ROUND ROCK CAMPUS

EMERGENCY OPERATIONS PLAN

SEPTEMBER 2023

SIGNATURES OF APPROVAL

This Emergency Operations Plan and its contents is a guide to how the Texas A&M Health – Round Rock Campus prepares for and responds to emergency situations. It is intended to capture specific authorities and best practices for managing incidents of any size and scope that may impact the building.

This plan shall apply to all persons participating in mitigation, preparedness, response and recovery efforts on the Round Rock campus. Furthermore, tasked departments shall maintain their own procedures and actively participate in the training, exercising and maintenance needed to support this plan.

This plan and its supporting contents are hereby approved, supersedes all previous editions, and is effective immediately upon the signing of all signature authorities noted below.

Recommended
for Approval: _____ Date: _____
Olga Rodriguez
Associate Vice President and Chief of Staff
Texas A&M Health

Recommended
for Approval: _____ Date: _____
Dr. Amy Waer
Dean, School of Medicine
Texas A&M Health

Approved: _____ Date: _____
Dr. Leann Horsley
Dean, School of Nursing
Texas A&M Health

Approved: _____ Date: _____
Dr. Indra Reddy
Interim Senior Vice President
Texas A&M Health

Table of Contents

Purpose 4
Scope 4
Situation Overview 4
General 4
Hazard Analysis 4
Capabilities Assessment 5
Planning Assumptions 6
Concept of Operations 6
General 6
Emergency Authorities 7
Population Protective Actions 7
Emergency Notification and Warning 8
Emergency Public Information 8
Emergency Communications 8
Interface with Local Responders 9
Interface with TAMU College Station Campus 9
Organization and Assignment of Responsibilities 9
Organization 9
Assignment of Responsibilities 11
Lines of Succession 12
Direction, Control, and Coordination 12
General 12
Emergency Operations Center 13
Administration, Finance, and Logistics 13
After Action Reviews 13
Agreements and Contracts 14
Plan Development and Maintenance 14
Maintenance 14
Testing and Exercising 14
Annual Plan Submission and Reporting 14
Authorities and References 14

Authorities 14
Plan Contact Information 15
Record of Change 16
Attachment 1: Additional Resources 17
Attachment 2: Notification and Warning 18
Attachment 3: Altered Operations for Inclement Weather 20

PURPOSE

The purpose of this plan is to outline the Round Rock 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.

SCOPE

Texas A&M Health has a responsibility to ensure the safety of its students, faculty and staff whether on campus or participating in institution-sanctioned events. Therefore, the scope of this plan is not limited to the physical geography of the Round Rock campus. This plan also addresses emergency functions that support persons participating in institution-sanctioned events.

SITUATION OVERVIEW

General

The Round Rock campus consist of one 4-floor building on approximately 5 acres at the intersection of North A.W. Grimes Blvd and Avery-Nelson Blvd in Williamson County, Texas. It is largely a rural campus surrounded by undeveloped land.

The Round Rock campus offices several organizations from different entities. On the campus are organizations from:

- Texas A&M Health
    - School of Pharmacy
    - School of Medicine;
    - School of Nursing;
    - School of Public Health;
    - Central Administration;
    - TexVet;
- Medical Sciences Library (Texas A&M University); and
- Lone Star Circle of Care

Hazard Analysis

The Round Rock campus is exposed to hazards 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	Estimated Impact on Public Health and Safety	Estimated Impact on Property
	Low Medium High	Low Medium High	Low Medium High
Man-Made Hazards			
Active Shooter	Low	High	Low
Bomb Threat	Low	Low	Low
Building Fire	Low	Medium	Medium
Civil Disturbance	Low	Low	Low
Hostile Person(s)	Medium	Medium	Low
Suspicious Package	Low	Low	Low
Workplace Violence	Low	Low	Low
Natural Hazards			
Epidemic	Low	High	Medium
Flooding	Low	Medium	Low
Ice (Winter Weather)	Medium	Medium	Low
Infectious Disease	Medium	Medium	Low
Severe Thunderstorms	High	Low	Low
Tornado	High	High	High
Wild Fire	Low	Low	Low

* High likelihood means the hazard happens frequently and low likelihood means the hazard rarely happens or has not happened.
**High impact means significant injuries/illness or loss of life as well as a large loss of assets; whereas low impact means no impact, no injuries, minor loss of assets.

