



Annex I – Threats and Acts of Violence

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted
#1	9/30/2024	Bomb Threat and Form		

General

- The threat associated with acts of violence and, most notably, an active shooter on campus presents an immediate danger to students, faculty, staff, and visitors.
- When these life-threatening incidents occur, they will require specific and immediate response actions to stop the attack, minimize injuries and loss of life, and begin recovery efforts.
- This annex reflects and incorporates the primary goal of the university to protect lives, preserve property, and provide for the resumption of essential services and normal activities as soon as possible.
- Implementation of this annex as a response to acts of violence involves making management and executive decisions during emergencies, which may affect campus operations, schedules, and work assignments in the campus community.
- This annex applies to all university-sponsored incidents on campus and all public or private university-sanctioned activities on university property.

Concept of Operations

Acts of violence include but are not limited to, the following: an active shooter incident, explosive incident or bomb threat, barricaded subject, or armed intruder. The University Police Department is the primary law enforcement agency of jurisdiction for acts of violence on the PVAMU campus and will respond according to University Police procedures.

Behavioral Assessment Team

- PVAMU's behavioral assessment team is known as the Special Situations Team. Under the purview of the Division of Student Affairs, their charge is to assess circumstances, enhance communication, and initiate appropriate responses to specific behavioral problems that may involve threats to the safety and security of the University.
- The Special Situations Team is comprised of a variety of members, including general counsel, student health services, student counseling services, disability services, human resources, faculty representatives, student affairs representatives, and university police. The team is NOT an emergency response group; meeting as needed, depending upon the circumstances reported.
- See Something Say Something reporting system allows the campus community to confidentially notify the Special Situations Team of people exhibiting concerning or threatening behavior. This is NOT a system to be used for reporting emergencies. Emergencies should be reported immediately by calling 911 or 936-261-1375.

Incident Response

- UPD is responsible for on-scene incident management of all tactical response operations. The Incident Commander may establish a Unified Command depending on the circumstances.
- If the situation exceeds the response capabilities of the University Police, aid should be requested from one or more of the following agencies:
 - City of Prairie View Police Department
 - Waller County Sheriff's Department
 - Texas Department of Public Safety
 - Waller County Constables

- Depending on the duration and circumstances of an act of violence, an EOC may be activated to provide centralized coordination and communications, public information services, and obtain external resources to support on-scene tactical response.
- The Incident Commander and PVAMU administrators should consider the following:
 - Frequency and content of notifications and warnings to the public.
 - Interoperable communications with outside agencies.
 - Emergency public information matters, to include:
 - Frequency of media releases and press conferences.
 - On-site media management.
 - Traffic management, including alternate bus operations/routes.
 - Perimeter control and building security.
 - Mass casualty management.
- **Recovery**
 Recovery from an act of violence involves more than just repairs to physical facilities and infrastructure. University administration should consider the following:
 - Crime scene investigations.
 - Interruption or disruption of critical infrastructure.
 - Mental health and crisis counseling for first responders, as well as visitors, students, faculty, and staff.
 - Resumption of normal operations.

Organization and Assignment of Responsibilities

- **University Police Department**
 - Mitigate threat and save lives
 - Establish an ICP and staging area(s) as needed
 - Provide incident scene control and security
 - Coordinate tactical communications
 - Help to ensure that emergency notifications are timely and accurate
 - Coordinate with supporting agencies
- **Facilities/SSC**
 - Provide building and facility plans as requested to support responses.
 - Provide equipment and personnel as requested.
 - Support custodial/remediation/clean up in the recovery process.
- **Utilities**
 - Provide access to utility shut-offs as requested by law enforcement.
- **Transportation Services**
 - Provide mass transit capacity to the University community.
- **Student Affairs**
 - Provide counseling and crisis intervention services for students.
 - Assist law enforcement with accessing emergency contacts and next of kin information.
- **Human Resources**
 - Provide counseling and crisis intervention services for affected staff and faculty.
 - Assist law enforcement with accessing emergency contacts and next of kin information.

- **Marketing and Communications**

- Serve as the primary point of contact for the news media.
- Update appropriate websites and maintain the University's social media.

Bomb Threats

- Bomb threats are usually received by telephone.
- The person receiving the bomb threat should remain calm and attempt to obtain as much information as possible from the caller by using the checklist on the following page.
- Remain calm.
- Signal someone near to call UPD as discretely as possible.
- If you are the one calling UPD:
 - Give your name, location and telephone number. Inform the dispatcher of the situation, including any information you have as to the location of the bomb, time it is set to explode and the time when the call was received.
- Inform your supervisor and/or department head.

