

HURRICANE/TROPICAL STORM DEFENSE PLAN

1. PURPOSE

This plan is intended to acquaint personnel with hurricane/tropical storm hazards, to indicate the action required to overcome or minimize these hazards, and to delineate responsibility in carrying out such action.

2. GENERAL

A hurricane is a cyclonic storm which, as a unit, normally travels at about 8 to 12 miles per hour and has a small center area of relative calm with an area of high wind velocity revolving counterclockwise about this central area. Hurricane winds are defined as those having a force greater than 75 MPH; however, they have been recorded well over 180 MPH.

3. POLICY

- A. The Incident Commander will ensure the implementation of this plan.
- B. All personnel not assigned to remain on campus will evacuate when tropical storm winds are imminent. Classes will be closed at the discretion of the Incident Commander upon notification that a storm threatens to hit the area. The campus will be closed within 8 hours of that notification. Campus buildings are not designated public shelters. Persons must seek shelter elsewhere.
- C. All University sponsored functions within the Corpus Christi geographical area are cancelled.

PRE-STORM TEAM ROLES/RESPONSIBILITIES

TRIGGER POINT #1: Beginning on May 1

- The Public Information Officer sends out a campus announcement that hurricane season begins June 1 through November 30 and requests that all departments review the TAMU-CC Hurricane / Tropical Storm Defense Plan and their Business Continuity plans. In addition, all academic departments should review their Academic Continuity plan as noted in [Procedure 34.07.01.C0.02](#).
- Review list of hurricane supplies required to secure your areas of responsibility.
- Update your departmental Hurricane/Tropical Storm telephone tree.
- Review procurement card validity and emergency purchasing procedures.
- IT/UPD Tests all emergency notifications systems.
- SEAS requests that students update their emergency information in the student information system.
- The Liaison Officer contacts the City of Corpus Christi Emergency Management Office concerning re-entry letters.

Facilities Services

- Commences preseason preparations.
- Checks roofs of buildings for loose debris; ensures drain heads are cleared.
- Inspects supplies for adequate materials (mops, buckets, squeegees, batteries, and battery-powered lights, trash bags, kitty litter, etc.).
- Ensures adequate fuel (gasoline and diesel) is on hand for operation of emergency generators and vehicles.
- Checks inventory and replenishes emergency supplies.
- Ensures adequate supply of sandbags.

TRIGGER POINT #2:

Hurricane Risk Indicator – RPA +/- StormGeo Weather’s Response Plan Activator (RPA) is a long-range tool that identifies a possible hurricane risk to your location over the next 5-7 days.

- Incident Command monitors StormGeo Weather Service and the National Hurricane Center.
- Incident Commander sends out a notice to the Incident Command staff to review storm procedures.

For additional decision guidance, consider accelerating actions if the Max Forecast HSI (Hurricane Severity Index) value is greater than 25. Consider decelerating actions if the HSI value is less than 15.

TRIGGER POINT #3:

Worst Case Scenario (WCS) 39 mph <72 hrs. and Probability of Wind Impact (PWI) 58 mph >20%:- The earliest arrival of the 39-mph wind field is less than 72 hours from the location and the probability of wind impact by the 58-mph wind field is greater than 20%. The following actions should be considered.

Due to the unpredictable nature of a Hurricane/Tropical Storm, it is extremely difficult to base an action on the storm's course and speed. Response actions indicated in this plan are based on advisories from StormGeo Weather Service, the National Hurricane Center and the City of Corpus Christi Emergency Operations Center. National Hurricane Center forecast models have an inherent error of 200 miles on either side of the track for the 72 hours forecast period, 150 miles for the 48-hour forecast track and 75 miles for the 24-hour forecast track. The action guidelines listed may be adjusted accordingly as more information on the storm's track becomes available.

Incident Commander

- Activates the Hurricane/ Tropical Storm Defense Plan.
- Calls for an Incident Command Staff meeting to prepare the campus for possible closure.
- Directs the Public Information Officer to announce that the campus is monitoring a storm.
- Schedules Command meetings throughout the Storm Watch to plan storm preparations.
- Obtains status report from Section Chief and Command Staff Officers.