Capabilities Assessment

The Round Rock campus does not maintain its own emergency services, therefore emergency services are provided by the City of Round Rock and/or Williamson County. However, it does maintain a non-commissioned security department that controls building access, coordinates with local responding agencies, etc.

The primary and secondary agencies for emergency services are listed below.

Agency Type	Primary	Secondary
Law Enforcement	Round Rock Police Department	Williamson County Sheriff's Office
Fire Services	Round Rock Fire Department	
Emergency Medical Services	Williamson County EMS	Acadian
Public Health	Williamson County and Cities Health District	

PLANNING ASSUMPTIONS

In addition to the planning assumptions listed in the Texas A&M Health's Emergency Operations Plan, the following are planning assumptions specific to the Round Rock campus.

- The Round Rock campus will continue to be exposed to and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.
- Emergencies may 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.
- The Round Rock campus is reliant on emergency services from the local jurisdictions. Therefore, it is essential for us to be prepared to carry out the basic initial life safety actions since it may take time for emergency services to arrive.
- Proper planning and preparedness activities with local emergency services will ensure an effective and coordinated response.
- Proper mitigation actions, such as fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.
- The Round Rock campus officials and representatives must recognize their responsibilities for the safety and well-being of faculty, staff, students and visitors; and assume their responsibilities in the implementation of this emergency plan.
- Proper implementation of these guidelines will reduce or prevent disaster-related losses

CONCEPT OF OPERATIONS

General

The Round Rock Campus officials and representatives have the responsibility to protect public health and safety and preserve property from the effects of an emergency. As such, the response priorities are:

- Protection of life and safety of students, faculty, staff and visitors;
- Secure critical infrastructure and facilities which are, in priority order:
    - Facilities used for clinical procedures;
    - Facilities critical to health and safety;

  - Facilities that sustain emergency response;
  - Classroom and research facilities; and
  - Administration facilities

- Resume teaching and research programs.

In order to meet these priorities, the officials and representatives must implement appropriate population protection activities (e.g. evacuations or sheltering in place), issue timely emergency notifications and warnings, coordinate emergency public information, ensure interoperable emergency communications, and coordinate with local emergency services personnel.

Emergency Authorities

The School of Medicine Associate Dean, as the campus authority, is the primary authority for the Round Rock campus. For rapid onset emergencies (e.g., building fire, chemical spill, active shooter, etc.), the School of Medicine Associate Dean has the authority to:

- Issue population protective actions;
- Alter personnel schedules in support of an emergency response; and
- Identify trained personnel as deemed essential for maintaining critical campus operations.

For emergencies with longer lead times (e.g., winter weather, hurricanes, etc.), the School of Medicine Associate Dean, in consultation with Texas A&M Health Administration as stated in the “Lines of Succession” below, may alter campus operations in support of an emergency response or for the safety and well-being of the campus community. Specific authorities related to altered campus operations due to inclement weather can be found in Attachment 3 of this plan.

Any implementation of emergency authorities will be communicated to the Texas A&M Health Administration Coordination Group for coordination with Texas A&M University Executive Management and Texas A&M Health Administration.

Population Protective Actions

Depending on the nature of the emergency, the Round Rock campus personnel must implement population protective actions prior to the arrival of local emergency personnel. Population protective actions include:

- Partial or full evacuation in accordance with the Building Emergency Action Plan (maintained under a separate title);
- Sheltering-in-place for hazardous materials releases; or
- Seeking safe shelter for acts of violence, tornado warnings, etc.

Emergency Notification and Warning

Timely warnings of emergency conditions are essential to preserve the safety and security of the campus and are critical to an effective response and recovery.

