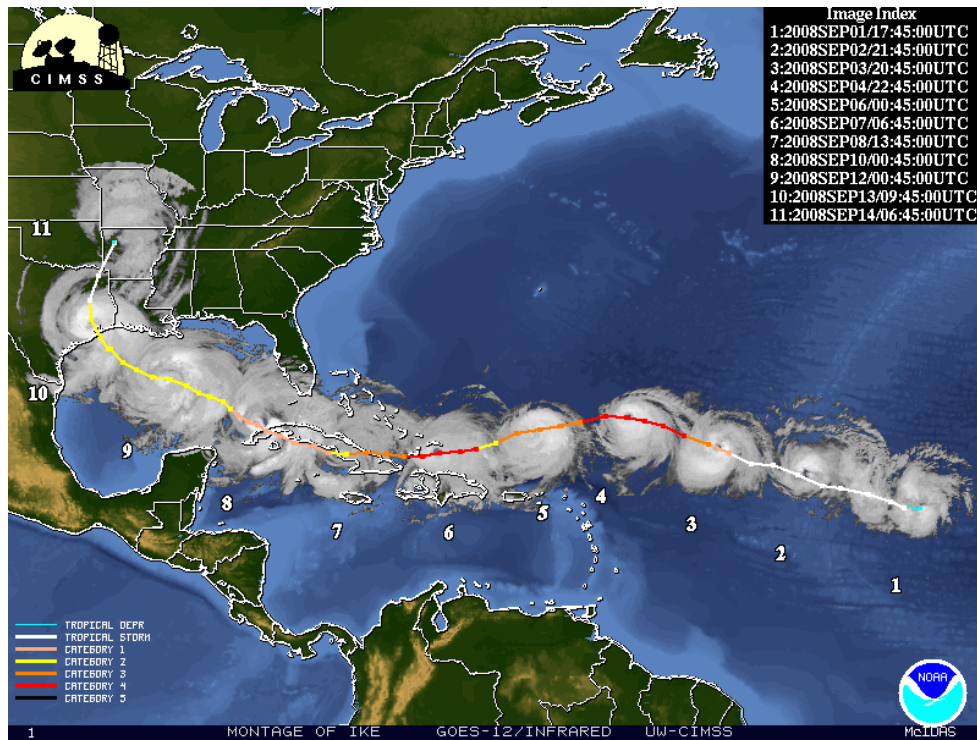


## EMERGENCY MANAGEMENT PLAN: RESEARCH OPERATION



Public/Student Information Hotline  
(361) 825-0000 or 1(800) 234-4887

Faculty/Staff Information Hotline  
(361) 825-9999 or 1(888) 234-4005

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## EMERGENCY PROTOCOL FOR RESEARCH SAMPLES

### Pre-Emergency Season Activities (if applicable)

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- Before May 1<sup>st</sup>**
1. Research faculty/staff will develop an action plan for securing samples within their individual research program. Copies of this action plan (below) will be provided to Chairs and the Vice President of Research and Innovation (VPR). They will also be maintained by the **scientist-in-charge (SIC)** in individual research laboratories/areas.
  2. The SIC, with responsibility for priority samples, will provide the research laboratory coordinator, departmental chair and VPR of with the following:
    - A. Updated contact information of the SIC and any essential personnel charged with securing samples;
    - B. Current inventory of priority samples requiring handling including:
      1. Location (building, room number)
      2. SIC (all contact information)
      3. Description (e.g., toxin, genetic material, etc.)
      4. Priority level (see below)
      5. Handling and shipping instructions (must meet EHS criteria)
  3. The SIC and staff will ensure that the following priority samples are clearly marked according to level of handling/priority required (see above): high priority (ultra-frozen); high priority (frozen); high priority (fixed samples); hazmat.
  4. The SIC will arrange to meet with EHS staff to identify criteria for safe handling/shipping of hazardous samples and will add these recommendations to the sample action plan (to be approved by EHS).
  5. Portable storage devices (e.g., ultra-freezer, dry ice, transport containers, etc.) will be checked for condition and functionality.

**Incident-Eminent Response**

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- T - 72-hours**
1. The SIC will meet with his/her research staff and review the action plan for samples within their research area(s).
  2. The SIC will inspect storage facilities with relevant staff to identify priority samples in ultra-freezers, refrigerators and cabinets. Labeling of samples will be checked and consolidated into common transport containers (e.g., bags, boxes, etc.).
  3. The SIC will report to the **Research Laboratory Coordinator (RLC)** that all priority samples have been accounted for and prepared for possible transport. Low priority samples will remain in place.
- T - 48 hours**
1. The SIC will interact with RLC to transport/ship priority samples. Low-temperature samples will be picked up in their respective laboratories, placed in a dry-ice container and transported outside the building to a portable ultra-freezer. This unit will already be at temperature and located within a covered trailer. The ultra-freezer will be powered by the truck alternator/portable generator. Once all samples have been placed in the ultra-freezer, they will be transported to a designated location away from the coast. Upon arrival at the destination, the ultra-freezer will be plugged into a standard outlet to remain powered by the truck or portable generator.
  2. Certain appropriate non-perishable items will be courier-shipped to off-campus inland locations.
  3. Lower-priority samples will remain in place (i.e., not be transported).
- T – 24 hours**
1. The SIC and essential staff will remain alert with regards to status of the storm and be prepared for immediate action with regards to directives from the admin (i.e., VPR).

**Stay-in-Place Response**

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- T – 72 hour**
1. The SIC will meet with research staff and review the action plan for samples within their research area(s).
  2. The SIC will identify priority samples.
  3. The SIC will report to the research laboratory coordinator all priority samples that have been accounted for.
- T – 48 hour**
1. The SIC will interact with the RLC to evaluate necessary handling procedures to insure maintenance of sample integrity.

## EMERGENCY PROTOCOL FOR ORGANISMS

### Pre-Season Activities (if applicable)

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- Before May 1<sup>st</sup>**
1. Research faculty/staff will develop an action plan for securing organisms within their individual research program. Copies of This action plan will be provided to Chairs and VPR. They will also be maintained by the SIC in individual research laboratories/areas.
  2. The SIC will provide the safety office, RLC, Departmental Chair and VPR with the following:
    - A. Updated contact information of the SIC and any essential personnel;
    - B. Current inventory of organisms requiring handling including:
      1. Location (building, room number)
      2. SIC (all contact information)
      3. Description (e.g., handling facility requirements such as AC, light, feeding)
      4. Priority level (see below)
      5. Handling and shipping instructions (must meet EHS criteria).
  3. The SIC and staff will ensure that the following priorities are clearly marked according to level of handling/priority required (see above).
    - A. High priority /critical
    - B. Low priority/non-critical
  4. The SIC will arrange to meet with EHS staff to identify criteria for safe handling/shipping of live organisms and will add these recommendations to the sample action plan (to be approved by EHS).
  5. Portable transport devices (e.g., incubators, other transport containers, etc.) will be checked for condition and functionality.

### Incident-Eminent Response

---

- T – 72 hours**
1. The SIC will meet with his/her research staff and review the action plan for organisms within their research area(s).
  2. The SIC will identify priority organisms. Labeling will be checked and consolidation into common transport containers (e.g., bags, boxes, etc.) will take place.

3. The SIC will report to the research laboratory coordinator that all priority organisms have been accounted for and prepared for possible transport. Low priority organisms will remain in place.

**T – 48 hours**

1. The SIC will interact with the RLC to transport/physically ship organisms. Shipments need to occur Monday-Thursday during the week.
2. Lower-priority organisms will remain in place (i.e., not be transported). Appropriate disposal/handling methods will be evacuated.

**T – 24 hours**

1. The SIC and essential staff will remain alert with regard to status of the storm and be prepared for immediate action with respect to administration directives (i.e., VPR).

**Stay-in-place Response**

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**T – 72 hours**

1. The SIC will meet with his/her research staff and review the Action Plan for organisms within their research area(s).
2. The SIC will identify priority organisms.
3. The SIC will report all priority organisms have been accounted for to the RLC.

**T – 48 hours**

1. The SIC will interact with the RLC to evaluate necessary disposal/handling methods.

## MITIGATING DAMAGE TO EQUIPMENT PLAN

### Center for Coastal Studies

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#### Equipment in Room 3226 NRC

1. Two (2) HPLC systems – can be moved 24 hours before event (i.e., hurricane, tropical storm or other emergency).
2. One (1) GC/MS system – can be moved 24 hours before event.
3. One (1) HPLC/MS system – can be moved 24 hours before event.
4. One (1) HPLC-MS/MS possible to move – 350 lbs. – 24 hours before event.
5. Three (3) dongles as part of equipment operation must be removed

#### Equipment from field:

- A. 2.5 boats (0.5 shared with HRI) to be moved at T- 48 before event.
- B. Two (2) pickup trucks to haul boats – to be moved at T-48 before event.

### T – 48 hours:

Under low severity incident (storm <level 1) parking garage will be used.  
 (If expecting level 1+ boats will be moved inland to Mathis, Texas.)  
 Lab equipment will be loaded into Dr. Paul Zimba’s vehicle for transportation off the island.