Evacuation of the Area:

If instructed to evacuate, move a minimum of 500 feet away from the building.

If inclement weather conditions exist, move to another building a safe distance away.

Do not return to an evacuated building unless instructed to do so by emergency personnel.

Bomb Threat Call Log

Bomb Threat Call Log	
Date: _____	Time of Call: _____ Location: _____
Exact words of caller: _____ _____ _____ _____	
Questions to ask:	Description of Caller's Voice:
When is the bomb going to explode?	Male, Female Old, Young Accent _____ Calm, Angry, Excited, Slow, Anxious, Loud, Laughing, Shy,
Where is the bomb now?	Coughing, Hesitant, Stutter, Lisp,
	Background Noise:
What kind of bomb is it?	Street Noise: _____ Airport, Restaurant, Music _____
What does it look like?	Animals, Machinery, Automobiles _____
	Call Information:
Why did you place the bomb?	Time Caller Hung Up: _____
Where are you calling from?	Your Name: _____ Location: _____
What is the caller's name?	_____

- Provide current information on available transportation equipment to Transportation for use in updating the transportation resource list.
- Provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request to the extent possible.
- **EOC will:**
 - Determine evacuation routes and provide traffic control needs for large-scale evacuations to University Police Department.
 - Determine transportation pickup points and staging areas, in conjunction with Transportation.

Direction and Control

- **General**
 - The Assistant Vice President of Auxiliary Services will provide general direction to Transportation regarding emergency transportation operations.
 - Transportation will coordinate transportation activities.
 - **Line of Succession**
 - Assistant Vice President of Auxiliary Services
 - Director of Auxiliary Services
 - Transportation Manager
- **Readiness Levels**
 - **Readiness Level IV – Normal Conditions**
 - See mitigation and preparedness activities in section D2.
 - **Readiness Level III – Increased Readiness**
 - Monitor the situation.
 - Alert key personnel.
 - Check the readiness of all equipment and correct deficiencies.
 - Update transportation resource status information.
 - Review plans and procedures and update them as needed.
 - **Readiness Level II – High Readiness**
 - Monitor the situation.
 - Update transportation personnel and equipment status.
 - Alert and brief transportation providers for possible emergency operations.
 - Review status of preplanned evacuation routes, pickup points, and staging areas locations.
 - Update transportation resource status information.
 - **Readiness Level I – Maximum Readiness**
 - Monitor the situation and update transportation resource status information.
 - Staff EOC positions if the EOC is activated.
 - Consider protective actions for transportation resources.
 - Make tentative transportation resource allocations to probable emergency tasks.
 - Pre-stage transportation assets, where appropriate.

Administration and Support

- **Maintenance of Records:** Records will be maintained on the use of all transportation equipment, whether owned, leased, rented, or borrowed. These records will be used as

basis for possible recovery of emergency operations expenses from a responsible party or reimbursement of certain expenses by the state or federal government. Records will be maintained until a final decision is made about reimbursement.

- Preservation of Records: Vital records should be protected from the effects of disasters to the maximum extent feasible. Should records be damaged during an emergency, professional assistance in preserving and restoring those records should be obtained as soon as possible.

Training and Exercises

- Transportation personnel who will staff the ICP or EOC shall receive appropriate training on the operation of those facilities.
- Emergency exercises should periodically include a scenario that provides for the demonstration of emergency transportation.

Annex Development and Maintenance

- Transportation, with assistance from the Risk Management & Safety Department, is responsible for developing and maintaining this annex.
- This annex will be reviewed annually and updated as needed.
- Departments assigned responsibilities in this annex are responsible for ensuring that SOPs address those responsibilities adequately.

APPENDIX 4

Drill Debrief Emergency Drill Reporting Form

This document must be kept at the Prairie View A & M University Northwest Houston Campus for one year after completion.

Notification/ Alert Method for every drill was:

☐ Phone ☐ Voice Notification ☐ Walkie-talkie ☐ Other: _____

☐ Tornado Drill ☐ Lock-down Drill

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Date												
Time												
Number of students												
Number of Faculty												
Number of Staff												
Length of Drill												

Strengths**Needs Improvement****Action Plan**

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Drill Debrief Emergency Drill Reporting Form

This document must be kept at the Prairie View A & M University College of Nursing - TMC Campus for one year after completion.

Notification/Alert Method for every drill was:

☐ Phone ☐ Voice Notification ☐ Walkie-talkie ☐ Other: _____

☐ Tornado Drill ☐ Lock-down Drill

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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