9

CITY OF LAREDO



Steve E. Landin
Fire Chief
City of Laredo

8/22/13
Date


Carlos R. Villarreal
City Manager
City of Laredo

8/23/13
Date

TEXAS A&M INTERNATIONAL UNIVERSITY


Chief Law Enforcement Officer

08/28/2013
Date


Chief Administrative Officer

8/28/2013
Date

APPENDIX 9 – RESERVED

APPENDIX 10 – HAZARD ANALYSIS

International Association of Campus Law Enforcement Administrators (IACLEA) Security Site Survey has been completed for each building, but for security reasons is not posted here. To view the survey, see University Police Department.

University Police Department is responsible for maintaining/updating as threats are received.

APPENDIX 10.1 – MAPS

Maps of all buildings may be found in Physical Plant 216. Electronic copies of the maps may also be obtained by contacting the TAMIU Physical Plant.

APPENDIX 11 – HEALTH EMERGENCIES

- 11.1 Medical Emergencies
- 11.2 Mental Health Emergencies
- 11.3 Influenza Pandemic
 - 11.3.1 H1N1 Response Plan
- 11.4 Catastrophic Event requiring Mass Care, Triage and Transport

APPENDIX 11.1 – MEDICAL EMERGENCIES

Medical emergencies could include foodborne diseases, behavioral and physical changes, alcohol or drug overdose, injuries, or even death. To the extent possible, TAMIU would like to protect the TAMIU family from experiencing such an emergency, but in the event that such an incident does occur, we will respond professionally, exercising empathy and compassion.

A. RESPONSIBILITIES AND PROCEDURES

In addition to the responsibilities as previously outlined in this Plan, further responsibilities apply to TAMIU's injury/death of a student or employee emergency procedures. It is the responsibility of the University community to report to TAMIU PD or Student Health Services any illness that is believed to be affecting 3 or more people or other incidents of illness that appear unusual or indicative of a communicable disease (i.e. meningitis, measles, chicken pox, TB).

1. TAMIU PD

- Upon a serious injury, call local 911 Communication Center to request ambulance service, if required and notify Vice President for Finance and Administration and Vice President for Student Success. During normal business hours, notify Student Health Services.
- Upon a death of a student or employee, notify Vice President for Finance and Administration, Vice President for Student Success, Safety/Risk Manager, Webb County Medical Examiner and the Justice of the Peace as appropriate.
- Secure the scene, as appropriate.
- Conduct an investigation to determine if a crime has been committed.
- TAMIU PD will not transport patients to medical facilities.
- If the person is unresponsive, responding TAMIU PD personnel shall:
Call local 911 Communication Center to request ambulance service. If applicable, attempt to collect all available information about the incident.

2. Student Health Services

- During normal business hours, Student Health Services personnel will treat on-site or contact TAMIU PD to arrange for ambulance service, if necessary.
- Begin immediate investigation to determine the nature of illness and notify Student Health Services Physician and Vice President for Student Success; if applicable, City of Laredo Health Department
- If student or employee is transported to local hospital, notify emergency contact upon request. If student or employee is unresponsive, notify emergency contact.
- If employee is injured on the job, notify Safety/Risk Manager and Office of Human Resources.
- In the event a suspected airborne or foodborne illness is treated at Student Health Services, personnel will immediately notify the Safety/Risk Manager and, if applicable, TAMIU PD.

3. Vice President for Student Success

- If a serious injury outside of normal business hours or the death of a student, notify emergency contact.
- Notify University President and Director of Public Relations, Marketing and Information Services.
- Coordinate with Director of Student Counseling and Disability Services to provide grief counseling for students and identify resources for staff, faculty, and families as needed.

4. **Vice President for Finance and Administration**

- If a death or serious injury of an employee, notify University President and Director of Public Relations, Marketing and Information Services
- If a death or serious injury of an employee, notify emergency contact.

5. **University Safety/Risk Manager**

- Assist in investigation as necessary.

APPENDIX 11.2 – MENTAL HEALTH CRISIS

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 (examples of crises include, but are not limited to, sexual assault, intoxication, threat to self or others, assault, and accident).

Attempted suicide is just one type of mental health crisis. Any incident 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.

Clause on Intoxication: Intoxication from psychoactive substances such as alcohol or drugs should at no time be taken lightly, as the student may have consumed a variety of substances that may cause an overdose if overlooked. Therefore, proper assessment by medical and mental health professionals (i.e. Student Health Services, Office of Counseling and Disability Services) must take place in order to deem the student as medically or mentally stable.

A. RESPONSIBILITIES

In addition to the responsibilities as previously outlined in this Plan, further responsibilities apply to TAMIU's attempted suicide or mental health emergency procedures.

1. TAMIU PD

Notify appropriate medical and mental health professionals, the Vice President of Student Success, and the Vice President for Finance and Administration.

2. Student Health Services

Determine if medical emergency or mental health crisis and follow appropriate internal procedures.

B. PROCEDURES

- If the person appears to be a risk to self and/or a threat to others, immediately notify TAMIU PD.

APPENDIX 11.3 – INFLUENZA PANDEMIC

The purpose of this plan is to provide guidance regarding detection, response and recovery from an influenza pandemic. The Plan describes the unique challenges posed by a pandemic that may necessitate specific leadership decisions, response actions, and communications mechanisms. Specifically, the purpose of the Plan is to:

1. Define preparedness activities that should be undertaken before a pandemic occurs that will enhance the effectiveness of response measures.
2. Describe the response, coordination and decision making structure that will incorporate the University, the health care system in Webb County, other local response agencies, and state and federal agencies during a pandemic.
3. Define roles and responsibilities for the University and local response agencies during all phases of a pandemic.
4. Describe public health interventions in a pandemic response and the timing of such interventions.
5. Provide technical support and information on which preparedness and response actions are based.

During an influenza pandemic, the University will utilize the plan to achieve the following goals:

- Limit the number of illnesses and deaths
- Preserve continuity of essential functions
- Minimize social disruption
- Minimize economic losses

The Plan will be coordinated with the City of Laredo Health Department, state and federal partners.

A. PLANNING ASSUMPTIONS

1. An influenza pandemic will result in the rapid spread of the infection with outbreaks throughout the world. Communities across the state and the country may be impacted simultaneously.
2. There will be a need for heightened global, national and local surveillance.
3. Birds with an avian influenza strain may arrive and cause avian outbreaks in Webb County prior to the onset of a pandemic, significantly impacting domestic poultry, wild and exotic birds, and other species.
4. University resources may not be enough to mitigate all aspects of pandemic planning. Utilization of mutual aid agreements and city, county, state and federal resources may be required.
5. Antiviral medications will be in extremely short supply. Local supplies of antiviral medications may be prioritized by Public Health for use in hospitalized influenza patients, health care workers providing care for patients, and other priority groups based on current

national guidelines and in consultation with the City of Laredo Health Dept., Texas Department of State Health Services (DSHS), and Center of Disease Control (CDC).

6. A vaccine for the pandemic influenza strain will likely not be available for 4 to 6 months following the emergence of a novel virus.
 - a. As vaccine becomes available, it will be distributed and administered based on current national guidelines and in consultation with the City of Laredo Health Dept., DSHS, and CDC.
 - b. Insufficient supplies of vaccines and antiviral medicines will place greater emphasis on social distancing strategies and public education to control the spread of the disease in the county.
7. The number of ill people requiring outpatient medical care and hospitalization could overwhelm the local health care system.
 - a. Hospitals and clinics will have to modify their operational structure to respond to high patient volumes and maintain functionality of critical systems.
 - b. The health care system may have to respond to increased demands for service while the medical workforce experiences 25-35% absenteeism due to illness.
 - c. Demand for inpatient beds and assisted ventilators will increase by 25% or more, and prioritization criteria for access to limited services and resources may be needed.
 - d. There will be tremendous demand for urgent medical care services.
 - e. Infection control measures specific to management of influenza patients will need to be developed and implemented at health care facilities, out-patient care settings and long-term care facilities.
 - f. Emergency Medical Service responders will face extremely high call volumes for several weeks, and may face 25% - 35% reduction in available staff.
 - g. The number of fatalities experienced during the first few weeks of a pandemic could overwhelm the resources of the Coroner's Office, hospital morgue, and funeral homes.
 - h. The demand for home care and social services will increase dramatically.
8. There could be significant disruption of public and privately owned critical infrastructure including education, transportation, commerce, utilities, public safety, agriculture and communications.
9. Social distancing strategies aimed at reducing the spread of infection such as closing schools, community centers, and other public gather points and canceling public events may be implemented during a pandemic.
10. Some persons will be unable or unwilling to comply with isolation directives. For others, social distancing strategies may be less feasible (for example, dorm populations who live in close proximity settings). It will be important to develop and disseminate strategies for infection control appropriate for these environments and populations.
11. It will be important to coordinate pandemic response strategies throughout the State due to the regional mobility of the population.

12. Student Health Services will provide general medical care for the student population during normal business hours. The facility is not equipped to provide overnight health care functions.
13. Student Health Services will work closely with Student Housing Staff to provide services for ill residents.
14. Upon the discretion of the treating Student Health Physician, a medical excuse may be required for students to be readmitted to the classroom.
15. Employees may be required to provide medical excuse to return to work as stated in the TAMIU Policy 31.03.02 section 6.1.

B. PHASES OF A PANDEMIC

The World Health Organization (WHO) has developed a global influenza preparedness plan that includes a classification system for guiding planning and response activities for an influenza pandemic. This classification system is comprised of six phases of increasing public health risk associated with the emergence and spread of a new influenza virus subtype that may lead to a pandemic. The Director General is responsible for declaring the current global pandemic phase and adjusting the phase level to correspond with pandemic conditions around the world. For each phase, the global influenza preparedness plan identifies response measures WHO will take, and recommends actions that countries around the world should implement.

Pandemic Phases	Public Health Goals
Inter-pandemic Period <i>Phase 1</i> – No new influenza virus subtypes detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered low. <i>Phase 2</i> – No new influenza virus subtypes detected in humans. However, a circulating animal influenza virus subtype poses substantial risk of human disease. <i>Phase 3</i> – Human infection(s) are occurring with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact. <i>Phase 4</i> – Small cluster(s) of human infection with limited human-to-human transmission but spread is highly localized suggesting that the virus is not well adapted to humans. <i>Phase 5</i> – Larger cluster(s) of human infection but human-to-human spread is localized, suggesting that	Strengthen influenza pandemic preparedness at all levels. Closely monitor human and animal surveillance data. Minimize the risk of transmission of animal influenza virus to humans; detect and report such transmission rapidly if it occurs. Ensure rapid characterization of the new virus subtype and early detection, notification and response to additional cases. Contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development. Maximize efforts to contain or delay spread to possibly avert a pandemic, and

Pandemic Phases	Public Health Goals
the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	to gain time to implement response measures.
Phase 6 – Pandemic is declared. Increased and sustained transmission in the general population.	Implement response measures including social distancing to minimize pandemic impacts

In accordance with the Department of Health and Human Services Pandemic Influenza Strategic Plan, HHS in coordination with the World Health Organization will determine and communicate the pandemic phase level for the U.S. based on the global pandemic phase and the extent of disease spread throughout the country.

C. RESPONSIBILITIES

Educate the University community about influenza pandemics, expected impacts and consequences, and preventive measures.

1. Communicate diseases of public health significance to City of Laredo Health Department.
2. Coordinate planning for and implementation of disease containment strategies within the campus.
3. Develop and maintain a hospital antibiotic medication stockpile for students and Emergency Response Personnel.
4. Implement protocols for the use of limited supplies of influenza vaccine and antiviral medicines consistent with national guidelines and in consultation with the City of Laredo Health Department, DSHS, and CDC.
5. Direct distribution and administration of vaccine, including mass vaccination efforts, if needed within the campus under the guidance of City of Laredo Health Department, DSHS, and CDC.
6. Provide effective communication and education to the public throughout any public health emergency.

