ANNEX A

WARNING

PROMULGATION STATEMENT

Annex A: Warning, and contents within, is a guide to how the University issues warnings of emergency situations to the campus community. The Annex is written in support of the Texas A&M University (TAMU) Emergency Operations Plan (EOP).

APPROVAL AND IMPLEMENTATION

The University's Associate Vice President for Safety and Security shall be responsible for annex oversight and coordination with applicable stakeholders. The annex is flexible in that part of the plan, or the entire plan, may be activated based on the specific emergency and decision by University executive management.

This Annex and its supporting contents are hereby approved, supersede all previous editions, and become effective immediately upon the signing of all signature authorities noted below.

Approved: Signature on file Date: 10/20/21

Christopher M. Meyer, Associate Vice President
Office of Safety and Security
Texas A&M University

TABLE OF CONTENTS

General 3
Conception of Operations 3
Reports of Dangerous Conditions 3
Notifications to University Administrators 3
Special Notification Procedure 4
Dissemination of Warnings 4
Emergency Website 5
Organization and Assignment of Responsibilities 6
Record of Change 8
Appendix A: Description of Warning Mechanisms 9
Appendix B: Procedures for Emergnecy Weather Closures 11
General 11
Responsibility 12
Emergency Contacts and Responsibilities 12

This annex outlines additional operational concepts and procedures specific to Texas A&M University as otherwise not stated in Annex A: Warning of the Brazos County Interjurisdictional Emergency Management Plan.

GENERAL

Timely warnings of emergency conditions are essential to preserve the safety and security of the university community. Therefore, this annex outlines the different warning systems available and suggested use of each system, as well as provides operational guidance for issuing emergency warnings.

There is no one means of message delivery that will enable the university to fully warn everyone in a timely manner because each mode or channel has limitations. Thus, it is imperative to utilize multiple channels to effectively broadcast warning messages to the most people. Code Maroon is common name for the primary system used by Texas A&M to deliver emergency messages via multiple channels or modalities to the campus community.

All warning messages must be accurate, clear, and consistent. Within the constraints of the available messaging system(s), all messages should include accurate and detailed information about the situation and what actions to take. During the course of the emergency event, regular updates to the campus community are advisable.

The media aids in the warning dissemination. Therefore, to maintain the accuracy of the warning messages, the media should receive consistent information with the warning messages themselves. Refer to Annex I: Public Information for further information.

CONCEPTION OF OPERATIONS

Reports of Dangerous Conditions

Most reports of dangerous conditions are received by one of the TAMU communications hubs (University Police Department Dispatch, University Emergency Medical Service Dispatch, or Facilities Services Communications Center), College Station Dispatch, or the Brazos County 9-1-1 District.

Occasionally, emergency calls are received elsewhere. It is important for the communications hubs to be notified of the emergency to ensure all appropriate notifications are made.

Notifications to University Administrators

Upon receipt, the UPD Dispatch and the Facilities Services Communication Center shall ensure that initial notifications of an emergency are made.

Each notification is specific to the nature of the emergency. However, most emergencies may require the communications hubs to initially notify one or more of the following:

- Environmental Health and Safety (EHS)
- University Police Department (UPD)
- University Emergency Medical Services (UEMS)
- Critical Incident Response Team (CIRT)
- Facilities Services / SSC Service Solutions
- Marketing and Communications
- College Station Fire Department (CSFD)
- Others, as applicable

Based on the situation, additional information may be provided to personnel with decision-making authorities within the Texas A&M community via email by members of the Office of Safety & Security. Such additional information may be provided based on professional judgment and information provided by incident command. Email groups may include, but are not limited to, the following:

- Texas A&M University Executive Management
- Local Emergency Response Personnel
- Texas A&M System Administrators

Special Notification Procedure

For emergency conditions that may warrant altering or cancelling classes and/or normal operations, responsible parties will notify the President, the Provost and Executive Vice President for Academic Affairs, the Senior Vice President and Chief Operating Officer, and the Vice President for Facilities, Health, Safety and Security, or their designee(s). The discretion and responsibility for cancelling classes and/or normal operations is vested with the President and/or Provost. See Appendix C for notifications of weather emergencies.

