TEXAS A&M UNIVERSITY CORPUS CHRISTI

COLLEGE OF BUSINESS

College of Business
Texas A&M University–Corpus Christi
Business Continuity/Disaster Preparedness Manual
2025

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Pre-Hurricane Shut Down Procedure

Texas A&M University-Corpus Christi operates the Hurricane/Tropical Storm Defense Plan in partnership with StormGeo, a full-service weather department. StormGeo defines the process of preparing for a hurricane using Trigger Points.

Trigger Point 1 begins on June 1 of every year with the start of hurricane season. Trigger 2 is based on StormGeo's Hurricane Risk Indicator (HRI), a long-range tool that identifies a possible hurricane risk to our location. Please review the University's Hurricane/Tropical Defense Plan, located at https://www.tamucc.edu/finance-and-administration/facility-administration/ehs/emergency-management.php for more information. **Most departments, including the College of Business, do not participate in Triggers 1 and 2.** The Dean's staff will place black plastic trash bags in every faculty/staff office in the O'Connor and Flour Bluff buildings well in advance of any inclement weather.

To prepare in advance for hurricanes, **back-up of paper files** to Teams or I:Drive should be prioritized as an ongoing process for all faculty and staff.

Trigger Point #3 occurs when StormGeo alerts the University that conditions are favorable for a storm. The Public Information Officer is monitoring a storm when this occurs, and the Interim Dean will notify the COB through the phone tree. The COB personnel should review the Hurricane/Tropical Defense Plan, the departmental hurricane and business continuity plans, and consider their individual roles, responsibilities, and duties at this time. The custodial staff will work with COB staff to have tarps available.

At Trigger Point #4, the University must begin preparing to evacuate. All COB personnel will be directed to back up electronic files containing student records, faculty records, alumni records, and other pertinent data, and will begin to cover hard copy files with plastic tarps.

The COB will evacuate at the direction of the President who will notify the Interim Dean at Trigger Point #5, **or earlier**. Classes will be dismissed by the Interim Dean at this time.

It is critical that it is understood:

1. **Each individual is responsible for their own work/files/personal items.**
2. Student assistants will not be available to help with an evacuation plan; will not be available to secure faculty offices or their own workstations, and will not be available to help with classes until the campus is re-opened.
3. COB staff will be occupied with securing critical files and equipment for the College. Very limited resources will be available to assist in securing faculty offices or files.
4. COB office equipment and files are the priority and conference rooms, copier rooms, and classrooms are a second priority if time permits.

The action steps defined below will apply at each trigger level once the Interim Dean has notified the College of Business. *Please read the action items carefully for the section that applies to you.*

Action Items

Trigger Point #3 (storm <72 hours):

COB Interim Dean/Associate Deans will inform COB faculty and staff, including the Coastal Bend Business Innovation Center (CBBIC), in accordance with the COB phone tree.

All Faculty and Staff:

- COB staff and faculty and custodial staff will use hurricane bags/tarps and other supplies throughout the O'Connor Building and Flour Bluff Building to prepare to quickly secure items if necessary.

Action Items

Trigger Point #4 (storm <48 hours):

COB Interim Dean/Associate Deans will inform COB faculty and staff, including the Coastal Bend Business Innovation Center (CBBIC), in accordance with the COB phone tree.

All Faculty and Staff:

- Back up all electronic files: working files in Teams or OneDrive; files not needed soon in I:drive.
- Cover pertinent hard copy records with plastic tarp.

Action Items

Trigger Point #5 (storm <36 hours):

COB Interim Dean/Associate Deans will inform COB faculty and staff, including the Coastal Bend Business Innovation Center (CBBIC), in accordance with the COB phone tree.

