Emergency Management Plan

Promulgation Statement

The Emergency Management Plan (EMP) and contents within is a guide to how the university conducts all-hazards response. The EMP is written in support of emergency management and is structured according to the National Response Framework to provide scalable, flexible and adaptable coordinating guidance to inform those having key roles and responsibilities in the event of an emergency affecting Prairie View A&M University (PVAMU). The EMP is intended to incorporate specific authorities and best practice guidance for managing various incidents of any size or scope.

This Plan and the contents within shall apply to all university personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, organizations identified as supporting EMP guidelines shall maintain appropriate procedures and actively participate in the training, exercises and maintenance activities needed to support this Plan.

The EMP was prepared by PVAMU staff and approved by executive management, thereby enabling activities described in this document to be performed up to the maximum capabilities of the university. Furthermore, this EMP has been made available to the Texas A&M University System and to external agencies that may be affected by the implementation thereof.

Approval and Implementation

This Emergency Management Plan (EMP) was prepared by Prairie View A&M University to develop, implement and maintain a viable all-hazards response capability and to provide consistent efficient coordination across a broad range of activities. This Plan shall apply to all university personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, the EMP may be applied to any university-sponsored event, whether on or off campus, and all public or private university sanctioned activities.

This Plan addresses emergency response activities at the Prairie View A&M University main campus located in Prairie View, Waller County, Texas. It does not address emergency response activities at the Prairie View A&M University Northwest Houston Center or the Prairie View A&M University College of Nursing. Those campuses have established and maintain separate Emergency Management Plans and procedures specific to their locations and operations.

The Prairie View A&M University Director for Risk Management and Safety shall be responsible for Plan oversight and coordination with appropriate stakeholders. This EMP is based on the "all-hazards" concept of planning for natural and man-made disasters and incidents. The Plan is flexible in that part of the Plan or the entire Plan may be activated depending upon the specific circumstances and the decisions of Prairie View A&M University executive management.

This EMP and the supporting contents are hereby approved, superseding all previous editions, and is effective immediately upon being signed by all signature authorities below.

Approved: _Ester A. Chalmers_   Date: _10/08/19_
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Approved: _Terence L. Finley_   Date: _10/08/19_
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Prairie View A&M University Emergency Management Plan

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Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

Prairie View A&M University Emergency Management Plan

I. AUTHORITY

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended),42 USC§ 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act 2002
6. Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
7. Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Plan

B. State of Texas

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Government Relating to Emergency Management
7. Executive Order of the Government Relating to the
8. National Incident Management System
9. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
10. The Texas Homeland Security Strategic Plan, Parts I and II, December 15, 2003
11. The Texas Homeland Security Strategic Plan, Part III, February 2004

C. Local

1. Inter-local Agreements & Contracts
2. Inter-agency Participation and Training

II. PURPOSE

A. Purpose of Plan

The Emergency Management Plan (EMP) establishes policies, procedures, roles and responsibilities, and an organizational structure for addressing emergencies of a magnitude to cause a significant disruption of Prairie View A&M University (PVAMU) and describes the roles and responsibilities of departments, colleges, units, and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. An emergency may be sudden

and without warning; therefore, these procedures are designed to be flexible and scalable to ensure available resources can sustain incident response to emergencies on campus.

The guidelines and procedures set forth in this Plan apply to all university personnel, students, visitors, and businesses operating on PVAMU property. This Plan provides guidelines for the stabilization and recovery from emergencies at Prairie View that may impact university-wide campus operations. These include emergency instructions and references in a concise format for those individuals designated to manage university resources. This Plan is intended to provide a framework for more specific functional and standard operating guidelines and procedures that describe in more detail who does what, when, and how.

Prairie View A&M University has adopted the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive 5 (HSPD-5). Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

This Plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent and reduce America's vulnerability to terrorism, major disasters, and other emergencies and minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an incident of national significance, as defined in HSPD5, the university will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

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 management 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. **Mission of the University in Preparation or Event of an Emergency or Disaster**

1. Prepare for emergencies and disasters;
2. Protect lives and property;
3. Mitigate the effects of a disaster;
4. Respond to emergencies promptly and properly; and,
5. Aid in recovery from disasters.

D. **Goals of the University in the Event of an Emergency or Disaster**

1. Provide emergency response plans, services, and supplies for all facilities and employees;
2. Coordinate the use of personnel and facilities within the university campuses;
3. Restore normal services as quickly as possible; and,
4. Provide detailed and accurate documentation of emergencies to aid in the recovery process.

III. EXPLANATION OF TERMS

A. **Acronyms**

SBC	Senior Building Coordinator
UPD	University Police Department
EOC	Emergency Operations Center
EMP	Emergency Management Plan
EOT	Emergency Operations Team
RMS	Risk Management & Safety
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
NIMS	National Incident Management System
PAS	Panther Alert System
PIO	Public Information Officer
PVAMU	Prairie View A&M University
SOC	State Operation Center
TAMUS	Texas A&M University System
SVPBA	Senior Vice President for Business Affairs

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. PVAMU 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,

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. PVAMU - 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. PVAMU - 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, Provost, and Vice Presidents.

9. **Standard Operating Procedures (SOP) -** Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department level.

IV. SITUATIONS AND ASSUMPTIONS

A. **Enrollment/Employment Figures**

Prairie View A&M University is a Member of the Texas A&M University System (TAMUS). 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 multiple doctorial programs. 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 10,000 students, and it employs over 2000 full and part-time employees.

B. **Campus**

The university is located in Prairie View, Texas, 40 miles northwest of Houston and one mile north of US Highway 290 on Farm Road 1098. It is the second oldest public institution of higher education in Texas. The campus is made up of 105 buildings consisting of administrative and support services, instructional classroom/laboratories, competition/recreational physical fitness, housing, theaters, and other facilities and support infrastructures.

C. **Geographical Location**

Geographically, the university encompasses approximately 1,502 acres, which include two satellite campuses: the College of Nursing located in the Houston Medical Center: and the Northwest Houston Campus located on Grant Road.

D. **Hazard Summary**

A summary of the major hazards is provided below.

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 (1-6)
NATURAL					
EARTHQUAKE	1	2	4	3	**Medium**
FLASH FLOODING	3	2	3	2	**Medium**
FLOODING	2	2	1	2	**Medium**
HURRICANE	2	2	1	2	**Medium**
TORNADO	2	3	4	3	**Medium**
WILDFIRE	1	2	1	3	**Medium**

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WINTER FREEZE	2	3	2	3	Medium
PANDEMIC	1	4	2	4	Medium
HUMAN MADE					
CHEMICAL/HAZARDOUS MATERIAL INCIDENT	2	3	4	3	Medium
AIRBORNE/FOODBORNE PATHOGENS	2	2	4	2	Medium
FIRE	3	3	4	3	Medium
AIRPLANE CRASH	1	4	4	4	Medium
POWER OUTAGE	3	3	4	3	Medium
WATER OUTAGE	1	3	4	3	Medium
GAS LEAK	1	2	4	3	Medium
TELECOMMUNICATION FAILURE	2	4	4	4	High
MAIN ENTRANCE CLOSURE	1	1	4	2	Medium
ACCIDENTS (TRANSPORTATION)	1	2	4	2	Medium
ALCOHOL/DRUG OVERDOSE	1	3	4	3	Medium
MEDICAL EMERGENCY	2	2	4	2	Medium
MENTAL HEALTH CRISIS	3	3	4	3	Medium
MASS CONTAMINATION	1	2	4	2	Medium
SUICIDE	2	3	4	3	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 (1-6)
BOMB THREAT	2	3	4	3	Medium
CIVIL DISORDER	2	3	3	3	Medium
DEATH ON CAMPUS	2	2	4	2	Medium
EXPLOSION	2	3	4	4	Medium
HOSTAGE SITUATION (ARMED/BARRICADED) SUSPECT	2	4	4	4	High
CYBER ATTACK	3	3	4	3	Medium
KIDNAPPING/ABDUCTION	1	4	4	4	Medium
MISSING STUDENT	2	3	4	3	Medium
UNLAWFUL POSSESSION OF WEAPON ON CAMPUS	2	2	4	2	Medium
SEXUAL ASSAULT	4	3	4	3	High
SUSPICIOUS PACKAGE/DEVICE	1	2	4	2	Medium
TERRORISM	2	2	4	4	Medium
CAMPUS EVACUATION	2	2	4	2	Medium
ACTIVE SHOOTER	2	4	4	4	High
STUDY ABROAD INCIDENTS	2	3	4	3	Medium

PVAMU recognizes that the list above may not cover all situations that warrant Plan utilization. Therefore, the determination of whether a situation warrants Plan utilization will be decided by the Director of RMS, Chief of UPD 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 Governor's Division of Emergency Management (GDEM), provides detailed information concerning the occurrences and impact of hazards in Texas. The Emergency Operations Team (EOT) 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 may include but are not limited to, civil unrest and energy outages.

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 and 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 Regulation 34.07.01 Emergency Management Plans 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. The university has contracts with private industry vendors for certain specialized emergency response equipment, supplies, and services to supplement resources.

12. The President has the authority to issue mandatory evacuation orders and control ingress and egress to and from the university campus. UPD 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 employment 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

In order for the university to protect the lives and well-being of the university community through the prompt and timely response of trained personnel during an incident, the

university shall establish and maintain a comprehensive Emergency Management Plan (EMP). The EMP will include plans and procedures, roles and responsibilities, hazard analysis, training, exercise, and review requirements.

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 A – Warnings 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 all emergencies that occur on the campus. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. All EOT members will be trained in ICS.

6. Personnel tasked in this Plan are expected to develop and keep current Standard Operating Procedures (SOP) describing how emergency tasks will be performed. The university is charged with assuring training and necessary equipment for an appropriate response in the event of an emergency is available.

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 facility or campus. Evacuation can be highly effective if it can be completed before the arrival of the hazard.

   2) Shelter-in-place – Occupants are held in a facility. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving inclement weather, hazardous material spills that produce toxic vapors outside of the facility, or active shooter situations.

2. **Notification Procedures**

a. In case of an incident in any facility on campus, the flow of information may be from a witness to the UPD. Information should include the nature of the incident and the impact on the university community.

b. If further notification is warranted, PVAMU has the capability to notify entire university community, via the mass notification process, Panther Alert System (PAS).

c. Mass notification through PAS must be initiated through one of the following: UPD, RMS, Office of Marketing and Communications, IRM, or Office of University Compliance.

d. Media venues (Television, Radio, and Newspaper) can be utilized to notify the general public through the Office of Marketing and Communications.

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 Regulation 34.07.01 Emergency Management Plans. To ensure that personnel and community first responders are aware of their duties and responsibilities under the EMP and the most current procedures, the following training, drill, and exercise actions will occur:

   1) Training and refresher training sessions shall be made available for all applicable university personnel.

   2) Information addressed in these sessions will include updated information on Plan 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. Input from all employees is encouraged.

3) The EMP will be 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 EMP 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) PAS will be tested on a quarterly basis.

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 ICP 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:

   a. Request assistance from City and County emergency responders;
   b. Request assistance from other System components;
   c. Request assistance from volunteer groups active in disasters; and,
   d. 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 IC 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 PVAMU 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; and,

   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; and,

   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**

   The 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

2. **Preparedness**

   Preparedness activities will be conducted to develop the response capabilities needed in the event of 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, exercises, and actual emergencies; and,

      f.   Revise Plan as necessary and submit to the Chancellor through the System Office of Risk Management in accordance with System Regulation 34.07.01 guidelines.

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, faculty 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.

VI.   ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. **Organization**

1. **General**

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 assessment team, emergency management operations team, and emergency response team.

2. **Incident Assessment Team**

   This group provides guidance and direction for emergency management programs, emergency response and recovery operations. Members of this group are those whose function or capabilities relate to important phases of emergency management. The Incident Assessment Team includes the Senior Vice President for Business Affairs, Chief of University Police Department, Assistant VP for Business Services, Director of RMS, and Director of Campus Planning and Space Management.

3. **Emergency Operations Team**

   The Emergency Operations Team develops emergency operation plans for the university, coordinates 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. The Emergency Operations Team may include as indicated by appropriate appendices:

   a. Incident Assessment Team
   b. President
   c. Provost & SVP for Academic Affairs
   d. VP for Student Affairs
   e. Chief Information Officer (CIO)
   f. VP for Research, Innovation and Sponsored Programs

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 Division of Student Affairs, Division of Research, Innovation and Sponsored Programs, University Police Department, RMS, Campus Planning and Space Management, Marketing and Communications, Health Services, Physical Plant, Senior Building Coordinators, Housing, Dining Services and Office for Information Resources Management.

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 EMP that

addresses that function. Listed below are general responsibilities assigned to the Incident Assessment Team, Emergency Operations Team, Emergency Response/Recovery Team, and Faculty/Staff. Additional, specific responsibilities can be found in the functional appendices to this basic Plan.

1. **Incident Assessment Team Responsibilities:**

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

   a. **Senior Vice President for Business Affairs**

      1) Maintains communication with the university President.
      2) Confers with the Incident Commander and receives information from the Incident Assessment Team or other university administrative personnel regarding the emergency as necessary.
      3) Announces level of campus evacuations.
      4) Notifies and conducts liaison activities with the PVAMU administration, other governmental agencies, and others, as needed.
      5) Works with Business Services in assessing damages from the emergency and preparing the university's specific responses.
      6) Coordinates Interagency Contract Service agreements pertaining to student evacuations with other agencies.
      7) Coordinates implementation of emergency procedures.
      8) Coordinates contracts with essential outside agencies and private contractors.
      9) Ensures that all non-academic staff and faculty members are aware of all emergency management procedures and participate in drills and exercises.

   b. **Assistant Vice President for Business Services**

      1) Has the overall responsibility for damage control and recovery efforts.
      2) Initiates procedures to secure campus facilities for hazardous weather conditions.
      3) Surveys habitable space and recommends to the President space for relocation of essential services.
      4) Leads recovery effort with the assistance of appropriate agencies to ascertain the damage in each building and reports the findings to the SVPBA.
      5) Maintains current inventory of emergency supplies.
      6) Establishes liaison with vendors and developers to order equipment, supplies and materials needed during the actual emergency.

   c. **Chief of University Police Department**

      1) Initiates immediate contact with the President and SVPBA and begins assessment of the emergency condition.
      2) Notifies and conducts liaison activities with the Prairie View Police Department and Waller County Sheriff dispatch and other appropriate governmental agencies.
      3) Maintains communications with representatives of these agencies throughout the

duration of the emergency.

4) Takes steps to assure the UPD is in position to provide immediate and appropriate action to protect life and property.
5) Ensure that UPD provides access control, perimeter and internal security patrols, and directs assistance to outside agencies, as needed.

d. **Director for Risk Management & Safety**

1) Coordinates with all EOT members in securing resources.
2) Shares knowledge concerning safety issues, including locations of potential chemical hazards.
3) Provides UPD with the Annual Chemical Inventory and storage locations.
4) Provides or arranges for appropriate on-site coordination whenever there is a chemical hazard emergency.
5) Provides and equips an alternate site(s) for the emergency incident command post should this become necessary.
6) Liaison with UPD, Prairie View Fire Department, Waller County Office of Emergency Management, and other governmental agencies as related to the crisis.
7) Assures that proper documentation is maintained and that all reports required by external agencies are prepared and submitted.

e. **Director for Campus Planning and Space Management**

1) Tracks non-financial resources.
2) Liaison with the Executive Director for Facilities Services.
3) Provides technical knowledge about university facilities, (i.e., blueprint, HVAC, and wiring information.)
4) Maintains the Senior Building Coordinators list.
5) Facilitate emergency power and lighting systems to the extent possible.

2. **Emergency Operations Team:**

The Emergency Operations Team should be trained and certified at a minimum in G - 402 and ICS -700.

- Coordinates the university's response to critical incidents while paying special attention to the safety and security needs of all members of the university community.
- Offers counseling, guidance, and appropriate support to members of the university community and their families as needed.
- Uses critical incidents, when appropriate, as teachable experiences to enhance the quality of life for all those touched by a critical incident.
- Ensures that the Senior Building 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, 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.