D. DEFINITIONS

1. **Sufficiency of care:** Medical care that may not be of the same quality as that delivered under non-emergency conditions, but that is sufficient to meet the standard of care during an influenza pandemic.
2. **Influenza:** Commonly called “the flu,” it is caused by the influenza virus, which infects the respiratory tract (nose, throat, lungs). Unlike many other viral respiratory infections, such as the common cold, the flu can cause severe illness and life-threatening complications. Symptoms of the flu include fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches.

3. **Avian influenza:** An infection caused by avian (bird) influenza viruses, which occur naturally among birds. Wild birds worldwide carry the viruses in their intestines, but usually do not get sick. However, avian influenza is very contagious among birds and can infect and kill domesticated birds, including chickens, ducks, and turkeys. Bird flu viruses do not usually infect humans, but more than 200 confirmed cases of human infection with avian influenza have occurred since 1997. Most cases of avian influenza infection in humans are the result of direct or close contact with infected poultry or surfaces contaminated with secretions and excretions from infected birds.
4. **Pandemic influenza:** A world-wide outbreak of a new flu virus for which there is little or no immunity (protection) in the human population. Pandemic flu can spread easily from person-to-person, cause serious illness and death.
5. **Local Health Care:** Health care provided by all local medical providers including, clinics, physicians, hospitals, etc.

E. GOAL

It is the goal of the University to appropriately identify, contain, treat and reduce the spread of influenza. This will be done in cooperation and coordination with the City of Laredo Health Department and other Medical Facilities.

1. Emergency Management Team will be responsible for all aspects of plan and response within the University
2. Enhanced surveillance will be conducted by Student Health Services, City of Laredo Public Health and local hospitals
3. *Hospitalized patients* who meet the following criteria should be evaluated for possible infection with influenza A (H5N1):
 - a. Radiographically confirmed pneumonia, acute respiratory distress syndrome (ARDS), or other severe respiratory illness for which an alternate diagnosis has not been established, AND
 - b. Travel outside the US in past 10 days or had close contact with ill persons with history of travel abroad and/or to a country with documented H5N1 avian influenza in poultry and/or humans
4. *Hospitalized or ambulatory patients* who meet the following criteria should be evaluated for possible infection with influenza A (H5N1):
 1. Documented temperature of >38 degrees C (>100.4 degrees F), AND
 2. One or more of the following: cough, sore throat, shortness of breath, AND
 3. Travel outside the US in past 10 days or had close contact with ill persons with history of travel abroad and/or to a country with documented H5N1 avian influenza in poultry and/or humans
5. When both clinical and epidemiological criteria for suspected influenza A (H5N1) infection have been met, the hospital will immediately proceed with the following actions:

- a. Implement infection control precautions – airborne, droplet, and contact precautions unless otherwise directed
- b. Place patient in Airborne Infection Isolation room or designated unit
- c. Report the case to Laredo Health Dept. as directed by their case definition
- d. Obtain clinical specimens for novel influenza A infection; submit them to the State laboratory
- e. Initiate antiviral treatment, if available
- f. Triage to the appropriate level of care
- g. Evaluate alternative diagnoses
- h. Provide necessary clinical evaluation and management services
- i. Notify Infection Control, Medical Staff Services, and assist Laredo Health Dept. to identify potentially exposed contacts, including healthcare workers.

F. PROCEDURE

If student presents at Student Health Services with symptoms of or suspected case of influenza (H5N1, H1N1) including;

- fever above 100 F,
- plus and one or more signs or symptoms including:
 - Head and body aches,
 - cough,
 - sore throat,
 - chills,
 - trouble breathing,
 - vomiting and/or
 - diarrhea.

Student Health Services Procedures

- 1) Place a mask (N95) on the student.
- 2) Get a thorough history (including travel history, occupation, and other ill close contacts).
- 3) Call SHS physician.
- 4) Educate the student on recommended precautions. (CDC guidelines).
- 5) If the student is suspected and/or probable case of Influenza, student will be given a Medical Referral (Form #034) for further medical evaluation. Medical Referral Procedure will be followed.
- 6) Upon the discretion of SHS physician, the student may be required to present a Medical Excuse upon returning to University.
- 7) Determine all staff, visitors, or other potentially exposed during clinic.
- 8) Further intervention and/or evaluation would depend on the situation.
- 9) Document in Student's Medical Record.

PROCEDURE FOR INFLUENZA: ALERT PERIOD

A multidisciplinary planning committee with responsibility for pandemic influenza preparedness and response will include the following people and departments:

- Administration
- Infection Control
- Emergency Management
- Emergency Department
- Material Management
- Education
- Marketing
- Facility Operations
- Medical Staff
- Laboratory
- Employee Health
- Pharmacy
- Medical / Surgical Nurse Manager
- Human Resources
- Respiratory
- Security
- Case Management

A. Decision-making structures for response (ALERT PERIOD)

1. Hospital Emergency Incident Command System (HEICS) for sustained continuity of hospital operations and patient care services – see LMC Disaster Plan
2. “Triggers” for activating the hospital’s internal pandemic emergency plan – volume of flu like symptoms to medical center, increase in number of positive isolates or confirmed positive cultural of novel strain, increase in-patient census, and/or staff shortages
3. Patient triage systems
4. High patient census protocols
5. Plans for use of overflow space to treat patients
6. Critical staff roles: Student Health Services employees, Physical Plant, University Police, Student Counseling Services, Emergency Management Team
7. Streamlined nursing notes/patient care records
8. Workforce preservation protocols
 - a. Staff hotline with current information
 - b. Sick care services for children of hospital staff
 - c. Rosters of staff teams that allow for rotation and rest
 - d. Illness prevention recommendations
9. Staff training on the hospital’s plan
10. Management of volunteer personnel
 - a. Grant emergency privileges

- b. Assign temporary personnel
- c. Retired and volunteer healthcare workers
- d. Community volunteers for non-clinical roles (specimen transport, registration, supply handling)
- 11. Just-in-time training modules for temporary and volunteer staff
 - a. Orientation to hospital building
 - b. Review of hospital safety codes
 - c. Review of Infection Control practices: hand hygiene, isolation technique, PPE use, influenza precautions, respiratory etiquette
 - d. Competency validation for physicians and nurses
 - e. Evaluation of fitness for duty
- 12. Just-in-time orientation
 - a. Validate identity of assigned person(s) and maintain list of current assignees
 - b. Provide PPE/demonstrate proper use – donning and doffing
 - c. Tour of the facility and work area
 - d. Information on chain of command
 - e. Reports up the chain of command (personal exhaustion/inability to continue assignment, possible death of patient, emergency situations)
 - f. Information on meals, work breaks, communications with family
 - g. Physician to determine if an assignee may be ill, needs further attention, or needs to be re-assigned/released from duty
- 13. Inventory-critical supplies (including PPE) needed for treatment of patients
 - a. Determine usage levels and stockpile critical supplies
 - b. Develop Memorandums of Understanding (MOUs) for procuring additional supplies: masks, gloves, gowns, beds/cots, IV supplies, portable HEPAs and ventilators
- 14. Test systems for procuring and storing additional supplies
- 15. Repair durable equipment not currently in full working order
- 16. Ensure availability of lab processing, testing, and reporting
- 17. Plan for managing remains and temporary morgue overflow
- 18. MOUs for surge mortuary supplies
- 19. Convene the infection control committee, review containment, respiratory hygiene, isolation and cohorting, workforce issues, and cleaning
- 20. Aggressive “respiratory etiquette/cough hygiene” programs in all patient and visitor waiting areas
 - a. Respiratory etiquette signs
 - b. Hand cleaning supplies, tissues, masks, waste receptacles
 - c. Coughing patients/visitors must wear a mask
 - d. Spatial separation greater than three (3) feet of person of respiratory infections in common waiting areas
- 21. Inventory respiratory isolation capacity/isolation rooms
- 22. Expand respiratory isolation capacity and cohorting infections patients

23. Employees have access to pneumonia and influenza vaccination
24. Identify high-risk patients for vaccine/antiviral distribution according to Public Health guidelines
 - a. Candidates to whom *chemoprophylaxis should be offered*
 - Those caring for people at high risk of serious complications from influenza
 - Those who have been exposed (or are likely to be exposed) to influenza
 - b. Candidates for whom *chemoprophylaxis should be considered*
 - Those at high risk of serious complications who are not able to receive vaccine, or who have been vaccinated but have not had time to mount an immune response (adults – 2 weeks)
 - Those with immunosuppressive conditions who are not expected to mount an adequate antibody response
 - Healthcare workers who have direct patient care responsibilities and who are not able to obtain vaccine
 - c. Candidates to whom treatment with *influenza anti-virals should be offered*
 - Those experiencing a potentially life-threatening influenza-related illness
 - Those at high risk for serious complications of influenza and who are within the first 2 days of illness onset
 - d. Candidates for whom treatment with *influenza anti-virals should be considered*
 - Infected adults and children > 1year who do not have conditions placing them at risk for serious complications
25. Identify critical hospital personnel for vaccination and anti-viral medication; collaborate with Public Health on allocation plan
26. Adopt treatment guidelines distributed by CDC and Public Health
27. Ensure rapid and consistent application of medical treatment guidelines
28. Train medical staff on treatment priorities, allocate limited resources, and plan for “sufficiency of care” standard
29. Drill staff on plan
30. Distribute timely updated guidelines to clinical staff

B. Hospital surveillance (ALERT PERIOD)

The purpose of surveillance is to detect and confirm cases of novel or pandemic influenza.

1. An ongoing collaboration between the hospital and local /state/national public health authorities will be maintained in order to keep abreast of the emergence of current epidemics/pandemics likely to affect the hospitals operations. The collaboration will mainly be channeled to the infection control nurse through various national and state alerts and reports via e-mail and electronic notification.

2. The following methods for surveillance will be used to include but not limited to:
 - a. Emergency department visits
 - Syndrome surveillance
 - b. Suspected or laboratory-confirmed patients
 - During Phases 4 and 5 of the Alert Period, Public Health will consider adding laboratory-confirmed influenza-associated hospitalizations to the list of reportable diseases
 - Hospital surveillance will include specimen collection and virology testing.
3. Hospital will use most current guidelines for laboratory testing and transport of specimens
4. Department directors will monitor employee absenteeism for increases that might indicate early cases of pandemic influenza; increases will be reported immediately to Employee Health

C. Infection control (ALERT PERIOD)

Hospital will implement engineering/administrative controls and PPE to prevent all modes of transmission (airborne, droplet and contact precautions)

- Respirator program, including appropriate fit-testing and training
- Designate employees required to wear respiratory protection
- Adequate supplies of respirators and other PPE
- Plan to acquire additional equipment on short notice
- Educate employees on the importance of containing respiratory secretions
- Environmental Services will use EPA approved hospital disinfectant

D. Hospital communication (ALERT PERIOD)

The hospital will provide the most current information from Public health to the staff.

- a. **External communication**
 - Public Health will maintain a single source of contact with the hospital Marketing department
 - Hospital Marketing Director will participate in the Public Health network
 - Hospital will prepare messages from Public Health for use in the hospital; information should be differentiated among patients, visitors, and employees via the Intranet, hallway monitors, and approved brochure/flyers
 - The hospital will maintain information through the Georgia Hospital Association, Mutual Aid Task Force, Regional Coordinating Hospitals, and Region A utilizing the Live Process platform
- b. **Internal communication**
 - Hospital Infection Control department will share pandemic flu information with employees
 - Hospital will use the Public Health “Frequently asked questions” to provide information to patients, visitors, and staff
 - Medical Staff Services will be utilized to update the Medical Staff

E. Education and training (ALERT PERIOD)

The hospital will develop a plan to educate staff, clinical staff, volunteers, patients, family members, and visitors.