When the School of Medicine Associate Dean or the Security Lieutenant has made the decision to act on an emergency that affects the Round Rock campus, and after local emergency responders have been notified, an HSC Alert publisher will immediately initiate an HSC Alert message if it meets the criteria for activation of the system. Decision criteria for issuing warnings can be found in Attachment 2 of the EOP.

HSC Alert publishers include Security Lieutenant, Security Sergeant, and one Advanced Security Officer. These individuals have been training 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 Round Rock campus does not have a person that handles media relations as part of their normal responsibilities. Therefore, all media inquiries will be routed through 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 TAMU College Station Marketing & Communications Department 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.
- Analog 400 Mhz UHF Radios utilized by facilities, safety and security

Interface with Local Responders

The Round Rock campus relies on the City of Round Rock and Williamson County for emergency services as described in “Capabilities Assessment” above. In the event that an emergency at the Round Rock campus requires law enforcement, fire, or EMS assistance, the first available person should call 911 from a campus phone to notify emergency responders immediately. Security should be notified immediately after calling 911 so that a security officer can serve as the initial point of contact for arriving emergency responders.

Prior to the arrival of emergency responders, members of the Local Emergency Coordination Team should take actions as appropriate per their training in response to the incident.

Upon arrival to the campus, emergency responders may choose to establish an Incident Command Post (ICP) per their policies/procedures. The Security Lieutenant will serve as a liaison between the Round Rock campus and local emergency responders.

Interface with TAMU College Station Campus

The Round Rock campus’ first priority during the emergency is to protect life safety and property. After emergency actions have been initiated per the EOP, notifications to the Texas A&M Health Administration Coordination Group should be made. While the Texas A&M Health Administration Coordination Group receives emergency notifications from HSC Alert, additional information concerning the nature of the incident, number/type of injuries, status of the facility, etc. should be provided and should include status updates, as appropriate, until the situation is resolved. The Texas A&M Health Administration Coordination Group will forward updates to others within Texas A&M Health Administration and to Texas A&M University Executive Management through normal chains of command.

For larger or prolonged incents, additional support staff may be sent from College Station to assist. Additional support staff may include, but not limited to, emergency management personnel, law enforcement or security personnel, or communications personnel as needed. Due to travel distances, however, it may take up to 8 hours before additional support arrives in Round Rock.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Organization

Senior Administrators

- Associate Dean, School of Medicine
- Assistant Dean, School of Nursing

Local Emergency Coordination Team

The Round Rock campus has identified key individuals to be members of the Emergency Coordination Team, to act in their specific roles and bear the responsibilities listed below. Members of the Local Emergency Coordination Team include:

- Associate Vice President for Graduate Medical Education
- Security Lieutenant

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 for dissemination to students, employees, and visitors on the Round Rock campus.
- May maintain financial or administrative records involved in the emergency and post-action recovery.
- Should have an understanding of other team members' roles and responsibilities to provide the team continuity and support if one or more members are unavailable during an emergency.

In addition, the Local Emergency Coordination Team is also responsible for:

- The development and maintenance of this plan for presentation to and approval by the senior administrators – as listed in this plan – for final approval and signature;
- The preview and maintenance of information, additions, and changes to the plan at all times;
- Plan oversight; coordination with applicable stakeholders; and scheduling, training, and implementing annual drills.

Floor Proctors

The Floor Proctors are responsible for assisting with notification and safe evacuation of occupants from their offices, classrooms, or other work areas among other responsibilities as defined in the Building Emergency Action Plan (maintained under a separate title).

Essential Personnel

Some university employees (e.g., security, critical physical plant personnel, etc.), because of the nature of their jobs, may be identified as “essential personnel”. Essential personnel will be identified as such by their supervisors based on their roles and responsibilities during an emergency.

Assignment of Responsibilities

Associate Dean, School of Medicine

The School of Medicine Associate Dean will serve as the lead of the Local Emergency Coordination Team. In this capacity, the School of Medicine Associate Dean is the lead administrator for the Round Rock campus and maintains authority of building operations during emergency situations.