- The EOT will meet annually 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 life threatening, health or system property, and give periodic status reports as information is available per System Policy 34.07.

b. **Provost and Senior Vice President for Academic Affairs**

- Ensures that all academic staff and faculty members are aware of all emergency management procedures and participate in drills and exercises.

c. **Vice President for Student Affairs**

- Assists in all incidents involving students.
- Coordinates activities with Student Government Association.
- Ensures that staff is trained to provide mental health 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).

d. **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.
- Updates the university website to include emergency information when needed.

3. **Emergency Response Team:**

The Emergency Response Team should be trained and certified at a minimum in ICS - 100 & 700, in addition to being knowledgeable of PVAMU's EMP.

a. **Senior Building Coordinators**

1) **Emergency Preparedness**

- Completes training in emergency techniques such as CPR, basic first aid, fire

extinguishers, evacuating personnel in handicap 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 university administration in all matters concerning emergency preparedness.
- Provides information to EOT as necessary.

2) **Emergency Situations**

- Takes immediate action to contain emergency when appropriate.
- Initiates notification of facility emergency condition(s).
- Reports names of individuals who refuse to evacuate building to UPD.
- Facilitates return to buildings or spaces when "All Clear" notification is received.
- Provides information to EOT as necessary.

b. **Vice Presidents, Associate & Assistant Vice Presidents, Deans, Department Heads, Faculty, Supervisors and all employees not previously mentioned.**

a. Remains informed on general information concerning PVAMU emergency procedures and any specific information regarding safety under his/her purview.
b. Ensures all employees under his/her direction attend safety training courses provided by PVAMU as required.
c. Provides employees and/or students in their department or area of responsibility with general information concerning PVAMU emergency procedures, as well as any specific information regarding safety under his/her purview.
d. Informs faculty, staff and/or students in their department or area of responsibility in an emergency and, if appropriate, initiates emergency procedures.
e. Assists students, staff, and faculty in responding to building evacuation guidelines and directs them to report to their designated assembly area.
f. Assigns employees and/or students to assist in the evacuation of persons with limited abilities as required.
g. Unless evacuation is required, remains available to provide guidance to emergency responders who enter their building. Be aware of all appropriate building evacuation routes from their workstation.

VII. DIRECTION AND CONTROL

A. **General**

1. The Incident 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 Assessment Team may carry out those responsibilities from the ICP.

2. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the Incident Command Post. 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 UPD officer will staff the command post at all times until the emergency ends.

2. **Emergency Operation Center**

   The Emergency Operation Center (EOC) will be set up in the UPD building in room 118. Members of the EOT shall report to the EOC. In the event the UPD building is not accessible, an alternate EOC will be established by the Director of RMS.

   EOC should be equipped with a minimum of the following:

   a. Main phone line established as 936-261-1375;
   b. Additional multiple phone lines;
   c. Multiple internet access points;
   d. Television with Cable/Satellite network;
   e. Computer with projector capability;
   f. Communication with Emergency Response Team;
   g. The Emergency Management Plan with all Appendices;
   h. Maps of campus and building floor plans; and,
   i. Emergency notification phone list.

C. **Line of Succession**

1. President:

   a. SVP for Business Affairs
   b. Provost/SVP for Academic Affairs
   c. VP for Student Affairs

2. Provost/SVP for Academic Affairs:

   a. Associate Provost for Academic Affairs

3. SVP for Business Affairs

   a. AVP for Financial Management Services
   b. AVP for Business Services

4. VP for Student Affairs

   a. AVP for Student Affairs and Dean of Students
   b. AVP for Student Engagement

5. Chief Information Officer

   a. AVP for Information Resources Management
   b. Information Security Officer

6. Chief of University PD

   a. Captain
   b. Lieutenant
   c. Sergeant
   d. Campus Fire Marshall

7. AVP for Business Services:

   a. Director for Business Services
   b. Director for Campus Planning and Space Management

8. Director for Risk Management and Safety

   a. Environmental Health and Safety Officer

VIII. READINESS LEVELS

A. **Readiness Levels**

Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. A five-tier system is utilized. The Incident Assessment Team will determine readiness levels. General actions to be taken at each readiness level are outlined below.

B. **Readiness Action Level Descriptions**

The following readiness action levels will be used as a means of increasing the university's alert posture.

1. **Green - Low**

    a. Assess and update emergency management plan and procedures.
    b. Discuss updates with emergency responders.
    c. Review duties and responsibilities of emergency response team members.
    d. Conduct training if deemed necessary.
    e. Maintain emergency facilities and equipment.

2. **Blue - Increased Readiness (guarded)**

    a. Review and upgrade security measures.
    b. Review emergency notification plan to ensure all emergency phone numbers are accurate.
    c. Inventory, test, and repair emergency equipment.
    d. Inventory and restock emergency supplies.
    e. Review, evaluate, and update emergency management plan and procedures to ensure ability to meet anticipated challenges of specific hazard.
    f. Increase coordination activities.

3. **Yellow - Elevated**

    a. Begin general public information announcements.
    b. Inspect buildings and grounds.
    c. Assess increased risk with public safety officials.
    d. PVAMU employees will review the Continuity of Operations Plan (COOP).
    e. Alert key staff and personnel and review equipment availability.
    f. Address equipment needs and supply shortage, if possible.

4. **Orange - High**

    a. Assign staff to monitor facilities to assess facility needs.
    b. Assess facility security measures.
    c. Update university community on preparedness efforts.
    d. Place emergency response team, mutual aid partners, System components and private contractors on standby alert status.

5. **Red - Severe**

    a. Follow local and/or federal government instructions.
    b. Activate emergency operations plan and staff EOC, if not already active.
    c. Cancel outside activities and field trips.

IX.   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.

B. **Emergency Action Steps**

1. 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.

C. **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 Assessment Team.

D. **Protection of Vital Records**

1. Vital records and reports will be protected in accordance with the *Preservation of Essential Records Act (Title 4, Chapter 441.051 - 441.062)*. If records are damaged during an emergency situation, this university will seek professional assistance to preserve and restore them.

X. 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.

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. A detail report of any test or exercise involving this Plan shall be provided to the Office of the President via the Office of Risk Management and Safety.

3. The President will provide an executive summary of the report to the Chancellor through the System Office of Risk Management and 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; and,
      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; and,

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 Assessment Team and/or EOT are responsible for organizing and conducting a post-emergency operation analysis. The analysis will entail written and/or verbal input from appropriate participants. Where deficiencies are identified, appropriate personnel will be assigned to address/correct all identified deficiencies within the established deadlines. An executive summary of these findings shall be submitted to the president.

XI.   PLAN DEVELOPMENT AND MAINTENANCE

A. **Plan Development**

The Incident Assessment Team 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 Plan 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 intranet.

C. **Review**

The Incident Assessment Team shall review the EMP and its appendices on an annual basis. RMS shall submit the updated Plan to the System Office of Risk Management and Safety.

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.

ANNEXES TO BASIC PLAN

Annex A – Warning
Annex B – Communications
Annex C – Sheltering and Mass Care
Annex D – Disaster Planning for Farm Animal Facilities
Annex E – Evacuation
Annex F – Firefighting
Annex G – Public Safety and Security
Annex H – Health and Medical Services
Annex I – Threats and Acts of Violence
Annex J – Pandemic Influenza Response
Annex K – Transportation

Annex A - Warnings

PVAMU Annex A - Warnings

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

PVAMU Annex A - Warnings

A. General

Timely Warnings and Emergency Notifications pertaining to emergency conditions are essential to preserve the safety and security of the university community. This annex outlines the different warning systems available and the use of each, as well as providing operational guidance for issuing Timely Warnings or Emergency Notifications. Additionally, information about timely warnings and emergency notifications can also be found in the current PVAMU Annual Security Report (ASR).

All timely warnings and emergency notifications must be accurate, clear and consistent. Within the constraints associated with the messaging system, all messages should include accurate, sufficiently detailed information about the situation and what actions to take. PVAMU should provide updates to conditions as needed.

B. Concept of Operations

<u>Reports of Dangerous Conditions & Notifications to University Administrators</u>

Any report received by the University Police Department (UPD) dispatch or Waller County Sheriff's Office dispatch regarding emergency situations and/or dangerous conditions, should be communicated to one of the following groups on campus: Office for Risk Management & Safety (RMS), UPD leadership, Waller County Sheriff's Office Dispatch, Physical Plant Operations, etc., depending on the nature of the emergency. UPD dispatch should initially notify the above areas when an emergency occurs.

Upon receipt of a report, RMS and/or UPD leadership should determine if an Emergency Notification is required.

Once a determination from RMS and/or UPD leadership is made regarding if an Emergency Notification should be issued, UPD dispatch will follow the Emergency Notification procedures.

C. Emergency Notification Procedures

The following procedures should be used to notify the campus community of certain critical emergencies or dangerous situations that pose an imminent threat to the campus community.

The Panther Alert System (PAS), which is Prairie View A&M University's (PVAMU) emergency notification system, gives the university the ability to communicate health

and emergency information to the campus community via phone, SMS text messages and e-mails.

Various types of emergency notifications can be sent, including information from, but not limited to, law enforcement, fire department, emergency medical services, the National Weather Service, other personnel from RMS, and various additional offices/departments on campus. The university will, without delay, take into account the safety of the campus community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

1. Emergency Notification Procedure: University Police Department

    For any confirmed emergencies related to law enforcement, fire department, or emergency medical services, the UPD will be involved. The UPD or the Clery Coordinator, or their designees, will determine the content and distribute the notification to the campus community. The Office for Information Resource Management (IRM) will serve as a backup to the UPD or Clery Coordinator in distributing the notification.

    Emergency notifications are issued to all listed groups within Blackboard and sent by phone (one-time only), SMS text message, and e-mail. If https://www.blackboardconnect.com is not accessible to issue an emergency notification, the Blackboard Connect Dial-In Messaging Card issued to each user should be accessed. The dial-in number is 1-866-360-2155. This method will allow a live operator to assist with getting the emergency notification issued.

    A notification banner on the PVAMU website can also be used to provide information to the campus community, if determined necessary by the Office for Marketing and Communications (MARCOMM). MARCOMM will be contacted through the initial email notification and will be responsible for updating the website with the appropriate information.

    The Office for Marketing and Communications can also send a notification via social media for the campus community and will be responsible for updating social media with the appropriate information.

2. Emergency Notification Procedure: Office for Risk Management & Safety and Office for Marketing and Communications

    The Office for Risk Management and Safety is involved in all confirmed emergency notifications that are non-law enforcement related, including weather notifications, gas leaks, etc. MARCOMM will be involved in all school

closures that result from the emergency notifications that are non-law enforcement related. RMS and/or MARCOMM will determine the content and distribute the notification to the campus community. IRM will serve as a backup to RMS and MARCOMM, in distributing the notification.

Emergency notifications are issued to all listed groups within Blackboard and sent by phone (one-time only), SMS text message, and e-mail. If https://www.blackboardconnect.com is not accessible to issue an emergency notification, the Blackboard Connect Dial-In Messaging Card issued to each user should be accessed. The dial-in number is 1-866-360-2155. This method will allow a live operator to assist with getting the emergency notification issued.

A notification banner on the PVAMU website can also be used to provide information to the campus community. MARCOMM will be contacted through the initial email notification and will be responsible for updating the website with appropriate information.

The Office for Marketing and Communications can also send a notification via social media for the campus community and will be responsible for updating social media with the appropriate information.

3. <u>Examples of Events That Require Emergency Notifications</u>

- Outbreak of meningitis; norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Chemical or hazardous waste spill

For emergency conditions that may warrant altering or cancelling classes and/or normal operations, RMS and/or UPD leadership will notify the Provost and Senior Vice President for Academic Affairs and/or the President.

4. <u>Emergency Notification Content</u>

For both law enforcement related and non-law enforcement related incidents, the content of the notification and necessary follow-up messages will provide information that will aid the campus community in response or evacuation

measures. Follow-up notification will also be provided upon mitigation of the threat via the Panther Alert System.

D. Timely Warning Procedures

The following procedures should be used to notify the campus community of certain crimes in a timely manner and to aid in the prevention of similar crimes. The intent of a Timely Warning is to disclose pertinent information as soon as it becomes available so that people are able to make informed decisions regarding their safety and protection.

A Timely Warning is triggered when a Clery-reportable crime, which allegedly having taken place in the Clery geography of PVAMU, is reported to a Campus Security Authority; and, the crime is considered to pose a serious or continuing threat to students and employees. PVAMU issues Timely Warnings via e-mail only.

1. Criteria to Determine Timely Warning

   When issuing a Timely Warning, the following factors should be considered on a case-by case basis in light of all the facts surrounding the crime:

   - The nature of the crime. Clery Act crimes are required to be considered for timely warnings.
   - Whether or not the alleged incident reportedly occurred within the PVAMU Clery geography.
   - The continuing danger to the campus community. Consider whether students and employees are at risk of becoming victims of a similar crime.
   - The possible risk of compromising law enforcement efforts. Consider the potential impact on various law enforcement operations.

2. Clery-reportable Crimes

   Criminal Offenses
   - Criminal Homicide
     - Murder and Non-negligent Manslaughter
     - Negligent Manslaughter
   - Sexual Assault
     - Rape
     - Fondling
     - Incest
     - Statutory Rape
   - Robbery
   - Aggravated Assault

- Burglary
- Motor Vehicle Theft
- Arson

Hate Crimes (Bias-based offense to include factors such as race, religion, sexual orientation, gender, gender identity, ethnicity, national origin or disability)

- Includes all criminal offenses listed above
- Includes the following incidents, if committed as a hate crime:
  - Larceny-Theft
  - Simple Assault
  - Intimidation
  - Destruction/Damage/Vandalism of Property

Violence Against Women's Act (VAWA) Offenses

- Domestic Violence
- Dating Violence
- Stalking

Arrests and Referrals for Disciplinary Actions for Law Violations

- Liquor Law Violation (does not apply to public intoxication or DUI)
- Drug Law Violation
- Weapon Law Violation

3. <u>Timely Warning Sequence when a Clery Reportable Crime is Received by University Police Department Personnel</u>

If the crime is a Clery-reportable crime, the PVAMU Chief of Police, or designee, must notify the Clery Coordinator, or designee after receiving the report. A discussion between the Clery Coordinator, or designee, and the PVAMU Chief of Police, or designee, should occur to determine if the incident poses a serious or continuing threat to the PVAMU community. If the reported incident clearly does not pose a serious or continuing threat to the PVAMU community, then a Timely Warning will not be issued. If it is determined that a timely warning will be issued, the PVAMU Chief of Police, or designee, or the Clery Coordinator, or designee, will determine the content and distribute the information to the campus community. IRM will serve as backup to the UPD or Clery Coordinator, or designee, in distributing the notification.

When issuing a Timely Warning, an email notification will be sent to timelywarning@pvamu.edu prior to the notification being sent to the campus

community. The individuals included in the distribution list, timelywarning@pvamu.edu include designees from the Office of the President, MARCOMM, IRM, RMS, UPD, and the Clery Coordinator.

The timely warning is issued to all students, faculty and staff by e-mail through Blackboard Connect at https://www.blackboardconnect.com. If for any reason https://www.blackboard.com is not accessible to issue the timely warning, IRM or MARCOMM will issue the timely warning through a mass email message to all students, faculty and staff. The person attempting to issue the timely warning must contact one of the individuals provided in the key contact information below for either department in order to do so.

The Office for Marketing and Communications will be contacted through the initial email notification prior to the Timely Warning being sent to the campus community. MARCOMM can then distribute the Timely Warning information via social media and on the campus webpage, if necessary.

4. <u>Timely Warning Sequence when a report of a Clery-Reportable Crime is Received by Non-University Police Department Personnel</u>

When the Clery Coordinator receives a report of a Clery-reportable crime allegedly occurring within PVAMU's Clery geography, the following procedures should be followed.

The Clery Coordinator, or designee, must notify the PVAMU Chief of Police, or designee, after receiving the report. A discussion between the Clery Coordinator, or designee, and the PVAMU Chief of Police, or designee, should occur to determine if the incident poses a serious or continuing threat to the PVAMU community. If the reported incident clearly does not pose a serious or continuing threat to the PVAMU community, then a Timely Warning will not be issued. If it is determined that a timely warning will be issued, the PVAMU Chief of Police, or designee, or the Clery Coordinator, or designee, will determine the content and distribute the information to the campus community. IRM will serve as backup to the UPD or Clery Coordinator, or designee, in distributing the notification.

