

Texas A&M Health



DALLAS CAMPUS EMERGENCY OPERATIONS PLAN

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PURPOSE

The purpose of this plan is to outline the Dallas Campus' approach for organizing, coordinating and directing available resources toward effective emergency operations. The plan includes an organizational structure establishing the authority and assigns responsibility for various emergency tasks. The plan is intended to provide a flexible and scalable framework, which:

- Helps prepare the Dallas Campus staff to successfully respond to an emergency

- Allows the staff to attend promptly and efficiently to all individuals requiring medical attention in an emergency situation

- Defines clear roles, responsibilities, and authorities in managing emergency situations

- Provides processes for clear, rapid, factual, and coordinated communication for emergencies

- Describes effective coordination among emergency organizations of the university; health system; local, state, and federal authorities

SCOPE

Texas A&M Health has a responsibility to ensure the safety and security of its students, faculty, staff, and visitors. This scope of this plan is limited to the Dallas Campus, to include the Cooper Clinic, and the immediately adjacent parking lots that are utilized by Texas A&M Health personnel.

SITUATION OVERVIEW

General

The Dallas Campus is located in Dallas, Texas adjacent to the Baylor University Medical Center which consists of the School of Medicine and the School of Dentistry. The School of Dentistry consists of 5 buildings: the College of Dentistry Main Building, the Sciences Building, the Imaging Center, the Clinical Building, and the Cooper Clinic.

The School of Dentistry Main Building is a 7-story concrete block building with a basement, sub-basement, and a mechanical penthouse. It contains dental clinics, laboratories, lecture halls, conference rooms, and office spaces. The dental clinics occupy space on the 1st, 2nd 3rd, 6th and 7th floors and sees approximately 500 patients daily. Laboratories are located on the basement, 1st, 2nd, 3rd, 4th, 6th and 7th floors. Lecture halls, conference rooms, and office spaces are located on the basement, 1st, 2nd, 3rd, 4th, 5th, 6th and 7th floors. The School of Dentistry Main Building receives power from the Baylor University Medical Center (primary and backup power). It also contains its own emergency generator.

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The Sciences Building is a 2-story concrete block building that contains multiple biomedical research laboratories. The building also contains office spaces throughout. It receives power from TXU Energy. It also contains its own emergency generator.

The Imaging Center is a single-story concrete block building primarily with office and storage spaces.

The DCEF is a 9 story facility located at 3000 Gaston Avenue Dallas, TX 75246. The first 3 stories consist of a parking garage for patients, the 4th floor is a student lounge area that includes office spaces and classrooms, and floors 5 through 8 are clinical operations. The 9th floor is home to the mechanical area which includes two boilers and the HVAC system. There is a 250 gallon emergency generator located in room 223 and a 3000 gallon backup diesel tank located in room 113.

In addition to the main campus located on Gaston Avenue, the Dental School owns and operates a state-of-the-art offsite clinic strategically located in South Dallas, 10 minutes away and adjacent to Dallas' public railway system. This free-standing 4,200 square foot one-story facility features a spacious waiting room, eight operatories, digital X-ray capabilities, a consultation room, and a classroom/conference room.

The School of Medicine is embedded within Baylor University Medical Center, with additional classroom and administrative space on the second floor of the adjacent medical office building, Wadley Tower, in Suites 280 and 285. The School of Medicine facilities within Baylor University Medical Center receive primary and backup power from Baylor University Medical Center. Wadley Suites 280 and 285 receive power from an external retail supply.

Hazard Analysis

The Dallas Campus is exposed to hazards – natural and man-made – that have the potential for disrupting the normal working operations, causing casualties, and damaging or destroying the facilities. A summary of major hazards is provided in the table below.

| Hazard Type | Likelihood of Occurrence (Low Medium High) | Estimated Impact on Public Health and Safety (Low Medium High) | Estimated Impact on Property (Low Medium High) |
|----------------------|------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------|
| Civil Disorder | Low | Low | Low |
| Energy/Fuel Shortage | Low | Low | Low |

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issuing warnings can be found in Attachment 2 of the Emergency Operations Plan (EOP).

HSC Alert publishers include the Security Manager, the Security Captain, and the Environmental Health and Safety Specialist. These individuals have been trained on the use of HSC Alert and are authorized to issue an alert in accordance with HSC Alert Standard Operating Procedures.

Alternative methods for notification to the campus community may be implemented depending on the nature of the incident. For a list of all the warning mechanisms, see Attachment 2 of the EOP.

Periodic updates should be provided to the campus community utilizing the most appropriate notification method until the emergency has been resolved.

Emergency Public Information

The Advancement, Communications and Alumni Relations Department handles media relations as part of their normal responsibilities. During an emergency, the Executive Director will be responsible for interfacing with media who may be interested in covering the incident. Additionally, all media inquiries should be coordinated with the Texas A&M Health Assistant Vice President for Marketing and Communications.

Should the Assistant Vice President for Marketing and Communications become overwhelmed with media requests, the Texas A&M University (TAMU) Division of Marketing & Communications – in College Station – can assist by implementing their Emergency Communications Plan.

Emergency Communications

Reliable and interoperable communications systems are essential to obtain the most complete information during emergencies and share information amongst the Emergency Management Team as well as the campus community and emergency response partners.