Liaison Officer

- Implements their unit section plans.
- Notifies the State tenants, religious affiliations, CCISD, Antonio Garcia Center, Flour Bluff Building, Art Museum of South Texas, and Chaparral Building to prepare for possible campus closure.

Public Information Officer

- Implements their unit section plans.
- Prepares messages for campus announcements, news and social media.

Security Officer

- Implements their unit section plans.
- Ensures that plans are in place to close and clear occupants from campus buildings.

Safety Officer

- Implements their unit section plans.
- Identifies hazardous situations associated with the incident.
- Coordinates with IT and UPD to prepare the EOC for emergency management operations.

Finance and Administration Section Officer

- Implements their unit section plans.
- Secures hotel rooms for administrative personnel evacuating.
- Contacts FAMIS to put production of checks and reports on hold.

Academic Planning & Operations Section Chief

- Implements their unit section plans.
- Provides EHS a list of Chemical, Biohazard and Pathogens inventory for Academics and Research laboratories.
- Provides EHS an inventory of living animals used in research, their locations, list of responsible personnel, IACUC for animal protocol.
- Review's personnel that will be on vacation.
- Provides a list of field trip schedules and personnel traveling out of Corpus Christi on business to Academic Planning.
- Provides a list of college activities, University events calendar and meetings planned to the Incident Commander.

Facilities Services Operations Section

- Implements their unit section plans.
- Prepares to secure University Buildings.
- Notifies contractors to secure equipment and supplies.
- Makes final check for loose debris, clears drain heads, secures outside furniture.
- Assists Art Museum in securing their priority collection.

Logistics Section Chief

- Implements their unit section plans.
- Works with campus vendors to secure University Services.
- Works with campus vendors to secure Food Service operations.

IT Operations Section Chief

- Implements their unit section plans.
- Releases Emergency Hotline Numbers.
- Prepares for Web Service, contacting TAMU-San Antonio as an alternate location and secures lab computers.
- Alerts campus to back-up computer files located on their desktop.
- Performs backup of student records, library catalog, alumni records, and other relevant data.

Student Engagement and Success Operations Section Chief

- Implements their unit section plans.
- Verifies bus transportation to evacuate students.
- Coordinates with TAMU for temporary shelter.

Holding Pattern: Sustained winds forecast to drop below 39 mph: Assessment Time.

TRIGGER POINT #4:

Worst Case Scenario (WCS) 39 mph < 48 hrs. and Probability of Wind Impact (PWI) 58 > 30%:- The earliest arrival of the 39-mph wind field is less than 48 hours from our location and the probability of wind impact by the 58-mph wind field is greater than 30% the following checklist actions should be considered.

President notifies the Chancellor of current campus status.

Incident Commander

- Obtains status report from Section Chief and Command Staff Officers.
- Meets with the Incident Command members to plan for the closure.
- Decision made to close the campus.

Public Information Officer

- Utilizes campus announcements, social media to inform the campus community of actions being taken by the University.
- Notifies the media of the campus closure and evacuation.

Security Officer

- Obtains incident briefing from the Incident Commander.
- All UPD personnel report to Security Officer for assignments.
- Performs final security check of campus to ensure persons not working directly with the Incident Command Team have evacuated the campus.
- Verifies that all personnel have left the campus and buildings are secured.
- Notifies the Incident Commander that the campus is closed and secured.
- Notifies City of Corpus Christi Emergency Management when the campus is fully evacuated except for security personnel.
- Maintains keys to university vehicles that are stored on-site.

Safety Officer

- Obtains incident briefing from the Incident Commander.
- Coordinates the activation of the EOC with IT and UPD.
- Assists departments with the evacuation process.

Finance and Administration Section Chief.

- Increases P-Card user credit limits.
- Ensures assigned employees of F&A have laptops prior to departure.
- Issues to the Emergency Management Team
 - Activity Log
 - Disaster Time Sheets to track hours
 - Daily purchase log

Academic and Planning Operations Section Chief

- Notifies Deans to dismiss classes.
- Notifies Research Institutes to secure their projects.
- Coordinates securing boats and vehicles with UPD. Deliver keys to UPD.

Facilities Operations Section Chief

- Fuels and stores all Facilities Services vehicles.
- Verifies that utilities to all buildings have been shut off.
- Shuts down Central Plant.
- Maintains receipts of all transactions until Procurement and Disbursement Department can return to campus and reestablish operations.