When issuing a Timely Warning, an email notification will be sent to timelywarning@pvamu.edu prior to the notification being sent to the campus community. The individuals included in the distribution list, timelywarning@pvamu.edu include designees from the Office of the President, MARCOMM, IRM, RMS, UPD, and the Clery Coordinator.

The timely warning is issued to all students, faculty and staff by e-mail through Blackboard Connect at https://www.blackboardconnect.com. If for any reason

https://www.blackboard.com is not accessible to issue the timely warning, IRM or MARCOMM will issue the timely warning through a mass email message to all students, faculty and staff. The person attempting to issue the timely warning must contact one of the individuals provided in the key contact information below for either department in order to do so.

The Office for Marketing and Communications will be contacted through the initial email notification prior to the Timely Warning being sent to the campus community. MARCOMM can then distribute the Timely Warning information via social media and on the campus webpage, if necessary.

5. <u>Timely Warning Content Requirements</u>

Timely Warnings should include information that will promote safety and that will aid in the prevention of similar crimes. Timely Warnings should be issued as soon as the pertinent information is available.

E. Organization and Assignment of Responsibilities

1. UPD dispatch

   a. Receives emergency calls.
   b. Dispatches appropriate emergency response resources.
   c. Contacts appropriate personnel who determine if a Timely Warning or Emergency Notification is required.
   d. Drafts and disseminates Emergency Notification (Panther Alerts) or Timely Warning after approval from the Chief of Police and/or RMS.

2. Chief of Police or their designee

   a. Determines if a Timely Warning or Emergency Notification is required, either alone or in cooperation with the Clery Coordinator.
   b. Directs the emergency response as needed.

3. The Clery Coordinator

   a. Determines if a Timely Warning or Emergency Notification is required, either alone or in cooperation with the Chief of Police.
   b. Is the backup for drafting and disseminating Emergency Notifications (Panther Alerts) and Timely Warnings.

4. Executive Director for Marketing and Communications

    a. Determines if a Timely Warning or Emergency Notification is required for emergency situations not pertaining to criminal offenses.

    b. Is the backup for drafting and disseminating Emergency Notifications (Panther Alerts).

    c. Serves as the primary point of contact for news media.

5. Information Resource Management

    a. Provides technical support.

    b. Performs system updates.

    c. Is the backup for disseminating Emergency Notifications (Panther Alerts) and Timely Warnings.

6. Director for Risk Management & Safety

    a. Determines if an Emergency Notification is required (for non-law enforcement related incidents), either alone or in cooperation with the Clery Coordinator and/or Chief of Police.

    b. Directs the emergency response as needed.

Annex B - Communications

PVAMU Annex B - Communications

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

PVAMU Annex B - Communications

A. General

Reliable and interoperable communications systems are essential to obtain the most complete information during emergencies and to direct and control resources responding to such situations. Keeping in mind that any given communication strategy can fail, this annex identifies the various equipment and methods that can be employed to ensure that responders are able to communicate reliably.

B. Concept of Operations

During emergency operations, the incident command post will serve as the communications center for emergency responders, in addition to the communication hubs described in Annex A - Warnings.

All departments will maintain their existing communications equipment, as well as the procedures for communicating with units in the field. All emergency responders will communicate using common language per the National Incident Management System (NIMS).

Communications Equipment

- Telephones, cellular or landline, are the primary means of communication for initially contacting emergency responders or departments. They can often continue to serve as an important means of communication throughout an incident.
- Radios are the primary means by which emergency responders communicate directly with one another in the field.
- Text messaging and email are other means of communication that may prove useful during an emergency response.

C. Organization and Assignment of Responsibilities

The Office for Information Resource Management, the Office for Marketing & Communications and the University Police Department assists in warning the campus community as needed via the Panther Alert System or blast email.

The University Police Department and Transportation Services maintain radio systems for PVAMU.

All departments should maintain up-to-date lists of contact information for emergency response personnel who may be called upon during emergencies.

Annex C - Sheltering and Mass Care

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

PVAMU Sheltering and Mass Care Annex

A. General

The purpose of this annex is to outline the PVAMU plan to provide shelter and mass care to evacuees. As an asset of the State of Texas, and in keeping with the university's mission of service, PVAMU may be asked to support emergency responses including shelter and mass care of evacuees. These guidelines are applicable to any facility the university may choose to utilize for sheltering and mass care operations.

B. Concept of Operations

1. Decision Making for Requests for Shelter and/or Mass Care Support
   a. Any request for the provision of sheltering and mass care support should be routed and communicated to the Director of Risk Management & Safety (DRMS) or their designee. Information on requests will be forwarded through the chain of command to the Office of the President for consideration.
   b. The President will approve or deny the request to use PVAMU facilities for sheltering operations.
   c. Commitment of resources such as food services, transportation, security, etc. to these requests should only be granted if excess capacity beyond that needed by the university and sheltering operations is available.
2. General Shelter Operations
   a. Shelter managers (minimum of two) should be appointed for each shelter to be utilized to support extended shift operations. Assistant shelter managers shall report to the Shelter Manager.
   b. Shelter operations are resource intensive, including personnel resources. A list of volunteers (staff, faculty and/or students) who are available and willing to work in a shelter should be developed as part of preparations for opening a campus shelter. The list should be maintained current during the duration of shelter operations. Staff or faculty may be assigned to fill roles in shelter operations/support with the approval of their management.
   c. Security is paramount at shelters for both evacuees and the campus community. Evacuees will be required to check in and out of the shelters, even if only for short trips to their vehicles or to run local errands. Shelter Managers shall oversee check in/out points and operations. Security/police shall be present at each shelter 24/7 for security purposes.
   d. Shelter guests will be asked to identify to shelter support staff any health conditions such as diabetes, kidney disease, heart conditions, etc. for which assistance may be needed.
3. Security
   a. The primary role of the University Police Department during sheltering operations is to provide for the safety and security of all evacuees and shelter management personnel in the facility. Many of the tasks required of the department during shelter operations are simply an expansion of normal daily responsibilities including enforcing laws, maintaining order, protecting lives and property and traffic and crowd control.

    b. University Police reserve the right to perform criminal background checks on evacuees sheltered at a shelter location and to take actions necessary to protect the majority of the evacuees assigned to a university shelter.

    c. No alcohol, illegal drugs/narcotics, or weapons will be allowed in the facility.

    d. Access points to the facility will be identified and monitored by police or security personnel. Evacuees are not restricted to the facility. However, limitation of access points and logging of evacuees in and out of the shelter is required.

    e. Police/security patrols of the parking areas outside the shelter will be patrolled during shelter operations.

    f. The evacuee sleeping area will be monitored 24/7.

4. Food Services: Food for evacuees may be provided by many different sources. The food must be prepared and served by a permitted food service vendor in accordance with all applicable rules and the Texas Department of State Health Services.

5. Funding and Tracking Resources and Expenditures: Shelter operations require significant resources. Tracking resources is vital for several reasons:

    a. Knowing what resources are available,

    b. Anticipating what will be needed,

    c. Returning unused resources at the conclusion of the operation, and

    d. Seeking reimbursements.

6. Public Information: Refer to the Office of Communication and Marketing.

C. Organization and Assignment of Responsibilities

1. The DRMS should:

    a. Monitor weather conditions and state emergency notices regarding hurricane activity or other events that could result in activation of this plan.

    b. Expedite the routing of requests for use of Prairie View A&M University facilities to appropriate administrators.

    c. Coordinate shelter and mass care efforts.

    d. Request support if local resources are insufficient.

    e. Coordinate resources and staffing for shelter operations.

2. Shelter Manage(s) will:

    a. Staff and open shelters and keep them operating as long as necessary or until university shelters must close.

    b. Oversee registration of shelter occupants and handling of disaster welfare inquiries.

    c. Oversee provision of food, clothing, blankets, personal care items, etc. to evacuees.

    d. Identify and request additional shelter resource requirements and evacuee support services.

    e. Ensure accurate records are maintained for resources ordered and expended.

3. The Chief of Police will provide security and law enforcement at shelters as necessary for evacuee safety and the safety of the campus community.

4. Risk Management and Safety will:

    a. Ensure that the facility, as used, complies with fire codes.

   b. Train shelter management personnel in fire safety and fire suppression as it relates to that facility.
   c. Ensure that facility sanitation conditions are monitored periodically.
   d. Develop an emergency plan for the shelter.
5. The Executive Director of Marketing and Communications will:
   a. Provide information to the public on shelter operations as approved by the DRMS and the Office of the President.
   b. Coordinate media inquiries regarding shelters.
6. The Assistant Vice President for Business Services will:
   a. To the extent possible, ensure power, water supply and sanitary services are operable at shelter facilities.
   b. Take steps as necessary to protect shelters and evacuees therein from foreseeable hazardous weather conditions.
   c. Identify and prioritize facilities and operations needing emergency backup power. Shelters shall be considered priority facilities.
   d. Implement procedures as necessary to protect and secure campus facilities and grounds in advance of expected hazardous weather.
   e. Provide support for shelter setup, operation and breakdown to include assistance moving supplies and equipment, enhanced custodial services, etc.

Annex D – Disaster Planning for Farm Animal Facilities

January 2018

Promulgation Statement

The Disaster Planning for Farm Animal Facilities is a guide to how the College of Agriculture & Human Sciences maintains farm operations during an emergency situation. The Disaster Planning for Farm Animal Facilities is written in support of the Prairie View A&M University (PVAMU) Emergency Management Plan (EMP).

Approval and Implementation

This annex is hereby approved, superseding all previous editions, and is effective immediately upon being signed by all signature authorities below.

Approved:_____   Date:___01-24-2018_____

Dr. Ali Fares, Interim Dean
College of Agriculture & Human Sciences
Prairie View A&M University

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

Introduction:

Prairie View A&M University and the College of Agriculture and Human Sciences (CARC) acknowledges that it is vital to have written plans in place to address the proper care and maintenance for any and all livestock species contained within and under the supervision of the University Farm in preparation for potential disasters. This document contains a site-specific emergency plan for all species of animals contained on the University Farm that are used for research, teaching and extension purposes. This plan is also an extension of the SOP manual already in place to specifically address the plans to mitigate and minimize animal distress, injury and/or loss due to circumstances created by any form of disaster. It is understood that the execution of policies and procedures to care for livestock during these period of disaster are also to include parameters to ensure employee and/or caregiver safety.

Typical disasters are region specific and for our region are usually associated with high wind, tornado, hurricane, fire, flood, ice and breach of biosecurity that threatens the well-being of the animals.

This DISASTER PLAN for the University Farm is an evolving document that will undergo regular review to update and change the plan to make it a more comprehensive and effective document.

I. <u>**The Farm Disaster Planning Team (FDPT) (Note: The member of the FDPT is comprised of College, and University personal.)**</u>
   a. The FDPT are considered essential personnel during the event.
   b. A safe site will be established to accommodate the DPT during the emergency event and will be at a location that has emergency power capabilities to operate communication needs as well as to monitor emergency channels.
   c. Although little can be done generally, during most emergency events that impact the farm, the DPT will be relied upon to cover veterinary and husbandry needs during the immediate event aftermath since other staff personnel will have evacuated the farm.
   d. The FDPT members should consider having: cell phones, sleeping bags, flashlights, extra batteries, battery powered radios, hygienic supplies, backup clothes, water, non-perishable food, first aid kit, and any personal prescription medicines.

II. <u>**Animal Species and Locations**</u>
   a. The normal care and maintenance of all university farm species are outlined in the current Farm SOP (FSOP) manual. As part of the FSOP, all animals are individually identified with some form of external identification (ear tags, ear punch, collars, bands) and inventory records are maintained and upgraded on a monthly basis. Inventory records are kept in a secure file in the University Farm Office as well as at a secure location in the College of Agriculture and Human Science main office. The security and access to these records are of importance to identify all species of livestock before and after any emergency incident.
   b. All species (except poultry) are maintained under either pasture or pasture and barn confinement. Appendix B illustrates a satellite photo that specifically identifies farm

location under normal conditions for each species and identified areas to which animals are to be moved in emergency situations. According to the report by the Humane Society of the United States, the leading cause of injury or death of large animals in disasters such as hurricanes and similar events is collapsing shelters, flying debris, and electrocution. Evacuation to safe locations is usually not feasible with large numbers of animals and most experts consider confinement to buildings or other small areas is not as effective as allowing animals to seek safety in open pastures on higher ground.

    i. Thus, the primary course of action for all species of livestock is to designate on farm areas (see attached aerial photos) that are deemed most secure and safe for animals to survive during most emergency situations. The places selected are not subject to flooding, have available forage or hay and will have access to water. All species will be maintained in these designated areas until other areas of the farm are determined to be safe and secure for livestock use after the event.

III.   **Pre- event preparations**

a. Key farm personnel will have emergency management training every two years. This training will specifically address the policies and protocols developed for the Prairie View Farm with its livestock species.

b. The Farm Director and Farm Manager will have the responsibility to monitor environmental conditions on a daily basis and will decide if and when to implement emergency measures for the farm.

   1. Emergency events that do not lend themselves to advanced actions will be dealt with on an event basis. The tentative flow of activity will be as follows:

      a. Event will be identified and reported to Farm Director or Farm Manager

      b. Farm manger will convene (by whatever means is most rapid, i.e., at university or by conference call) the first response team to assess problem and develop and emergency plan

      c. Response plan will be implemented by whatever means is necessary to mitigate loss/injury and secure safety of livestock

      d. Situation will be monitored continuously until the emergency is deemed over and livestock care established to maintain safety until post occurrence assessment deems return to regular management conditions.

IV.   **Monitoring of Animal Care/Safety during Emergency**

a. Key personnel will continuously monitor level of emergency and level of animal security throughout the event

b. Monitoring will be conducted only if deemed safe for emergency personnel

    c.   The emergency response team will decide if and when the peak emergency occurrence is over so that we can proceed to the post occurrence assessment and action to insure safety of animals.

V.   Post Event Assessment and Action

    a.   Key personnel will conduct post occurrence assessment of determine first if any immediate action(s) have to take place to assure the safety of all livestock species including need for immediate care of injured animals, integrity of containment area, any additional livestock needs (water, food, shelter, movement to an alternative location, etc.) and an assessment of any lost livestock.

    b.   Any deceased animals will be identified and removed to an on farm disposal station in anticipation of physical removal to our contracted livestock disposal vendor.

    c.   Once initial livestock assessment has be conducted and any immediate needed actions taken, the remainder of the farm will be assessed to evaluate containment integrity and damage to buildings which will have to be removed and replaced before livestock are allowed to return to normal areas of use.

    d.   Any breach of perimeter fencing will have to be repaired as soon as possible to insure that other livestock not of the PV flock will come onto the property. Also, any outside livestock that have entered the PV farm area will be gathered and isolated until ownership of these animals is established and owner can pick them up.

    e.   The emergency response team will determine if and when it is safe to return animals to their regular areas.

    f.   After return to normal conditions, the Farm Director will develop a comprehensive report assessing the quality of the response to the event along with any comments and suggestions regarding modification of the protocol to make future responses more effective. A report of livestock injury and death will be made and submitted to our inventory officer.

VI.   Other Disaster Planning areas

    a.   Greenhouse area: Since there is a great deal of valuable plant genetics associated with the greenhouse complex, measures must be taken to move valuable plant stock to designated safe locations. If there is sufficient advance notice of an impending disaster, plants, seeds, and any other valuable plant genetics and materials will be moved to an enclosed, secure location on campus such as the farm shop building to protect these materials.