### Contact:

Kim Withers	Office: 361-825-5907	Kim.Withers@tamucc.edu
Brien Nicolau	Office: 361-825-5807	Brien.Nicolau@tamucc.edu

### Conrad Blucher Institute (CBI) for Surveying and Science Plan

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#### Mitigating Damage to Equipment Plan

#### Equipment:

Vehicles	Boats
1. Dodge 3500	1. Monark (Carroll T)
2. Ford F250XL	2. Lifeyme (Scott D.)
3. Ford F250 (SALTS)	3. Flat Bottom (Richard P)
4. Ford Transit Van (NGS)	4. Flat Bottom (Andrew G)
5. Ford F150	

6. Kawasaki Mule w/ Tandem Axle Trailer	
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**T – 48 hours:**

CBI field operations personnel will fuel all boats and trucks and prepare them for storage in the boat barn or off-site evacuation site. Trucks and boats are to be secured or relocated according to the following list. Modifications may be considered as needed to ensure immediate post-incident mobilization.

James Rizzo:	Ford F250XL to Orange Grove
Zach Hasdorff:	Dodge 3500 with Scott D to Edna
Boat Barn Bays 6 & 7:	Ford Transit Van, Kawasaki Mule
Boat Barn Bays 1, 2, & 3:	Ford F150, Ford F250 (SALTS), all other boats.

**Contact:**

James Rizzo  
 Office: (361) 825-5758  
 Cell: (361) 549-5120  
 E-mail: James.Rizzo@tamucc.edu

**Action Plan:**

**Phase I: Hurricane Preparedness**

The exterior of the Blucher Building and Field Operations Compound will be inspected for loose debris, equipment, and non-permanent fixtures. Arrangements will be made for removal of refuse and to assist in determining permanent storage for equipment/non-permanent fixtures surrounding the building. Interior spaces will be inspected in a similar manner. Supplies are requested from SSC/custodial staff for securing equipment and electronics in the event of campus evacuation.

**Phase II: Within the “Cone of Probability”**

1. Once Texas A&M University-Corpus Christi (TAMU-CC) has been identified as being within the “cone of probability”, CBI leadership will provide status updates through the CBI Listserv ([CBI-Internal@Listserv.tamucc.edu](mailto:CBI-Internal@Listserv.tamucc.edu)). This notification will also include the CBI Hurricane/Tropical Storm Defense Plan and remind personnel to backup data and sensitive information.





2. Staff will continue to inspect the inside and outside of building for compliance with safety standards.
3. Supplies to secure computers and other equipment will be checked and stocked.
4. Administrative and IT staff will serve as liaisons to assist CBI personnel in meeting the requirements of the Hurricane/Tropical Storm Defense Plan.
5. Labs with hazardous materials are notified of initiation of emergency procedures, and reminded to follow emergency procedures as detailed in the approved lab manuals.
6. Protective materials needed to cover lab equipment, such as bags or plastic sheeting, can be obtained from administrative and IT staff.
7. Efforts should be made to backup all data and sensitive information.
8. All planned research must be postponed until after the storm has subsided and University authorities have announced the campus to resume full operation.
9. For all research that is currently in progress, exit strategies and postponement of ongoing work should be considered.
10. Once a storm has reached hurricane or tropical storm warning status, all research must be stopped or postponed.
11. Refrigerators must be cleaned out.

### **Phase III: Issuance of Hurricane/Tropical Storm Watch**

1. Once TAMU-CC has been identified as being under a hurricane watch, CBI Leadership will inform personnel, through the CBI Listserv ([CBI-Internal@Listserv.tamucc.edu](mailto:CBI-Internal@Listserv.tamucc.edu)), of the storm's current status. This notification will include the CBI Hurricane/Tropical Storm Defense Plan.
2. Staff will continue to inspect the inside and outside of building for compliance with safety standards. A priority will be minimizing loose debris and potential projectiles.
3. Window blinds will be closed and lowered to cover window in their entirety.
4. Computers, monitors, and other important electronic equipment will be stored in interior spaces without windows. A complete list of location is provided below in **Designated Storage Areas**.



5. All equipment capable of being stored within desk drawers and file cabinets should be, and all personal belongings should be removed from campus.
6. Refrigerators in CBI 122, NRC 2100, NRC 2011 and NRC 3403 should be emptied completely, and trash bags should be taken to exterior trash bins.
7. Electronics should be unplugged from outlets whenever possible.
8. Students may be asked to evacuate campus at this time. Students without a vehicle can make travel arrangements through the Office of Student Affairs (361) 825-2612.

#### **Phase IV: Issuance of Hurricane/Tropical Storm Warning**

1. Once Texas A&M University-Corpus Christi has been identified as being under a hurricane warning, CBI Leadership will inform personnel, through the CBI Listserv ([CBI-Internal@Listserv.tamucc.edu](mailto:CBI-Internal@Listserv.tamucc.edu)), of the storm's current status. This notification will include the notice to conclude storm preparation procedures and evacuate campus. A map of common evacuation routes from the Corpus Christi area will be attached.
2. CBI personnel shall finalize storm preparations and confirm the safety of their labs, computers, and equipment.
3. Evacuation procedures must be followed. **No one will be allowed to remain on campus. Everyone must evacuate within eight (8) hours of initial campus notification.**
4. Students without a vehicle can make travel arrangements through the Office of Student Affairs (361) 825-2612.
5. CBI's offices shall not be used for storm refuge. All persons must seek shelter elsewhere.

#### **Phase V: After the Storm**

1. All CBI personnel should keep track of the storm. Inquiries concerning its status and reentry to the University should be made through TAMU-CC Information Hotlines and the University website. Additionally, the University will send out Code Blue updates via text message and email. These communications should be monitored.
2. Current road conditions including lane closures should be checked before traveling back into the Corpus Christi area.
3. Upon reentry to the campus, authorized CBI personnel will inspect all CBI facilities in the NRC, CBI building and compound, and boat barn and report all damage to CBI's Interim Director and/or Assistant Director for Administration.

## **Designated Storage Areas:**

### **Conrad Blucher Institute (CBI):**

CBI 104 – Multipurpose Room  
CBI 112 – Surveying/GIS Lab  
CBI 118 – Instrumentation Lab

### **Carlos F. Truan Natural Resources Center (NRC):**

#### **NRC First Floor**

NRC 1112 – Coastal Dynamics/Water Quality Lab

#### **NRC Second Floor**

NRC 2107  
NRC 2108  
NRC 2010  
NRC 2011

#### **NRC Third Floor**

NRC 3400 – Foyer  
NRC 3401 – MANTIS Lab  
NRC 3402 – GOAL Lab  
NRC 3403 – Kitchen Area  
NRC 3408 – Staff Office  
NRC 3409 – MANTIS Lab  
NRC 3411 – MANTIS Lab

#### **Contacts:**

Philippe Tissot	Office: (361) 825-3776 Cell: (361) 779-7020	Philippe.Tissot@tamucc.edu
Gina Concannon	Office: (361) 825-3226 Cell: (361) 244-3444	Gina.Concannon@tamucc.edu
James Rizzo	Office: (361) 825-5758 Cell: (361) 549-5120	James.Rizzo@tamucc.edu
Zach Hasdorff	Cell: (361)782-1741	Zachary.Hasdorff@tamucc.edu

**Harte Research Institute:**

Please visit the [Harte Research Institute Hurricane/Tropical Storm Defense Plan Guidelines](#)

**Contact:**

Gail Sutton	Office: 361-825-2065 Cell: 361-947-0532	<a href="mailto:Gail.Sutton@tamucc.edu">Gail.Sutton@tamucc.edu</a>
Leslie Adams	Office: 361-825-2033 Cell: 808-990-8852	<a href="mailto:Leslie.Adams@tamucc.edu">Leslie.Adams@tamucc.edu</a>
Luke Eckert	Office: 361-825-2075 Cell: 512-569-5441	<a href="mailto:Luke.Eckert@tamucc.edu">Luke.Eckert@tamucc.edu</a>

**National Spill Control School:**

Equipment:

<b>Vehicles</b>	<b>Boats</b>
None. The NSCS will be dependent on the use of university vehicles to evacuate boats and emergency equipment to higher ground.	1. 2 Flat Bottom Boats
	2. 6 small (15-30hp) Outboard Motors
	3. Kvichak 30' Skimmer Vessel

**Carlos F. Truan Natural Resources Center (NRC):**

**NRC First Floor**

NRC 1101 Classroom and Video Closet (one small window)

NRC 1026 (no windows)

**Boat Barn**

Units #10 and #11

**Parking Garage** (Maximum Height: 8ft. 2in. clearance)

Second or third floor storage of trailers and pumps is recommended

**Other**

Conex box adjacent to the Boat Barn

Conex box at Corpus Christi Marina L-Head

24 ft. trailer

Off-Campus Storage Areas including sites away from the coast for large workboats.

**T- 72 hours:**

**Corpus Christi Marina Storage Facility:**

The NSCS will coordinate with the Corpus Christi Marina to relocate the 20 foot equipment storage container to higher ground if tidal conditions or Corpus Christi Marina authorities dictate. This container is at an elevation of 5 feet and relocation may be required earlier than other campus preparatory activities. The contents include spill response equipment. Most of the equipment is immune to damage by seawater. The few articles that could be damaged by seawater (like pumps) will be removed from the container prior to T-48.