IT Operations Section Chief

- All Information Technology personnel report to supervisors for hurricane team assignments.
- Prepares to activate web server at TAMU-SA.
- Places a temporary phone greeting informing of the University's status.

Student Engagement and Success Section Chief

- There is a time difference between when bus transportation is notified of the need and when the buses must leave. We must notify the transportation providers as soon as possible but no later than 60 hours prior to landfall that we need transportation. The contracts state we must leave campus no later than 36 hours prior to landfall. TAMUS buses will depart College Station no later than 48 hours prior to landfall to ensure they have adequate time to travel to CC.

DURING STORM

Only authorized personnel approved by the Incident Commander will stay on campus. Authorized personnel will normally consist of Law Enforcement personnel and will have a re-entry letter on file with the City of Corpus Christi.

PROCEDURES FOR THOSE THAT REMAIN ON CAMPUS

These authorized employees will be located at the Dugan Wellness Center – Emergency Operations Center (EOC).

The EOC will be furnished with the following:

- Food supply for five (5) days
- Sleeping accommodations
- Water
- Cell phone / chargers
- Satellite phone
- 2-way radios

PROCEDURES FOR THOSE THAT DISPATCH TO OTHER LOCATIONS

(ICS members)

- Incident Commander will authorize travel arrangements for designated personnel to destination(s) to be determined.
- IT department Section Chief will send designated employees to Texas A&M University – San Antonio for operation of back up servers.
- Section Chiefs will review departmental plan to determine location of any other personnel.

POST-STORM

DAMAGE ASSESSMENT PLANS

The Incident Commander contacts members of the Incident Command staff to meet on campus or at a designated site to evaluate damage and develop immediate response plans.

Incident Command Team Assignments:

- The Incident Command Team develops and carries out a plan to resume university operations.
- UPD secures campus from unauthorized access and looting.
- Facilities Services and EHS survey the campus to identify and isolate safety hazards (chemical, biological, electrical, structural, gas leaks, etc.)
- Facilities Services completes assessment of damage to campus facilities and buildings. Contact Cotton and JOC's for remediation.
- Public Information Officer establishes media communication networks, handles immediate media inquiries.
- IT Operation Section Chief establishes emergency telephone communications, assesses damage to telecommunications systems, initiates repair procedures, establishes emergency computing stations, assesses damage to computing services and initiates repair procedures.
- Incident Commander authorizes a call for any additional personnel as needed to resume University operations.

Remaining personnel wait to report to campus upon notification by immediate supervisor or through an announcement on the local media services, campus website or University Facebook page.

- Faculty and Staff to listen to local radio/TV stations for information. NOTE: Listen to radio/TV for announcements of when to return to campus. Monitor University website or contact the University via the Public Information Hotline 361-825-0000. NOAA Weather Radio (Corpus Christi 162.44 MHZ).
- If you are not assigned to the Emergency Management Team, do not return to Campus until contacted by the Incident Commander or his/her designee or your supervisor.
- Department Heads, once notified to return, will go through normal administrative channels, initiate surveys of department status.

HURRICANE HAZARDS AND PREVENTIVE MEASURES

- A. A wind blowing against a building produces a positive pressure on the windward side and negative pressure, or suction, on the opposite side of the building. A common occurrence in hurricanes is the breaking of windows or opening of doors on the windward side of a building. Through such openings, the wind enters the building and creates a positive pressure on the underside of the roof or on the inner side of the wall. This force in combination with external suction pressure often carries off roofs or forces out the sides of buildings. It is important, therefore, that all access areas be secured as strongly as possible.
- B. Electrical hazards due to downed transmission wires are a major cause of hurricane deaths. Extreme care must be exercised to avoid fallen wires.
- C. Flying debris from damaged buildings and loose objects picked up and carried by the wind are responsible for much of the storm damage. Personnel must remain under cover during winds of hurricane velocity. It is required that all loose lumber, sheet metal, drums, pallets, outside trash containers, etc., be secured. Roofs of buildings shall be checked and drain heads cleared.
- D. Damage caused by the entry of water into buildings through leaky doors, windows, and roofs, broken windows and backed up storm drains can be expected. Sandbags deployed at selected locations, lifting items from the floor, and covering equipment are common remedies.