VII.   Appendices:

    a.   Appendix A - Online Resources for Emergency Preparedness

    b.   Appendix B - Arial Photo of Current and Designated Areas for Farm Livestock

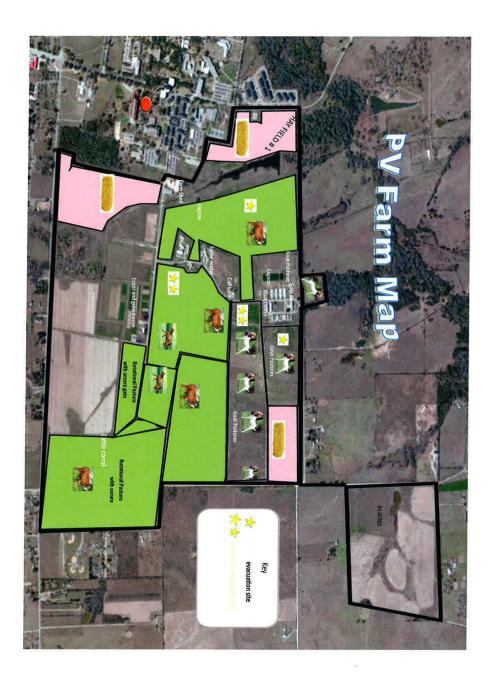   c.   Appendix C – Plan's Emergency Contact Information

APPENDIX A: Online Resources for Emergency Preparedness

1. http://www.tahc.state.tx.us/agency/contact.html
2. http://awic.nal.usda.gov/farm-animals/disaster-planning
3. http://www.tahc.state.tx.us/emergency/HurricaneEvacuationAndMassCarePlan-Att6.pdf
4. http://www.ext.colostate.edu/pubs/livestk/01815.html
5. https://www.animallaw.info/article/detailed-discussion-state-emergency-planning-laws-pets
6. http://www.cfsph.iastate.edu/Education-Training/Animal-Care-Modules/Intro-Animal-Emergency-Mgmt-Course-Materials.pdf

APPENDIX B: Arial Photo of Current and Designated Areas for Farm Livestock During a Disaster

APPENDIX C – Plan's Emergency Contact Information

A. Core FDPT
   a. Dr. Ali Fares, Interim Dean, CAHS
      i. Cell: 808-499-7923; Office: 936-261-5019
   b. Dr. Louis Nuti, Director of Farm Operations
      i. Cell: 979-277-9797; Office: 936-261-5085
   c. Mr. Neal Baines, Admin. Office, CAHS
      i. Cell: 281-627-8640; Office: 936-261-5106
   d. Dr. Eustace Duffus, Farm Manager
      i. Cell: 281-650-5763; Office: 936-261-5013
   e. Dr. Gary Newton, Animal Systems and IGRC
      i. Cell: 936-443-4025; Office: 936-261-5086
   f. Dr. Alfina Ho-Watson, DVM, IGRC Veterinarian
      i. Cell: 607-339-6335; Office: 936-261-5088
   g. Mr. Willie DeWalt, Farm Worker (Note: Lives very close to campus)
      i. Cell: 281-703-7498
   h. Mr. Kenneth Garfield, Farm Worker
      i. Cell: 979-224-9896; Office: 936-261-5054
   i. Mr. Alec Boulds, Farm Worker
      i. Cell: 832-452-2942; Office: 936-261-5054
B. Other Emergency Operations Contacts
   a. Dr. Wendell Baker, DVM, Baker Veterinary Services (University contracted external veterinarian)
      i. 713-504-2644
   b. Aaron Scheffler, Director, Risk Management & Safety
      i. Cell: 979-450-6382; Office: 936-261-1745
   c. University Police Department/Campus Emergency Operations Center (EOC)
      i. 936-261-1375

Annex E - Evacuation

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

PVAMU Evacuation Annex

A. General

Evacuation is one means of protecting the campus community from the effects of a hazard through the orderly movement of people away from the hazard. The type and magnitude of the emergency will determine the necessity and scope of an evacuation.

Evacuations for PVAMU may range from single-building, short-term evacuations to large-scale, long-term evacuations. Incidents requiring an evacuation may include, but are not limited to, fires, hazardous materials releases, gas leaks and bomb threats.

B. Concept of Operations

Evacuation notices are generally given by the University Police Department, Risk Management and Safety, Facilities Services, the fire department, a person in charge of a building, or any person who identifies a hazard and activates a fire alarm via a pull station.

Evacuations in response to emergency situations are often managed by the University Police Department, Risk Management and Safety. or the fire department.

1. Large-scale Evacuations
   Large-scale evacuations will be initiated when a large portion, or all, of the campus population must evacuate due to a specific hazard. The Panther Alert System will be used for immediate dissemination of the emergency evacuation message as described in the Warning Annex. Updates will be provided as needed via the Panther Alert System.

   A large-scale evacuation may involve the movement of a large number of people. In general, both private and PVAMU-owned vehicles may be used as appropriate to carry out the evacuation. Traffic direction will generally be performed by UPD. If a large part, or all, of the campus is evacuated, reentry should be controlled and very limited.

2. Person(s) with Functional and Access Needs
   PVAMU recognizes the unique requirements of persons with functional or access needs. Individuals requiring assistance with evacuating should contact Student Services. Persons with functional or access needs should be assisted as needed while evacuating.

3. University Housing Evacuation
   The Office of Housing and Residence Life have the responsibility to account for student residents in campus housing during an evacuation. There are two types of evacuations of university housing covered in this plan: Short Term and Long Term. Short-term evacuation is defined as displacement from university housing for 24 hours or less. Any evacuation of university housing for more than 24 hours is considered to be long-term.

   The Director of Housing and Residence Life will make arrangements to provide temporary sleeping and dining facilities for the duration of the evacuation. A roster of displaced residents will be compiled and made available to UPD and Risk Management & Safety.

C. Organization and Assignment of Responsibilities

University Police

- Assist in evacuation by providing traffic control
- Protect property in evacuated areas and limit access to evacuated areas
- Assist in warning the campus community as needed

Risk Management & Safety

- Maintains copies of emergency evacuation plans
- Assists building occupants with development of emergency evacuation plans
- Fulfills an incident command function as needed

Annex F - Firefighting

PVAMU Firefighting Annex

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

PVAMU Firefighting Annex

A. Purpose

The purpose of this annex is to outline operational concepts and organizational arrangements for firefighting during emergency situations. The fire department also has responsibility for rescue operations.

B. Situation and Assumptions

1. Situation
    a. The university depends upon city or volunteer fire departments for fire protection.
    b. The challenges of fire prevention and control are exacerbated when other emergency situations occur simultaneously or have already impacted the local area.
    c. Uncontrolled fires may reach such proportions as to create a major emergency situation. If not promptly controlled, even small fires can threaten lives and cause significant property damage.
    d. Natural hazards and emergencies, such as flash flooding, may require fire service resources.
    e. Fire scenes may require a response by law enforcement, utilities, health authorities, or others.
    f. Large scale emergencies, disasters and acts of terrorism may adversely impact firefighting personnel, equipment, facilities and communications systems.
2. Assumptions
    a. During emergency situations, PVAMU will make appropriate use of available firefighting resources.
    b. PVAMU and local firefighting resources may prove insufficient during a major incident or disaster. State or federal resources may be available to augment PVAMU and local resources.
    c. During major emergency situations, PVAMU firefighting resources may be damaged and supplies may be depleted.

C. Concept of Operations

1. General
    a. The fire service has a primary responsibility for protecting the university community from fire hazards and hazardous materials spills. Firefighting resources include:
    b. Fire service responsibilities in emergency situations are basically the same as in daily operations. These responsibilities include fire control and hazmat spill response. The fire service is also responsible for certain rescue operations. During emergency situations, fire service teams may also be assigned to perform additional emergency tasks. These tasks may include providing fire protection for temporary shelters, assisting law enforcement personnel with guiding traffic flow or alerting citizens of hazards.
2. Implementation of NIMS/ICS

a. The first official responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the Incident Commander (IC). For fire and hazmat incidents at PVAMU, the senior firefighter or Campus Fire Marshal/senior Risk Management & Safety representative will generally assume the role of IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC generally will not be activated.

b. During major emergencies or disasters it may be necessary to transition from the normal ICS structure to a multiagency coordination system. The EOC is central to this system, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resources and technical support, research problems, provide information to administrators, disseminate emergency public information and perform other tasks as needed to support on-scene operations.

3. Protective Action Recommendations
Generally, the following outlines the most knowledgeable personnel related to the outlined posted threat:

- Fire – Fire Services Personnel
- Hazardous Materials – Risk Management & Safety (RMS) Personnel

Therefore they will generally be responsible for assessing threat hazards and recommending appropriate protective actions for emergency responders, including requirements for personal protective equipment. The outlined personnel are also responsible for recommending appropriate protective actions to ensure public safety in the immediate vicinity of a fire or hazardous materials incident.

4. Evacuation Operations
a. The IC may direct and evacuation at the incident site, isolation area or protective action area associated with a fire or hazmat spill. Fire service or other emergency responders will normally initiate the evacuation pending the arrival of additional personnel.

b. Major fires, hazardous material spills or a terrorist incident may require a large scale evacuation. Related evacuation information is outline in Annex E – Evacuation. During such evacuations, fire service teams may assist with alerting people of the need to evacuate and helping individuals requiring assistance.

5. Terrorist Incident Response
a. Crisis Management. Law enforcement agencies generally have the lead responsibility in terrorist crisis management activities. The fire service may assist as requested.

b. Consequence Management. Coordination of operations is critically important during terrorist incident consequence management activities due to multiagency involvement and potentially overlapping roles and responsibilities. The ranking official from the agency with primary responsibility for the incident will generally assume the position of IC. The fire service will normally have the lead role in

consequence management for terrorist incidents involving conventional explosives, radiological materials or chemical agents. During consequence management, the IC will coordinate response and recovery operations with law enforcement authorities conducting crisis management operations.

6. Requesting External Assistance
   a. If local fire service resources are inadequate for dealing with a given emergency situation, the IC or other authorized official may request additional fire resources in keeping with mutual aid agreements.
   b. If university and local fire service resources are insufficient to deal with an emergency situation, aid can be requested from the state in accordance with the State of Texas Emergency Management Plant, Firefighting Annex, ESF-4 (https://www.preparingtexas.org/Resources/documents/State%20and%20Fed%20Plans/State%20of%20Texas%20Firefighting%20Annex.pdf).

7. Actions by Phases of Emergency Management
   a. Prevention
      i. Enforce fire codes.
      ii. Conduct fire safety education programs.
      iii. Recommend fire prevention activities.
      iv. Maintain current information on the types and quantities of hazardous materials present at various locations.
   b. Preparedness
      i. Maintain a list of all firefighting resources.
      ii. Inspect and coordinate maintenance of equipment.
      iii. Stockpile appropriate specialized supplies.
      iv. Ensure that appropriate personnel are properly trained on fire control, hazmat response, rescue and NIMS/ICS.
      v. Develop procedures to ensure adequate communications between fire units, law enforcement units and other emergency responders.
      vi. Plan and execute NIMS compliant training exercises for appropriate personnel as needed.
      vii. Test and coordinate the maintenance and repair of fire and hazmat response equipment as scheduled.
      viii. Revise and update response plans as scheduled.
   c. Response
      i. Contain, control and extinguish fires.
      ii. Initiate rescues as necessary.
      iii. Alert and advise emergency response personnel and decision makers about the dangers associated with hazmat and fire during emergency operations.
      iv. Control hazmat incidents within departmental capabilities giving priority to public and responder safety, and secondarily protecting property.
      v. Initiate evacuations if necessary.
      vi. Provide fire inspections for temporary shelter areas.
   d. Recovery

      i. Perform fire inspections of restored or reconstructed buildings.

      ii. Perform or assist in decontamination and cleanup.

      iii. Assess damage to equipment and facilities as needed.

D. Organization and Assignment of Responsibilities

1. General

    a. Normally, Risk Management and Safety will coordinate firefighting or hazmat response efforts with the fire department. Fire service personnel can handle most fires, perhaps with limited support from other emergency services. The EOC will normally be activated during major emergencies and disasters involving significant fires or fires occurring at approximately the same time as other hazards.

    b. The fire service or Campus Fire Marshal/senior Risk Management & Safety representative shall generally coordinate emergency firefighting operations. The ranking firefighter or Campus Fire Marshal/senior Risk Management & Safety representative shall normally serve as IC for responses to fires, hazmat incidents or oil spills.

2. Task Assignments

    a. The Waller County Emergency Service District fire departments will:

      i. Provide fire control and protection.

      ii. Assist in warning members of the public.

      iii. Provide assistance during evacuations.

      iv. Respond to hazmat incidents per request from request from campus.

      v. Support enforcement of fire codes.

      vi. Conduct search and rescue operations.

    b. The IC will:

      i. Establish an ICP and direct emergency response resources.

      ii. Assess the incident, request any additional resources needed and provide updates to the EOC, if activated.

      iii. Determine the need for, and implement, protective actions for emergency responders and the public in the vicinity of the incident.

      iv. Approve the Incident Action Plan and request pertaining to the procurement and release of incident resources.

    c. Law Enforcement will:

      i. At the request of the ICP, initiate evacuation actions and provide perimeter access control around incident sites.

E. Direction and Control

1. General

    a. In most emergency situations, an IC will establish an ICP to direct and control fire service operations at the scene. The individual most qualified to deal with the specific situation should serve as the IC. This will typically be the most senior fire service or Risk Management and Safety professional present. Personnel will carry out tasks assigned by the IC.

    b. In some situations, the EOC may be activated without an ICP. This arrangement is most likely when:

        i. A hazard threatens but has not yet impacted the area (e.g., an approaching hurricane).

        ii. A generalized threat exists but there is no identifiable incident site (e.g., a terrorist threat).

    c. External response agencies are expected to conform to the general guidance provided by senior PVAMU officials and to carry out assignments as directed by the IC or EOC. However, organized units will normally operate under the immediate control of their own supervisors.

F. Administration and Support

1. Reporting
   a. In addition to reports that may be required by their parent organization, fire service departments participating in emergency operations should provide appropriate reports to the IC and/or EOC. The IC will forward reports to the EOC as needed.

2. Records
   a. Activity Logs: The IC and, if activated, the EOC shall maintain accurate logs recording significant operational activities, commitment of resources and other information pertaining to emergency response and recovery operations.
   b. Documentation of Costs: Expenses incurred in carrying out emergency response operations may be recoverable in certain situations. Moreover, accountability demands that expenses be documented.

3. Preservation of Records
   a. Vital records should be protected from the effects of a disaster to the extent feasible.
   b. In the event that vital records are damaged, professional assistance in restoring the records should be obtained promptly.

4. Post-Incident Review
   a. After action reviews will be conducted following major incidents.
   b. An After Action Report will be prepared and will serve as the basis for an improvement plan.

G. Annex Development and Maintenance

1. The Campus Fire Marshall will prepare and maintain the Firefighting Annex of this plan and supporting SOPs.
2. This annex will be revised as needed.

H. References

State of Texas Emergency Management Plan

Annex G - Public Safety and Security

PVAMU Annex G - Public Safety and Security

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

A. Purpose

The purpose of this annex is to define the organization, operational concepts, responsibilities and procedures needed to fulfill emergency public safety and security requirements.

B. Situation and Assumptions

1. Situation
    a. Public safety and security organizations are expected to continue their efforts to protect lives and property during emergencies.
    b. During large-scale emergencies, public safety and security agencies may be required to expand the scope of their operations and undertake certain tasks their personnel do not normally perform.
    c. Large-scale disasters may adversely impact public safety and security personnel, equipment and facilities.

2. Assumptions
    a. During large-scale emergencies, some routine public safety and security activities may be reduced or suspended temporarily to meet the resource requirements of the emergency response efforts.
    b. During large-scale evacuations, public safety and security support may be needed to control traffic. In the aftermath of an evacuation, security must be provided for any shelters and areas that have been evacuated to protect life and property.
    c. In the aftermath of a disaster, it may be necessary to control access to damaged/unsafe areas to protect public health and safety, as well as to deter theft.
    d. If there is a threat of terrorism or civil disturbance, key facilities may require additional protection.

C. Concept of Operations

1. General
    a. Local law enforcement agencies have the primary responsibility for enforcing laws and protecting life and property during emergencies. Law enforcement resources include:
        i. PVAMU Police Department
        ii. City of Prairie View Police Department
        iii. Waller County Sheriff's Department
        iv. Texas Department of Public Safety
    b. Public Safety and Security response operations are conducted in accordance with the National Incident Management System (NIMS).

    c. Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. Such responsibilities include enforcing laws, maintaining order, traffic control and crowd control.

    d. During emergencies, law enforcement may be required to undertake tasks not typically performed on a daily basis. Such tasks may include protecting key facilities, enforcing curfews and controlling access to unsafe areas.