Assistant Dean, School of Nursing

The School of Nursing Assistant Dean will provide guidance and input to the School of Medicine Associate Dean on matters relating to the School of Nursing. In the absence of the School of Medicine Associate Dean, the School of Nursing Assistant Dean will serve as the co-lead of the Local Emergency Coordination Team with the Associate Vice President for Graduate Medical Education.

Local Emergency Coordination Team

- Create and establish annual training and exercise schedules to test functionality of the plan
- Establish building and departmental internal emergency notification lists
- Solicit a list of self-identified persons (students, employees, and/or visitors) with functional needs using the facility at any given time (ADA requirement)
- Maintain a go kit – each member should maintain a “go kit”. Each “go kit” will be unique and should include items such as a copy of the Emergency Operations Plan, key contact lists, and any files specific to the member’s position on the EMT. “Go kits” can be kept on memory sticks (flash drives) and will be encrypted or password protected if possible.
- Report to the Round Rock campus emergency operations center (EOC).
- Initiate building and center internal emergency notification lists when the emergency is verified by the School of Medicine Associate Dean, Security Lieutenant, or their designee.
- Deploy Floor Proctors for evacuation or sheltering-in-place as required.
- Notify Texas A&M University Emergency Management of the nature of emergency.

Security

- Immediately contact the School of Medicine Associate Dean and begin assessment of the emergency condition.
- Serves as a liaison with local emergency services
- Provides access control of the building

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

Individuals

- Familiarize themselves with emergency procedures and evacuation routes in the building