1. Educational topics for general staff
 - a. Infection control strategies for the control of influenza, such as respiratory hygiene/cough etiquette, hand hygiene, PPE use, standard precautions, droplet precautions, contact, and airborne precautions if directed
 - b. Care of pandemic influenza patients
 - c. Staffing contingency plans
 - d. Visitation policies
 - e. Reporting cases
 - f. Measures to protect family and other close contacts
2. Educational considerations for clinical staff
 - a. Provide a training schedule
 - b. Cross-train clinical personnel who can provide support for essential patient-care areas
 - c. Train intake and triage staff to detect patients with influenza symptoms and to implement immediate containment measures
 - d. Staff trained for optimal respiratory specimens for lab testing
3. Provide “just-in-time” training of non-clinical staff (students, retired health professionals, volunteers) who might be asked to assist clinical personnel
4. Education of patients, family members, and visitors
 - a. Use language-specific and reading-level-appropriate materials provided by Public Health
 - b. Distribute information to all persons who enter the hospital
5. Social services, Employee Assistance Program, and chaplain to provide psychological support to all patients and hospital personnel

F. Patient triage (ALERT PERIOD)

1. Identify persons who might have pandemic influenza
2. Immediately separate from others to reduce risk of disease transmission and place the patient in a surgical mask
3. Identify the type of care they require using admission and triage guidelines
4. Strategy for triage of possible patients (including specific locations within hospital, during peak waves, and external to the hospital)
 - a. Use triage to identify patients who need emergency care and those who can be referred to a medical office or other non-urgent facility
 - b. Public Health will activate “Public Health Information Line” (PHIL) to provide telephone triage and nursing advice to general public
 - c. Assign separate waiting areas for persons with respiratory symptoms
 - d. Assign separate triage evaluation area for persons with respiratory symptoms
 - e. Assign a triage coordinator (charge nurse) to manage patient flow

5. “Rapid Medical Evaluation” procedure will be used for the clinical evaluation of emergency department patients to facilitate efficient disposition
6. Review current admission procedures and limit number of patient encounters in hospital
7. Identify a “trigger” point at which screening for signs/symptoms of pandemic influenza in all persons entering hospital will escalate from passive (signs at entrance) to active (“Access Screening and Control”)

G. Clinical guidelines and disease management (ALERT PERIOD)

Hospital will ensure that clinical guidance received from Public Health are shared with clinicians

H. Use and administration of vaccines and anti-viral drugs (ALERT PERIOD)

- Monitor updated information on use of pandemic influenza vaccine: <http://www.pandemicflu.gov>
- Work with Public Health on plans for distributing vaccine
- Using Public Health criteria, provide estimates of vaccine quantities needed for hospital staff/patients
- Implement hospital vaccination plan as directed by Public Health

I. Surge capacity (ALERT PERIOD)

- **Medical surge capacity:** the ability to evaluate and care for an increased volume of patients that challenges or exceeds normal operating capacity
- **Medical surge capability:** the ability to manage patients requiring unusual or very specialized medical evaluation

J. Staffing (ALERT PERIOD)

Nationally it has been acknowledged that there will be a need for hospitals to set aside current nurse-to-patient ratios in response to an emergency. Current guidelines recommend planning for a **1:5 ratio for critical-care-level patients and a 1:20 ratio for medical-surgical-level patients**. (Reference: California Hospital Surge Survey, February 2006.)

1. Activate HEICS Nurse Leader to coordinate shift-to-shift staffing during admissions surges
2. Estimate minimum number and categories of personnel needed to care for patients with influenza complications in each patient care area that is activated
3. Determine how the hospital will meet staffing needs as number of patients increases and/or hospital staff become ill or stay home to care for ill family members
4. Determine and implement any changes in shift hours (12-hour shift rotations)
 - a. Assign patient-care responsibilities to clinical instructors, case management nurses, or administrators
 - b. Use medical volunteers and/or trainees
 - c. Use patients’ family members in an ancillary healthcare capacity

K. Bed capacity (ALERT PERIOD)

- Use “Rapid Discharge Plan” (Reference: Code Triage) to expedite discharge of patients who no longer require higher levels of medical/surgical inpatient care
- Determine criteria or “triggers” for canceling elective surgical procedures and deciding what and where emergency procedures will be performed during a pandemic
- Use overflow space (including non-patient areas) to triage, transfer/discharge, and treat patients
- Plan for shifting patients between nursing units to free up bed space in critical-care areas and/or cohort pandemic influenza patients
- Identify areas of facility that could be vacated and used for cohorting influenza patients in response to a high census

L. Consumable and durable supplies (ALERT PERIOD)

- Inventory critical supplies anticipated for use in treating pandemic influenza patients
- Determine usage levels and stockpile enough consumable resources for duration of pandemic wave (4 weeks)
- Plan for acquiring additional equipment (ventilators)
- Determine usage levels and stockpile enough food/water to care for patients/staff for duration of pandemic wave (4 weeks)
- Plan for acquiring additional food and water supplies
- Test systems for procuring and storing additional supplies; address stockpile rotation issues
- Immediately repair durable equipment, such as beds and cardiac monitors, not in working order

M. Continuation of essential medical services (ALERT PERIOD)

- Hospital must continue to provide essential medical care to patients requiring trauma care, emergency surgery (cardiac, stroke), and emergency medical care (asthma, diabetic acidosis, chest pain)
- Provide essential medical services for persons with chronic medical problems (Hemodialysis patients, cancer therapy patients)
- Ensure uninterrupted provision of critical medicines to outpatients; consider dispensing a 60–90 day supply

N. Mortuary (ALERT PERIOD)

- Assess current capacity for refrigeration of deceased.
- Review current disaster plan for managing remains and temporary morgue overflow.
- Modify need to manage contaminated remains for days.
- Create a stockpile of supplies needed to handle an increased number of deceased persons.

O. Security/hospital access (ALERT PERIOD)

The hospital will enhance security and limit access to the facility if pandemic influenza spreads through the community.

- Define in protocol “essential” and “non-essential” visitors; limit non-essential visitors
- Develop criteria or “triggers” for temporary closing of hospital to new admissions and transfers; criteria include staffing ratios developed by DCHS, isolation capacity, and risks to non-influenza patients; hospital administrators to determine who will make decisions and communicate them
- Controls necessary to ensure that all hospital entrances can be physically secured
- Additional security during critical pandemic wave
- Assess security contract during times of high demand
- Assist hospital security services in enforcing access controls

P. Employee health/human resources (ALERT PERIOD)

- Educate personnel about health issues related to pandemic influenza
- Promote annual influenza vaccination
- Document influenza vaccination of personnel
- Plan for a rapid vaccination or provision of anti-viral prophylaxis, or treatment of personnel as recommended by Public health

Q. Laboratory Testing (ALERT PERIOD)

- Commercial antigen detection testing for influenza may be conducted under BSL-2 containment conditions in a class II biological safety cabinet.
- If a suspect case of avian influenza A (H5N1) tests negative by rapid influenza test, the specimen should be forwarded for testing by more sensitive PCR methods by the Texas Dept. of State Health Services.

R. Recovery (FROM ALERT PERIOD)

Pandemic influenza is anticipated to arrive in two to three waves over the course of several years, with a trough between the waves. These troughs—substantial decreases in new cases—offer opportunities for recovery similar to the *inter-pandemic phase* that would occur after the cessation of the pandemic, and a chance to regroup, learn, and prepare for the next wave.

- Complete documentation of costs associated with the pandemic influenza response
- Identify and share best practices related to information dissemination, clinical management, infection control, and coordination of patient management
- Compile reports of shortages and restock supply cache
- Evaluate use of volunteers, expanded scope, and alternative treatment sites
- Adjust emergency plans for use of personnel, supplies, and facilities; review and update plans to include guidance and recommendations issued during the previous phases

PROCEDURE FOR INFLUENZA: PANDEMIC PERIOD

A. Decision-making structures for response (PANDEMIC PERIOD)

1. “Triggers” will activate HEICS and Laredo Health Dept. will be notified

- a. Emergency Department will use “tally sheets” to report flu cases during initial wave
 - b. Batch-case reporting will be used during subsequent waves
2. Patient triage systems
3. High patient census protocols
4. Approved overflow space will be used to treat patients
5. Critical staff roles (healthcare workers, housekeepers, dietary, laundry, plant operations, security, chaplains, mental health staff, and management)
6. Standardized pandemic physician orders from Public Health\
7. Streamlined nursing notes and patient care records
8. Workforce preservation protocols
 - a. Staff hotline with current information
 - b. Rosters of staff teams that allow for rotation and rest
9. Staff training on the hospital’s pandemic response plan
10. Manage and train volunteer personnel
 - a. Grant emergency privileges
 - b. Assign temporary personnel
 - c. Use retired and volunteer healthcare workers
 - d. Use community volunteers for non-clinical roles (specimens transport, registration, supply handling)
 - e. “Just-in-time” training for temporary/volunteer staff
 - Orientation to hospital building
 - Review of hospital safety codes
 - Review of Infection Control practices for hand hygiene, airborne, droplet, and contact isolation technique (unless otherwise directed), and PPE use donning and doffing
 - Competency validation for physicians and nurses
 - Evaluation of fitness for duty
 - f. “Just-in-time” orientation for temporary/volunteer staff
 - Validate identity of assigned person(s) and maintain list
 - Provide PPE and demonstrate proper use, donning and doffing
 - Tour of the facility and work area
 - Information on chain of command
 - Reports up the chain of command (personal exhaustion or inability to continue assignment, possible death of patient, emergency situations)
 - Information on meals, work breaks, communications with family
 - Physician to determine if an assignee may be ill, needs further attention, or needs to be re-assigned/released from duty
11. Critical supplies for treatment of patients, including PPE
 - a. Determine usage levels and stockpile critical supplies

- b. MOUs procuring additional supplies such as masks, gloves, gowns, beds/cots, IV supplies, portable HEPAs and ventilators
- 12. Procure and store additional supplies
- 13. Repair durable equipment
- 14. Provide lab processing, testing, and reporting
- 15. Manage remains and temporary morgue overflow
- 16. MOUs for surge mortuary supplies
- 17. Convene the infection control committee: containment, respiratory hygiene, isolation and cohorting, workforce issues, cleaning/disinfection
- 18. Aggressive “respiratory etiquette/cough hygiene” programs in all patient and visitor waiting areas
 - a. Respiratory etiquette signs
 - b. Hand cleaning supplies, tissues, masks, waste receptacles
 - c. Coughing patients/visitors must wear a mask
 - d. Spatial separation greater than three (3) feet of person of respiratory infections in common waiting areas
- 19. Respiratory isolation capacity if directed
- 20. Expand respiratory isolation capacity and cohort infections patients
- 21. Employees to have pneumonia and influenza vaccination
- 22. High-risk patients for vaccine/anti-viral distribution according to Public Health guidelines
 - a. Candidates to whom *chemoprophylaxis should be offered*
 - Those caring for people at high risk of serious complications from influenza
 - Those who have been exposed (or are likely to be exposed) to influenza
 - b. Candidates for whom *chemoprophylaxis should be considered*
 - Those at high risk of serious complications who are not able to receive vaccine, or who have been vaccinated but have not had time to mount an immune response (adults – 2 weeks)
 - Those with immunosuppressive conditions who are not expected to mount an adequate antibody response
 - Healthcare workers who have direct patient care responsibilities and who are not able to obtain vaccine
 - c. Candidates to whom treatment with *influenza anti-virals should be offered*
 - Those experiencing a potentially life-threatening influenza-related illness
 - Those at high risk for serious complications of influenza and who are within the first 2 days of illness onset
 - d. Candidates for whom treatment with *influenza anti-virals should be considered*

- Infected adults and children > 1year who do not have conditions placing them at risk for serious complications
- 23. Critical hospital personnel for vaccination/anti-viral medication per collaboration with Public Health
- 24. Use treatment guidelines distributed by CDC and Public Health
- 25. Provide rapid and consistent application of medical treatment
- 26. Medical staff to use Public Health treatment priorities, allocate limited resources, and plan for “sufficiency of care” standard
- 27. Staff understands plan
- 28. Distribute timely updated guidelines to clinical staff