2. Implementation of NIMS/ICS

    a. The first official responder on the scene of an emergency should initiate the ICS and establish an ICP. As other responders arrive, the individual most qualified to deal with the specific situation should serve as the IC. The IC will direct and respond to resource needs and designate emergency operating areas.

    b. During major emergencies, it may be necessary to transition from the normal ICS structure to a multi-agency coordination system. The EOC is central to this system, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resources and technical support, research problems, provide information to senior administrators, disseminate emergency public information, and perform other tasks to support on-scene operations.

3. Law Enforcement

    a. Law enforcement personnel are expected to enforce the laws during emergencies as they normally would to the extent practicable.

    b. During emergencies, particularly major disasters, some emergency regulations may be put into effect on a temporary basis.

4. Evacuation Operations

    a. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions upon issuing a local disaster declaration. The county judge or mayor may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area. Law enforcement agencies have the lead role in planning and conducting evacuations.

    b. Evacuation may be expedient or preplanned. Evacuation preplanning should be performed for those geographic areas known to be at risk from specific hazards. Such areas of known risk include hurricane risk areas, areas prone to flooding and areas at risk from a release of hazardous materials.

        i. Expedient Evacuation: Expedient evacuations are those conducted with little notice, frequently in response to a request from the IC at the scene.

        ii. Preplanned Evacuation: For known risk areas, evacuation preplanning will be conducted and primary and alternate evacuation routes identified as part of the plan. Such evacuation preplanning should involve the emergency management staff and other emergency services. Known hazardous materials risk areas and the evacuation routes from those areas shall be described in Annex N - Hazardous Materials Response.

        iii. During evacuations, law enforcement will:

            1. Determine preferred evacuation routes, based on the status of preplanned primary and alternate routes and the current situation.

            2. Provide information on evacuation routes to the Public Information Officer (PIO) for dissemination to the public through the media.

            3. Alert those in the affected area who have not been warned by other means.

            4. Direct and control traffic.

            5. If time permits, deploy signs and other traffic control devices to expedite the flow of traffic.

            6. Notify adjacent jurisdictions that may be affected by the evacuation, preferably before the evacuation begins.

            7. Monitor traffic flow and resolve problems.

            8. Report the progress of the evacuation to the EOC.

            9. For large-scale evacuations, ensure that there are provisions for the removal of disabled vehicles in a timely manner.

5. Warning

    a. The University has several warning mechanisms available for use; including the Panther Alert System, blast email and electronic signs.

    b. Law enforcement agencies may be required to disseminate emergency warnings to people who cannot be reached by primary warning systems. Units equipped with sirens and public address systems can be used. In some cases, door-to-door warning may be necessary.

6. Incident Scene Control and Area Security

    a. Incident Scene Control: Upon the request of the IC, UPD will provide traffic control and perimeter control at incident scenes; including hazmat spills (safety permitting), major fires, explosions and other types of emergency incidents.

    b. Security for Evacuated Areas: In an evacuation, the security of evacuated areas is an important consideration. Experience has shown that law enforcement agencies must provide security in evacuated areas to minimize looting. Access to such areas should be controlled by roadblocks/barricades.

     Access controls should be supplemented by patrols if that can be done safely.

    c. Access Control and Security for Damaged Areas: In areas that have suffered severe damage, access should be controlled to protect health and safety, as well as to protect property. Access to such areas should be controlled by roadblocks/barricades. Access controls should be supplemented by patrols if that can be done safely. Re-entry to damaged areas will generally be conducted in three phases:

       i. Phase One – Emergency Workers: Admit police, fire, EMS, utility crews, emergency management personnel, building inspectors and state and federal response agencies.

       ii. Phase Two – Concerned Parties: Admit homeowners, business owners, insurance appraisers, media and contractors making repairs if the following conditions are met.

         1. The threat that caused the evacuation has been resolved.

         2. Access ways are safe to use.

         3. Significant safety hazards have been eliminated.

         4. Structures have been inspected and those unsafe to enter are so designated.

         5. Some means of fire protection is available.

       iii. Phase Three – General Public.

    d. Guidance for Personnel Staffing Access Control Points

       i. To ensure consistent treatment, personnel staffing access control points shall be provided with clear written guidance on who may be admitted to damage areas in each phase of re-entry.

       ii. A pass or permit system may be implemented to simplify frequent ingress and egress. If a pass or permit system is used, passes or permits and appropriate written instructions for their use should be developed. Copies should be provided to all personnel staffing access control points.

7. Security of Key Facilities

    a. Certain facilities must remain in operation during and after emergencies to provide essential services. When there is a credible threat to such facilities that may disrupt provision of essential services, law enforcement may be requested to provide security.

    b. In the event of a credible threat of terrorist activity in the State of Texas, the State Operations Center may request increased security personnel at critical infrastructure sites.

8. Terrorism Incident Response

    a. Crisis Management: Law enforcement agencies have the lead role in terrorism crisis management activities. Pre-incident crisis management

activities include efforts to define the threat, identify terrorists and prevent terrorist acts. Post-incident crisis management activities include efforts to resolve the terrorist incident, investigate it and apprehend those responsible.

b. Consequence Management: Activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The lead agencies for crisis management and consequence management should mutually determine when crisis management activities are complete. The lead role in terrorism consequence management may be assigned to one of several local departments or agencies, depending on the type of incident that has occurred. Law enforcement agencies will typically play a significant supporting role in the conduct of consequence management activities.

9. Disaster Reconnaissance: In the immediate aftermath of an emergency, the Incident Commander or the EOC staff may request law enforcement units to conduct reconnaissance to identify specified areas affected and provide an initial estimate of damages. Timely initial disaster reconnaissance, also referred to as a windshield survey, is important in deciding what assistance is needed immediately and where limited resources should be initially committed.

10. External Assistance: If local law enforcement resources and those available through inter-local agreements are insufficient to deal with an emergency, local officials may request support from the State using the procedures outlined in Section V of the Basic Plan. Cities must seek assistance from their county before requesting resource assistance from the State.

11. Actions by Phases of Emergency Management

    a. Prevention
        i. Maintain a local warning system.
        ii. Carry out hazard mitigation activities.

    b. Preparedness
        i. Review and update plans and procedures.
        ii. Identify preplanned evacuation routes for known risk areas and prepare traffic control plans.
        iii. Identify key facilities and determine possible security requirements given various scenarios.
        iv. Develop communications systems that allow for connectivity of all agencies that may respond pursuant to mutual aid agreements or responsibilities.
        v. Train law enforcement personnel to conduct emergency operations.
        vi. Conduct drills and exercises to test plans, procedures and training.

    c. Response
- i. Maintain law and order.
- ii. Carry out warning protocols.
- iii. Perform traffic control for evacuations.
- iv. Carry out crowd control as needed.
- v. Provide security for key facilities.
- vi. Provide security for evacuated areas.
- vii. Provide security for shelter facilities.
- viii. Conduct initial disaster reconnaissance.
- ix. Support other emergency operations.

    d. Recovery
- i. Continue security operations as needed.
- ii. Perform traffic control for return of evacuees, if needed.
- iii. Provide access control for damaged areas.
- iv. Assist in damage assessment.

D. Organization and Assignment of Responsibilities

1. General: The normal emergency organization described in the EOP will plan and carry out safety and security operations.
2. Task Assignments

    a. The Prairie View A&M University Police Department will:
- i. Maintain law and order during emergencies.
- ii. Plan, direct and control evacuations.
- iii. Provide security for key facilities.
- iv. Protect property in evacuated areas.
- v. Provide access control to damaged areas.
- vi. Carry out traffic control as needed.
- vii. Provide crowd control as needed.
- viii. Carry out warning protocols.
- ix. Manage the local emergency communications network.
- x. Support search and rescue operations.
- xi. Assist in hazmat incidents.
- xii. Provide security for shelter facilities.

    b. The Incident Commander will:
- i. Establish an Incident Command Post (ICP) and control and direct emergency response resources at the incident scene from that ICP to resolve the incident.
- ii. Provide an initial incident assessment, request resources as needed and provide periodic updates to the EOC.

      iii. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.

E. Direction and Control

1. General

   a. Routine law enforcement operations may continue during some emergencies. Direction and control of such operations will be by those that normally direct and control day-to-day operations.

   b. For most emergencies, an Incident Commander will establish an ICP at the scene and direct and control emergency operations at incident site from that command post; law enforcement and other resources committed to the incident will carry out missions assigned by the Incident Commander. The Incident Commander will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency present should serve as the Incident Commander. Hence, for incidents that primarily involve a law enforcement matter, the senior law enforcement officer present will typically serve as the Incident Commander.

   c. In some situations, the EOC may be activated without an incident command operation. This type of organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as a predicted flood), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior law enforcement officer will normally direct the combined efforts of local law enforcement agencies from the EOC, receiving general guidance from the County Judge and/or Mayor(s), and coordinating as necessary with the law enforcement agencies concerned and other emergency functions.

   d. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

2. Incident Command Post / EOC Interface: If both the EOC and an ICP are operating, the Incident Commander and the EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort and conflicting guidance and direction. The EOC and the ICP must maintain a regular two-way information flow.

3. Continuity of Government: The line of succession for the PVAMU Police Chief is Police Captain, Police Lieutenant's, and Police Sergeant's.

F. Readiness Levels

1. Readiness Level IV – Normal Conditions
    a. Review and update plans and SOPs.
    b. Maintain a list of law enforcement resources.
    c. Develop and update a list of key facilities that may require security during emergencies.
    d. Maintain and periodically test equipment.
    e. Conduct appropriate training, drills and exercises.
    f. Identify potential evacuation, traffic control and security issues and estimate law enforcement requirements.

2. Readiness Level III – Increased Readiness
    a. Check readiness of law enforcement equipment, supplies and facilities.
    b. Correct equipment, supplies and facilities.
    c. Correct shortages of essential supplies.
    d. Update incident notification and staff contact information.
    e. Notify key personnel of possible emergency operations.
    f. Update information on key facilities and related security requirements.

3. Readiness Level II – High Readiness
    a. Alert personnel of possible emergency duty.
    b. Place selected personnel and equipment on standby.
    c. Identity personnel to staff the EOC and ICP in the event that they are activated.
    d. Communicate with other appropriate local agencies.

4. Readiness Level I – Maximum Readiness
    a. Mobilize selected law enforcement personnel.
    b. Consider precautionary staging of equipment or personnel to improve response time.
    c. If an evacuation is to take place, activate traffic control plans and deploy traffic control resources.
    d. Deploy law enforcement representative(s) to the EOC if activated.
    e. Provide increased security at key facilities if needed.

G. Administration and Support

1. Reporting: In addition to reports that may be required by their parent organization, law enforcement elements participating in emergency operations should provide appropriate situation reports to the Incident Commander, or if an IC operation has not been established, to the EOC. The Incident Commander will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and

disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations.

2. Records

   a. Activity Logs: The Incident Commander and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations.

   b. Documentation of Costs: Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale law emergency operations.

3. Post Incident Review: Following large-scale emergency operations, the University shall organize and conduct a review of emergency operations. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. To the extent possible, law enforcement personnel who participated in the operations should participate in the review.

4. Communications: General emergency communications matters are discussed in the communications annex.

5. Resources: A listing of resources is provided in the resource management annex.

H. Annex Development and Maintenance

1. The Chief of Police is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as the need becomes apparent.

2. This annex will be revised and updated as noted in the EMP.

3. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities as appropriate.

I. References

1. Annex A – Warning

2. Annex D - Evacuation

Annex H - Health and Medical Services

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

A. Authority

See the Emergency Management Plan.

B. Purpose

The purpose of this annex is to provide guidelines for an effective response to infectious diseases that will help ensure the health, safety, and well-being of the university community. This annex is intended to provide a strategy for identifying the resources needed and how those resources should be deployed, while establishing effective communication and response of all the relevant on campus and off campus entities to support a coordinated response.

C. Situation and Assumptions

1. Situation Overview:

   a. An infectious disease is any medical illness that is caused by microscopic organisms or their toxins. Invading microorganisms include viruses, fungi, bacteria, and parasites. Sources for these organisms include the environment, animals, insects, and other mammals, including humans. Transmission usually occurs by: inhalation, ingestion, direct contact, or by bites by a contaminated vector. Many infectious diseases can cause outbreaks and epidemics. For this reason, identification, evaluation, and mitigation of infectious diseases are essential to protect public health. Infectious diseases can occur naturally, through human error (e.g. airborne or food borne illness), or through deliberate acts of bioterrorism.

   b. An infectious disease knows no boundaries; therefore, an outbreak associated with an infectious disease could present a serious risk on a college campus where there are a large number of students, faculty, and staff. In addition to the large concentration of individuals, university faculty members are engaged in research to study various biological agents, while other activities may present infectious disease threats such as food preparation and service, or athletics. Unlike most emergencies that a university campus may face, many disease outbreak situations may require a long-term response and the allocation of substantial university resources that can stretch from days to months.

   c. In general, campus community environments provide challenges for the control of infectious diseases such as:

      i. A young adult population that may or may not have received immunizations for vaccine preventable diseases. In addition, waning immunity to previous vaccinations is an increasing problem for such diseases as mumps and pertussis.

      ii. The close living quarters of dormitories may facilitate the spread of such diseases as seasonal influenza, pandemic influenza, and bacterial meningitis.

      iii. Large food service operations such as cafeterias have the opportunity for outbreaks of food borne illnesses.

iv. Diverse student and faculty population from foreign countries where diseases not commonly found in the United States are endemic, such as tuberculosis.

2. Planning Assumptions: The university's response to an infectious disease is rapid and can be accelerated dependent upon whether the disease is communicable or life threatening. The university must contend with infectious disease outbreaks that threaten its students, faculty, staff, and/or visitors. Advanced planning for critical operations and coordinated response is essential to assuring an immediate and effective response to and recovery from an infectious disease outbreak. Assumptions specific to this annex are listed below.

   a. Typical emergency response efforts may not be appropriate or effective in dealing with an outbreak. A more appropriate response may be to bring together a small multi-disciplinary group of university officials with health and medical stakeholders to work together over time to resolve the outbreak.

   b. Most infectious disease emergencies follow some recognizable build-up period during in which actions may be taken to achieve an appropriate state of readiness.

   c. Infectious disease outbreaks may be "asymmetrical" in that time of the outbreak may be days to weeks, even months with no clear-cut geographical boundaries.

   d. Response situations may be "symmetrical" in that they are limited by time and space. Time is defined in hours or days and space is usually confined to a specific geographic area.

   e. A communicable biological threat (man-made or natural) can occur in any season or any location, with or without advance notice.

   f. Biological threats may be introduced into the population, and spread via food, water, air, infected animals, infected insects, surfaces, or through person-to-person contact.

   g. A communicable disease from abroad or in the United States can be introduced to Texas through use of rapid transportation of people, commodities, and through mass food production.

   h. Non-pharmaceutical preventive measures may be required to limit the spread of a contagious biological agent including social distancing (avoiding close contact and public gatherings), isolation, and universal precautions (hand washing, gloves, respiratory protection around infected individuals).

   i. In cases of a notifiable infectious disease, it is critical to have surveillance systems in place to detect the disease, report the illness to proper public health authorities, and institute control and prevention strategies.

   j. The university, in collaboration with local, state, and federal public health officials, will be responsible for the dissemination of accurate and timely information to the students, staff, and faculty. Effective communication will be critical in mitigating a major disease outbreak.

   k. It is possible that local and state jurisdictions, in addition to hospitals and urgent care facilities will become overwhelmed during a large prolonged outbreak;

  therefore, support to ensure provision of all requested essential commodities and services to the university might be difficult.

l. Depending on the infectious agent, any age group within the population may be at risk, with some population groups being considered high risk.

m. Quarantine may be an extreme measure available to the university for managing some outbreaks.

n. Medication may not be available or effective to limit the impact of the disease. If medication is available, the supply may be limited due to country/global-wide impacts.

o. When local pharmaceuticals and other medical supplies are limited, the Strategic National Stockpile (SNS) may be requested by the state.

D. Concept of Operations

1. General: Information located in this section is designed to give an overall picture of incident management relating to health, food borne and intentional exposures. It is the responsibility of the university to protect life and property from the effects of disasters within its own jurisdiction. PVAMU has the primary responsibility for initial emergency management activities onsite. It will primarily clarify the purpose, and explain the university's overall approach to a health and medical services incident (i.e., what should happen, when, and at whose direction) to include the division of local, state, federal, and any intermediate inter-jurisdictional entities. Top priorities for incident management relating to health, food borne and intentional exposures are to:

  a. Save lives and protect health and safety of students, faculty, staff, visitors, responders and recovery workers,

  b. Collaborate and coordinate with local, state and federal stakeholders regarding a potential health or medical threat,

  c. Protect and restore critical infrastructure and key resources,

  d. Protect property and mitigate damages and impacts to individuals, the community and the environment,

  e. Facilitate recovery of individuals, and

  f. Recover operations.