**T-48 hours:**

**NRC 1101 Classroom and video closet:**

- Most of the irreplaceable video library has been digitized. Films, videotape and DVDs will be relocated in the event of a projected Category 2 or greater storm or whenever the tidal surge is projected by the National Oceanic and Atmospheric Administration (NOAA) to exceed 10 feet on Ward Island. Digitized versions of many of these audiovisual aids are on the NSCS I: Drive and are also on a portable hard drive.
- The portable hard drive will be removed from the campus temporarily for safekeeping.
- The classroom projector and computer will be secured off campus. The laptop computers will also be relocated off campus temporarily.

**NRC 1026:**

Personal Protective Equipment (PPE) including an inventory of about \$15,000 of SCBA's are on the first floor in a storage room with no windows. Water damage to this room and to the SCBA's is unlikely, unless the storm surge is greater than 14 feet. Any damage to the SCBA;s would probably be recoverable with routine cleaning and maintenance and significantly less effort than relocating these materials. Other PPE items are expendables that can be easily replaced. Alternatively, if access to this equipment and to the campus was expected to be denied for a prolonged period of time then this equipment should be placed into a trailer and moved off campus to potentially support haz-mat responses elsewhere in the area.

- 3 skimmers and power units are located in NRC 1026 or Boat Barn #11. These units are valuable and while the skimmers would not be damaged by water the power units should be relocated to higher ground if the surge is projected to be greater than 14 feet. Relocation of the power units to an upper floor of the parking garage is recommended.

**Boat Barn unit and Vicinity:**

- A boom trailer, over 3000 feet of boom, several trash pump, a skimmer, 6 outboard motors, and assorted other equipment are located at the Boat Barn.
- A 30 foot Kvichak skimmer vessel and 2 flat bottom boats are in the boat yard adjacent to the Boat Barn.
- The flat bottom boats, motors, skimmers, pumps and the generator/light plant should be moved to higher ground if the emergency warnings indicate that the Boat Barn might not survive intact. Most of this equipment should be relocated to an upper floor of the parking garage. The pumps, motors and skimmers may be useful for campus and local emergency response and recovery activities after the storm passes.
- The Kvichak skimmer vessel should be relocated off campus to higher ground. It will not fit inside the parking garage. It may be useful for the local spill response to be activated after the storm passes.
- garcA 24 foot enclosed trailer now stores spill response equipment for use at off-site training locations other than the Corpus Christi Marina (like Packery Channel or Port Aransas).
- The Conex box located next to the Boat Barn parking lot should be secured and meet engineering requirements for such containers in high wind like the other shipping containers on campus. This may include tie-downs, chaining to other structures, or relocation. Heavy lift equipment would be required if relocation is necessary.

**Contact:**

(IC) Tony Wood (driver)	(361)-825-3333	Tony.Wood@tamucc.edu
(OSC) Robert Sheldon	(210) 460-9956	RSheldon@islander.tamucc.edu
(LC) Holden Garcia (driver)	(361) 876-8116	HGarcia16@islander.tamucc.edu
(RRT) Phillipe Dalton (driver)	(512) 574-6685	PDalton@islander.tamucc.edu
(RRT) Erin Mueller (driver)	(512) 663-4961	EMueller3@islander.tamucc.edu
(RRT) Matthew Nicholson	(817) 899-8111	MNicholson3@islander.tamucc.edu
(RRT) Karin Trevino	(956) 832-9038	KTrevino24@islander.tamucc.edu

**Science and Engineering:**

1. Boats and Motors



- a. 33' Panga – 200 HP Yamaha
  - b. 22' Stinger – 150 HP Yamaha
  - c. 22' Mango – 150 HP Yamaha
  - d. 24' Gator – 150 HP Yamaha
  - e. 18' Guppy – 90 HP Yamaha
  - f. 20' Bubbles – 50 HP Evinrude
  - g. 25' Cora C – Twin 150 HP Yamaha
2. Vehicles
- a. 2018 Suburban
  - b. 2013 Chevy Truck
  - c. 2013 Chevy Van
  - d. 2010 Chevy Truck
  - e. 2009 Chevy Truck
  - f. 2007 Suburban
3. Other Equipment
- a. Cummings Mobile Generator

**T – 48 hours:**

Pontoon boat will be stored in the Boat Barn at 72 hours. Lab equipment to stay in place.

**Contacts:**

Phil Spreen	(361) 825-3304	Philip.Spreen@tamucc.edu
Chriss Shope	(361) 825-2887	Chriss.Shope@tamucc.edu
Joshua Martin	(301) 788-7740	Josh.Martin@tamucc.edu

## MITIGATING DAMAGE TO EQUIPMENT (Science Lab 1)

### Action Plan:

1. A photographic record and inventories of all lab equipment, chemicals and other hazardous materials should be updated and maintained throughout hurricane season.
2. All lab equipment, chemicals and research samples should be checked for proper identification and proper labeling procedures.
3. Maximum effort must be given to protecting all hazardous materials stored throughout the building.
4. Plans must be made for samples and items contained in ultra-freezers and other types of refrigeration. Obtaining extension cords to reach generator outlets may be a possible solution for temporary down time. The locations of the nearest available generator outlets should be noted.
5. Backups of all data will be performed and follow necessary predetermined arrangements for off-campus secure storage.
6. MSDS must be updated for main lab and placed near main entrance. If evacuation is necessary, MSDS should be wrapped in clear plastic for easy identification.
7. Protective materials needed to cover lab equipment, such as bags or plastic sheeting, will need to be obtained from S&E staff. If evacuation ordered, all non-refrigeration/freezer equipment that is not removed from the building should be wrapped in heavy duty plastic bags or sheeting after it has been unplugged. SL2 investigators will work with S&E staff to remove sensitive equipment to other rooms on campus that are more secure.
8. Efforts will be taken to minimize loose debris and potential projectiles.
9. Window blinds will be closed and lowered to cover entire windows.
10. All equipment capable of being stored within desk drawers, locked bookcases and file cabinets should do so accordingly. Seal drawer, cabinet openings with tape. All personal belongings should be removed from the building.
11. Desktops should be removed from campus if possible.

### **Contacts:**

Chuntao Liu

Office: 361-825-3845  
Cell: 810-910-9356

Chuntao.Liu@tamucc.edu

## MITIGATING DAMAGE TO EQUIPMENT PLAN (Science Lab 2)

### Action Plan:

1. A photographic record and inventories of all lab equipment, chemicals and other hazardous materials should be updated and maintained throughout hurricane season.
2. All lab equipment, chemicals and research samples should be checked for proper identification and proper labeling procedures.
3. Maximum effort must be given to protecting all hazardous materials stored throughout the building.
4. Plans must be made for samples and items contained in ultra-freezers and other types of refrigeration. Obtaining extension cords to reach generator outlets may be a possible





solution for temporary down time. The locations of the nearest available generator outlets should be noted.

5. Backups of all data will be performed and follow necessary predetermined arrangements for off campus secure storage.
6. MSDS must be updated for main lab and placed near main entrance. If evacuation necessary, MSDS should be wrapped in clear plastic for easy identification.
7. Protective materials needed to cover lab equipment, such as bags or plastic sheeting, will need to be obtained from S&E staff. If evacuation ordered, all non-refrigeration/freezer equipment that is not removed from the building should be wrapped in heavy duty plastic bags or sheeting after it has been unplugged. SL2 investigators will work with S&E staff to remove sensitive equipment to other rooms on campus that are more secure.
8. Efforts will be taken to minimize loose debris and potential projectiles.
9. Window blinds will be closed and lowered to cover entire windows.
10. All equipment capable of being stored within desk drawers, locked bookcases and file cabinets should do so accordingly. Seal drawer, cabinet openings with tape. All personal belongings should be removed from the building.
11. Desktops should be removed from campus if possible.

**Contacts:**

Philip Spreen

361-825-3304

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Cell: 361-215-4474

## COLLEGE OF SCIENCE & ENGINEERING PLAN

### Action Plan:

#### **Stage 1: Provost Officially Notifies Deans of a Hurricane/Tropical Storm Threat**

- The Dean of the College of Science and Engineering will notify the Dean's Office Manager immediately.
- The Dean will then inform the secondary contacts, including all department Chairs and center directors.
- The secondary contacts, department Chairs and center directors will begin to make preparations for the storm as described by individual action plans.

#### **Stage 2: President Places Administrative/Decision Teams on Alert Status**

- The Dean will inform the secondary contacts including all departments Chairs and center directors of the current alert status.
- Designated callers within the college will contact everyone on the phone list, advise them of the situation and ask what help or supplies they need in preparation for the storm.
- The designated callers will also remind all personnel to back up all computers at this time.

#### **Stage 3: Dean is Notified to Cancel Classes and all University-Related Functions**

- The Dean will activate the College Hurricane Defense Plan by informing all Chairs, center directors and staff of the decision to close and evacuate the campus.

Once the College Dean has activated the College Hurricane Defense Plan, Science and Engineering personnel will carry out the following steps immediately (with an 8-hour time limit to complete them).