B. Hospital surveillance (PANDEMIC PERIOD)

- House Supervisor/Clinical Managers will monitor, record and notify Infection Control on a pre-established basis utilizing Appendix D Newly Admitted Isolated Patients
- Emergency department will monitor, record and notify Infection Control on a pre-established basis utilizing Appendix E ED Line Listing Form
- Hospital will monitor impact on healthcare system
- Surveillance will identify populations in the hospital that are severely affected by influenza that might require extra resources or additional interventions
- Influenza associated cases will be reported to Public Health
- Hospital surveillance will include specimen collection and virology testing
- Department directors will monitor employee absenteeism for increases that might indicate early cases of pandemic influenza; increases must be reported immediately to Employee Health

C. Infection control (PANDEMIC PERIOD)

1. Detect persons entering the facility who may have pandemic influenza
 - a. Post visual alerts at hospital entrances in languages appropriate to population served
 - b. In common waiting areas, maintain at least 3 feet of space between symptomatic person and others
 - c. Implement the following “source control” measures
 - Immediately report symptoms of respiratory infection
 - Wash hands with soap and water or alcohol-based hand gel after contact with respiratory secretions
 - Apply a surgical or procedure mask on the coughing person as tolerated
2. Triage patients calling for medical appointments for influenza symptoms to identify those who need emergency care and those who can be referred to a medical office or other non-urgent care facility.
3. Implement “Access Screening and Control” to triage symptomatic persons
 - Limit the number of entrances to the hospital
 - Provide security at entrances

- Establish a “triage officer” (ED charge nurse) to manage flow, including deferring or redirecting patients who do not require emergency care (after performing a medical screening examination)
 - Designate a separate entrance and waiting area for patients with influenza-like symptoms
 - Department director or designee will screen all healthcare personnel for influenza-like symptoms before they come on duty; screening will include taking temperature utilizing Appendix A
4. Management of infectious patients
- a. Respiratory hygiene/cough etiquette
 - Covering sneezes and coughs will reduce the spread of respiratory viruses
 - Educate staff, patients, and visitors
 - Source control measures
 - Hand hygiene after contact with respiratory secretions
 - Spatial separation, at least 3 feet, of persons with respiratory infections in common waiting areas when possible
 - b. Airborne, Droplet, and Contact precautions/precautions and patient placement
 - Patients should be placed on droplet precautions for a minimum of 5 days, and up to 14 days, from the onset of symptoms unless otherwise directed
 - Healthcare workers should wear appropriate PPE
5. Selection and use of personal protective equipment (PPE)
- a. PPE prevents direct contact with virus
 - b. PPE includes surgical or procedure masks, gloves, and gowns
 - c. General PPE instructions
 - Use airborne, droplet and contact precautions - wear gown, gloves and mask. If N95 masks not available, utilize surgical mask.
 - Additional precautions as directed.
 - PPE for aerosol-generating procedures: gloves, gown, face/eye protection, and N95 respiratory mask.
 - When N95 respirator mask is used, wear when entering patient room; mask can be worn entire shift or until moist or damaged; store mask in labeled paper bag
 - If patients are cohorted in common area or nursing unit, multiple patients may be visited over a short time; mask, gloves and gown must be removed between patients and hand hygiene performed
 - Perform hand hygiene upon touching or discarding a used respirator
 - Wear gloves for contact with blood and body fluids, including respiratory secretions
 - If gloves are in short supply, reserve gloves for extensive patient or environmental contact with blood or body fluids

- Use gowns for intubation, holding the patient close, or when contact with blood or body fluids is anticipated; if gowns are in short supply, use other coverings
 - If sprays or splatter of infectious material is likely, wear goggles or face shield
 - Recommendations regarding appropriate PPE may change as experience is gained in dealing with the emerging Infectious Disease
 - The order of Donning and Doffing of PPE is important to minimize contamination. All disposable PPE should be discarded properly.
 - PPE may need to be used depending on the severity of the pandemic.
6. Hospitalization of pandemic influenza patients
- a. Patient placement
 - Place patient in airborne precautions, droplet precautions if airborne not available.
 - If a novel pandemic influenza virus is suspected, additional recommendations from PHD will be followed.
 - Cohort patients as necessary
 - Use negative-pressure rooms or procedure rooms during aerosol-generating procedures (bronchoscopy, endotracheal intubation)
 - Place immuno-compromised patients on precautions for duration of illness
 - b. Cohorting: assign only patients with confirmed pandemic influenza to same room
 - Implement cohorting early
 - Designate unit(s)
 - Consult with engineering to determine areas
 - Personnel assigned to cohorted areas are not assigned to other patient care areas
 - Limit number of personnel entering cohorted areas to those necessary
 - Ensure HCWs adhere to infection control practices
 - c. Patient transport
 - All procedures should take place in the patient's room if possible.
 - Limit patient movement outside of isolation areas
 - Use portable equipment in isolation areas; clean after each use
 - If transporting is necessary, patient to wear surgical mask and refer to Appendix H.
 - d. Visitors
 - Screen visitors for signs and symptoms of influenza before entry into the hospital, refer to Appendix A
 - Don't let symptomatic visitors in
 - Use visitors who provide for patient emotional well-being and are able to assist in the provision of care
 - Provide a surgical mask for visitors to wear while in patient's room

- Educate visitors on importance of wearing mask and using good hand hygiene
 - Post instructions on respiratory/cough etiquette and hand hygiene in room
- 7. Post-mortem care
 - a. Hospital will use contact and standard practices for the care of the deceased
 - b. If autopsy is performed, procedures that generate higher concentration of aerosols will require use of a N95 respirator mask, gowns, and goggles.
 - c. Follow Public Health and Coroners guidance to handle increased numbers of deceased
- 8. Control of nosocomial pandemic influenza
 - a. Heightened surveillance
 - b. Screen visitors for signs/symptoms of influenza before entry into hospital
 - c. Don't let symptomatic visitors in
 - d. Cohort patients and staff on affected units
 - e. Restrict new admission (except for other pandemic influenza patients) to affected unit
 - f. Disposal of solid biohazard waste: use standard hospital precautions
 - g. Linen and laundry: use standard hospital procedures
 - h. Dishes and eating utensils: use standard hospital procedures
 - i. Patient care equipment
 - Wear gloves when handling and transporting contaminated patient care equipment
 - Decontaminate equipment and portable equipment with hospital disinfectant before removing it from room

D. Hospital communication (PANDEMIC PERIOD)

- a. During the pandemic period, the hospital public information officer will
 - Maintain single source contact with Public Health, updating information as needed
 - Use established mechanisms for external communication with media
 - Keep administrators, personnel, patients, and visitors informed of the ongoing impact of pandemic influenza in the hospital and the community
 - Utilize Medical Staff Services to keep the Medical Staff informed.
 - The hospital will maintain information through the Georgia Hospital Association, Mutual Aid Task Force, Regional Coordinating Hospitals, and Region A utilizing the Live Process platform.

E. Education and training (PANDEMIC PERIOD)

The hospital will distribute updated educational materials to hospital visitors, patients, family members, volunteers, staff, and clinical staff.

- 1. Staff education includes

- a. Infection control strategies for the control of influenza, such as respiratory hygiene/cough etiquette, hand hygiene, PPE use, standard precautions, droplet precautions, contact, and airborne precautions if directed
 - b. Care of pandemic influenza patients
 - c. Staffing contingency plans
 - d. Policies for visitation
 - e. Reporting cases
 - f. Measures to protect family and other close contacts
 - g. Donning and Doffing of PPE
2. Education for clinical staff includes
 - a. Infection control strategies for the control of influenza, such as respiratory hygiene/cough etiquette, hand hygiene, PPE use, standard precautions, droplet precautions, contact, and airborne precautions if directed
 - b. Provide a training schedule
 - c. Cross-train clinical personnel who can provide support for essential patient-care areas
 - d. Train intake and triage staff to detect patients with influenza symptoms and to implement immediate containment measures
 - e. Donning and Doffing of PPE
3. Provide “just-in-time” training of non-clinical staff (students, retired health professionals, volunteers) who might be asked to assist clinical personnel
4. Education of patients, family members, and visitors
 - a. Use language-specific and reading-level-appropriate materials provided by Public Health
 - b. Distribute information to all persons who enter the hospital
5. Chaplain to provide psychological support to all patients and hospital personnel

F. Patient triage (PANDEMIC PERIOD)

1. Identify persons who might have pandemic influenza
2. Immediately separate from others to reduce risk of disease transmission and place the patient in a surgical mask
3. Identify the type of care they require using admission and triage guidelines
4. Strategy for triage of possible patients (including specific locations within hospital, during peak waves, and external to the hospital)
 - a. Use triage to identify patients who need emergency care and those who can be referred to a medical office or other non-urgent facility
 - b. Public Health will activate “Public Health Information Line” (PHIL) to provide telephone triage and nursing advice to general public
 - c. Assign separate waiting areas for persons with respiratory symptoms
 - d. Assign separate triage evaluation area for persons with respiratory symptoms

- e. Assign a triage coordinator (charge nurse) to manage patient flow
5. “Rapid Medical Evaluation” procedure will be used for the clinical evaluation of emergency department patients to facilitate efficient disposition
6. Review current admission procedures and limit number of patient encounters in hospital
7. Identify a “trigger” point at which screening for signs/symptoms of pandemic influenza in all persons entering hospital will escalate from passive (signs at entrance) to active (“Access Screening and Control”)

G. Clinical guidelines and disease management (PANDEMIC PERIOD)

Hospital will ensure that clinical guidance from Public Health is shared with all clinicians

H. Use and administration of vaccines and anti-viral drugs (PANDEMIC PERIOD)

- Follow Public Health guidelines for use and administration of anti-viral drugs for prophylaxis measures and treatment, if available
- Implement hospital pandemic influenza vaccination plan, as directed by Public Health

I. Surge capacity (PANDEMIC PERIOD)

- **Medical surge capacity:** the ability to evaluate and care for an increased volume of patients that challenges or exceeds normal operating capacity
- **Medical surge capability:** the ability to manage patients requiring unusual or very specialized medical evaluation

J. Staffing (PANDEMIC PERIOD)

1. Implement hospital Medical Surge Staffing Plan
2. Consult with Public Health regarding changes in patient-nurse ratio recommendations
3. List essential-support personnel titles needed to maintain hospital operations; list non-essential positions that can be re-assigned to support critical hospital services
4. Consult with Public Health for recruitment/deployment of local personnel, including medical volunteers
5. Determine staffing needs as number of patients with influenza increases and/or hospital staff become ill or stay home to care for ill family members
6. Determine and implement any changes in shift hours (12-hour shift rotations)
 - Assign patient-care responsibilities to clinical instructors, case management nurses,
 - or administrators
 - Use medical volunteers and/or trainees
 - Use patients’ family members in an ancillary healthcare capacity

K. Bed capacity (PANDEMIC PERIOD)

During patient surges, the hospital will

- Enhance bed capacity
- Review admission criteria as provided by Public Health
- When bed capacity is reached, use Rapid Discharge Plan for discharge of patients who no longer require higher levels of medical/surgical inpatient care
- Use criteria or “triggers” to cancel elective surgical procedures and determine what and where emergency procedures will be performed
- Use overflow space to triage, transfer/discharge, and treat patients
- Shift patients between nursing units to free up bed space in critical-care areas and/or cohort
- Use areas of the facility that could be vacated for cohorting influenza patients in response to a high census (MS 5)

L. Consumable and durable supplies (PANDEMIC PERIOD)

- Implement components of plan related to supplies
- Activate HEICS Materials Support Unit Leader to monitor critical supplies inventories, activate appropriate MOUs with vendors, and keep HEICS Command Team informed of potential shortages
- Contact Public Health when supplies are needed that the hospital can no longer obtain
- Activate the HEICS Nutritional Support Unit Leader to monitor critical supplies of food and water, activate appropriate MOUs with vendors, and inform HEICS Command Team of potential shortage

M. Continuation of essential medical services (PANDEMIC PERIOD)

- Hospital must continue to provide essential medical care to patients requiring trauma care, emergency surgery (cardiac, stroke), and emergency medical care (asthma, diabetic acidosis, chest pain)
- Hospital must revise admission criteria as provided by Public Health when bed capacity is limited