2. Infectious Disease Emergency Planning and Incident Management: The Health and Medical Services Annex also employs key areas of emergency planning and incident management that include mitigation, preparedness, response and recovery. Key examples of medical actions pertaining to infectious disease, food borne illness or intentional exposures are noted as follows:

  a. Mitigation: Examples of activities that support mitigation include:

    i. Coordination of Vaccination Clinics to provide vaccinations,

    ii. Public Health Public Service Campaigns,

    iii. Distribution of medical personal protective equipment supplies (sanitizers, gloves, masks, etc.),

    iv. Collaboration and coordination with law enforcement, public health and environmental officials,

    v. Support in investigation and surveillance, and

     vi. Notification and communication with appropriate agencies.

   b. Preparedness: Examples of activities that support the preparedness include:

     i. On-going training of the PVAMU EMP;

     ii. Risk management planned simulations and exercises designed, executed, and analyzed on an on-going basis.

   c. Response: Examples of activities that support response include:

     i. Early notification and collaboration with appropriate local, regional, private sector, volunteer and state agencies,

     ii. Campus communications to include mass email, Panther Alert, RAVE Guardian Alerts, etc., to students, faculty, staff and parents,

     iii. Prepare an Incident Action Plan (IAP), if applicable, and

     iv. Activate the Business Continuity Plan (BCP), if applicable.

   d. Recovery: Examples of activities that support recovery are:

     i. Medical reporting and continuing epidemiological surveillance and investigation,

     ii. Analyze data collected during the response,

     iii. Hold debriefing session with response staff in preparation for the development of an After Action Report (AAR), and

     iv. Student Affairs sponsored activities to support student and family needs during and after an outbreak.

3. Infectious Disease Readiness Levels

   a. Level 4 (Lowest Readiness Level): 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 suspected case(s) of infectious disease.

   b. 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. This level includes situations of multiple cases of probable or confirmed non-life threatening disease. "Level 3" actions could be generated with the international or national outbreak of infectious disease.

   c. Level 2: The term "Level 2" will be used to signify hazardous conditions in which there is the potential and probability of causing loss of life. This Level will include confirmed cases and/or clusters of life threatening infectious disease in the State or an adjacent jurisdiction.

   d. Level 1 (Highest Readiness Level): The term "Level 1" will be used to signify that hazardous conditions are imminent. This Level denotes multiple confirmed cases of a life threatening infectious disease or a widespread outbreak of non-life threatening cases of a food borne illness. This is a level where campus resources are expected to be or have been exhausted.

4. Health and Medical Services Annex Activation: Risk Management and Safety and Student Health Services, in collaboration with senior university administration will determine the need to activate the PVAMU EMP and contents thereof in response to a public health incident.

5. Notification and Warning: The Executive Director of Marketing and Communications will address external communication and coordination. Early notification to local, state, and federal stakeholders during a potential health threat is desirable to expedite the recovery process.

6. Surveillance and Monitoring
   a. The Waller County Emergency Management, in collaboration with state public health officials, will establish a case definition of the disease to be used in differentiating the disease in question. Student Health Services personnel will assist in identifying university populations who have been affected.
   b. Tracking of status of confirmed cases: Student Health Services in collaboration with local and state health official will provide support for surveillance and tracking efforts to identify the extent of the outbreak among students. Academic departments will report absenteeism rates up their chain, if directed by university administration.
   c. Laboratory reporting: Initial disease case reports from non-university laboratories, physicians or hospitals will be reported to the State Health Department where the initial investigation will be coordinated. The State Health Department and/or Waller County Office of Emergency Management will communicate and coordinate with the university as needed.

E. **Organization and Assignment of Responsibilities**
   1. Organization
      a. Upon implementation of the Health and Medical Services Annex, PVAMU departments and agencies will provide designated personnel as outlined in this annex. Response teams may be activated and team members may be relieved of all other duties, with the assigned emergency response duty becoming their primary responsibility during the incident.
      b. The State Health Department has regulatory authority and responsibility, and will investigate all suspected and confirmed serious infectious disease cases in coordination with Student Health Services. The response may require the assistance of outside agencies or other emergency response organizations.
   2. University Position Roles and Expected Actions
      a. Risk Management & Safety
         i. Promptly investigate to determine nature of illness or exposure and simultaneously contact appropriate medical personnel for assistance. RMS will notify Student Health Services medical personnel and will coordinate actions and activities as necessary.
         ii. Support the efforts of the Waller County Office of Emergency Management and/or Texas Department of State Health Services, as appropriate.
         iii. Assist in the investigation of the situation if applicable.
      b. Marketing and Communications
         i. Activate the communication plan and collaborate with emergency responders and the President.

  ii. Support the efforts of the Waller County Office of Emergency Management or Texas Department of State Health Services.

 c. University Police Department

  i. Investigate any incident that could involve criminal acts.

  ii. Support the efforts of Waller County Office of Emergency Management or Texas Department of State Health Services.

 d. Student Health Services

  i. Promptly contact RMS and coordinate activities accordingly.

  ii. Adhere to reporting requirements of illnesses as required by the Department of State Health Services.

  iii. Coordinate vaccination efforts for student population.

  iv. Provide accurate public health promotion and education in coordination with Marketing & Communications.

  v. Support the efforts of Waller County Office of Emergency Management or Texas Department of State Health Services.

 e. Facilities Services

  i. Facility decontamination as directed in accordance with health department or CDC guidance.

  ii. Support the efforts of local County Health Department or Texas Department of State Health Services.

 f. Human Resources

  i. Provide guidance for absenteeism and leave policies.

  ii. Data collection of absenteeism information.

  iii. Support the efforts of Waller County Office of Emergency Management or Texas Department of State Health Services.

 g. Information Technology

  i. Support telecommunications and IT resources.

  ii. Support the efforts of Waller County Office of Emergency Management or Texas Department of State Health Services.

 h. Student Affairs

  i. Advise on planning to include student activities and events.

  ii. Support the efforts of Waller County Office of Emergency Management or Texas Department of State Health Services.

3. Emergency Communications

 a. All departments will maintain their existing equipment and procedures for communicating with their field units.

 b. Telephones, cellular or landline, are the primary means of communications for contacting key emergency responder or departments.

4. Emergency Public Information: Timely warnings of outbreak or exposure conditions are essential to preserve the health and safety and security of the University community and critical to an effective response and recovery.

5. Generally, the Office of Marketing and Communications will work closely with university offices to determine the appropriate target audience, communication materials and marketing strategy, and stakeholder collaboration and coordination.

F. Direction and Control

1. Local, regional, or state public health agencies most often have the professionals and expertise to conduct an appropriate investigation. The university will support the health and medical community's operational priorities that include:

    a. Maintain the health and well-being of the campus community while communicating with local health authorities,

    b. Protect the campus from outbreaks of disease that occur in the community,

    c. Allocate appropriate university resources to support the surveillance, investigation and intervention necessary to control the outbreak, and

    d. Maintain business continuity in university operations.

2. General departmental actions are detailed in the appropriate sections of these guidelines; however, it is acknowledged that infectious disease or food borne incidents 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.

G. Administration and Support

Refer to the Administration and Support section of the PVAMU EMP.

H. Annex Development and Maintenance

The Health and Medical Services Annex utilizes existing program expertise and personnel to provide prevention, protection, mitigation, preparedness, response, and recovery efforts of post incident consequences.   Primary responsibility for health and medical services functions is assigned to the Administrator of Health Services who will prepare and maintain the Health and Medical Services Annex and supporting SOPs.

Annex I - Threats and Acts of Violence

PVAMU Annex I - Threats and Acts of Violence

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

PVAMU Annex I - Threats and Acts of Violence

A. 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 in order 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 incidents 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.

B. 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 in accordance to University Police procedures.

1. Behavioral Assessment Team
   a. 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 response to specific behavioral problems that may involve threats to the safety and security of the University.
   b. The Special Situations Team is comprised of a variety of members to include 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.
   c. The Tell Somebody Campaign and Maxient reporting system are the mechanisms for the campus community to confidentially notify the Special Situations Team of persons exhibiting concerning or threatening behavior. This is NOT a system to be used for reporting emergencies. Emergencies should be reported immediately by calling 911 and/or 936-261-1375.
2. Incident Response

       a. UPD is responsible for on-scene incident management of all tactical response operations. The Incident Commander may choose to establish a Unified Command depending upon the circumstances.

       b. If the situation exceeds the response capabilities of the University Police, aid should be requested from one or more of the following agencies:

          i. City of Prairie View Police Department

          ii. Waller County Sheriff's Department

          iii. Texas Department of Public Safety

          iv. Waller County Constables

       c. 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.

       d. The Incident Commander and PVAMU administrators should consider the following:

          i. Frequency and content of notifications and warnings to the public.

          ii. Interoperable communications with outside agencies.

          iii. Emergency public information matters, to include:

             1. Frequency of media releases and press conferences.

             2. On-site media management.

          iv. Traffic management, including alternate bus operations/routes.

          v. Perimeter control and building security.

          vi. Mass casualty management.

3. Recovery

Recovery from an act of violence involves more than just repairs to physical facilities and infrastructure. University administration should consider the following:

       a. Crime scene investigations.

       b. Interruption or disruption of critical infrastructure.

       c. Mental health and crisis counseling for first responders; as well as visitors, students, faculty and staff.

       d. Resumption of normal operations.

C. Organization and Assignment of Responsibilities

1. University Police Department

       a. Mitigate threat and save lives

       b. Establish an ICP and staging area(s) as needed

       c. Provide incident scene control and security

       d. Coordinate tactical communications

       e. Help to ensure that emergency notifications are timely and accurate

       f. Coordinate with supporting agencies

2. Facilities/SSC

    a. Provide building and facility plans as requested to support responses.

    b. Provide equipment and personnel as requested.

    c. Provide support in custodial/remediation/clean up in the recovery process.

3. Utilities: Provide access to utility shut-offs as requested by law enforcement.
4. Transportation Services: Provide mass transit capacity to the University community.
5. Student Affairs
    a. Provide counseling and crisis intervention services for students.
    b. Assist law enforcement with accessing emergency contacts and next of kin information.
6. Human Resources
    a. Provide counseling and crisis intervention services for affected staff and faculty.
    b. Assist law enforcement with accessing emergency contacts and next of kin information.
7. Marketing and Communications
    a. Serve as the primary point of contact for the news media.
    b. Update appropriate websites and maintain the University's social media.

Annex J - Pandemic Influenza Response

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

A. Authority
See the Emergency Management Plan.

B. Purpose
The purpose of the Prairie View A&M University Pandemic Influenza Response Plan is to provide organized, comprehensive guidelines for an effective response to an influenza pandemic that helps **ensure the health, safety, and well-being of the University community**. This document addresses how Prairie View A&M University will maintain continuity of operations, while providing medical support to those affected by pandemic influenza based on certain assumptions and uncertainties of the situation. This document is in support of the Waller and Harris County's efforts to plan for and respond to a possible influenza pandemic.

C. Definitions
1. Acronyms
   a. ARC – American Red Cross
   b. CDC – Center for Disease Control
   c. DHS – Department of Homeland Security
   d. DSHS – Texas Department of State Health Services
   e. EMC – Emergency Management Coordinator
   f. EMD – Emergency Management Director
   g. EOC – Emergency Operations Center
   h. FEMA – Federal Emergency Management Agency
   i. HC – Prairie View A&M University Health Center
   j. IC – Incident Commander
   k. ICS – Incident Command System
   l. NIMS – National Incident Management System
   m. PIO – Public Information Officer
   n. TAMUS - Texas A&M University System
   o. WHO – World Health Organization
2. Terms
   a. Confirmed Case – A laboratory-confirmed influenza virus infection in a person with influenza-like illness.
   b. Community Containment Measures – The separation of infected or exposed people from non-infected people by use of quarantine or other restrictions on movement and activities.
   c. Community Emergency Operations Center – The EOC that includes representatives from Waller County, Prairie View (city), and Prairie View A&M University.
   d. Contact – A person who has been exposed to an influenza case in some way during the infectious period.
   e. Control Measures – Standard emergency containment practices in public health that aim to control exposure to both infected and potentially infected people.
   f. Epidemic – An excessive occurrence of a disease.

g. 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.

h. Infection Control Measures – Actions taken to decrease the risk for transmission of infectious agents.

i. Isolation – The separation and restriction of movement of people with a specific communicable disease to contain the spread of that illness to susceptible people.

j. Pandemic – An epidemic on a world-wide scale.

k. Personal Protective Equipment (PPE) – Barrier protection to be used by an individual to prevent disease transmission.

l. Prophylactic Drugs – Drugs used to prevent disease, such as vaccines and antivirals.

m. 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.

n. Ice Days – A time in which all community non-essential personnel are asked to avoid work or other outside activities.

o. Surge Capacity – The accommodation to transient sudden rises in demand for services following an incident. It is the ability of a health system to expand beyond normal operations to meet a sudden increased demand for service.

p. Surveillance – The systematic collection, analyzing, interpretation and dissemination of health data on an ongoing basis.

D. Situation and Assumptions

1. Situation

Pandemic flu is not a new medical condition. During the last century alone, three pandemics and several "pandemic threats" occurred. The pandemic flu of 1918, known as the Spanish Flu, has been cited as the most devastating epidemic in recorded world history and is suspected of killing more than 20 million people-- more than the total number killed during World War I. It is believed that 20-40% of the world's population was infected with this virus.

Seasonal flu, avian flu, and pandemic flu are not the same. A pandemic flu can be described as a strain of influenza occurring over a wide geographic area and affecting an exceptionally high proportion of the population. This type of flu is easily transmitted from one human to another. It will most likely be transmitted through touch and the aerosolization of lung and nasal fluids, i.e. coughing and sneezing. The factors that separate a pandemic flu from ordinary flu are the level of virulence and number of persons infected. During a pandemic flu, it is likely that about one-third of the population may be infected at any one time. Of those infected, it is predicted that the mortality rate may approach 50%.

Data suggests that pandemic flu begins when a strain of flu that primarily occurs in animals is transmitted to humans through animal contact, such as the Avian Flu. The

progression from an animal flu to a pandemic flu occurs when the flu virus mutates to a strain that humans have no antibodies. Once the flu virus mutates to a human-to-human transmissible variety, the flu spreads rapidly in the human population.

Because of the lack of exposure to the mutated strains, currently available flu vaccines are normally not effective leaving the only treatment methods available antivirals such as Tamiflu that do not prevent infection but merely lessen the symptoms. In these instances the availability of Tamiflu is very limited as well. Even then once a vaccine is developed, initial production will take several months and will not be enough to cover even "Essential Personnel."

Based on a combination of historical evidence and modern statistical modeling, pandemic flu is likely to spread across the U.S. in waves, impacting major hubs/port cities such as Los Angeles, Houston, Denver, Dallas, St. Louis, Miami, Chicago and New York. These waves of infection could continue for a period of nine months to two years. Due to the uncertainty of its impact there is uncertainty as to the appropriate level of infection control measures (e.g., social distancing, cancellation of mass gatherings, etc.) that must be taken throughout the spread and treatment during the pandemic. However, a plan can be generated based considering the following assumptions.