1. If computer data needs additional backup, this must be done at this time. Minimally, each staff member should secure his or her external backup devices in a watertight location and if appropriate, to take their external backup device(s) in a watertight location. If appropriate, staff members may take their external backup devices with them when they evacuate.
2. Unplug all computers, monitors and accessories place them on top of a desk or filing cabinet (not on the floor), and cover them with 6 mil plastic.
3. Secure all important documents and files (faculty files, etc. and whatever else each staff member considers important) covering them with (or bagging them in) plastic.

4. Close and lock all windows as feasible and lower blinds.
5. Clean out and unplug the refrigerator and other kitchen appliances.
6. If time permits, protect desks and whatever else the staff members consider of value.

These are the general steps followed by the College of Science and Engineering Dean’s Office (administrative unit). Additional steps may be described in the action plan for each individual units in the college (e.g., department, school, center etc.). The appropriate unit’s action plan should be consulted and followed by personnel within that unit. All staff members should then leave and take all personal belongings with them (along with external backup devices, if appropriate).

Additional information is available on the restricted-access website “Islander Ready: Business Continuity Plan” (<http://finance-and-administration.tamucc.edu/bcp>). In this plan, the College of Science and Engineering has identified three critical functions: Administrative Communication, Continuity of Research and Continuity of Learning. Because of its critical role in weather-related emergencies, the Conrad Blucher Institute for Surveying and Science maintains a separate plan on the “Islander Ready: Business Continuity Plan” website.

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## DEPARTMENT OF LIFE SCIENCES PLAN

### Action Plan:

All documentation should be maintained by at least two persons: the primary and one or more designated secondary backups. In the absence of the primary, a designate secondary will assume the primary's duties. For the purpose of emergency oversight and departmental backup, the Department of Life Sciences is divided into these groups, each consisting of a primary and backup(s):

**LSCI Administration:** Chair/Assistant to the Chair/Designated Administrative Faculty Member

**LSCI Administrative/Secretarial Staff:** Administrative Assistants/Secretaries

**LSCI Teaching Laboratory Coordination:** Biology and Biomedical Teaching Laboratory Coordinators

If one of these positions is vacant, the LSCI Chair and the person(s) in complementary positions will designate an appropriate secondary. Other personnel with assigned office and/or research space must designate secondary contacts to secure their space(s) if they are absent during an emergency (see below).

A complete list of backup groups will be collated and maintained by the LSCI Administrative/Secretarial Staff, and provided to the:

1. LSCI Chair/Assistant to the Chair,
2. LSCI Teaching Laboratory Coordinators,
3. S&E Operations Supervisor and
4. Building contacts.

To allow the LSCI Administrative/Secretarial Staff to notify appropriate backup personnel, they need know who is available/unavailable for emergency duty. Therefore, during the hurricane season, all personnel should notify the LSCI Administrative/Secretarial Staff of any off-campus periods lasting *five business days or longer*, and provide contact information in each case.

### Summary of Responsibilities

**All Personnel** (including graduate students with departmental office space) secure their own office space and computers. It is suggested personnel limit personal items in their office during Hurricane season.

**LSCI Chair and Assistant to the Chair** oversee updating, distributing/posting and implementing the Departmental Hurricane Action Plan; receive and maintain copies of all documentation related to teaching and departmental administration.

**LSCI Administrative/Secretarial Staff** (Senior Administrative Assistant and Administrative

Assistants) Collate and maintain emergency information and contact lists; and will secure the LSCI Departmental Office areas (Tidal Hall – 3<sup>rd</sup> Level)

**LSCI Teaching Laboratory Coordinators** secure LSCI teaching laboratories (specified below) and their Associated preparation/storage spaces. They also serve as liaisons to the Office of Environmental Health and Safety (EHS) by developing, collating and maintaining (updating) lists of animals, essential Electrical equipment, chemicals and biological hazards in all LSCI teaching spaces; and by collating and maintaining (updating) lists of animals, essential electrical equipment, chemicals and biological Hazards in all LSCI research spaces (using information *supplied by the researchers*).

- **Biology Teaching Laboratory Coordinator**  
Tidal Hall (TH) 301, 304, 307
- **Biomedical Teaching Laboratory Coordinator**  
Tidal Hall (TH) 201, 204, 207, 210  
Tidal Hall (TH) Suite 251

**Faculty with Research Laboratory Space** develops and implement action plans to secure their own research laboratory spaces and oversee their own research personnel in an emergency. Each also provides the LSCI Teaching Laboratory Coordinators with a list of animals, essential electrical equipment, chemicals and biological hazards in his or her research spaces.

### **I. Before May 1<sup>st</sup>**

The **LSCI Chair and Assistant to the Chair/Chair Designated Administrative Faculty Member** will...

- Update the Departmental Hurricane Action Plan.
- Distribute the updated Departmental Hurricane Action Plan to all LSCI personnel, and Post it appropriately.
- Remind all LSCI personnel to perform/complete the annual action items in section #II (below).

### **II. Trigger Point#! (May 1<sup>st</sup>) During the Month Prior to Hurricane Season (May 1<sup>st</sup>-June 1<sup>st</sup>): All Personnel will...**

- Check the Human Resources website to update and/or correct personal and non-local Contact information at Faculty & Staff | Human Resources | Single Sign On (<https://sso.tamus.edu/>).
- Review the current University Hurricane Plan at...
  - Faculty & Staff: ([http://www.tamucc.edu/fac\\_staff/index.html](http://www.tamucc.edu/fac_staff/index.html)) or ...
  - About Us | Our Location (<http://www.tamucc.edu/about/location.html>)...

- Select Hurricane/Tropical Storm Defense Plan on the sidebar for a pdf. version of the plan.
- Review the Departmental Hurricane Action Plan (this document), which will be distributed to all LSCI personnel by May 1<sup>st</sup>. Identify and note the building contacts for the building(s) in which they have office and laboratory space.
- Assess their need for, and obtain, adequate computer backup equipment (thumb drives, CDs, external drives, etc.). Requests for teaching and office computer equipment should be submitted to the administrative/secretarial staff, and are subject to approval.
- Provide the following information:
  - To the administrative/secretarial Staff:
    - Information for the hurricane/emergency lists: Two non-local contacts with names, telephone numbers, e-mail addresses and physical (mailing) addresses when possible.
    - Designated secondary contacts (backup people) in case the (primary) person is out of town during a hurricane evacuation period. Each person should designate a secondary contact for his/her...
      - Office, and
      - Research areas (if appropriate).

The office and research secondary contacts may (or may not) be the same person.

- To LSCI Teaching Laboratory Coordinators:
  - A list (including room number and location within the room) for any:
    - Living animals used in teaching and research.
    - Biological hazards (including pathogens) used in teaching and research.
    - Chemicals (especially hazards) used in teaching and research.
    - Teaching and research laboratories, other spaces or items for which a constant electrical supply is critical.

**LSCI Administrative/Secretarial Staff (under the supervision of the LSCI Chair and Assistant to the Chair/Designated Administrative Faculty Member) will...**

- Create/Update a photographic inventory of all equipment in the LSCI departmental offices and work/storage rooms.
- Assess need for (and supply of) plastic sheeting and bags to secure the LSCI Departmental offices and work/storage rooms, and order and store what is needed.
- Request current information from all LSCI personnel with which they will:
  - Update the departmental emergency contact circuit to include new personnel, changes in telephone numbers, etc. The departmental emergency contact circuit will be distributed to all LSCI personnel.
  - Collate and retain the hurricane/emergency contact list. This list contains additional confidential information and will be retained by the LSCI Chair and designated administrative faculty member to the Chair, LSCI Teaching Laboratory Coordinators and LSCI Administrative/Secretarial staff. It may be distributed to others at the discretion of the LSCI Chair.

- Compile a list of all LSCI offices and laboratories (for later check-off to ensure all are secured as needed.)

### **LSCI Teaching Laboratory Coordinators will...**

- Prepare to secure the contents of teaching laboratories and their associated preparation and storage spaces:
  - Create/update a photographic inventory of all equipment in teaching laboratories and preparation/storage rooms.
  - Develop/update a list of:
    - Living animals uses in teaching laboratories and public displays (including the location of each).
    - Chemicals used in teaching laboratories (including the location of each).
    - Biological hazards in teaching laboratories (including the location of each).
    - Critical electrical needs for equipment and items in the teaching Laboratories (including the location of each).
- Review/update the animal care standard operating procedures to ensure that appropriate Procedures (approved by the Institutional Animal Care and Use Committee (IACUC) can be followed for the current inventory of living animals used in teaching and for public displays.
- Review/update the Material Safety Data Sheets (MSDS) binder for each LSCI teaching Laboratory (and associated preparation or storage spaces), and obtain any MSDS that is missing.
- Assess need for (and supply of) plastic sheeting and bags to secure the teaching laboratories, and order and store what is needed.
- Serve as liaisons with the Office of Environmental Health and Safety (EHS):
  - As stated above, the LSCI Teaching Laboratory Coordinators gather and collate Information about the animals, chemicals, biological hazards and critical electrical needs in all LSCI *teaching* areas. Although the coordinators are not responsible for securing research areas, they will collate the following information about research information to EHS. Note that the coordinators ***do not gather*** this research information; the researchers must provide it to the coordinators:
    - Living animals used in research (including the location of each).
    - Chemicals used in research laboratories (including the location of each).
    - Biological hazards in research laboratories, (including the location of each). Request, and obtain appropriate animal, biological hazard and chemical hazard stickers from EHS and distribute these to faculty as needed. This stock of stickers should be sufficient to label all research, teaching, preparation and storage spaces in the department.