Classes will be dismissed, and students will be evacuated, **if not earlier**.
At this point, **if not earlier**, the Interim Dean's office staff will:

- Remove items on walls (diplomas, pictures, etc.) and place these items under desks or away from windows.
- Move computer equipment away from windows.
- Unplug all computers and electrical equipment; Do not unplug phones from the network wall jack.
- Place computers and electronic equipment below desk.
- Bag computer equipment.
- Unplug all computers and electrical equipment in cubicles.
- Bag computer equipment in cubicles.
- Take any valuable or sentimental items off the property.
- Take any pertinent hard copy files needed for current work off the property.
- Lower blinds, make sure room lights are off, and close and lock all doors.

IT and Business Lab:

- Secure all common area/classroom electronic equipment.
- Remove items on walls (diplomas, pictures, etc.) and place these items under desks or away from the windows.
- Move computer equipment away from windows if possible.
- Unplug all computers and electrical equipment. Do not unplug phones from network wall jacks.
- Place computers/electronic equipment above floor level (on top of desk, if possible). On second/third floors this equipment may be put under desks.
- Bag computer equipment.
- Take any valuable or sentimental items off the property.
- Take any pertinent hard copy files needed for current work off the property.
- Lower blinds, make sure room lights are off, close and lock all doors.

Faculty:

- Take any pertinent hard copy files needed for current work or classroom instruction off the property.
- Save electronic working files to Teams or OneDrive so that you can access them. The I:drive might go down for a short time. Flash drives can break or be lost.
- Remove items on walls (diplomas, pictures, etc.) and place these items under desks/away from the windows.
- Unplug all computers and electrical equipment. Do not unplug phones from network wall jacks.

- Move computer equipment away from windows.
- Place computers and electronic equipment above floor level (on top of the desk, if possible). On second/third floor, this equipment may be put under the desks.
- Bag computer equipment.
- If you have a portable computer, take the computer with you.
- Take any valuable or sentimental items off the property.
- Lower blinds, make sure lights are off, and close and lock all doors.

Business Coordinator:

- Back up purchasing systems.
- Back up payroll systems.
- Process current student payroll.
- Obtain extra fund limits on Pcard for Business Coordinator and Dean.
    - The Pcard office no longer changes the limit on Pcards in the event of a disaster.
- Take Pcard and other valuable information off the property.
- Unplug all computers and electrical equipment. Do not unplug phone from network wall jack.
- Move computer equipment away from windows.
- Place computers and electronic equipment under the desk.
- Bag computer equipment.
- Take any valuable or sentimental items off the property.
- Lower blinds, make sure lights are off, and close and lock all doors.

Graduate Programs Office:

- Remove items on walls (diplomas, pictures, etc.) and place these items below the desk and away from windows.
- Unplug all computers and electrical equipment. Do not unplug phones from network wall jack.
- Move computer equipment away from windows.
- Place computers and electronic equipment below the desk, or in the Vault.
- Bag computer equipment.
- Take any valuable or sentimental items off the property.
- Take any pertinent hard copy files needed for current work off the property.
- Lower blinds, make sure room lights are off, close and lock all doors.

Coastal Bend Business Innovation Center:

- Notify clients of the intent to evacuate; they should have their own business continuity plan in place.
- Remove items on walls (diplomas, pictures, etc.) and place these items under desks or away from the windows.
- Unplug all computers and electrical equipment. Do not unplug phones from network wall jack.
- Move computer equipment away from windows.
- Place computers and electronic equipment above floor level (on top of the desk, if possible).
- Bag computer equipment.
- Take any valuable or sentimental items off the property.
- Take any pertinent hard copy files needed for current work off the property.
- Lower blinds, make sure room lights are off, and close and lock all doors.

Checks will be performed by COB staff on every office/workstation to ensure they are secure.