Incidents involving Select Biological Agents and Toxins or recombinant DNA shall be immediately reported to the university's Responsible Official and Biological Safety Officer.

Dissemination of Warnings

Warning messages must be accurate, clear, and consistent. All messages should include information describing the type of emergency, location of the emergency, what actions to take, and where to get additional information.

Many warning mechanisms can be activated individually such as fire alarms and campus email. Alternatively, many of the mechanisms can be activated through the Code Maroon system.

Code Maroon is Texas A&M University's emergency notification system that gives the university the ability to send emergency information advising of imminent danger through multiple channels including, but not limited to, text messages, email, KAMU-AM/FM radio, campus cable television, and campus emergency alert system radios located in buildings across campus. Refer to Appendix A for a detailed description of each notification method.

In addition to the Code Maroon System, the following are available communication systems which can be used in the event of an emergency:

- Local Media
- Building fire alarms
- Brazos County Emergency Notification System (to include access to disseminate Wireless Emergency Alerts)

In addition to emergency messaging, timely warnings as defined by the Clery Act will be issued in the event that a situation arises (either on or off campus) which, in the judgment of the Chief of University Police or designee, constitutes an ongoing or continuing threat to the campus community.

Many factors are taken into account when deciding when and how to disseminate warnings. Below are some broad considerations for warning dissemination. Refer to Appendix B for a comprehensive list of factors used in the decision-making process.

- Type of hazard
- Life safety and property protection
- Urgency
- Audience
- System(s) capabilities

Emergency Website

The TAMU emergency webpage is the primary location for posting additional information during emergencies. During normal operations, the emergency website directs visitors to the University home page.

During times of emergency, the emergency website automatically populates with the current Code Maroon message. Additional information is manually added to the website by emergency management (or designee).

When a Code Maroon message is issued, the following channels provide a link to the emergency.tamu.edu website for additional information: SMS, email, mobile app, computer alerts, Twitter, and RSS feeds.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

University Police Department

- Receives on-campus 9-1-1 calls, except calls regarding medical emergencies, and respond according to established protocols
- Initiates Code Maroon messages
- Updates information on http://emergency.tamu.edu, if requested
- Issues timely warning messages if deemed necessary or appropriate

Facilities Services

- Receives fire alarm messages and notifies CSFD according to established protocols
- Provides information to Facilities Services administration, building proctors, and others as appropriate
- Utilizes the “All Call” feature of the Moto Turbo radio system to read the Code Maroon Message on air.

Office of Safety & Security

- Initiates Code Maroon messages if requested
- Updates information on http://emergency.tamu.edu
- Provides periodic updates to university executive management
- Notifies Community Emergency Operations Center (CEOC) personnel of potential dangerous conditions
- Notifies System administrators as appropriate
- Request activation of Brazos County Emergency Notification System, as needed

University Emergency Medical Services

- Receives on-campus medical 9-1-1 calls and responds according to established protocols
- Provides information to Student Health Services administration as appropriate

Information Technology

- Provides technical support through the IT Help Desk
- Performs system updates of hardware and software
- Provides training for users of Code Maroon

- Initiates Code Maroon messages if requested

Marketing & Communications

- Serves as the primary point of contact for news media
- Updates appropriate university websites
- Maintains the university's social media (e.g., Facebook, Twitter)

RECORD OF CHANGE

CHANGE NUMBER	DATE OF CHANGE	DESCRIPTION OF CHANGE	CHANGE MADE BY:
1	July 2015	Minor updates throughout. Removal of Appendix on Decision Criteria for Issuing Warnings.	Martinez
2	May 2018	Minor updates throughout to reflect new technologies for emergency notification and title changes.	Martinez
3	October 2021	Streamlined content. Updated position titles. Grammatical changes.	SASE

Note: SASE stands for the Office of Safety & Security

APPENDIX A: DESCRIPTION OF WARNING MECHANISMS

SMS Text Messages – Texas A&M University students, faculty and staff who have a Texas A&M NetID and password can register one number to receive SMS text message alerts. Public access is also available through the vendor subscriber's portal by creating a guest account. The delivery time of SMS messages is less than 30 minutes. Each message is limited to approximately 160 characters, which limits the message content.