### **Faculty with Research Laboratory Space will...**

- Oversee their own research personnel {provide copy of information to designated secondary contact person }:
  - Develop an emergency/hurricane action plan for their research personnel and areas.



- Develop an emergency contact information list (including an emergency contact circuit or tree, if desired) for the researcher's personnel.
- Secure their research laboratory areas:
  - Designate a secondary contact for the research spaces {provide copies of this information to the 1.) Chair, 2.) LSCI Teaching Laboratory Coordinators and 3.) S&E Operations Supervisor}.
  - Create/Update a photographic inventory of all equipment in research laboratories and work/storage rooms {provide copy of information to designated secondary contact person}.
  - Develop/update (if appropriate) a list of {provide copy of information to designated secondary contact person *and* LSCI Teaching Laboratory Coordinators }:
    - Living animals used in research areas (including the location of each).
    - Chemicals used in research areas (including the location of each).
    - Critical electrical needs for equipment and items in the research areas (including the location of each).
  - Review/update the animal care standard operating procedures to ensure that appropriate procedures (approved by the IACUC) can be followed for the current inventory of living animals used in research.
  - Review/update the Material Safety Data Sheets (MSDS) binder for each research laboratory (and associated work or storage spaces), and obtain any MSDS that is missing.
  - Assess need for (and supply of) plastic sheeting and bags to secure the teaching Laboratories, and order and store what is needed.
  - Become familiar with the storage locations and contact persons for hurricane supplies.

**LSCI Chair and Designated Administrative Faculty Member Assistant to the Chair** will distribute an updated departmental emergency contact circuit to all faculty and staff by June 1<sup>st</sup>.

**About Documenting, Distributing and Posting Information:**

**All Emergency Contact Information** should be considered confidential and only given to the administrative/secretarial staff or the designated secondary contact (and other back-up people, as appropriate) for your research areas. *Emergency contact information **should not be posted in offices, laboratories or elsewhere.***

**Hurricane Plans and Photographic Inventories** should be given to designated secondary contacts (and other backup persons, as appropriate). These may also be posted in an easily accessible, inconspicuous place (e.g., on back of a door) in the appropriate room.

**Lists of Living Animals, Chemicals, Biological Hazards and Special Electrical Needs** should be given to the LSCI Teaching Laboratory Coordinators and to the designated secondary contacts (and other backup people, as appropriate). These may also be posted in an easily accessible, inconspicuous place (e.g., on back of a door) in the appropriate room. The designated secondary contacts should be given enough information and instructions to adequately secure these organisms and items in an emergency.

**Copies of All Documentation** gathered and/or collated by the LSCI

Administrative/secretarial staff and the LSCI Teaching Laboratory coordinators will be given to the LSCI Chair and Designated Administrative Faculty Member to the Chair. This includes lists and Inventories for all teaching and departmental spaces, updated contact information., lists of designated secondary contacts for office and research spaces and all information given to EHS.

### **III. Trigger Point #3 (Approximately 72 hours prior to hurricane):**

**LSCI Administrative/secretarial staff** will notify the designated secondary contact (i.e., backup) of any person who is away from campus and will not be able to secure his or her areas.

All personnel, as applicable will...

- Check that adequate hurricane supplies are available for their areas.
- Back up computers and ensure that external hard drives are current.
- Secure any offices and teaching and research laboratories that are not currently in use (as described in part III, below). Work-study students, teaching assistants and research assistants will assist in this process as directed by their supervisors.
- Autoclave non-essential cultures, dispose of trash.
- Initiate research laboratory hurricane plans (individual faculty responsibility).
- Use stickers provided by the Office of Environmental Health and Safety (EHS) to clearly label doors of teaching and research laboratories containing living animals, chemical hazards and biological hazards (including pathogens in incubators, refrigerators and freezers). Although laboratory doors often have generic labeling, this additional labeling should:
  - Specifically identify the current hazards and living animals, and
  - Clearly identifies the sites within each laboratory where hazards and living animals are located.
- Make copies of all documentation, if necessary. At least two persons (usually the primary and secondary/backup) should have documentation for each office, laboratory, preparation room and storage area and carry it with them if/when they evacuate.
- Move University vehicles to a location of safety as directed.

### **IV. Trigger Points #4-5 Cancellation of University Classes:**

**LSCI Administrative/secretarial staff** will have already notified the designated secondary contact (i.e., backup) of any person who is away from campus and will not be able to secure his or her areas.

**All personnel** will secure their offices and laboratories, as appropriate:

- Complete backing up computers
- Turn off, unplug and move computers away from any windows.
- Cover books, file cabinets, computers, equipment, etc. as appropriate. (Note: turn off computer and other electrical equipment *before* covering in plastic.)

**LSCI Teaching Laboratory Coordinators** will follow the instructions for all personnel (above), and also secure teaching laboratories and preparation/storage areas that were not secured earlier (due to current teaching use).

**Faculty with Research Laboratory Space** will follow the instructions for all personnel (above), and also work with their personnel to secure their research space(s) according to their individual research laboratory hurricane plans.

**Any available teaching assistants, research assistants, work-study students and other students** may assist as directed by their supervisor(s).

**Note:** Student safety and peace-of-mind is paramount. Once classes have been cancelled, faculty and staff should allow each student to leave campus as soon as he or she wishes.

#### **V. Trigger Points #4-5 Evacuation of Campus:**

- Prior to leaving campus, personnel should notify the LSCI Chair, Assistant to the Chair and administrative/secretarial staff that their areas are secured.
- Personnel **must** follow all evacuation instructions from the University. All students, faculty, staff and other personnel (except those officially designated by the University as essential personnel) **must** leave when the University is evacuated.
- Personnel with primary or secondary responsibility for an office, laboratory, etc. should take a copy of all appropriate documentation with them when they evacuate. All documentation should be maintained by at least two persons.

#### **VI. Trigger Point #6 Post-hurricane:**

##### **If campus is unaffected:**

- Return to campus as directed by University (webpage, telephone).
- Prepare laboratories and offices for normal use.
- Stow hurricane supplies for future use.
- LSCI Chair/assistant to the Chair will conduct a debriefing and make appropriate corrections to plans and procedures.

##### **If campus is affected:**

- **LSCI Chair and/or Designated Administrative Faculty Member Assistant to the Chair** will initiate the emergency (telephone) contact circuit to locate LSCI personnel and ensure that all are accounted for.
- Follow all state, local, city and University directives regarding returning to the area and to campus.
- **Do not** return to campus until University officials announce that it is safe (and allowable) to do so.
- Follow University announcements and directives about cancelling, relocating and/or rescheduling University operations and activities.
- Be ready to provide information (including any documentation that you carried with you) to damage and assessment teams.

##### **Contacts:**

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## DEPARTMENT OF PHYSICAL & ENVIRONMENTAL SCIENCES PLAN

### Action Plan:

**All Personnel** will secure their own office space and computers. It is suggested personnel limit personal items in their office during hurricane.

**PENS Chair and PENS and Chemistry Lab Coordinators** oversee general implementation of Departmental Hurricane Action Plan and maintenance of documentation including updating of Hurricane plan on PENS website.

**Administrative Assistant** compiles and maintains hurricane emergency contact list and telephone tree and will secure PENS Departmental Offices (CS 130 and NRC 1100).

PENS and Chemistry Laboratory Coordinators secure PENS teaching laboratory spaces, and liaison with EHS and assist with PENS research laboratories. For 2019:

- Norma Jimenez – CS: 226, CI 214 and 217, EN: 201 and 400/observatory.
- Nikolai Kraiouchkine – CS:125A, 127A (NMR room), 214A, 221, 221 TBA – 119A, 201, 204, 209, 212, 214, 216, 216C, 216D, 217, 219, 219A, 220, 221, and 228. CI:212.

**Faculty with Research Laboratory Space** secures their own research laboratory space and oversee their own research personnel.

**Storage of and access to previously purchased hurricane supplies.** For storage of and access to previously purchased hurricane supplies, contracts will be designated for each building.

### **I. During the Month Prior to Hurricane Season (May 1<sup>st</sup> – June 1<sup>st</sup>)**

**All personnel** will ...

- Provide the following information:
  - To the Administrative Assistant (for the hurricane/emergency list):
    - Two non-local contacts
    - E-mail addresses in addition to phone numbers when possible
  - A designated backup person to secure the 1.) faculty office and 2.) research laboratory (if appropriate), in case person is out of town during the hurricane evacuation period. The hurricane plan (*but not personal information such as the telephone tree and emergency contacts*) for each faculty office and laboratory, preparation or storage space shall be posted (e.g., on back of a door) for use by the designated backup person.
  - To PENS or Chemistry Laboratory Coordinator, as appropriate:
    - Location information for any 1.) biological hazards (including pathogens) and 2.) chemical hazards
    - List of teaching and research laboratories or other spaces for which a constant electrical supply is critical
  - Check Human Resources website to update personal and non-local contact information



- Assess need for, and obtain, adequate computer backup equipment (thumb-drives, CDs, external drives, etc.)
- Review University and department hurricane plans. Identify and note building contacts for building(s) in which they have office and lab space.