Lines of Succession

School of Medicine Associate Dean

- Secondary: Associate Vice President for Graduate Medical Education

School of Nursing Assistant Dean

- Secondary: None

Security Lieutenant

- Secondary: Security Sergeant

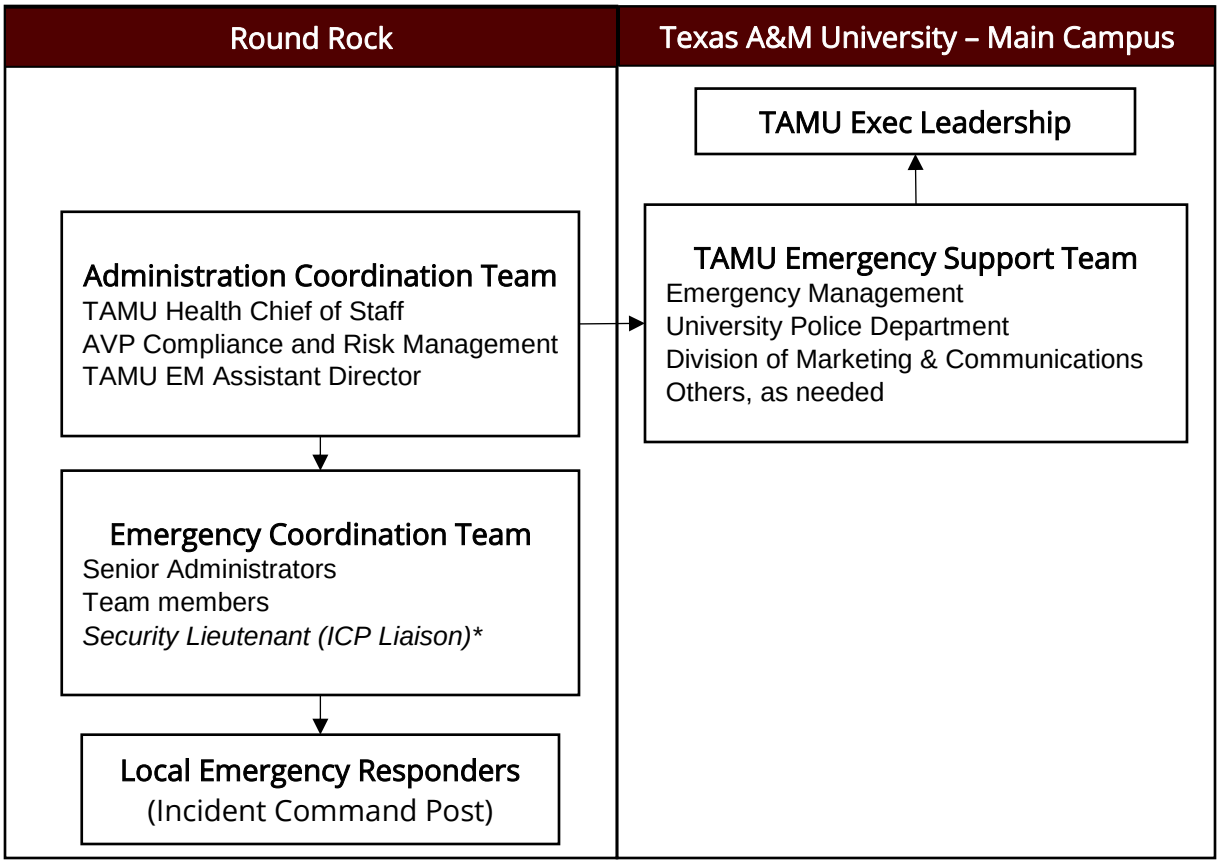
Facilities Manager

- Secondary: Facilities Technician

DIRECTION, CONTROL, AND COORDINATION

General

The emergency management structure and communication flow will generally follow normal day-to-day operations. However, some emergency situations may require a more structured organization to facilitate communication and coordination more easily. The below diagram depicts the emergency management structure and flow of communication during an emergency.



Emergency Operations Center

The Emergency Operations Center (EOC) is located in Room S305 (the security office). The EOC serves as the centralized location in which the Local Emergency Coordination Team will operate and make executive level decisions during an emergency. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC.

ADMINISTRATION, FINANCE, AND LOGISTICS

After Action Reviews

Following an activation of the Emergency Operations Plan, members of the Local Emergency Coordination Team and senior administrators shall conduct an after action review. The review of emergency responses can yield valuable feedback to the emergency planning process and enable the Round Rock campus to improve future emergency responses. The scope of after action reviews may range from small to large depending upon the complexity of the response.

An After Action Report should be generated following the review that captures the nature of the incident, response descriptions, and outcomes – what worked well and

areas for improvement – and recommendations for future planning. A copy of the report will be provided to Texas A&M Emergency Management. Texas A&M Emergency Management will submit all after action reports to the Texas A&M University System Risk Management office in accordance with Texas A&M University System Policy for Emergency Management (34.07 and 34.07.01). A copy of the report will be available through the Texas A&M Health security office.

Agreements and Contracts

- The Round Rock campus does not maintain any agreements or contracts specific to the campus.

PLAN DEVELOPMENT AND MAINTENANCE

Maintenance

The Local Emergency Coordination Team is responsible for maintaining and updating this plan. This plan shall be reviewed annually and updated based upon deficiencies identified during actual emergency situations and exercises and when changes in hazards, resources, capabilities or organizational structure occur. A revised or updated plan will be provided to all departments and individuals tasked in this plan in addition to Texas A&M University Emergency Management.

Testing and Exercising

With the assistance and cooperation of Texas A&M University Emergency Management, Local Emergency Coordination Team members will outline and arrange training reflective of their responsibilities for students, faculty, and staff to participate in annually.

Annual exercises will be held so Local Emergency Coordination Team members can practice their skills and evaluate the adequacy of the EOP. An After Action Report (AAR) for each exercise shall be developed and submitted to Texas A&M Emergency Management. All exercises will be conducted in accordance with Texas A&M System Policy for Emergency Management.

Annual Plan Submission and Reporting

Texas A&M Emergency Management is responsible for submissions and reporting of required plans and executive summaries to the TAMUS Office of Risk Management in accordance with System Regulation 34.07.01 for Emergency Plans.

AUTHORITIES AND REFERENCES

Authorities

In addition to the authorities listed in the Texas A&M University Emergency Operations Plan, the following are authorities specific to the Round Rock campus.