2. Assumptions
    a. A pandemic influenza will result in the rapid spread or infection throughout the world.
    b. The pandemic spread will occur in multiple waves.
    c. Each wave may last from six to eight weeks.
    d. The pandemic influenza attack rate will likely be 30% or higher among the University population. Illness rates will likely be higher in school-aged children, middle aged adults (18-40), and the elderly.
    e. Of those who become infected, the hospitalization rate may be as high as 8% and a mortality rate as high as 1%.
    f. Some infected may not develop clinically significant symptoms. Symptoms may not develop until 2-7 days after being infected.
    g. The number of ill requiring medical care will likely overwhelm the local health care system.
    h. The number of fatalities will overwhelm the medical examiners' office, hospital morgues, and funeral homes.
    i. The demand for home care and social services will increase dramatically and without available resources.
    j. Vaccines will not be available for 4-6 months following the emergence of a novel strain of influenza. Other prophylactic drugs, e.g. TamiFlu, may not be fully effective against a pandemic influenza.
    k. Absenteeism may be as high as 40% (or higher in certain professions).

l. There is likely to be a significant disruption of public and privately owned critical infrastructure including transportation, businesses, utilities, public safety, and communications.

m. External resources may be exhausted; therefore, Prairie View A&M University may be required to operate in a self-sufficient manner.

n. The implementation of isolation and quarantine may be declared by a local, state, or federal government officials.

o. Recommended travel restrictions may be enforced by a local, state, or federal government/agencies.

p. For the purpose of this plan, three scenarios will be assumed:

    i.   Most students have gone home (left PVAMU) except for those who cannot or chose not to travel home. This will consist of 100-200 students housed on campus.

    ii. Students are virtually all here and we are advised to shelter in-place, i.e., no gatherings including classrooms, dining halls, etc. This will consist of approximately 4300 students housed on campus and 120 in University managed off campus housing. This does not account for students who reside within the 5 mile radius in privately owned properties.

    iii. Significant illness and absence among faculty and staff but campus still open.

E. PVAMU Action Levels

1. WHO Phases and PVAMU Action Levels

WHO Phases		Description	Confirmed Internationally	Confirmed in US	Confirmed in Texas	Confirmed in Waller County
Interpandemic Phase	Phase 1	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 to be low.				
	Phase 2	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease				
Pandemic Alert Phase	Phase 3	Human infection(s) with a new subtype, but no human-to human spread, or at most rare instances of spread to a close contact				
	Phase 4	Small cluster(s) with limited human-to human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans	PVAMU Level 1	PVAMU Level 2	PVAMU Level 3	PVAMU Level 4
	Phase 5	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	PVAMU Level 2	PVAMU Level 3	PVAMU Level 4	PVAMU Level 4
Pandemic Phase	Phase 6	Pandemic: increased and sustained transmission in general population.	PVAMU Level 3	PVAMU Level 4	PVAMU Level 4	PVAMU Level 4

Other criteria should be considered in determining PVAMU levels as well. These should include, but not be limited to:

    a. Travel morbidity and/or mortality rate,

    b. Rate/speed of disease spread,

    c. Local/state/and federal public health recommendations to decrease/cancel public activities in county or state,

    d. Falling class attendance, students leaving campus,

    e. Rising employee absenteeism,

    f. Other regional schools/school systems closing, and

    g. Transportation systems closing/decreasing intrastate and interstate mobility.

2. General Actions and Considerations

    a. Provide counseling services to students, faculty, and staff.

    b. Provide and maintain communication for any member of the University while traveling abroad.

    c. All departments will provide well-being support for its employees by providing Lysol wipes and spray as well as disinfectant hand sanitizers.

    d. Mandatory quarantine is a more difficult strategy to employ as a disease containment measure because of its resource-intensive nature and the incubation period of the influenza virus. Therefore, the use of voluntary quarantine as a containment measure is recommended.

    e. Follow recommended vaccinations and protocols as prescribed by Federal and State agencies as it applies to pandemic situations.

    f. Risk Management and Safety, Health Services and Public Relations will provide regular updates and communication with the campus. Some examples are reminders to take precautionary measures (proper hand washing, disinfecting common areas, proper cough etiquette (e.g. in a disposable tissue washing hands immediately after or in the inner elbow).

3. PVAMU Level 1 Actions to Consider

    a. Monitor the transmission of pandemic influenza.

    b. Communicate with the Health Department and other relevant health organizations.

    c. Review and update a response plan with the relevant university officials and personnel.

    d. Issue communications to the campus community regarding the status of disease spread, self-protection steps and the university response.

    e. Issue travel advisories for affected areas, international and domestic.

    f. Consider voluntary isolation of close contacts, especially those returning from affected areas. Implement screening mechanisms for voluntarily isolated individuals.

    g. The university will inform employees of campus policies regarding working from home, travel, using sick leave, and other human resources policies as applicable.

    h. Update and maintain the PVAMU website with current information for faculty, staff, and students.

4. PVAMU Level 2 Actions to Consider

    a. Continue Level 1 actions.

   b. The university should consider adjusting, reducing, limiting or suspending classes and special events.
   c. Initiate planning for closure of research facilities.
   d. Isolate and monitor suspected cases of pandemic influenza.
   e. Initiate triage and isolation for students experiencing influenza-like symptoms.
   f. Coordinate emergency medical transportation.
   g. The university will review infection control procedures, make sure that the campus has adequate supplies of medical and hazardous personal protective equipment (PPE).
   h. Procure appropriate disinfectants.
   i. Adjust procedures for cleaning public areas to respond to an influenza pandemic.
   j. Provide necessary communications regarding the status of university operations.

5. PVAMU Level 3 Actions to Consider
   a. Continue all level 1 & 2 actions.
   b. If not already enacted, reconsider adjusting, reducing, limiting or suspending classes and special events.
   c. Consider discontinuation of routine health care.
   d. Employ every available resource to reduce the spread of illness and provide services to those who are impacted by the disease.
   e. The university should alter administrative activities except those deemed to be essential.
   f. Evaluate ability to provide enhanced IT support to accommodate increased telecommunications and, if necessary, start procuring needed IT support items.
   g. Human Resources should communicate and distribute policies regarding leave and essential/non-essential personnel.
   h. Risk Management and Safety and Health Services will meet to discuss and make recommendations as to whether the EOC should be activated.

6. PVAMU Level 4 Actions
   a. Continue all level 1, 2 and 3 actions.
   b. Maintain frequent communications with appropriate Health Departments.
   c. Activate the EOC, if that has not already been done.
   d. Medical assistance, housing, telecommuting, and other assistance should be fully utilized to reduce infection and support those who are ill, while maintaining essential university operational duties.
   e. Enhance medical support to accommodate increased isolation.
   f. Activate the point(s) of medical supply distribution.
   g. Initiate planning for recovery as needed.

7. General Actions for Suspension of University Functions
   a. Initiate the EMP to ensure that essential duties are performed as necessary.
   b. Students remaining in on campus and university managed properties due to travel constraints will be consolidated per ACC and Residence Life protocols.
   c. Support will be provided to students remaining on campus.
   d. Dining services operations will be adjusted per their protocols.

     e.   Alternate forms of instruction will be utilized in lieu of face-to-face instruction to the extent possible.

     f.   Increased security will be provided for facilities as they are vacated.

     g.   Essential financial operations will be maintained.

8. Recovery Actions and Principles
    a. Provide necessary communications regarding the status of the university.
    b. Follow federal, state, and local recommendations regarding recovery.
    c. Resume normal administrative functions.
    d. Resume normal academic/research functions.

F. Direction and Control

1. General: The President of the university retains authority for making decisions affecting the university. All decisions to be made should be based on federal, state, and/or local recommendations/mandates. These decisions may include issuing travel advisories, suspending mass gatherings (including classes), suspending research, suspending normal university operations, and resuming normal university operations.

2. Decision-making Process: Decision priorities may change as the situation develops.
    a. Issuance of travel advisories
    b. Cancellation of special events
    c. Cancellation of classes
    d. Initiation of telecommuting
    e. Suspension of research activities
    f. Suspension of university operations
    g. Resumption of normal operations

3. Decision-making Timeline
    a. Travel Advisories – Advisories regarding voluntary travel restrictions should coincide with federal, state, and/or local recommendations as the situation evolves (e.g. travel advisories should be issued to voluntarily restrict travel to affected regions).
    b. Screening, Triage, Isolation – Screening, triage, and isolation should be implemented as deemed necessary by Medical Service staff but should not continue past PVAMU Level 3 due to increased transmission and the extensive resources needed to maintain these functions. Past experiences with SARS and other biological incidents have demonstrated quarantine to be ineffective. The implementation of mandatory quarantine has also been deemed too resource intensive for Prairie View A&M University to employ; therefore, voluntary quarantine should be considered as a containment measure. Isolation is recommended to be voluntary. Due to extensive legal constrains, only under extreme measures should mandatory isolation be implemented. Beyond the point to maintain screening, triage, and isolation, social distancing measures should be employed.
    c. Resumption of normal operations should be predicated on the recommendations of federal, state, and/or local health authorities. Other factors for university resumption should be:

        i.   Decreased morbidity or mortality rate
        ii.   Decreased rate of disease spread
        iii.   Other universities and schools in the region resuming operations
        iv.   Transportation systems resuming normal operations
        v.   Availability of sufficient staff and faculty to support resumption of normal teaching and research activity.

4. Lines of succession will follow the established progressions.

G. Concept of Operations

1. General: The basis of the university response is the preservation of health, safety, and the well-being of the campus community. It is paramount that the university fosters a healthy environment for the campus community during an influenza pandemic. Maintaining economic stability and feasibility is secondary to the health, safety, and the well-being of the campus community. Every action will be taken to minimize adverse health effects and minimize negative economic disruptions. All employees (essential and non-essential) may be tasked to perform other duties, essential duties, as a result of an influenza pandemic response. The basic order of operational priorities is:

    a. Promoting the health, safety and well-being of the campus community,
    b. Maintaining continuity of operations,
    c. Maintaining critical infrastructure or facilities, and
    d. Resuming normal university operations.

2. Essential Duties
    a. Security
    b. Health and Safety
    c. IT Support
    d. Human Resources
    e. Financial Operations
    f. Campus Housing
    g. Food Services
    h. Maintaining Critical Infrastructure
    i. Teaching
    j. Research

3. Essential Personnel
    a. In general, if employees' job duties affect the security, safety, or physical operation of the university (including providing services to students) they may be employed in a position that is considered "essential" during these closings, as defined by Human Resources.
    b. Department heads are familiar with the commitments and requirements of their areas of responsibility within the university and are uniquely positioned to make the decision as to who needs to work as an "essential person" during these times.

4. Employee Well-being and Support: The response to an influenza pandemic will pose substantial physical, personal, social, and emotional challenges to employees of the university. Therefore, it is imperative for the university to provide employee well-being and support. It is unfeasible for the university to operate a university-wide phone bank

because of the increased resources to staff and maintain such a phone bank. For this reason, each department is encouraged to check on the well-being of its employees and to provide support as necessary. Departments are encouraged to monitor the health and emotional status of its employees by any number of mechanisms. These mechanisms may be in the form of (but not limited to) the following:

a. Establishing a call rotation for employees to check on co-workers.
b. Establishing a departmental call center for employees to call in and report status.

5. Business Continuity
    a. Business Continuity planning is critical before an influenza pandemic. Maintaining business continuity will mitigate disruptions to critical services and infrastructure caused by pandemic influenza. As well as these mitigating disruptions, Business Continuity planning enhances the recovery efforts caused by pandemic influenza.

6. Communication
    a. General
        i. Pandemic influenza imposes extra difficulties on communication. Therefore, it is of great importance to know who to contact and how to contact them. Effective communication is comprised of redundant communication systems, effective internal communication (communication among the university community) and effective external communication (communication with external agencies and the general public).
        ii. A reliable and redundant communications system is essential to obtain the most complete information on emergency situations and to direct and control resources responding to those situations.
        iii. In an emergency, one or more communication strategies/systems can become disabled or ineffective. Therefore, it is critical that planning takes into consideration the need for backup communication modes, diversity of communication modes and redundancy. Diverse and redundant communication systems will include, but are not limited to, email, internet, RAVE Guardian alerts, and phone lines (land or cellular).
        iv. Communication should happen early and often. All communication should be easily understood and culturally appropriate.
    b. Communication with member(s) of the university community traveling in affected regions must consider:
        i. Members of the university community that are traveling to affected regions as part of a university-sanctioned event must provide contact information before departure to the leading department and/or the Office of International Programs per existing university policies.
        ii. Primary modes of communication for all individuals will vary depending on the type of communication services available in the travel destination. Registered individuals will indicate the primary modes of communication. However, generally, the primary modes are telephone or email.

c. Communicating University Closures: Any announcements regarding closures or cessation of university events will be communicated via the PVAMU home web page, Panther Alert System, email, television/radio announcements, or any other available means. All announcements to be posted on the PVAMU home web page will be routed through Senior Vice President of Business Affairs. All television and radio announcements will be routed through Marketing and Communications Office.

d. Internal Communication

    i. General University Community – General information regarding pandemic influenza will be distributed in the form of public service announcements (PSAs) through any and all available modes of communication (i.e., internet, email, telephone, radio, television, etc.) as deemed appropriate.

    ii. Essential Personnel

        1. Department specific protocols should be established to create a type of communications center for contacting departmental employees. This may be as simple as assigning the departmental administrative office as the communications hub.

        2. All departments will utilize multiple modes of communications and calling trees as established in departmental business continuity plans.

        3. In general, the primary modes of communication are internet, landline telephones, cellular phones, email, and 800MHz radios for all university employees.

e. External Communication: The modes of external communications are specified in the EMP and any MOUs.

f. Resumption of University Operations: Resumption of university operations will be communicated through multiple means. Primary means for communicating the resumption of university operations will be via the PVAMU website, Panther Alert System and television/radio announcements. Other means for communication will be utilized as deemed appropriate.

7. Surveillance and Health Monitoring

a. Surveillance and health monitoring will be provided by the Health Department and the PVAMU Medical Services.

b. Surveillance and health monitoring includes increased attention to symptoms indicative of influenza-like illness and disease in persons who have engaged in travel to the affected area(s). Disease tracking will be provide through a laboratory setting and contact tracing.

8. Containment Measures: The university will employ disease containment measures to slow the transmission of disease on campus. Containment measures may include:

a. CDC, WHO and Texas State Health Department will institute isolation and quarantine at points-of-entry into the United States and Texas, respectively. With the majority of students, faculty and staff traveling through the major points-of-entry (e.g., Houston and Dallas) before arriving at Prairie View A&M University,

the university may only have to institute isolation for the individuals that were asymptomatic while passing through the points-of-entry.

    b. Infection control measures such as respiratory etiquette, hand hygiene and/or the use of personal protective equipment will be encouraged.

    c. Reduction in routine university-related activities as part of "ice days" strategy and social distancing strategies for employees who must work because their function is deemed essential (e.g. cancellation of face-to-face meetings, staggering of work shifts, etc.).

9. Health Care

    a. Medical Support

        i. The university will have primary responsibility for the health care services needed by students during a pandemic. Medical support will be under the direction of Medical Director and Administrator for Health Services in conjunction with Department of State Health Services (DSHS) and Center for Disease Control (CDC).

        ii. Your Primary Care Provider along with the Department of State Health Services will have primary responsibility for the health care services needed by PVAMU faculty and staff during a pandemic.

        iii. Outpatient health care will be provided under the direction of the Department of State Health Services.

    b. Screening/Triage: The WHO Phase 4 medical recommendations may initiate patient screening, triage and referral of ill or worried students, staff or faculty for follow-up tests. When necessary referrals will operate through normal channels of care at the Student Health Center. As determined medically necessary, students, staff or faculty will be tested for presence of influenza. If positive, the specimen will be forwarded to the DSHS lab or CDC lab, as per DSHS protocol at the time.

    c. Isolation: During the early stages of a pandemic, people known to be infectious with pandemic influenza will be advised to isolate themselves from others, typically in their own homes. For infectious students housed on campus and unable to be isolated at home, the university will isolate students with influenza-like illnesses. Health Services will coordinate with "Housing" to provide appropriate services.

    d. Quarantine: The implementation of quarantine will be on a voluntary basis. Individuals that may have been exposed to pandemic influenza through travel or other means should self-quarantine.

10. Medical Supply Distribution

    a. Vaccines, medicine and medical supplies necessary to administer the vaccine or medication will be supplied by or arranged for by the Department of State Health Services as per the Inter-local Agreement between PVAMU and the State of Texas DSHS, Public Health Region 6/5 South.

    b. All vaccines, medicine and medical supplies provided directly to PVAMU by the DSHS, CDC or any other health organization will be distributed under the supervision and by the recommendations of Health Services.

     c.   Points of Distribution
- i. Through MOU's established with Texas Department of State Health Services, the University has been designated as the primary point of distribution (POD) for the Waller County area. The university will establish other points of distribution on the campus as needed.
- ii. In any instances that the POD(s) are activated for county or university purposes, operations will be directed by Health Services under the supervision of the DSHS.

     d.   Influenza Unique to PVAMU: In event of influenza unique to PVAMU, the university will provide or arrange for or refer to appropriate support health care providers. Health Services will seek to acquire a medical supply inventory sufficient to treat influenza up to 15% of the student, staff and faculty population.