- 1st floor, Associate Dean
- 2nd floor, IT Manager/ Manager, Master's Programs
- 3rd floor, IT Manager/Administrative Coordinator
- CBBIC, Director/Assistant Director/Senior Administrative Associate-Office Coordinator

College of Business Phone Tree

DR. DAVID MA CONTACTS:

DR. KATHERINE ROBERTO, ASSOCIATE DEAN

DR. VEYSEL AVSAR, ASSOCIATE DEAN

DR. KATHERINE ROBERTO CONTACTS:

DR. AHMED KAMARA, CHAIR DSE

DR. ANDREW JOHNSON, CHAIR MGMK

DR. ALEXANDRA THEODOSSIOU, CHAIR AFBL

MS. LIZ PALACIOS, PROGRAM COORDINATOR

DR. VEYSEL AVSAR CONTACTS:

MR. DOUG MILBAUER, DIRECTOR, CBBIC

MS. SHARON POLANSKY, MANAGER MASTER'S PROGRAMS

MS. ELIZABETH LONGORIA, BUSINESS COORDINATOR

MR. DANIEL HERNANDEZ, IT MANAGER

MS. CINDY SHEEHY, ADMINISTRATIVE COORDINATOR

DR. ALEXANDRA THEODOSSIOU CONTACTS:

DR. EUGENE BLAND

DR. DONALD CRUMBLEY

DR. DON DEIS

MS. GINGER DELATTE

DR. LEOBARDO DIOSDADO

DR. DANA FORGIONE

DR. SWINT FRIDAY

DR. JASON HEAVILIN

DR. HSIAO-TANG "TOM" HSU

DR. DIMITRIOS KOUTMOS

DR. LAWRENCE SMITH

DR. MATTHEW STARLIPER

DR. CHUNLAI YE

DR. CHRIS WERTHEIM

DR. TERRI XU

DR. RABIH ZEIDAN

DR. DAVID ZHANG

DR. QIUHONG ZHAO

DR. AHMED KAMARA CONTACTS:

DR. VEYSEL AVSAR
DR. CHULEEPORN CHANGCHIT
DR. PATRICK CROWLEY
DR. ROBERT CUTSHALL
DR. DENIZ GEVREK
DR. DAVID HUDGINS
DR. TIM KLAUS
DR. JIM LEE
DR. JOSEPH MOLLICK
DR. LONG PHAM
DR. MOHAN RAO

DR. ANDREW JOHNSON CONTACTS:

DR. KENT BYUS
DR. OLIVER CRUZ-MILAN
DR. SANDRA DEGRASSI
DR. JOHN DELEON
DR. JOHN GAMBLE
DR. RANDY HARRIS
DR. YU-SHAN HUANG
DR. RUSTY KARST
DR. KAREN LOVELAND
DR. TROY POUNDS
DR. SCOTT SHERMAN
DR. KATHERINE SMITH
DR. JENNIFER TAYLOR
DR. DEANDRA TRAVIS
DR. A.N.M. WAHEEDUZZAMAN
DR. COLIN WOOLDRIDGE

MS. SHARON POLANSKY CONTACTS:

MR. CALEB ALVA, ASSISTANT MANAGER
MR. NICOLAS RODRIGUEZ, ACADEMIC SUCCESS COORDINATOR
MS. AMANDA MACIAS, ACADEMIC SUCCESS COORDINATOR

MR. DOUG MILBAUER CONTACTS:

MS. SHAWN ELIZONDO, ASSISTANT DIRECTOR
MS. MELISSA WINDLE, SENIOR ADMINISTRATIVE ASSOCIATE

MS. CINDY SHEEHY CONTACTS:

MS. TAWISHA STEWART, ADMINISTRATIVE ASSOCIATE

Post Hurricane/Tropical Storm

The COB Interim Dean/Associate Deans inform COB faculty and staff, including the Coastal Bend Business Innovation Center (CBBIC), through the COB phone tree once the University determines that it is safe to return to campus. These directions will include specific instructions on what actions to take in returning to offices/work stations.

- All personnel assess damage.
- All personnel report any damage to University Assessment and Compliance Manager for compilation.
- COB Interim Dean holds an informational meeting with faculty and staff to share general information on next steps.
- COB Department Chairs meet with faculty to determine status of classes and determine detailed next steps.