Computer Alerts –Texas A&M University students, faculty and staff can receive Code Maroon computer alerts by installing the Desktop Notifier on personal computers or laptops. The alerts will be received on computers connected to the internet. The Desktop Notifier is enabled on classroom computers and computers managed by the Open Access Labs.

Classroom Speakers – Code Maroon emergency alerts are automatically broadcast over loudspeakers in Registrar-controlled classrooms. This enables students and instructors to get alerts when cell phones have been silenced or where cellular signals are weak.

Emergency Alert System (EAS) – The campus EAS is similar to the local EAS; however, it currently only sends messages over the campus cable television network, KAMU-AM/FM radio, and the campus EAS radios.

Fire Alarm Speakers – Code Maroon emergency alerts are automatically broadcast over compatible fire alarm speakers in many buildings across campus. This enables campus members to get alerts when cell phones have been silenced or where cellular signals are weak.

KAMU-FM Radio – Code Maroon emergency alerts are broadcast on KAMU 90.9FM. KAMU exists primarily to provide public broadcasting to the Brazos Valley area, but it is also involved in the academic mission of Texas A&M. Emergency alerts are not aired via online broadcast streams.

Texas A&M Email – All TAMU faculty, staff, and students have university-assigned email addresses which automatically receive all Code Maroon messages. There are no restrictions on the length of the message. However, not everyone checks their emails on a regular basis, and/or TAMU email is not their primary email account.

Twitter – Anyone can receive Code Maroon emergency alerts by signing up for Twitter and following TAMUCodeMaroon. The alerts will be displayed on individual Twitter home pages in an emergency. Anyone can also enable "device updates" and receive a text message alert. However, the rate at which a message is delivered is beyond the control of Texas A&M University.

RSS Feeds –Code Maroon's RSS feed can be accessed through email clients (Microsoft Outlook or Mozilla Thunderbird), various news readers (My Yahoo, Feedly and Flipboard) or your Internet browser (Internet Explorer, Firefox, etc.).

Code Maroon Mobile App – The mobile app is free to download for iOS and Android mobile devices in which anyone can receive Code Maroon emergency alerts though push notifications within the app.

Local Media - The local television and radio outlets are good sources to distribute warning messages to a broad audience. However, this mechanism is not limited to the university community. Each media outlet must be contacted individually for message distribution. As such, the message delivery time is dependent on the cooperation of the local media, their availability, and the availability of TAMU personnel to relay the message to the local media. Refer to Annex I: Public Information for further information.

Local Emergency Alert System (EAS) - The EAS is a component of the state and federal EAS system. As such, EAS messages are broadly distributed through local television and radios stations as well as NOAA weather radios. Any activation of the local EAS must be in compliance with the procedures outlined in Appendix 5 (Emergency Alert System Procedures) of Annex A: Warning of the Brazos County Interjurisdictional Emergency Management Plan. The local EAS, however, does not provide messages on the campus cable television network.

Thor-Guard Lighting Warning System - Thor-Guard Lightning Warning System is an audible outdoor alarm system that provides warnings for potential lightning-producing weather conditions. This system has audible speakers located at the golf course on the main campus, at Penberthy Intramural Fields on west campus, and at Brayton Fire School by Easterwood Airport. As such, the audible alarms are limited by proximity, building obstructions, and location within buildings. Currently, this system only provides warnings for potential lightning-producing weather within 8 miles of the detection device.