11. Mass Fatalities Management: The management of mass fatalities will be under the direction and authority of the Texas State Health Department.

12. Student Housing
     a.   In the event that a portion of the student population remains on campus, Residence Life should consolidate the students and families to the least number of buildings possible to reduce the magnitude of essential duties. These buildings would provide for the potential for group feeding, group meeting and group communication when necessary, but also provide the best possible scenario for students and families to live in separate living quarters with semi-private or private baths to increase social distancing.
     b.   The consolidation of campus residences will be affected by the students' perception of the situation. That is, students may perceive the cancellation of classes (and subsequently, the closing of university operations) as a holiday, leaving a majority of personal belongings in campus housing. Under these circumstances, the consolidation of remaining campus residences may be revised.

13. Feeding / Food Distribution
     a.   MSC Dining Hall will serve as walk-in facility for feeding of well students. This facility will be utilized per dining services departmental protocols.
     b.   MSC Dining Hall will serve as the food preparation and distribution for isolated students.

14. Security
     a.   The primary role of the University Police Department during any emergency operation is to provide for the safety and security of the campus community.
     b.   Many of the tasks required of the department during an influenza pandemic are simply an expansion of normal daily responsibilities including enforcing laws, maintaining order, protecting lives and property and traffic and crowd control.
     c.   In addition to their normal duty assignments, security departmental personnel may be called upon to protect and control access to key facilities, disseminate information to the public should primary systems be inoperative and provide security for vacated buildings on campus.

15. Academics

a. Course Offerings – All course offerings will be in accordance with the Provost and Associate Provost for Academic Affairs.

b. Course Credits

   i. If the "crisis" comes between semesters, suspend the beginning of classes and readjust the calendar to begin when safe conditions prevail.

   ii. If the "crisis" comes during the first 12 days of a long term or first 4 days of a summer term, suspend classes and readjust the calendar to begin when safe conditions prevail. At the time that classes begin again, allow time for a full semester (70 days).

   iii. If the "crisis" comes later in the semester so that only 12 days for a long term (or 4 days for a summer term) are lost at the end, declare it a "full semester" with credit assigned based on the work completed.

   iv. If the "crisis" comes any time in the long term between the first/last 12 days (or the first/last 4 days of a summer term), suspend classes until safe conditions prevail. Readjust the calendar to begin again when classes resume. This will effectively be a "time out" with course content resuming when classes resume.

c. Options for Grades

   i. If the student has begun a course and classes are suspended, and the student returns when classes resume, the grade will be assigned at completion.

   ii. If the student has begun a course and classes are suspended, and the student chooses not to return, grade options for NG or W will be decided by the Dean in the College providing the course.

   iii. If the semester must be terminated near the end of classes but before the last/final exams are given, grades may be affected. If this is a catastrophic situation, it may be appropriate for all grades for that semester be reported only as pass/fail rather than letter grades.

d. Refunds: If classes have begun and are completed at a later time, no refund is given.

e. Communication

   i. Official course and semester calendar information will be provided on the PVAMU web page, by email or any technology that students frequently use (text messages, etc.) For additional information, students will be directed to the Web to PVAMU home page.

   ii. All staff and faculty will direct students (and parents and others) to messages on the Web on the PVAMU home page.

   iii. Specific messages concerning any classes will be posted on the University Web pages.

16. Recovery and Resumption of Normal Operations: Emergency operating procedures for pandemic emergency conditions listed in this plan will cease when the campus returns to a Preparedness Phase or as recommended by federal, state, and/or local recommendations. Campus personnel will be notified by various means such as radio, television or university web page.

H. Organization and Responsibilities

1. General: The departments listed within this section are the departments in which others are dependent on. Departments not referenced in this section are still essential for an influenza response. More detailed information is retained in individual departmental business continuity plans.

2. Assignment of Responsibilities

    a. Policy Group: The Administration will make policy decisions on campus closure and other issues affecting the broader campus.

    b. Pandemic Influenza Planning Committee

        i. The Emergency Operations Center or the Emergency Management & Crisis Team will serve as the advisory group for the President.

        ii. Health Services, Risk Management and Safety and/or the EOC will monitor the transmission of pandemic influenza, assess the threat and implement appropriate activities and coordinate all actions with the Department of Health.

    c. Contract Administration: Review and negotiate business and service contracts for PVAMU.

    d. Dining Services: Feed the remaining student body and essential campus personnel.

    e. Employee Services: Provided and managed through HR.

    f. Risk Management and Safety

        i. Provide emergency response for all hazardous materials, gas, and fire incidents.

        ii. Support EOC functions and coordinate with local emergency responders.

        iii. Maintain hazardous and radioactive waste shipping operations, as necessary.

        iv. Provide support for emergency shelter operations.

        v. Direct personal protective equipment (PPE) distribution.

        vi. Provide PPE training, including respiratory protection training.

    g. Financial Management Operations

        i. Maintain vendor payments.

        ii. Maintain financial security.

        iii. Give approval to access reserves and account overrides.

        iv. Maintain wire transfers and approving security changes.

        v. Maintain cash management.

    h. Logistics (Division of Business Affairs)

        i. Receive, sort, and deliver incoming campus mail.

        ii. Process and deliver outgoing mail to United States Post Office.

        iii. Central Receiving will receive and re-deliver to the departments with the incoming freight changing from office supplies to emergency supplies.

    i. Physical Plant

        i. Provide building operations for the university.

        ii. Provide clean up, disinfection and waste removal.

   iii. Provide water, sanitary sewer waste water treatment, solid waste disposal, electricity, hot water, chilled water, and steam to the campus.

   iv. Provide support for custodial services.

  j. Residence Life: Consolidate and maintain housing for students remaining on campus, and associated duties.

  k. Strategic Sourcing

   i. Assist departments providing essential services with articulating their critical needs.

   ii. Determine the source which offers the best value.

   iii. Issue purchase orders to "best value" sources.

   iv. Expedite deliveries to assure timely arrival.

  l. Health Services: Provide appropriate levels of support for medical services, triage, emergency medical services, and infection control.

  m. Transportation Services

   i. Assist in emergency transportation as needed.

   ii. Provide signage and barricades as needed.

   iii. Provide vehicular services as needed.

  n. University Police Department: Provide security and law enforcement as necessary for the safety of the campus community.

  o. Information Resource Management

3. Task Assignments

  a. The Office of the President will perform the duties as stated in the Prairie View A&M University Emergency Management Plan.

  b. The Waller County Emergency Management Office will:

   i. In conjunction with the Director of Health Services, monitor health conditions and state emergency notices regarding pandemic influenza activity or other events that could result in the activation of this plan.

   ii. Coordinate the public health response efforts with county and state emergency operations.

   iii. Request support from county emergency management if university resources are insufficient.

   iv. Coordinate resource and staffing support for a public health response.

  c. The Director of Health Services will provide appropriate levels of support for medical services, triage, emergency medical services, and infection control.

  d. The Director of Risk Management and Safety will:

   i. Provide PPE consultation and training.

   ii. Provide disposal for all hazardous waste.

   iii. Coordinate departmental response actions.

   iv. Support emergency shelter operations, as necessary.

  e. The Director of Transportation Services will:

   i. Maintain a transportation plan for transportation of medical patients as necessary.

   ii. Arrange transportation for equipment, medical or otherwise.

  f. The Executive Director of Marketing and Communications will:

> > i. Provide information to the public on university operations as approved by the EMC, the Director of Student Health Services and the Office of the President.
> > ii. Coordinate media inquiries regarding the university relief operations.
> g. The Facilities Executive Director will, to the extent possible, ensure power; water supply and sanitary services are operable for critical campus facilities.
> h. The Chief of Police will provide security and law enforcement as necessary for the safety of the campus community.

I. Administration and Support
1. Reporting and Maintenance/Preservation of Records: The university is responsible for establishing administrative controls necessary to manage expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with established guidelines.
2. Post-incident Review: Following the conclusion of any significant emergency event, incident, or exercise, the Office of Risk Management and Safety will coordinate a critique of the group activities during the event, incident, or exercise. Support agencies will provide written and/or oral inputs for this critique, and the Office of Risk Management and Safety will consolidate all inputs into a final written report and submit it in accordance with established guidelines.
3. Exercises: The testing of this plan will be accomplished through different forms of exercises, or an actual event, annually. Reporting and post incident review activities are stated above.
4. Resources: Supporting agencies and required resources will be included as an attachment.

J. Annex Development and Maintenance
1. This plan will be reviewed and updated as necessary, such as after an exercise or an actual event, but not less than annually. The Office of Risk Management and Safety will route each proposed update through the Senior Vice President of Business Affairs to the Executive Cabinet to review and approve prior to including it in the plan. Revisions will reflect changes in implementation procedures, improved capabilities, changes in rules and regulations, and correction of deficiencies identified in exercises and actual events.
2. Divisions, departments, and facilities that maintain sections and/or procedures that are a part of this plan should review the portions of the plan pertaining to their function on an annual basis.

Annex K - Transportation

PVAMU Annex K - Transportation Annex

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

A. Authority

See the Emergency Operations Plan.

B. Purpose

This annex outlines our concept of operations and organizational arrangements for transportation of people, supplies, and materials during emergency situations, assigns responsibilities for various transportation tasks, and outlines related administrative requirements.

C. Situation and Assumptions

1. Situation
    a. In an emergency situation, the transportation of people, equipment, and supplies may have to be facilitated or restricted from areas at risk and in support of response and recovery activities. PVAMU has the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.
    b. During emergency situations, rapid evacuation from areas at risk may be necessary.
    c. Specialized transportation may be needed to transport some special needs groups.
    d. Transportation equipment may sustain damage during emergency situations and trained equipment operators may become disaster victims, limiting the means available to transport people and relief equipment and supplies.
    e. Transportation infrastructure, such as roads, bridges, and railroads, may sustain damage during emergency situations, making it difficult to use some of the transportation assets that are available.
    f. Major emergency situations may disrupt normal transportation systems, leaving many people without transportation.
    g. Some cargo may require materials handling equipment at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.
    h. In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.
2. Assumptions
    a. If people must be evacuated or relocated, the primary mode of transportation for most people will be personal vehicles. However, transportation must be provided for people who do not have vehicles.
    b. During emergency situations, we will use our own transportation resources and those available pursuant to inter-local (mutual aid) agreements to the extent that they are available.
    c. If commercial transportation providers that we normally deal with are able to support our emergency needs, we will continue to contract with those companies during emergency situations.

d. As school buses are the primary local passenger transportation resource, we assume that local school districts will respond to requests for transportation assistance from local government during emergency situations.

e. If we are unable to obtain transportation services from our usual commercial providers, we may rent or lease transportation equipment to provide the required transportation.

f. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.

D. Concept of Operations

1. General

   a. Transportation Requirement: When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations.

   b. Passenger Transportation: When possible, emergency passenger transportation requirements will be satisfied with the following resources:
      i. Voluntary use of personal vehicles
      ii. School/University buses
      iii. Leased or rented buses
      iv. State-owned or contracted vehicles
      v. Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements
      vi. Donated transportation equipment or services

   c. Cargo Transportation: Where possible, emergency cargo transportation requirements will be satisfied with the following resources:
      i. University cargo vehicles
      ii. Commercial freight carriers
      iii. Leased or contract equipment
      iv. Cargo vehicles provided by other jurisdictions pursuant to inter-local agreements
      v. Donated transportation equipment or services

   d. Special Needs: Individuals who are aged, ill, or have disabilities may need special transportation assistance, including boarding assistance and help with their belongings. They may be unable to walk to transportation pickup points for the general public.

   e. Requesting Transportation Support: Requests for transportation support may be generated by an Incident Commander or by departments and agencies that require additional transportation support to carry out the emergency responsibilities assigned in this plan.

2. Activities by Phases of Emergency Management

   a. Prevention

  i. Identify and maintain a current list of local public and private transportation resources.

  ii. Identify possible transportation needs that could result from various disasters.

  iii. Develop procedures for preserving transportation resources from known hazards by relocating them or protecting them in place.

 b. Preparedness

  i. Determine possible emergency transportation needs and related requirements for moving people, supplies, and equipment. Assess capabilities in relation to requirements to identify resource shortfalls; identify additional resources required.

  ii. Negotiate agreements with other jurisdictions, public agencies and private industry for use of their transportation assets, and, where appropriate, drivers during emergency situations.

  iii. Participate with other departments and agencies in the determination of evacuation routes for known hazards and, where appropriate, pickup points or routes for those who may require public transportation.

  iv. Plan and execute exercises involving the utilization of various types of transportation equipment.

 c. Response

  i. Activate emergency transportation function to receive and process requests for cargo and passenger transportation.

  ii. Respond to transportation requests within limits of available resources.

  iii. Monitor transportation resource status and identify requirements for additional resources.

  iv. Maintain records on use of transportation resources.

 d. Recovery

  i. Continue to coordinate transportation of equipment, supplies and passengers as needed.

  ii. Assess further transportation needs of citizens and provide transportation as needed.

  iii. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

E. Organization and Assignment of Responsibilities

 1. General

  a. The normal emergency organization described in the EMP will be employed when providing transportation services in emergency situations.

  b. Transportation Services personnel will coordinate emergency transportation operations in coordination with emergency operations center (EOC) operations.

 2. Task Assignments

  a. Transportation will:

   i. Identify available transportation resources and maintain a transportation resource contact list.

        ii. Coordinate with schools, other public agencies, and businesses regarding emergency use of their transportation assets and develop appropriate agreements and procedures for notifying appropriate officials of emergency situations.

        iii. Coordinate with local public transportation authorities and commercial transportation providers to establish procedures for providing transportation resources during emergency situations.

        iv. Coordinate with EOC to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations.

        v. Coordinate public transportation support for mass evacuations.

        vi. Coordinate with EOC on evacuation routes and the location of transportation pickup points and staging areas.

        vii. Provide the EOC/Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public.

    b. All departments having transportation assets will:

        i. Provide current information on available transportation equipment to Transportation for use in updating the transportation resource list.

        ii. Provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request to the extent possible.

    c. EOC will:

        i. Determine evacuation routes and provide traffic control needs for large-scale evacuations to University Police Department.

        ii. Determine transportation pickup points and staging areas, in conjunction with Transportation.

F. Direction and Control

1. General
   a. The Associate Vice President for Business Services will provide general direction to Transportation regarding emergency transportation operations.
   b. Transportation will coordinate transportation activities.
2. Line of Succession
   a. Associate Vice President of Business Services
   b. Director of Risk Management and Safety
   c. Transportation Services Director

G. Readiness Levels

1. Readiness Level IV – Normal Conditions: See mitigation and preparedness activities in section D2.
2. Readiness Level III – Increased Readiness
   a. Monitor the situation.
   b. Alert key personnel.

    c. Check the readiness of all equipment and correct deficiencies.

    d. Update transportation resource status information.

    e. Review plans and procedures and update them as needed.

3. Readiness Level II – High Readiness

    a. Monitor the situation.

    b. Update transportation personnel and equipment status.

    c. Alert and brief transportation providers for possible emergency operations.

    d. Review status of preplanned evacuation routes, pickup points, and staging areas locations.

    e. Update transportation resource status information.

4. Readiness Level I – Maximum Readiness

    a. Monitor the situation and update transportation resource status information.

    b. Staff EOC positions if the EOC is activated.

    c. Consider protective actions for transportation resources.

    d. Make tentative transportation resource allocations to probable emergency tasks.

    e. Pre-stage transportation assets, where appropriate.

H. Administration and Support

1. 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.

2. 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 situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

3. Training and Exercises

    a. Transportation personnel who will staff the ICP or EOC shall receive appropriate training on the operation of those facilities.

    b. Emergency exercises should periodically include a scenario that provides for the demonstration of emergency transportation.

I. Annex Development and Maintenance

1. Transportation, with assistance from the Risk Management & Safety Department, is responsible for developing and maintaining this annex.

2. This annex will be reviewed annually and updated as needed.

3. Departments assigned responsibilities in this annex are responsible for ensuring that SOPs address those responsibilities adequately.