N. Mortuary (PANDEMIC PERIOD)

- Activate overflow morgue capacity plans
- Receive and use guidance from the coroner regarding disposition of deceased

O. Security/hospital access (PANDEMIC PERIOD)

- Implement Security/Facility Access component of the Hospital Pandemic Influenza Plan
- Limit non-essential visitors
- Follow criteria or “triggers” for temporary closing of hospital to new admissions and transfers
- Use controls to assure security at entrances

P. Employee Health/Human Resources (PANDEMIC PERIOD)

- Department directors or designee will screen all personnel for influenza-like symptoms before they come on duty

- Critical Hospital personnel for vaccination/anti-viral medication per collaboration with Public Health (ED Staff, ICU Staff, Respiratory Staff, Medical Staff, and other Clinical Staff)
- Symptomatic personnel will be sent home until they are physically ready to return to duty
- Personnel who are at high risk for complications of pandemic influenza (pregnant women, immuno-compromised persons) will be informed of their medical risk and offered an alternate work assignment (away from influenza-patient care) or considered for administrative leave until pandemic influenza has abated in the community; such employees can assist with well-family care and advice information to the public
- Ensure employees receive guidance and training on homecare preparation
- Personnel who have recovered from pandemic influenza should develop protective antibody against future infection with same virus, and therefore may be prioritized for the care of patients with active pandemic influenza
- Provide access to mental health and faith-based resources (chaplain) for counseling of personnel
- Provide housing and feeding of personnel who might be onsite for prolonged periods
- Assist personnel with childcare or eldercare responsibilities to maximize staff availability

Q. Laboratory Testing (PANDEMIC PERIOD)

When evaluating a suspected case of avian or other novel influenza virus infections, the below procedure should be followed:

- Collect and handle all clinical specimens from suspect novel or avian influenza A (H5N1) patients wearing gloves, gown, mask and eye protection.
- Hand carry all specimens to the lab, do not use the pneumatic tube system
- Collect a nasal and throat swab and place each swab into a separate vial of viral transport media.
- Label each specimen with the following information: patient's name, medical record number, date collected, and type of specimen
- Complete the Specimen Submittal Form for Suspect Avian Influenza A (H5N1): patient's name, age, date of illness onset, type of specimen(s), date collected and clinical symptoms.
- Laboratory will send specimen(s) and forms to the State Laboratory
- Consider collection of an acute phase blood specimen in a red top or serum separator tube, for serologic testing for influenza and a panel of other respiratory viruses. A convalescent specimen should be drawn in 14-21 days. Draw specimen from patient on site. Do not send patient to an off-site draw station.

R. Recovery (FROM PANDEMIC PERIOD)

Pandemic influenza will arrive in two to three waves over the course of several years, with a trough between waves. These troughs—substantial decreases in new cases—offer opportunities for recovery similar to the *inter-pandemic phase* that would occur after the cessation of the pandemic.

- Complete documentation of costs associated with the pandemic influenza response
- Identify and share best practices related to information dissemination, clinical management, infection control, and coordination of patient management
- Compile reports of shortages and restock supply cache
- Evaluate use of volunteers, expanded scope, and alternative treatment sites
- Adjust emergency plans

APPENDIX 11.3.1 – H1N1 RESPONSE PLAN

I. PURPOSE

The purpose of this appendix is to provide University response actions specific to the novel H1N1 virus. The severity of the H1N1 virus today is markedly less than the severity of the illness upon which the rest of the Pandemic Influenza Response Plan is based. For that reason, this appendix is written to provide for response actions that are appropriate for the H1N1 virus and the H1N1-specific guidance provided by the Centers for Disease Control and the Texas Department of State Health Services.

There is a significant risk that the virus will genetically mutate and, if so, the severity of the symptoms, the mortality rates and the demographics of those most impacted by the illness may change. Therefore, this appendix is written to primarily focus on the H1N1 virus and its characteristics as it is known to be on this date, October 2, 2009. If the virus changes, the actions described herein will be reevaluated and adjusted as necessary to protect health and safety of faculty, staff and students.

II. DEFINITIONS

Acronyms

CDC – Center for Disease Control
EMP – TAMIU Emergency Management Plan
DSHS – Texas Department of State Health Services
HR – Human Resources
ILI – Influenza Like Illness
PRMIS – Office of Public Relations, Marketing and Information Services
SHS – Student Health Services
TAMIU - Texas A&M International University
TAMUS - Texas A&M University System
THECB – Texas Higher Education Coordinating Board
WHO – World Health Organization

Definitions

1. Epidemic – An excessive occurrence of a disease.
2. Incubation Period – The time from exposure to an infectious disease to symptom onset. The incubation period for influenza is usually 2 days but can vary from 1 to 5 days.
3. Infection Control Measures – Actions taken to decrease the risk for transmission of infectious agents.
4. Isolation – The separation and restriction of movement of people with a specific communicable disease to contain the spread of that illness to susceptible people.

5. Pandemic – An epidemic on a world-wide scale.
6. Personal Protective Equipment (PPE) – Barrier protection to be used by an individual to prevent disease transmission.
7. Prophylactic Drugs – Drugs used to prevent disease, such as vaccines and antivirals.
8. Quarantine – The separation and restriction of movement of well people who may have been exposed to an infectious agent and may be infected but are not yet ill.
9. Self-Isolate – Separate and restrict your movement or contact with other people if exhibiting ILI.(Stay at home)
10. Social distance - Non-pharmaceutical interventions increasing the physical space between individuals or infected populations with the aim of delaying spread of disease.
11. Surveillance – The systematic collection, analyzing, interpretation and dissemination of health data on an ongoing basis.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. Current Conditions
 - a. The H1N1 virus is a novel virus and only those individuals who have contracted the illness have any known degree of immunity. Genetic mutation of the virus may affect the immunity of those who have already recovered from the illness.
 - b. The virus is readily transmitted between individuals, principally by large droplets and surface contamination that is touched by others.
 - c. The World Health Organization (WHO) has declared the virus to be a global pandemic (Phase 6). This is based upon the widespread nature of the illness, not the severity.
 - d. The virus is present in the population to a sufficient extent that extraordinary measures to prevent spread, e.g. isolation, quarantine, ring vaccinations and/or travel restrictions are of little to no value.
2. Symptoms and Severity
 - a. Symptoms of Influenza Like Illness include:
 - 1) Sudden onset of fever over 100 degrees F
 - 2) Sore throat and/or cough
 - 3) Nausea, vomiting and/or diarrhea
 - b. In general, the severity of the illness has been no worse than seasonal flu. However several populations are believed at increased risk of complications:
 - 1) Children younger than 5 years old; esp. those less than 2 years old
 - 2) Adults 65 years of age and older

- 3) Adults and children with certain chronic medical conditions including chronic lung problems such as asthma, heart, liver, blood, nervous system, muscular, or metabolic disorders such as diabetes
- 4) Adults and children who have immunodeficiency or immuno-suppression, including that caused by medications such as corticosteroids and chemotherapy, or diseases such as HIV/AIDS
- 5) Pregnant women
- 6) Persons under 19 years of age who are receiving long-term aspirin therapy
- 7) Residents of nursing homes and other chronic-care facilities

B. Assumptions

1. H1N1 is already here
2. Close social interaction typical of normal college campus activities will increase the risk of spread and large outbreaks
3. Little to no immunity exists within the campus community
4. Seasonal flu vaccine does not provide protection against H1N1
5. H1N1-specific vaccine will be initially available in limited quantities
6. H1N1 is susceptible to antivirals including Tamiflu and Relenza
7. There is an increase of cases, so there will be an increased strain on the healthcare system

IV. DIRECTION AND CONTROL

A. Refer to Section VI (Direction and Control) of the Pandemic Influenza Response Plan

1. Decision-making trigger points are different for H1N1 virus than in Section VI of the primary pandemic plan due to the lesser severity of H1N1 symptoms.
2. Rather than develop new trigger points for interruption of normal activities and events, TAMIU will follow guidance from federal, state and local health authorities.
3. Federal and state authorities have indicated that travel restrictions are unlikely due to the (already) world-wide spread of the illness. TAMIU will continue to use guidance from these health authorities in formulating policies and guidance on travel.

B. Coordination with Local, State and Federal Health Authorities

1. The TAMIU H1N1 Response Team will work with the City of Laredo Health Department and the Texas Department of State Health Services to ensure that TAMIU actions follow best guidance and practices. Coordination is accomplished through regular contact, attending training, attending conferences and monitoring/review of latest information.
2. Information vehicles commonly used include, but are not limited to:
 - a. Participation in state-wide conference calls on H1N1
 - b. DSHS listserv

- c. Monitoring DSHS, CDC, Texas Higher Education Coordinating Board (THECB) websites, etc.
- d. County-wide coordinating meetings with City of Laredo Health Department
- e. Webinars

V. CONCEPT OF OPERATIONS

A. Monitoring and Surveillance

1. Coordination Meetings / Conference Calls – see section IV
2. Surveillance of ILI-symptoms
 - a. Campus-wide surveillance of student and employees with ILI-symptoms is made difficult by the campus's size and decentralized organization
 - b. For students:
 - 1) During the flu season, faculty are encouraged to make students aware of the DSHS precautionary methods for prevention.
 - 2) Those students who may have been exposed and have one or more risk factors as identified in section III.a.ii.2.a-f above should be encouraged to seek advice from Student Health Services or other health care provider regarding prophylaxis using antivirals and/or vaccinations.
 - 3) Students who live on campus should report flu-like symptoms to their Housing Office.
 - 4) Students who live off campus should report flu-like symptoms to Student Health Services
 - c. For employees:
 - 1) Each department should monitor absenteeism and maintain contact with those not reporting for work.
 - 2) Those employees who may have been exposed and have one or more risk factors as identified in section III.a.ii.2.a-f above should be encouraged to seek advice from their health care provider regarding prophylaxis using antivirals and/or vaccinations.
 - 3) Departments experiencing absenteeism due to flu-like illness should report those absenteeism numbers to the HR Office at 326-2365.

B. Education / Public Information

1. The primary website for information regarding H1N1 influenza at TAMIU is <http://www.tamtu.edu/H1N1Flu.shtml>. The website is maintained by the Office of Public Relations, Marketing and Information Services.
2. The H1N1 Response Team has primary responsibility for developing information to be distributed to the University community on proper protections and actions to be taken related to H1N1.
3. PRMIS has primary responsibility to coordinate the information and effectively distribute that to the students, faculty and staff of TAMIU.

C. Custodial

1. Expanded cleaning procedures for common areas
 - a. As a preventative measure, custodians should be instructed to initiate special cleaning procedures aimed at surface decontamination as a priority. Refer to TAB 2 of this appendix.
2. Hand Sanitizers
 - a. Hand sanitizer placement and maintenance should be a priority for the duration of the illness. Hand sanitizer is maintained in areas of large public gatherings. Placement of additional hand sanitization stations are encouraged as resources allow.
 - b. Most importantly, departments should be encouraged to buy their own hand sanitizer and for individuals to carry their own personal stocks.

D. Employee Leave / Student Absenteeism Policies Review

1. Employee Leave
 - a. Immediately upon knowledge, supervisors shall report to HR all employee absenteeism that is due to ILI.
 - b. Requirements for a doctor's note for absences longer than three days will be relaxed for ILI cases. For ILI cases, a note made by the employee on their LeaveTraq leave request that the absence is due to an ILI will be required. Supervisors are responsible for ensuring LeaveTraq leave requests due to ILI contain the required employee note.
2. Student Absence
 - a. Faculty should be encouraged to relax attendance requirements for classes.
 - b. Faculty should be urged to temporarily suspend any requirement for a doctor's note for students who miss class in order to prevent strain on Student Health Services.