Continuity Plan

This College of Business Continuity Plan is based on the assumption that a University-wide Continuity Plan will be available to support college activities, and that all faculty are familiar with Canvas.

Faculty

- Post syllabi, handouts, PowerPoint, lecture notes, etc. for each course in Canvas course shells.
- Enter any test banks used for each course in Canvas or make plans for alternative delivery of exams. These Canvas elements can be hidden from the students' view until you choose to make them operational.
- Construct alternative exercises, cases, discussion questions, etc. to substitute for in-class materials. These can also be hidden from view and ready in the appropriate tabs in Canvas.
- Utilize the Canvas gradebook and on-line syllabus posting to keep students up-to-date on course progress. This also serves as a reminder to students of graded assignments (should they misplace their printed syllabus).
- Have duplicate textbooks/other course materials at home or an alternate location.
- Secure access to necessary online textbooks or websites for your courses (if any). The website vitalsource.com can be used to download your text (your textbook representative can give you access).
- Duplicate your university computer files in Teams, OneDrive, or I:Drive.

- Add the following statement to each syllabus:

Statement of Academic Continuity
In the event of an unforeseen adverse event, such as a major hurricane, making it impossible to hold on-campus classes at Texas A&M University–Corpus Christi; this course would continue using Canvas and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University services (i.e., emails, web sites, and Canvas) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and secondary means of contacting each student.

University Staff

- University provides faculty with Teams, OneDrive, or I:Drive access to back-up university computer files. Teams is Campus IT's preferred location.
- Replace faculty CPU towers with laptop computers at replacement time.

SHORT-TERM CLOSURE

This plan assumes that Canvas and email access will be uninterrupted (or interrupted for 1-6 days or less) AND that faculty and students have access to the Internet.

Faculty and Staff

- Must have access to a laptop or comparable device.
- Backup university computer files on Teams, OneDrive, or I:Drive.
- Prepare a travel kit with materials needed to conduct your classes at a distance.

University

- Required provisions:
  - A means of dependable communication, such as satellite telephones for upper administration, including Deans.
  - Functional Canvas system with a help desk available for support.
  - IT help desk for both students and faculty that can be accessed by telephone or email.
  - Functional faculty and student email servers.
  - Functional faculty directory. (https://www.tamucc.edu/business/about/directory/index.php)
  - The ability to temporarily extend the semester and post grades for an extended time after the event, should this occur at or toward the end of the semester.

LONG-TERM CLOSURE

This plan assumes that the University Canvas and Internet services are in place, but the campus is damaged to the point that faculty and students cannot gain access for an extended period (one week or longer).

Faculty and Staff

- Determine which courses can be delivered via Canvas either entirely or until the campus facilities are repaired.
- Ensure that courses are prepared according to the Preparation Plan

University

- Provide
  - A means of dependable communication, such as satellite telephones, for upper administration, including Deans.
  - Canvas service.
  - IT help desk for both students and faculty
  - Email access for faculty and students
  - Functional faculty website server
  - Temporary housing and computer lab access at another university campus for students, so that students can continue their coursework remotely
- Ensure
  - Salary and benefits continue
  - Alternative means for accessing health insurance information

- If the long-term closure starts at least halfway through a semester, the university provides
    - The ability to temporarily extend the semester and post grades for an extended time after the semester officially ends.
- If the long-term closure starts at least ¾ of the way through a semester, the faculty, College of Business, and/or the university should determine at what point the total grade earned becomes the final grade, or if an incomplete would be the reasonable choice.

Conclusions

The contingency plans developed above are dependent upon

1. the support of the University through:
    a. Canvas access,
    b. Technical assistance for Canvas,
    c. Email access for students and faculty,
    d. The continuation of salary and benefits.
2. the functioning of the College of Business faculty and staff through:
    a. faculty being able and prepared to deliver courses online,
    b. acquiring access to the needed communications and technology, and
    c. having communication among faculty, staff, Chairs, and Dean.