**PENS Chair, PENS and Chemistry Lab Coordinators and Administrative Assistant will...**

- Update department telephone tree to include new personnel, changes in phone numbers, etc. list will be distributed to all PENS personnel.
- Compile and retain hurricane/emergency contact list. This list contains confidential information and will be retained by the Chair, PENS and Chemistry Lab coordinators and administrative assistant. It may be distributed to others at the discretion of the Chair.

**PENS and Chemistry Laboratory coordinators** are responsible for the teaching laboratories and their associated preparation and storage spaces; and for communicating with EHS.

Laboratory coordinator(s) will...

- Decide, in consultation with Chair, on secondary contacts for teaching spaces and provide this information to the 1.) Chair, 2.) PENS and Chemistry Laboratory coordinators and 3.) S&E Operations Supervisor.
- Create and update a photographic inventory for all equipment in teaching laboratories and preparation/storage rooms.
- Compile information about locations of biological and chemical hazards in both teaching laboratories and preparation/storage rooms.
- Compile information about locations of biological and chemical hazards in both teaching laboratories and research laboratories (in which case information shall be provided by researchers), and all associated preparation and storage spaces. Laboratory coordinators will submit this information to EHS.
- Request appropriate biological hazard and chemical hazard stickers from EHS and provide these to faculty as needed. A sufficient stock of stickers shall be obtained to label all research, teaching, preparation and storage spaces in department.
- Submit information on critical electrical need locations, both teaching and research (to be provided by researchers) to EHS Director.
- Assess needs for plastic sheeting and bags to secure teaching laboratories purchase and store as needed.

**Documentation:** PENS and Chemistry Lab coordinators will provide a copy of the photographic inventory list of biological and chemical hazards and other pertinent information to designated secondary contact and other contacts, as appropriate. The hurricane plan for each teaching laboratory, preparation room and storage room (but not personal information such as the telephone tree and emergency contacts), shall be posted in the room (e.g., on back of a door) for use by the designated backup person.

**Faculty with Research Laboratory Space** shall be responsible for developing plans to...

- Secure their research laboratory space:
  - Designate at least a primary and secondary contact for the laboratory space and provide this information to the 1.) Chair, 2.) PENS or Chemistry Laboratory Coordinator, as appropriate and 3.) S&E Operations Supervisor.

- Develop a telephone tree for researcher's personnel.
- Develop an emergency contact information list for researcher's personnel.
- Oversee their own research personnel.
- Create or update a photographic inventory of all equipment in the laboratory.
- Assess the need for plastic sheeting and bags, and request additional supplies if necessary, from PENS or Chemistry Lab Coordinator, as appropriate, or other designated person.
- Become familiar with the storage locations and contact person for hurricane supplies (in CS, EN and NRC).
- Notify PENS or Chemistry Laboratory Coordinator, as appropriate, of any biological or chemical hazards in laboratory (if laboratory contains any). The Laboratory Coordinator will then obtain appropriate EHS stickers for laboratory.
- Submit information on critical electrical need locations to PENS or Chemistry Laboratory Coordinator, as appropriate.

Documentation: Faculty with research laboratory space will provide a copy of laboratory hurricane plan, photographic inventory, list of biological and chemical hazards, telephone tree, emergency contact information list and other pertinent information to the designated backup person (and other people, e.g., PENS or Chemistry Laboratory Coordinator as appropriate). Laboratory hurricane plan, *but not personal information such as the telephone tree and emergency contacts*, shall be posted in the laboratory (e.g., on back of a door).

## II. 72 Hours Prior to Hurricane

**All personnel**, as applicable, will...

- Check that adequate hurricane supplies are available for their areas.
- Back up computers.
- Secure any offices and teaching and research laboratories not currently in use (as described in part III, below). Work-study students, teaching assistants and research assistants will assist in this process as directed by their supervisors.
- Dispose of trash.
- Initiate research laboratory hurricane plans (individual faculty responsibility).
- Clearly label doors of teaching and research laboratories containing chemical hazards and biological hazards (although laboratory spaces often have generic labeling, this additional labeling shall specifically identify currently present hazards).
- Clearly identify locations within each laboratory where chemical hazards and biological hazards (including those in refrigerators and freezers) are located using stickers provided by EHS.
- Make copies of all documentation, if necessary. At least two persons shall have documentation for each office, laboratory, preparation room and storage area.
- Move any university vehicles to location as directed.
- Administrative assistant will notify designated backup if any person is away from campus and will not be able to secure their area.

## III. When University Cancels Classes:

**All personnel** will secure their offices and laboratories, as appropriate:



- Complete backup of computers – more than one backup is suggested.
- Turn off, unplug and move computers away from any windows.
- Cover books, file cabinets, computers, equipment, etc. as appropriate. (Note: turn off computer and other electrical equipment before covering in plastic).
- For faculty or staff who are not on campus, the designated backup person (secondary contact) will perform these duties.
- If possible, notify PENS Chair, Lab Coordinator and Administrative Assistant when area is secured, prior to leaving campus.

**PENS and Chemistry Laboratory Coordinator** will follow instructions for all personnel (above), and...

- Secure teaching laboratories and associated preparation rooms that were not secured earlier (due to current teaching use).

**Faculty with research laboratory space** will follow instructions for all personnel (above), and...

- Work with their personnel to secure research space according to their laboratory hurricane plan.

**Any available teaching assistants, research assistants, work-study students and other students may** assist as directed by their supervisor(s). Note: student safety is paramount. Faculty and staff shall plan to ensure that student workers are able to leave at the students' discretion, once classes have been cancelled, and must leave when the university is evacuated.

#### **IV. Campus Evacuation**

- Personnel will evacuate following instructions from the University.
- All personnel responsible for an office, laboratory, etc., should take a copy of all appropriate documentation with them when they evacuate. All documentation should be maintained by at least two persons.

#### **V. Post – Hurricane**

##### **If campus is unaffected:**

- Return to campus as directed by University (webpage, phone).
- Prepare laboratories and offices for normal use.
- Stow hurricane supplies for future use.

##### **If campus is affected:**

- Follow all University directives.
- Do not return to campus until notification by university officials.
- **PENS Chair and/or Laboratory coordinators** will initiate communication among personnel following the telephone tree to locate all PENS personnel and ensure all are accounted for.
- Be ready to provide information to damage and assessment teams.



**Contact:**

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## DEPARTMENT OF MATHEMATICS & STATISTICS PLAN

### Action Plan:

1. Each person (faculty and staff) is responsible for protecting their own office/cubicle. Responsibility for other departmental space/material (CI 336, TA offices, adjunct offices, CS 107) will be assigned by the Chair. Adjuncts and TA's do not have responsibilities under this plan.
2. Each person should have a backup who can take care of their hurricane responsibilities when they are out of town.
3. The College's computer staff can help, but they have a lot of other work to do and should not be the default solution. Similarly, Building Contacts are primarily liaisons and are not responsible for protecting departmental materials.
4. The University only promises 8 hours between announcing the evacuation of students and the closing of campus. Those 8 hours will not necessarily fall during business hours (or even during daylight). Further, the University will not be lenient about letting folks do things at the last minute: ground floor doors will be sandbagged, campus police will block access to the island. In addition, folks need time to protect their homes and, potentially, get out of town. Students are to be off the island at least 36 hours before landfall. Backing that up a day gives 60 hours to landfall. **Therefore, even without an announcement from the President, Departmental hurricane protection procedures go into effect roughly 60 hours before landfall. However, storms are inherently unpredictable, and Departmental citizens should be prepared to go into action on short notice.**

### **Individual Responsibilities:**

#### **By June 1<sup>st</sup>:**

1. Update phone numbers for Departmental phone graph.
2. Update off-campus contact numbers for College emergency contact list.
3. Update emergency contact information in TAMU System Single Sign On for University contact list. To do this, log on at <https://sso.tamus.edu/>, then click on "Workday" then "Personal Information" and lastly "Emergency Contacts."
4. Review University, College and Departmental hurricane plans.
5. Identify backup persons for your office, and go over with them your expectations of how your stuff will be protected.

#### **60 Hours Before Landfall (approximately):**

1. Follow relevant procedures for Faculty/Staff as outlined in the University Hurricane Plan (link from [http://www.tamucc.edu/hurricane\\_info/main.html](http://www.tamucc.edu/hurricane_info/main.html)).
2. If faculty in CI choose to move computers and other electronic equipment into an internal room (strongly recommended), please use CI 308, 311 or 314. Put a tape or paper label with name and office number on it so as to identify equipment without having to find the Departmental computer inventory after the storm. If you need it, a dolly will be available in CI 303.
3. Upon completion of their own campus preparations, Departmental citizens should notify Chair and/or his/her designated backup that they have finished and left the Island.