E. Health Care

1. Medical Care
 - a. Students – primarily through Student Health Services (SHS)
 - 1) SHS will serve as the primary health authority for TAMIU, working with the City of Laredo Health Department on health issues concerning students.
 - 2) SHS will coordinate prescribing antiviral medications and purchase and distribution of vaccines for students
 - 3) SHS will establish and manage flu clinics as needed to support students
 - 4) SHS will maintain situational awareness of local and state efforts to manage influenza
 - 5) SHS and the Division of Student Success will provide information to students on influenza prevention, treatment and care
 - b. Faculty / Staff – primarily through primary care physician
 - 1) Faculty and staff health care will continue to be primarily offered and managed through normal (individual) patient/physician relations.
 - 2) Information for faculty and staff will be accomplished through a collaborative effort between Environmental Health and Safety, HR and PRMIS

2. Vaccination Recommendations
 - a. Priority for immunizations include
 - 1) those individuals with increased risk factors as identified in Section III.a.ii.2.a-f above
 - 2) Health care workers
 - 3) First responders
 - b. On-campus vaccination clinics should be considered for students (by SHS) or for employees (through local health care providers) as conditions and availability of vaccine allow
3. Use of Antivirals
 - a. Antivirals may only be obtained by a doctor's prescription.

F. Care for students in On-campus housing

1. On-campus housing considerations – alternate housing arrangements will be made, as resources allow, for ill students or roommates of ill students through the Office of Housing and Residence Life
2. On-campus residents are responsible for notifying Housing Office if they become ill. Housing Office Staff will periodically monitor the basic needs of ill residents.
3. Housing Staff will notify Student Health Services of residents presenting with ILI.
4. Dining Services will provide a means for on-campus students who are ill or in self-isolation to identify themselves so that food may be delivered.
5. Students who have an ILI are encouraged to go home (leave campus) until they are recovered IF the student's home is reasonably close to Laredo AND IF the ill student has someone who can assist them by driving them to their home.

G. Care for students in off-campus housing

1. Students in off-campus housing are encouraged to make plans in advance to use a buddy-system to care for roommates and friends
2. Students who have an ILI are encouraged to go home to stay with family until they are recovered - IF the student's home is reasonably close to Laredo AND IF the ill student has someone who can assist them by driving them to their home.

VI. ORGANIZATION AND RESPONSIBILITIES

A. H1N1 Response Team

1. Membership, department/representing:
 - 1) Adrian Dominguez, Safety/Risk Manager, Chair
 - 2) Maravic Torregosa, Interim Dean of the College of Nursing and Health Sciences
 - 3) Claudia C. Beltran, Director of Student Health Services
 - 4) Fructuoso San Miguel, Director of University Police
 - 5) Leebrian E. Gaskins, Associate VP Information Technology/CIO
 - 6) Steve K. Harmon, Director of PRMIS
 - 7) Juan H. Hinojosa, Professor, COAS

- 8) Manuel Vela III, Director of Housing and Residence Life
- 9) Jan Aspelund, Director of Human Resources
- 10) Minita Ramirez, Vice President for Student Success
- 11) Javier Mendoza, Housekeeping Manager
- 2. Operations Planning Team Charge – Monitor and coordinate the University’s response to the potential threat of H1N1 virus cases on campus
- 3. Signage should be posted in all campus restrooms that remind the campus community to wash hands frequently and thoroughly and wherever else deemed necessary.

TABS:

Tab 1 – H1N1 Response Checklist

Tab 2 – Custodial Cleaning Instructions

Tab 1 – H1N1 Response Checklist

TEXAS A&M INTERNATIONAL UNIVERSITY H1N1 RESPONSE CHECKLIST

Item	Action to Consider	X
1	Maintain communication with the City of Laredo Health Department	
2	Coordinate with Student Health Services	
2.a	Surveillance and Health Monitoring	
2.b	Medical Support	
2.c	Screening / Triage	
3	Campus communications regarding H1N1	
4	Voluntary isolation and monitoring of individuals experiencing ILI symptoms	
5	Update website with current information for faculty, staff and students	
6	Consider issuance of travel advisories	
7	Review infection control procedures and ensure that essential personnel have adequate supplies of personal protective equipment (PPE)	
8	Adjustment of procedures for cleaning public areas	
9	Consider suspension of special events	
10	Consider suspension of classes	
14	Communicate with students and faculty regarding	
14.a	Course Credits	
14.b	Course Offerings	
14.c	Grades	
14.d	Refunds	
14.e	Absences/Doctor's Excuses	
14.f	Exams	
15	Consider initiation of telecommuting	
16	Consider (planning for) closing of research facilities	
17	Implement departmental continuity plans	
18	Review / enact policies regarding leave and essential/non-essential personnel	
19	Coordinate planning of point(s) of distribution with BCHD	
20	Review procedures for students remaining on campus	
21	Review procedures for on-campus feeding	
22	Security considerations for campus	
23	Review alternate forms of educational delivery	
24	Resumption of normal administrative functions	
25	Resumption of normal academic / research functions	

Tab 2 – Custodial Cleaning Instructions

Routine Custodial Cleaning

General cleaning of most surfaces using disinfectant cleaner. Follow cleaning frequency.

Restroom: Thoroughly clean and disinfect daily and police throughout the day.

Water Fountains: Thoroughly clean and sanitize daily, check and repeat as necessary.

Entrances: Clean and disinfect once a day and police as needed.

Elevators: Clean and sanitize daily and police as needed.

Classrooms: Thoroughly clean daily and police throughout the day. Pull trash daily.

Labs: Sweep and damp mop floors daily, unless directed not to. Pull trash daily. Dust when requested.

Offices: Follow cleaning frequency. (Cleaning frequencies might have to be modified due to the time requirements of pandemic cleaning.)

Pandemic Cleaning

Wipe all surfaces disinfectants. Empty trash daily.

Restrooms: Thoroughly clean and disinfect daily and police throughout the day. Wipe down handles, all dispensers, partitions, doors inside and outside, and door handles every 2 hours with disinfectant and /or sanitizing wipes. Air dry.

Water fountains: Thoroughly clean and sanitize every 30 minutes. Air dry.

Entrances: Police and sanitize throughout the day thoroughly cleaning at least once per day. Every 2 hours wipe down door handles, glass, doors, and trim with sanitizing wipes.

Elevators: Every 2 hours wipe the inside and outside wall panels, including elevator buttons with sanitizing wipes.

Classrooms: Wipe down desk tops, door knobs, and handles using sanitizing wipes, between classes and as much as possible after the initial cleaning. Allow to dry.

Labs: Sweep and damp mop floors daily unless directed not to. Dust when time permits.

Offices: use sanitizing wipes on telephones, chairs arms, reception areas, tables, chairs and office machines. Dust and vacuum when time permits.

Precautions to Take

1. Wear blue gloves when cleaning restroom. Do not reuse gloves. Use a new pair in each restroom to prevent possible cross contamination. Use clear gloves for all other cleaning.
2. Use sanitizing wipes and gloves (medical masks if needed) throughout the entire shift. Change wipes and gloves frequently
3. Wash hands frequently throughout the day.
4. Post reminders of hand washing precautions in restrooms, kitchenettes, elevators and other public places.
5. Follow detailed safety precautions when cleaning up bodily fluids, blood, and /or feces.

APPENDIX 11.4 – CATASTROPHIC EVENT WITH MASS CARE, TRIAGE, AND TRANSPORT

TAMIU will rely heavily on outside responders in the event of a catastrophic event. Assistance from the City of Laredo will be requested.

APPENDIX 12 - NATURAL AND/OR CATASTROPHIC DISASTER

- 12.1 Airplane Crash/Explosion on Campus
- 12.2 Fire
- 12.3 Hazardous Material Spill
- 12.4 Hurricane
- 12.5 Tornado

APPENDIX 12.1 – AIRPLANE CRASH/EXPLOSION ON CAMPUS

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.

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's airplane crash/explosion on campus procedures.

1. 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, the airspace above the TAMIU campus may 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).

B. PROCEDURES

- 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.

APPENDIX 12.2 – FIRE

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

- Audible fire alarm that sounds throughout 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.
- Some elevators will station at ground level.
- Sprinkler will discharge water only if the temperature in the immediate area is high enough.

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's fire procedures.

1. 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 by Physical Plant personnel.
- Assists in evacuating building occupants including individuals with disabilities.
- Verify 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.

B. 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 it. 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. Do not re-enter the building until given the “all-clear notice.”

APPENDIX 12.3 – HAZARDOUS MATERIAL SPILLS

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 Safety Data Sheets (SDS) 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.

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's hazardous material spill procedures.

1. 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 EMT as needed.

2. University Safety/Risk Manager or Designee

- Assist department with clean up as needed.

B. PROCEDURES

- 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 Office of Environmental Health & Safety of the incident. If possible, affected personnel may 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.
- Contact Laredo Fire Department Hazmat Division by calling 911.
- Upon initial assessment of the situation by the Laredo Fire Department, or University administrative personnel, TAMIU may contract an Emergency Response Unit to assist in clean up as deemed necessary. Current System contract is with Cotton.
- Refer to the SDS or guidance provided by Laredo Fire Department when the substance is identified and follow all instructions for that substance.

APPENDIX 12.4 – HURRICANE

A. 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.

1. 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 an 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!

2. 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. It is important that all doors and windows be secured as firmly as possible.

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.

B. 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:

1. **Hurricane Forecast:** Hurricane exists and may make landfall within 72 hours or less. The following preparations shall 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.
2. **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.
3. **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 or Physical Plant 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 provide University owned/leased vehicles, equipment, and employees for movement of personnel and supplies. Vehicles may be made available for emergency use.

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 and lower Rio Grande Valley area and we are notified by another University with whom we have an evacuation MOU. See Appendix 8.

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

C. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's hurricane procedures.

1. TAMIU President

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

2. 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.
- Monitors the course of the hurricane and hurricane conditions and reports these conditions to the EMT.
- Maintain departmental vehicles and spare gas tanks with fuel.

3. Director of Physical Plant

- Assists TAMIU PD in implementation of this plan.
- Ensures that appropriate hurricane preparedness measures are initiated, especially those measures pertaining to personnel responsible for buildings and grounds preparation.
 - Remove lawn furniture, outdoor decorations, trash cans, etc.
 - Make trees more wind resistant by removing diseased and damaged limbs, then strategically remove branches so that wind can blow through.
 - Clear drains on balconies and at ramps behind Pellegrino Hall and Canseco Hall
- Procures, stores and maintains supplies and equipment necessary to implement these procedures.
- Ensures gas powered equipment is properly fueled (i.e., generators, vehicles, etc.) and local contractor is on call for refueling.

4. 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 EMT.
- Maintains liaison with MOU institutions
- Maintains liaison with the American Red Cross and other community officials.

5. 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.

6. Vice President for Student Success

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

7. Food Services

- Prepare to order/receive food for additional evacuees from MOU institutions for multiple days.
- Explore the need for refrigerated truck for storage of additional food supplies.

8. Custodial Services

- Prepare to order/receive additional supplies needed for evacuees from MOU institutions.

9. Director of Housing and Residence Life

- If receiving students from other MOU schools, see OHRL Mass Care Housing Plan for more details.

10. 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.

D. TERMINATION OF HURRICANE PROCEDURES

All personnel will report for duty in accordance to the Personnel Recall procedures in Appendix 4.

- Telephone switchboard operations will resume.
- The Incident/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 once the campus is safe to return to normal operations.

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

APPENDIX 12.4.1 – HURRICANE – STUDENT HOUSING MASS CARE PLAN

A copy of the Student Housing Mass Care Plan can be obtained from the Office of Environmental Health and Safety or Housing and Residence Life.

APPENDIX 12.5 – TORNADO

Tornadoes are violent, local storms with whirling winds that can reach 200-400 miles per hour. The south central, southeastern, and mid-western 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.

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's tornado emergency procedures.

1. University Safety/Risk Manager

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

2. 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.

3. Director of Public Relations, Marketing and Information Services

- Issues public announcements to the University community and community at large as needed.

4. Building Emergency Coordinators

- Initiates "shelter in place" procedures for all building occupants.

5. All TAMIU Personnel

- Supports "shelter in place" procedures for all building occupants.

B. PROCEDURES

- If in a building, shelter in place.
- 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.