Communications Equipment

Telephones, cellular or landline, are the primary means of communication for contacting key emergency responders and Emergency Management Team members.

Midland radios utilized by facilities, safety and security.

Interface with Local Responders

The Dallas Campus officials and representatives rely on the City of Dallas for emergency services as described in “Capabilities Assessment” above. In the event that an emergency at the Dallas Campus requires law enforcement, fire, or Emergency Medical Services (EMS) assistance, the first available person should call 911 from a campus phone to notify emergency responders immediately. Security should be notified

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Environmental Health & Safety Specialist Supervisor

Environmental Health & Safety Specialist

Security Manager

Security Captain

Director of Marketing and Communications, School of Dentistry

The Local Emergency Coordination Team:

Has the authority to make overall decisions for the campus.

Have a thorough knowledge of the building's operational needs.

Are able and willing to serve as a liaison to emergency responders and/or Texas A&M Health administrators regarding, but not limited to, emergency needs, status reports, and communications.

May distribute information to building occupants or gather information as needed

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Meet and assist emergency responders upon arrival and convey specific information about hazards in the building, access, locations of persons with functional and access needs.

If appropriate initiate HSC Alert protocols, as part of the HSC Alert Team.

Establish command post with EHS, senior administrators, and emergency responders.

Notify immediate supervisor.

Shut off medical gasses when directed by Oral Surgery or Periodontics.

Maintain communication with the Dean and Fire Wardens.

Facilities

Initiates procedures to secure facility for hazardous weather conditions.

Furnishes emergency power and lighting systems to the extent possible.

Provides technical knowledge about the facility.

Directs emergency repairs and protects equipment.

Receiving

Allow no one to use the freight elevator except to the Dallas Fire-Rescue

Individuals

Family members
59
themselves
wi

ATTACHMENT 1: ADDITIONAL RESOURCES

Local Response Entities

| Name | Business Telephone | Emergency Telephone |
|--------------------------------------------------------------------|--------------------------------|----------------------------------------------|
| Dallas County Office of Homeland Security and Emergency Management | 214.653.7980 | 24/7 On Call: 469.865.9461 |
| Dallas County Health and Human Services | 214.819.2000 | 214.819.2004 and 877.605.2660 After Hours |
| Dallas County Sheriff's Department | 214.749.8641 | 9-1-1 |
| City of Dallas Fire-Rescue Department | 214.670.5466 | 9-1-1 |
| City of Dallas Police Department | Dispatch 24/7: 214.749.8641 | 9-1-1 |
| Baylor University Medical Center | 214.820.0111 | 9-1-1 |

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- a. What is the potential for death?
 - b. What is the potential for serious injury?
 - c. What is the potential for property damage?
 - d. What is the potential for disruption to normal course of business?
3. Urgency
- a. How soon does the message need to go out? (Seconds, hours, days)
 - b. Is there time for approval?
4. Audience
- a. Who needs to be warned? (students, faculty, staff, administrators, tenants, guests)
 - b. How many people need to be warned? (few, dozens, hundreds, thousands)
5. System(s) capabilities
- a. What are the limitations of each system? (limited audience, lengthy delivery time)
 - b. How quickly can the messages be sent? (immediately, minutes, hours)

ATTACHMENT 3: ALTERED OPERATIONS FOR INCLEMENT WEATHER

Purpose

This procedure is to outline the authorities, operations, and responsibilities for altering campus operations due to the threat of or actual inclement weather. Alteration of campus operations is defined as the early dismissal, delayed opening, or campus closure.

Authorities

Each campus retains local authority for the decisions relating to altering campus operations due to inclement weather.

Each campus retains local authority to issue an HSC Alert to the campus population regarding the altered operation.

Procedure

Each campus will:

- Monitor local weather to determine if altered campus operations are warranted. Coordinate their decisions to alter campus operations with other TAMU components in the same jurisdiction.

- Take into consideration the actions of local school districts or other higher education institutions.

- If local school districts and/or other higher education institutions alter their operations, the respective campus may alter their operations.
- If local school districts and/or other higher education institutions remain open, the respective campus should remain open.

- Notify the following individuals, via a group email or text message, of the determination of altered operations and the reason for such determination.

- Chief of Staff
- Chief of Staff, Provost Office
- Executive Director of Emergency Management, TAMU
- Assistant Director of Emergency Management, TAMU

- Issue the HSC Alert for their respective campus, if campus operations will be altered.

Upon notification of altered campus alterations, Texas A&M University Emergency Management will:

- Notify Texas A&M Health Marketing & Communications for media releases.
- Notify the Texas A&M Health Webmaster to post alerts on appropriate websites.
- Send out on HSC Alert covering multiple campuses if inclement weather impacts multiple campuses simultaneously, rather than multiple campuses sending out HSC Alerts individually.

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ATTACHMENT 5: ANIMAL INCIDENT RESPONSE PLAN

The Associate Dean for Research and Graduate Studies maintains the Animal Incident Response Plan. (S)5 s-3(n)p2(a)6(n) Resp/2(ci930 1 584 al9a)-ins

ATTACHMENT 6: FLOOD EMERGENCY PLAN

Facilities Services will initiate the internal disaster protocol upon the determination that