Building Fire Alarms – Building fire alarm systems provide timely warnings within each building. Some fire alarms just have audible sirens while others have built-in voice capabilities at the fire alarm console. Fire alarms are initiated and annunciated locally with information relayed to the Facilities Services Communications Center.

Brazos County Emergency Notification System - The system is utilized by various entities within Brazos County including the Cities of Bryan and College Station and TAMU. This system utilizes landline telephones and registered cell phone numbers to issue voice messages within a defined geographic area.

Campus Digital Signage - Various digital signs on campus display campus and building-specific information for faculty, staff, students, and visitors. When Code Maroon messages are issued, digital signs around campus receive the RSS feed and display the text of the Code Maroon message for the duration of the incident.

APPENDIX B: PROCEDURES FOR EMERGENCY WEATHER CLOSURES

General

This appendix addresses the suspension of University operations due to severe weather conditions or other emergency situations. Essential employees, as determined by their supervisors, must report for work to maintain operations and provide for a secure campus.

The Associate Vice President for Safety and Security is responsible for assessing all available information to formulate a recommendation to executive management regarding closure of the University.

Should an emergency situation occur, the Associate Vice President for Safety and Security will consult with appropriate university departments as well as review available information, i.e., National Weather Service (NWS) and Texas Department of Transportation (TxDOT), to determine if a recommendation should be made to cancel classes and/or close the University. The Associate Vice President for Safety and Security will advise the President and the Provost of the situation and the intention, and a determination will be made by the President and/or designee. If classes are affected, the Provost's Office will make the determination regarding cancellation of classes. The Associate Vice President for Safety and Security will inform the Vice President for Marketing and Communications, the Senior Vice President and Chief Operating Officer, and the Vice President for Facilities, Health, Safety and Security, and the Facilities Services Communications Center, who will in turn make contact as described in *Attachment A – Emergency Contacts and Responsibilities.* If the decision is made to close the University, the Vice President for Marketing and Communications' staff will alert the local media by no later than 6:00 a.m.

The President will determine, based on the recommendation of the Provost, Senior Vice President and Chief Operating Officer, and the Vice President for Facilities, Health, Safety and Security, and the Associate Vice President for Safety and Security, when to re-open the University. The decision will then be communicated to the Vice President for Marketing and Communications' staff for media release.

Information concerning the situation may distributed utilizing Code Maroon, the University's email system, and the University's website.

In the event of an impending emergency where there is sufficient time to plan, such as the approach of a hurricane, it may be necessary to evacuate the campus. This type of event will be handled on a case-by-case basis.

Responsibility

The Vice President for Marketing and Communications is responsible for ensuring that all available information is provided to the media regarding the emergency closure. The media will be contacted as soon as possible and information will also be posted on the University's main website regarding the closure.

Employees who do not have access to television or radio should contact their immediate supervisor for information or call the Facilities Services Communications Center at 845-4311. If an employee's job duties include the security, safety, or physical operation of the University (including providing services to students), he/she may be employed in a position that is considered "essential" during these closings. If an employee is unsure, he/she should check with his/her immediate supervisor.

For information related to pay and leave for employees during an emergency situation, please refer to the Human Resources O E guidelines.

Emergency Contacts and Responsibilities

The Office of Safety & Security will contact executive administration and key department heads as appropriate.

Each Vice President or their alternate will in turn contact his/her department heads to advise them of the closure and determine what essential personnel need to report for work.

The President's Office will contact the Chancellor's office to advise them of the closure.

The Vice President for Marketing and Communications or designee will contact local media. Information will be posted to the university website as soon as possible after the decision and announcement are made. An announcement will also be sent via Texas A&M email distribution as quickly as possible.

Each college, division, or department will determine the essential personnel in their areas and will have a list of those positions deemed 'essential' in their area as it relates to emergency situations.