APPENDIX 13 – CRIMINAL ACTIVITY

- 13.1 Active Shooter
- 13.2 Bomb Threat
- 13.3 Crime in Progress (Armed/Barricaded Suspect, Campus disturbance/Riot, Hostage Situation)
- 13.4 Missing Person
- 13.5 Sexual Assault
- 13.6 Suspicious Letter/Package/Substance
- 13.7 Terrorist Attack

APPENDIX 13.1 – ACTIVE SHOOTER

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.

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 direct potentially lethal acts until he is stopped by either law enforcement or the general public.

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.

A. RESPONSIBILITIES

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

1. 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.
- For additional preparedness planning information, participate in the Active Shooter training provided by TrainTraq.
- Remember your Survival Mindset and Course of Action options.
 - Figure out
 - Get out
 - Call out
 - Hide out
 - Keep out

- Spread out
 - Take out
- If you are a witness, make contact with a responding police officer.

2. 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.
- 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.
- 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.
- When the Active Shooter has been stopped, coordinate with other responding law enforcement agencies to address the following:
 - Secure the crime scene(s)
 - Investigate the crime scene.
 - Direct traffic and provide crowd control.
 - Identify, isolate and interview witnesses
- Upon a death of a student or employee, notify Vice President for Finance and Administration, Vice President for Student Success, Safety/Risk Manager, Webb County Medical Examiner and the Justice of the Peace as appropriate.

B. PROCEDURES

- Notify TAMIU PD
- Do not become involved in the activity.

APPENDIX 13.2 – BOMB THREAT

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 create panic or avoid/postpone an unpleasant task (e.g., exam).

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's bomb threat procedures.

1. Director of TAMIU PD

- TAMIU PD regards all bomb threats as serious.
- TAMIU PD will investigate the call by interviewing the person who received the call.
- If the threat is determined to be credible:
 - TAMIU PD will decide if evacuation is needed.
 - TAMIU PD may contact EH&S to notify the appropriate Building Emergency Coordinators in order to inform 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.”
 - If threat requires evacuation, notify Environmental Health & Safety to assist in sweeping the building.
 - To initiate an evacuation, TAMIU PD will pull the fire alarm.
 - If suspicious items are found, notify Laredo Police Department Bomb Squad Unit.

2. Safety/Risk Manager and EH&S Staff

- Sweep the assembly areas if TAMIU PD determines evacuations are necessary.
- Assist TAMIU PD in pulling fire alarms of specific buildings if needed.
- Assist TAMIU PD in conducting sweeps of interior buildings once buildings are evacuated.

3. Building Emergency Coordinators

- Assist TAMIU PD in conducting building sweeps
- Assist TAMIU PD in evacuating the building if instructed by an officer, DustyALRT, or if fire alarm is activated.

B. PROCEDURES FOR RECEIVING A BOMB THREAT

- If you receive a bomb threat over the phone, remain calm and be courteous.
- Take notes on the caller's threat, tone, voice characteristics, and background noise.
- Complete the bomb threat checklist in Appendix 13.2 upon receiving a bomb threat call.
- Contact TAMIU PD to give details of the call. Do not contact TAMIU PD from a public area to avoid miscommunication.
- Do not speak to others regarding the threat until interviewed by TAMIU PD.

C. PROCEDURES WHEN A BOMB OR SUSPICIOUS PACKAGE IS FOUND

- Do not handle the object.
- Immediately contact TAMIU PD.
- Assist TAMIU PD in evacuating the building if instructed by an officer, DustyALRT, or if fire alarm is activated

APPENDIX 13.2.1 – BOMB THREAT - CHECKLIST

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the check list on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even after the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If Possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone in a non-public area, contact TAMIU PD immediately with information and await instructions.
8. Do not speak to others regarding the call until interviewed by TAMIU PD.

If a bomb threat is received by handwritten note:

- Call **326-2911**
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call **326-2911**
- Do not delete the message.

Signs of a suspicious package:

- | | |
|-----------------------|----------------------|
| • No return address | • Poorly handwritten |
| • Excessive postage | • Misspelled Words |
| • Stains | • Incorrect Titles |
| • Strange odor | • Foreign Postage |
| • Strange sounds | • Restrictive Notes |
| • Unexpected Delivery | |

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm
- Touch, move, open, smell, taste a suspect package or contents.
- Leave the campus until dismissed by authorities.

BOMB THREAT CHECKLIST

Date: Time:
 Time Caller: Phone Number where
 Hung Up: Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller Voice	Background Sounds	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Person Receiving Call:

Signature:

APPENDIX 13.3 – CRIMES IN PROGRESS (ARMED/BARRICADED SUSPECT, CAMPUS DISTURBANCE/RIOT & HOSTAGE SITUATION)

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

A. RESPONSIBILITIES

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

1. 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.

B. 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 and weight,
 - race,
 - sex,
 - hair color,
 - clothing description,
 - weapons used, if any;
 - vehicle descriptions including license number and distinguishing features.
 - 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.

APPENDIX 13.4 – MISSING PERSON(S)

Most people on campus 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 or someone else is missing, efforts shall be made to locate him/her to determine his or her state of health and well-being. The following serves as a guideline for action:

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

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's missing student procedures.

1. TAMIU PD Procedures for on campus housing missing student:

- Upon a notification of a possible missing person(s), begin a preliminary investigation immediately to ascertain the whereabouts of the student.
- If a student, determine if s/he has been attending class.
- Notify the Provost and Vice President for Academic Affairs and Vice President for Student Success as appropriate.
- Conducts an investigation to determine if a crime has been committed.
- If student lives on campus, TAMIU PD will notify within 24 hours the contact person identified by the student during on campus housing check in procedures.
- If the student is under 18 years of age and not emancipated, TAMIU PD must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.
- TAMIU PD will contact the appropriate local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.
- Coordinate with Director of Public Relations, Marketing and Information Services for public announcements.

2. TAMIU PD Procedures for non-resident student and TAMIU employee:

- Upon a notification of possible missing nonresident student or employee, TAMIU PD will notify the appropriate local law enforcement having jurisdiction.

B. PROCEDURES

- Notify TAMIU PD.

APPENDIX 13.5 – SEXUAL ASSAULT

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 sexually assaulted individual is the immediate goal of each person who has any dealings with him or her.

A. RESPONSIBILITIES

- If a sexual assault is reported to any TAMIU employee,¹ the employee must notify the TAMIU Title IX Coordinator, Lorissa M. Cortez, 5201 University Blvd, KLM 159B, Laredo, TX 78045, (956)326-2857, TitleIX@tamiu.edu, in accordance with TAMUS Regulation 08.01.01, *Civil Rights Compliance*.
- TAMIU PD shall not be notified unless the victim expressly authorizes the report to law enforcement or when an imminent threat to health or safety may exist or when required by law.
- Campus Security Authorities (CSA's) are required to complete a report with the description, place, classification, and date of the incident to TAMIU PD if a sexual assault took place within the Clery reportable geography.
- All individuals who have been sexually assaulted must be informed of the following:
 - Right to seek criminal prosecution and the options to notify law enforcement;
 - Counseling services and medical assistance; and
 - Options for interim measures, such as changing academic and living situations.
- A brochure with this information is available in the Office of Compliance or at <http://www.tamiu.edu/compliance/TitleIX/Resources.shtml>.

B. PROCEDURES

- If a sexual assault is reported to any TAMIU employee,¹ the employee must notify the TAMIU Title IX Coordinator in accordance with TAMUS Regulation 08.01.01.
- If the victim elects to notify TAMIU PD, the Title IX investigation will be placed on hold until the TAMIU PD and/or Laredo PD indicate that they have completed their gathering of the evidence.
- **In the event that the sexual assault was reported to TAMIU PD as a crime in commission the procedure is as follows:**
 - Begin a preliminary police investigation of the sexual assault.
 - Conduct an investigation in accordance with TAMIU PD procedures.
 - Inform the individual of a sexual assault of their rights, including their right to:
 - Choose a pseudonym rather than the individual's true name in all portions of the investigative process;
 - Choose whether to criminally prosecute the person who committed the sexual assault and to change that decision at any time in the future;
 - Have a sexual assault medical examination at no cost to them;
 - Have other persons present at all stages of the investigative process; and,
 - Be informed of the progress of any investigation and or prosecution.

¹ with the exception of licensed health care providers and pastoral counselors acting within the scope of treatment or counsel

- Inform the individual that he or she has a right, if the assailant is a TAMIU student, to pursue disciplinary action through the student disciplinary process or employee compliant process.
- Transport the individual 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 Title IX Coordinator promptly.
- **In the event that the sexual assault was reported to the TAMIU Title IX Coordinator and the victim chooses not to inform TAMIU PD and/or the offense does not warrant informing TAMIU PD under TAMUS Regulation 08.01.01, then the Title IX procedure will follow as outlined in the TAMIU Student Handbook and within the Regulation.**
- **Complaints of possible Title IX violations may be filed with the TAMIU Title IX Coordinator, Lorissa M. Cortez, 5201 University Blvd, KLM 159B, Laredo, TX 78045, (956)326-2857, TitleIX@tamiu.edu or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, (214)661-9600.**

APPENDIX 13.6 – SUSPICIOUS LETTER/PACKAGE/SUBSTANCE

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:

- <https://www.dhs.gov/ensuring-building-security#2>
- <https://about.usps.com/posters/pos84.pdf>

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's suspicious letter/package/substance procedures.

1. Director of TAMIU PD

- Establish a safety perimeter to keep persons away from the area.
- Notify the Laredo Emergency Response Services and the EMT 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 Laredo Police Department and U.S. Postal Inspectors.

B. PROCEDURES

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 visually inspect for indicators that may look suspicious.
- Don't open, smell or taste.
- 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.

APPENDIX 13.7 – TERRORIST ATTACK

This section is pending

APPENDIX 14 – CAMPUS FACILITIES MALFUNCTION

- 14.1 Electrical Failure
- 14.2 Gas Leak
- 14.3 Telecommunication Failure
- 14.4 Water Outage
- 14.5 Cyber Attack (pending)

APPENDIX 14.1 – ELECTRICAL FAILURE

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.

Emergency Generators

TAMIU has eight (8) emergency generators located on campus for limited usage. The location and operational usage of these generators are indicated in the following table.

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 Residence Life. TAMIU PD Officers will provide assistance and emergency communications, if necessary, including notification to Physical Plant for AEP assistance.

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 Hall	Service Court West of Building	To power emergency lighting and elevators in Pellegrino Building, Western Hemispheric Trade Center, and Student Center
Canseco Hall	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.
Kinesiology Wellness Recreation Center	East of Kinesiology Wellness Recreation Center	To power emergency lighting and elevators in Kinesiology Wellness Recreation Center
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.
University Success Center	West side utility area	To power emergency lighting and elevators in University Success Center.

A. RESPONSIBILITIES

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

1. 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.

2. Director of Physical Plant

- Contact local power company to determine anticipated restoration of power.
- Work to get power back on line.
- Make recommendation to VPFA to activate EMT, if necessary,, or recommend campus closures if necessary.

3. Associate VP for Information Technology/Chief Information Officer

- Initiate planned or unplanned power outage procedures for server room temperature monitoring.
- During entire shut down:
 - Server room Uninterruptable Power Supply (UPS) batteries will last approximately 50 minutes. Verify generator has come online. If not, notify Physical Plant immediately
 - Check for alert tones/or noises indicating server overheating
 - Monitor temperature and humidity
- If temperature rises about 80 degrees Fahrenheit:
 - Dissipate room by opening the doors and ceiling tiles
 - Bring down non-critical servers, except:
 - TAMIU Website and email servers
 - Banner Student Information System
 - Angel - E-learning course management system
- If temperatures continue to rise above 90 degrees Fahrenheit:
 - Shut down all systems following shutdown procedures. This could take up to 3 hours to shut down and could take an additional 3 hours to reboot.
 - Post a message on Website when services are unavailable.
 - Assist the Office of Public Relations, Marketing and Information Services with changing the TAMIU main switchboard voice message with updated information.

APPENDIX 14.2 –GAS LEAK

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.

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's gas leak procedures.

1. 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.