#### **36 Hours Before Landfall (approximately):**

1. Preparations should be completed and Departmental citizens should be off the Island unless other University duties remain.

**After the Storm:**

1. Do not return to campus until notified by Chair or other responsible party that it is permissible. This is for your safety and protection.
2. Upon return, notify Chair of any damage to relevant University equipment.

**Department Chair Responsibilities:****By May 15<sup>th</sup>:**

1. Update this plan, as needed.
2. Make sure Departmental phone graph is up-to-date and distributed to Departmental citizens.
3. Publicize University, College and Departmental hurricane plans to Departmental citizens.
4. Update photographic record of departmental equipment.
5. Assign individual responsibility for all shared Departmental space/equipment.
6. Fulfill individual responsibilities of Departmental hurricane plan.

**By June 8<sup>th</sup>:**

1. Ensure that adequate plastic, duct tape and other material is in departmental storage.

**60 Hours Before Landfall (approximately):**

1. Announce to Departmental citizens through e-mail and phone graph that they should begin implementation of their part of the Departmental hurricane plan.
2. Fulfill individual responsibilities of Departmental hurricane plan.
3. Serve as backup and assistant.

**36 Hours Before Landfall (approximately):**

1. Notify appropriate University personnel of the completion of Departmental procedures.
2. Evacuate campus.

**After the Storm:**

1. Notify Departmental personnel when it is safe to return to campus.
2. Within 15 days, if possible, list and document all Departmental equipment needing replacement for possible FEMA reimbursement claim.

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## **SCHOOL OF ENGINEERING & COMPUTING SCIENCES PLAN**

### **Action Plan:**

1. Each person (faculty and staff) is responsible for protecting his/her own office/cubicle. Responsibility for computer and engineering labs is shared by David Burk, Jack Esparza and John Gonzalez and the designated faculty responsible for the research/lab space. Jack Esparza will be responsible for covering equipment in the ENGR shop (RFEB 114), the testing lab (RFEB 118), and the two computer labs in RFEB (214 and 316B). John Gonzalez will be responsible for covering equipment in the instructional labs in the Engineering Lab (EL).
2. All faculty and staff should have a backup who can take care of the hurricane responsibilities when they are out of town.
3. Building contacts are primarily liaisons and are not responsible for protecting ENCS materials.
4. The University will announce when it is necessary to evacuate students and close the campus. Everyone must maintain vigilance during any period of potentially threatening storms. **Storms are inherently unpredictable, and School personnel should be prepared to go into action on short notice.**

### **Individual Responsibilities:**

#### **By June 1<sup>st</sup>:**

1. Update phone numbers for School phone list.
2. Update off-campus contact numbers for College emergency contact list.
3. Update emergency contact information in TAMU System Single Sign On for University contact list. To do this, log on at <https://sso.tamus.edu/>, then click on “Workday” then “Personal Information” and lastly “Emergency Contacts.”
4. Review University, College and School hurricane plans.
5. Identify backup persons for your office, and go over with them your expectations of how your items will be protected.

#### **60 Hours before Landfall (approximately):**

1. Follow relevant procedures for Faculty/Staff as outlined in the University hurricane plan <https://safety.tamucc.edu/Hurricane.html>.
2. Faculty and staff are strongly encouraged to move computers and other electronic equipment away from windows, and into an internal area if possible. Put a tape or paper label with name & office number on it so as to identify equipment without having to find the computer inventory after the storm. All are strongly encouraged to lift computers and equipment off the floor. Plastic should be secured with tape over equipment to keep roof/ceiling water leakage from impacting the components.
3. Upon completion of their own campus preparations, School personnel should notify the Administrative/Executive Assistant for their area (Debbie Fuentes for CS, Diana Avila for ENGR/ENTC and Cynthia Duff for GIS/GSEN) or his/her designated backup that they have finished and left the Island.

**36 Hours Before Landfall (approximately):**

1. Preparations should be completed and all personnel should be off the Island unless other University duties remain.

**After the Storm:**

1. Do not return to campus until notified by a responsible party or by the University website that it is permissible. This is for your safety and protection.
2. Upon return, notify your administrative support staff of any damage to relevant University equipment.

**Director & Department Chairs Responsibilities****By June 1<sup>st</sup>:**

1. Update this plan, as needed.
2. Make sure School phone list is up-to-date and distributed to all ENCS personnel.
3. Publicize University, College and Departmental hurricane plans to School personnel.
4. Update photographic record of Departmental equipment.
5. Assign individual responsibility for shared ENCS space/equipment.
6. Fulfill individual responsibilities of ENCS hurricane plan.

**By June 15<sup>th</sup>:**

1. Ensure that adequate plastic, duct tape and other material is in ENCS storage.

**60 Hours Before Landfall (approximately):**

1. Announce to ENCS personnel through e-mail and phone list that they should begin implementation of their part of the hurricane plan.
2. Fulfill individual responsibilities of the hurricane plan.
3. Serve as backup and assistant.

**36 Hours Before Landfall (approximately):**

1. Notify appropriate University personnel of the completion of ENCS procedures.
2. Evacuate campus.

**After the Storm:**

1. Notify School personnel when it is safe to return to campus.
2. Within 15 days, if possible, list and document all School equipment needing replacement for possible FEMA reimbursement claim.

**Contacts:**

Lea Der Chen	361-825-2845	LD.Chen@tamucc.edu
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## COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT PLAN

Hurricane/Tropical Storm Preparedness Plan  
 Exercise Physiology (146 IH) and Exercise Biochemistry (146 B/C) Labs

<b>Responsible Parties:</b>	<b>Office:</b>	<b>Mobile:</b>
Heather E. Webb, Associate Professor	x3749	662-341-6486
Daniel Newmire, Assistant Professor	x3693	319-321-2144
Toyin Ajisafe, Associate Professor	x3834	404-242-0254
Kristina Woodford*, Graduate Assistant		803-269-0481
Julia Wallen*, Graduate Assistant		361-445-1315

\*Subject to annual or bi-annual change

**Other Departmental Contacts:**

Don Melrose, Department Chair	x2811	361-290-1448
Elizabeth Perez, Administrative Associate	x6072	361-548-0918

***Locations to be secured:***

146 IH Exercise Physiology [BSL-2] Lab	142 IH Biomechanics Lab
146 IH-D/E (Storage room)	Collection Space
144 IH Kinesiology Teaching Lab	

***Major equipment to be protected:***

*All equipment should be covered/wrapped in 6mm plastic. Remove batteries or unplug. Plastic should be tied or taped closed above the floor, with overlap on outside.*

<b>Equipment</b>	<b>Location</b>	<b>Care</b>
GE iDXA system	146 IH	Back-up files; turn off entire system
GE Logiq e US	146 IH	Back-up files; unplug entire system
Cosmed BodPod	146 IH	Back-up files; unplug entire system
Parvo Medics Metabolic cart (x2)	146 IH	Back-up files; turn off entire system
InBody 720	146 IH	Back-up files; turn off entire system
Monark 840E (Wingate) system	146 IH	Back-up files; turn off entire system
Noraxon EMG system	146 IH	Back-up files; turn off entire system
Biodex Sys 2	146 IH	Back-up files; turn off entire system
Biodex Sys 3	144 IH	Back-up files; turn off entire system
Vicon Motion Capture System	144 IH	Back-up files; turn off entire system
SECA scale/stadiometer (x2)	146 IH	Remove batteries
SECA stadiometer	142 IH	
Balance Beam scales (x2)	146 IH	
Water system	146B/C IH	
BioRad plate reader	146B/C IH	
BioRad plate washer	146B/C IH	
Pointe Scientific chemical analyzer	146B/C IH	
Eppendorf pipettes	146B/C IH	

## Annual Planning Schedule:

- ***March (Spring Break), May, August, December:***
  - Document inventory of biological materials in freezer & refrigerator
    - Study PI & study name, type of material(s), # of samples/boxes, other relevant information (thesis, grant materials; necessary storage temps, expiration dates).
      - Hard copies kept in lab notebooks.
      - Excel file information kept in shared Dropbox folder (and USB drives)
  - Backup/export data stored on computers/devices in lab (DXA, BodPod, InBody, Wingate, Parvo, Biodex, etc.)
    - Exported to USB drive (file name = device backup date)
      - Stored in shared Dropbox folder.
      - Recommended that this occurs immediately post-completion (or during downtime) of study.
  
- ***March-April:***
  - Review, evaluate, update Hurricane/Tropical Storm Preparedness Plan.
  
- ***Mid-April to mid-May:***
  - Identify faculty and student availability from mid-May through mid-August
    - Document planned (conferences) absences for faculty & contact information
  
  - Identify and review research projects planned for hurricane season.
    - Recommended that plan of action be developed for studies during hurricane season.
  
- **June 1- November 1 (Hurricane Season)**
  - 7-10 days (Tropical depression recognized that presents possibility of storm entering or developing in Gulf of Mexico).
    - Ongoing research projects evaluated for ability to continue.
    - Begin re-scheduling/warning/cancellation of data collection.
  