- There are no additional authorities specific to the Round Rock campus.

PLAN CONTACT INFORMATION

Name and Position	Phone Number	Alternate Phone Number
Keith Rihn Security Lieutenant	512.341.4954	512.731.6223
E-Mail: rihn@tamu.edu		
Department: Security		

RECORD OF CHANGE

Change Number	Date of Change	Description of Change	Change Made By:
1	10/18/2018	Updated points of contact information	Lutz
2	3/7/2019	Annual Review, general updates to titles, update contact list, deletion of site safety officer	Lutz
3	9/25/2020	Update signature page, contacts, and Attachment 4 revision.	Lutz/Walton
4	5/27/2021	Updates to contacts	Lutz
5	08/29/2022	Updates to provide consistency with BEAP. Updates to provide consistency with separately maintained contact lists. Deletion of site safety officer.	Rihn
6	8/31/2022	Update to Hazard Analysis and change of 'Associate Dean' to 'Assistant Dean' on p. 12.	Lucas
7	8/21/2023	Updated Communications Diagram, changed Emergency Management Team to Emergency Coordination Team, Removed Attachments 3, 5, 6, 7, and 8	Lutz

ATTACHMENT 1: ADDITIONAL RESOURCES

Entity	Phone Number
Round Rock Emergency Management	512.218.6632
Round Rock Fire Department	512.218.5591
Round Rock Police Department	512.218.5500
Williamson County & Cities Health District	512.943.3600
Williamson County Emergency Management	512.864.8200
Williamson County Sheriff's Office	512.864.8282

ATTACHMENT 2: NOTIFICATION AND WARNING

Warning messages must be accurate, clear and consistent. All messages should include information describing the situation, actions to take, and where to get additional information.

Many warning mechanisms can be activated individually such as fire alarms and campus email. Alternatively, some of the mechanisms can be activated through HSC Alert.

Texas A&M Health maintains a robust warning system. Therefore, below is a non-comprehensive listing of available warning mechanisms.

- Text Messages*
- Email*
- HSC Website*
- Mobile Application*
- Social Media*
- Local Media
- Building Fire Alarms

The warning mechanisms denoted above by (*) can be activated by HSC Alert. HSC Alert is the Texas A&M Health's opt-out emergency notification system that gives Texas A&M Health the ability to send emergency information advising of imminent threat to Texas A&M Health components through text messaging and mass email.

In addition to emergency messaging, timely warnings, as defined by The Clery Act, will be issued if a situation arises (either on or off campus) which in the best judgment of the Clery Compliance Officer or designee constitutes an ongoing or continuing threat to the Texas A&M Health community.

Many factors are taken into account when deciding to and how to disseminate warnings. Below are some broad considerations for warning dissemination.

1. Type of hazard
    - What is the hazard? (Building fire, tornado, hazardous materials release)
    - What is the impact to the HSC or component? (Minor, major, catastrophic)
    - What is the potential for the situation to worsen?
    - Is the situation under control?
2. Life safety and property protection

- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for minor injury?
- What is the potential for property damage?
- What is the potential for disruption to normal course of business?

3. Urgency
    - How soon does the message need to go out? (Seconds, hours, days)
    - Is there time for approval?
4. Audience
    - Who needs to be warned? (Students, faculty, staff, administrators, tenants, guests)
    - How many people need to be warned? (Few, dozens, hundreds, thousands)
5. System(s) capabilities
    - What are the limitations of each system? (Limited audience, lengthy delivery time)
    - 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.

Resources

Entity	URL
City of Round Rock Emergency Management	https://www.roundrocktexas.gov/departments/fire/emergency-management/
Williamson County Emergency Management	https://www.wilco.org/Departments/Emergency-Management
Lone Star Circle of Care	https://lonestarcares.org/
Local News – Weather	http://kxan.com/category/weather/
National Weather Service	http://www.weather.gov/ewx/
TXDOT Highway Conditions	http://www.drivetexas.org