2. Director of Physical Plant

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

B. PROCEDURES

- 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.

APPENDIX 14.3 –TELECOMMUNICATION FAILURE

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 AT&T 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.

A. RESPONSIBILITIES

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

1. Director of TAMIU PD

- Notify Office of Information Technology (OIT) and Physical Plant if needed.
- If OIT personnel are not available the TAMIU PD Dispatcher should contact the local service provider.
- Review alternate communication network.

2. Associate Vice President of Information Technology/Chief Information Officer

- Evaluate the problem to determine if it is an onsite failure or service provider failure.
- Contact Telecommunications Company to determine the University's options.
- For onsite failures:
 - For minor failures, replace with redundant equipment.
 - For major failures, implement service contract agreements
- Make recommendation to VPFA.

B. PROCEDURES

- Notify Office of Information Technology.
- Check other methods of communication that could normally be used instead of the telephone, such as cellular phones or electronic mail.
- If building evacuation is required, 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.

APPENDIX 14.4 –WATER OUTAGE

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.

A. RESPONSIBILITIES

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

1. 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.

2. 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 EMT or initiate campus closure if necessary.

B. PROCEDURES

- **Notify TAMIU PD**

APPENDIX 14.5 – CYBER ATTACK

This section is pending

APPENDIX 15 –OFF CAMPUS ACTIVITIES

- 15.1 Student Travel Emergency Action Plan (STEAP)
- 15.2 University Sponsored Events

APPENDIX 15.1 –STUDENT TRAVEL EMERGENCY ACTION PLAN (STEAP)

Texas A&M International University (TAMIU) is committed in encouraging participants to engage in approved travel opportunities (domestic and/or international) that are enriching academically, personally and professionally. The health, safety and well-being of all participants travelling is of the upmost importance. TAMIU has an Student Travel Emergency Action Plan (STEAP) that provides a framework for contingency planning and defines the communication network to be used in an emergency.

The STEAP covers a range of emergency situations, including, but limited to, 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.

Key members of the STEAP team are:

- Vice President for Student Success/Designee
- Vice-President for Finance and Administration/Designee
- Associate Vice-Presidents for Student Success/Designee
- Director of Compliance/Designee
- Director, Police Department/Designee
- University Safety/Risk Manager/Designee
- Director, Public Relations, Marketing and Information Services/Designee
- Provost and Vice President for Academic Affairs/Designee
- Director of International Engagement/Designee (when necessary)
- Title IX (when necessary)
- Legal Counsel (when necessary)

The STEAP is included in the University's Emergency Management Plan and is available via Uconnect ([Emergency Management Plan](#)).

A. EMERGENCY CONTACT INFORMATION

TAMIU PD is to be notified in case of an emergency. Students, faculty, and family can call TAMIU PD to report an emergency at (956) 326-2911. Collect calls are accepted. Upon receiving a phone call, TAMIU PD will take down information as requested in the Emergency Notification Report.

If the emergency is a sexual assault, stalking, sexual exploitation, dating or domestic violence offense ensure that the victim wants law enforcement involvement before contacting TAMIU PD, there is a separate protocol if the victim does not want law enforcement involvement.

***For sexual misconduct such as sexual assault, sexual exploitation, stalking, domestic violence, and dating violence, TAMIU PD may not be the appropriate first point of contact. In accordance with the Violence Against Women Act, the victim of the sexual misconduct has the right to decide whether to contact US law enforcement. TAMIU PD should only be the first call if the victim has clearly stated that he/she would like US law enforcement to be contacted. If the victim does not want US law enforcement to be contacted, the first

point of contact should be the TAMIU Title IX Coordinator, Lorissa M. Cortez who can be reached at (956) 326-2857 or lorissam.cortez@tamiu.edu or in an emergency via WhatsApp as Lorissa Cortez at (956) 307-1928 or via Skype as username: lorissa.cortez.

Travel Emergency Contacts

TAMIU PD - (956) 326-2911***

***Sexual Misconduct - Title IX Coordinator
(See Above)

B. INTERNATIONAL TRAVEL

In addition to the responsibilities as outlined previously in this Plan, the STEAP team will help process information, develop contingency plans, coordinate logistics, provide financial, administrative, and medical advice, communicate with students, parents, family, etc. and when needed, communicate with the U.S. Embassy, host University, and/or host country government.

The Office of International Engagement (OIE) will house the following information for study abroad programs, and organizing departments should forward the following information to OIE:

- Roster of all students and their US addresses
- Copy of passport
- Names of students with special medical needs
- Abroad addresses for students/faculty and phone numbers
- Local emergency contacts
- Waiver, Indemnification, and Medical Treatment Authorization Form
- Insurance cards
- Flight itinerary/program details

C. PROCEDURES

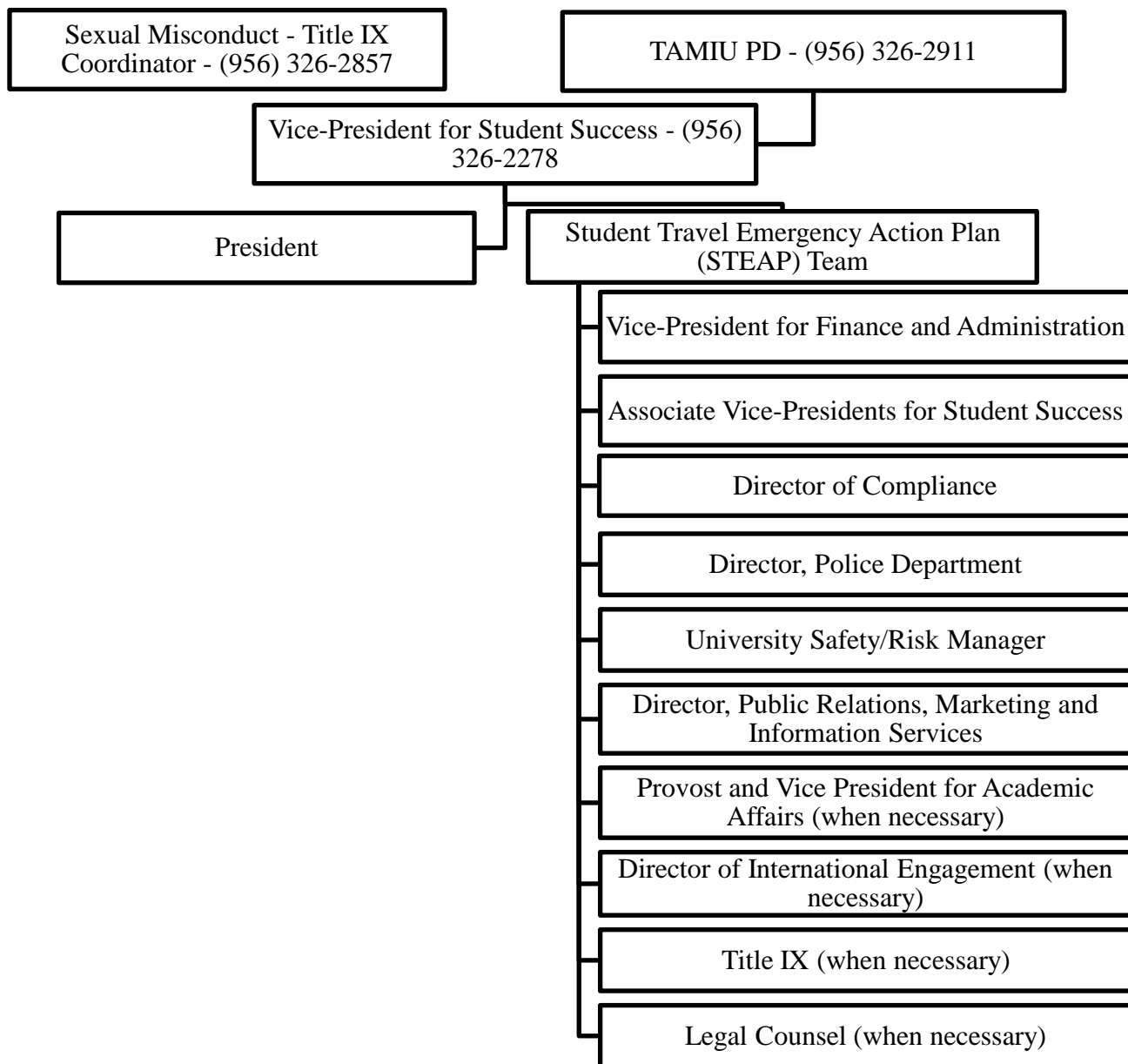
The STEAP team when determining a response to a critical emergency uses the checklist below. Emergencies include, but are not limited to, physical injury or illness, participant fatality, missing student, robbery or mugging of a student, sexual assault, arrest of a student, large-scale crisis, or if a decision is made to suspend or evacuate a program. The following checklist is not exhaustive, and determination by the team may deem a further response or alteration following the initial assessment.

- The Abroad Program Administrator (APA) will evaluate the student's situation and assist as necessary. APAs include TAMIU faculty/staff or third party affiliate leading the international program.
- Student or APA will contact TAMIU PD for notification of emergency.

***For sexual misconduct such as sexual assault, sexual exploitation, stalking, domestic violence, and dating violence, TAMIU PD may not be the appropriate first point of contact. If the victim does not want US law enforcement to be contacted, the first point of contact should be the TAMIU Title IX Coordinator. Then, TAMIU's Title IX process will commence.

- The STEAP will assess the situation and communicate plan of action with student(s), faculty, staff and/or others as necessary.

Activation of the STEAP team follows the organization chart below:



**TEXAS A&M INTERNATIONAL UNIVERSITY
STUDENT TRAVEL EMERGENCY ACTION PLAN
EMERGENCY NOTIFICATION REPORT**

CONTACT PERSON:

Name of Caller Making Report: _____

Classification: ___ Student ___ Faculty/Staff Member ___ Host Institution ___ Other (_____) _____

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

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

PARTICIPANT(S) INVOLVED:

Participant's Name(s): _____

ID/UIN Number: _____ If Student, Classification: ___Fr ___So ___ Jr ___ Sr ___ Gr

Purpose of Travel: _____

CRITICAL INCIDENT BACKGROUND INFORMATION:

Location: _____ (City) _____ (Country) _____

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

Individual to Contact: _____

Nature of Incident:

___ Injury (specify) _____	___ Stalking	___ Accidental Death
___ Hospitalization	___ Physical Assault/Mugging	___ Infectious Disease
___ Riot	___ Hostage	___ Suicide/Attempt
___ Sexual Assault	___ Drug/Alcohol Overdose	___ Missing Student
___ Other: _____	___ Natural Disaster	___ Mental Health Crisis

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 taken by:

Name Date Time

STUDENT TRAVEL EMERGENCY ACTION PLAN IMPORTANT EMERGENCY PHONE NUMBERS

TAMU 24-hour emergency phone number: 956.326.2911

TAMU Title IX Coordinator: 956.326.2857

CISI Worldwide (student insurance/emergency assistance, 24-hour contact):
From US/Canada: 1.800.303.8120

All students participating in University related international travel must purchase insurance.

Website: www.culturalinsurance.com

Additional US Embassy or Consulate information for the visiting region can be found at the website below:

Website: <http://www.usembassy.gov/>

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 the following numbers below.

Travelers may also obtain up-to-date information on security conditions at the Travel Safety Call Center which may be reached at the following numbers below.

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

Overseas Citizen Services: 317.472.2328 or +1.202.501.4444
After Hours Duty Officer 202.647.4000
(*Within US/Canada only:* 1.888.407.4747)

The US Department of State shares credible threat information through its consular information program documents, available at the website below:

Website: <http://travel.state.gov>

APPENDIX 15.2 –UNIVERSITY SPONSORED EVENTS

For emergency situations during off-campus University sponsored events, see procedures for the specific crisis.

APPENDIX 16 – REGIONAL/COMMUNITY EMERGENCY CONTACT LIST

Due to confidentiality and security concerns, the regional/community emergency contact list is not posted in this plan. The regional/community emergency contact list may be obtained through the Office of Environmental Health and Safety.