  - 96 hours (Cone of probability includes Ward Island/TAMU-CC campus)
    - Data collection occurring 72+ hours is halted.
    - Coordinate pick-up/transfer of biological samples to freezer space in 251 Tidal Hall for storage/transport.
  
  - 72 hours
    - All data on computers in labs is backed-up/exported.
    - Protect valuable files and notebooks in place or move to a safer location.



- All personally-owned equipment should be removed from lab (if possible).
  - Coolers and supplies are obtained/prepared for storage/transport of biological samples to 251 Tidal Hall for transport/storage.
    - Absorbent padding, plastic bags, packing lists (sealed in zip-lock within cooler that contains those samples).
    - Pick-up time confirmed.
  - All computers/devices will be turned-off & unplugged from electrical outlets
    - Cover and secure or seal vulnerable equipment with plastic as possible.
  - Turn down refrigerators and freezers to the lowest practical settings.
    - Place recording maximum/minimum thermometers in refrigerators and freezers containing temperature critical supplies and samples.
  - Relocate or elevate equipment, chemicals, wastes, and other important items from the floor to prevent damage.
    - Equipment should be covered/secured in plastic if possible.
    - All equipment and data stored at least 8 inches above the floor.
  - Secure any biohazardous agents and/or hazardous chemicals to prevent breakage and release if they will not be transported.
- 48 hours
  - Biological supplies to be picked-up & transported are packed and transferred.
    - Inventory list provided.
    - Signature of transfer obtained.
  - Update emergency contact information including notification list on lab door.
    - Add and expand temporary contact information if staying at a different location during storm.
    - Close and latch (or secure with tape if needed) filing cabinets and cupboards.
  - Ensure all materials/labs are secured.
  - Take pictures of secured equipment.
    - Store photos on shared OneDrive and email copy to Chair and Associate Dean.
- 24 hours
  - Maintain & update location information for graduate students and others.
  - Remain alert relative to status of storm.

## **CENTER FOR COASTAL STUDIES PLAN**

### **Action Plan:**

1. Call CCS contacts listed on the CCS phone tree and advise them of the situation and whether help is needed.
2. Back up computer files and store in separate dry place. Remove portable backup drives from building (designated person will transport to secure area off campus).
3. Unplug and move all electronic equipment (computers, printers, plotters, UPS, fax machines, etc.) away from windows to core rooms (those without windows – e.g., conference room, graphics room); raise equipment up off floor; cover with garbage bags and then cover with tarps.
4. Cover library, office files and personal books with plastic sheeting and move tables away from windows.
5. Mover file cabinets away from windows and cover if feasible.
6. Move anything else of great importance away from windows and to interior rooms.
7. Close all mini-blinds completely.

### ***Emergency Storm Preparation Action Plan (Laboratories):***

1. Shut down all active experiments and shutdown all associated equipment.
2. Remove samples from drying ovens and turn off ovens.
3. Unplug all microscopes, balances and other lab equipment.
4. Secure/relocate freezer and refrigerator contents.
5. Coordinate with Lehman and Cammarata on their labs.

### ***Emergency Storm Preparation Action Plan (Field Stations):***

1. Shut down all active experiments and shut down all associated equipment.
2. Unplug all microscopes, balances and other lab equipment.
3. Remove any loose outdoor equipment from around cabin.

### ***Emergency Storm Preparation Action Plan (Vehicles and Boats):***

1. Secure all loose equipment within boat barn (Unit 12).
2. Put boats inside CCS “boat barn” stall or transport off campus to secure location.
3. Transport trucks (if possible) to secure off campus location.

### ***After Storm:***

1. See University Plan for campus re-entry timeline.
2. Assess damage.

### **Contacts:**

Brien Nicolau	Office: 361-825-5807	Brien.Nicolau@tamucc.edu
Aaron Baxter	Office: 361-825-3659	Aaron.Baxter@tamucc.edu

Bobby Duke

Office: 361-825-5869

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Office: 361-825-5907

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## THE CENTER FOR WATER SUPPLY STUDIES PLAN

### Action Plan:

This plan covers the hurricane preparation for the following rooms in the Natural Resources Center (NRC): Offices: 31010, 3102, 3103, 3104, 3105, Lab 3106. NRC Building Contact is noted in the attached University Hurricane Plan. The following preparations should be completed 48 hours before landfall.

1. Upon notification from the Dean's office – notify all people on CWSS Hurricane list.
2. Perform Oracle database dump to Darcy.
3. Collect backup tapes (daily and last full) of servers for removal from TAMU-CC area.
4. Copy all files from Darcy to USB hard drive.
5. Check and secure boat barn as needed.
6. Move all office computers, monitors and peripherals to 3105 and reception area.
  - a. Place off floor and cover with garbage bags.
  - b. Unplug servers.
  - c. Move UPS from floor and cover.
7. Close all blinds in 3101, 3102, 3103, 3104
8. Secure files and loose paper. Leave nothing important on floors.
9. Secure 3106.
  - a. Close blinds.
  - b. Move electronic equipment away from windows.
  - c. Cover electronic equipment with plastic bags.
  - d. Unplug refrigerator
  - e. Unplug both Rotaps and timers
  - f. Unplug rock saw
10. Remove CSSS laptops, backup tape, backup hard drives from TAMU-CC to evacuation area.
11. Final Review all CWSS offices/lab
  - a. Check all electric, phone and network devices disconnected.
  - b. All cabinets, closets, drawers closed.
  - c. All blinds closed.
  - d. All lights turned off.
  - e. Lock all doors.
12. Evacuate area.
13. Return to campus when notified by college.
  - a. Back up all computer data at this time. Consider making more than one back up and storing these backups in different watertight places.
  - b. Turn off and unplug computers and other essential office equipment.
  - c. Move essential office equipment to protected areas. (Best location: away from windows, preferably behind a protected wall.)
  - d. Move equipment off the floor.
  - e. Cover all equipment and important files with plastic.
  - f. Close and lock all windows.
  - g. Lower all Venetian blinds.

- h. All University vehicles delivered to Central Plant for fueling and storage. (Applies to College of Science & Engineering and Blucher Institute).
- i. Remove all antennas from University roofs by personnel that operate the antennas (applies to S&E, Media Services, Blucher Institute).
- j. Secure labs and remove items that require refrigeration.
- k. Employees check out with immediate supervisor prior to leaving campus at completion of hurricane preparations. You will have eight (8) hours to accomplish shutdown. Take personal items, which are not covered by University insurance. The electricity will be turned off at this time.
- l. The University Police Department will perform a security check of the campus to verify that persons not working directly with the Hurricane Assessment Team have evacuated the campus.

### **Final Note**

In the interest of economy and time, it is recommended each college and department store a supply of black plastic to be used to cover equipment in order to protect it from water damage. Said equipment could include computers, adding machines, calculators, typewriters, desks, books permanent files, etc. This way, each area will be ready to implement the hurricane plan without last minute procuring of additional materials.

Delicate non-replaceable computer data tapes or disks should be stored in a watertight secure place above the floor. When possible, make duplicate data backups and store them in a watertight place off-campus. Electrical machines left in their working place should be unplugged to protect from electrical surges during the shutdown and startup of the campus. Do not operate this equipment until you have been informed that the electricity has been restored and will remain on.

The more equipment, files, data tapes or disks, etc. that are moved and stored in a room without windows, the better the chances these items have of surviving the storm without damage. This must be done by the personnel responsible for this equipment.

### **Contacts:**

Dorina Murgulet

Office: 361-825-2309

Dorina.Murgulet@tamucc.edu

## **CONRAD BLUCHER INSTITUTE FOR SURVEYING & SCIENCE PLAN**

### **Action Plan:**

#### **Hurricane/Tropical storm within 72 HOURS or 1250 miles of Corpus Christi**

- The Provost will contact the hurricane defense coordinator of the Blucher Institute. (Dr. Philippe Tissot) The hurricane coordinator will immediately notify the Assistant Director-Administration (Gina Concannon) immediately upon his notification by the Provost the potential hurricane/tropical storm threat in the Gulf of Mexico within 72 hours or 1250 miles of Corpus Christi of the Coast of Texas. Dr. Tissot will then contact both the secondary and the alternate.

#### **Hurricane within 48 hours or 1,000 miles of Corpus Christi**

- The President places the administrative/decision teams on Alert Status.
- Call designees should contact everyone on the phone list and advise them of the situation and whether help is needed.
- Back up all computers (Take backup disk with employees).

#### **Hurricane within 36 hours or 750 miles of Corpus Christi**

Blucher Institute Hurricane Defense Coordinator activates the Blucher Hurricane Defense Plan.

Once the Blucher Hurricane Defense Coordinator has activated the Blucher Hurricane Defense Plan, the following steps are to be followed immediately and without fail:

- James Rizzo will coordinate with the Emergency Manager, City of Corpus Christi to ensure that the TCOON system is operating at the Emergency Operations Center.
- Field ops personnel will fuel all boats and trucks and ready them for Hurricane storage in the compound or off-site. Boats are to be attached securely to a truck, blocks under axle; drain plugs in, and half filled with water. All loose articles in the boats are to be stored in shed or in conference room of Blucher.
- Satellite antennas and solar panels are to be removed from roof (NRC & Compound)
- Field ops personnel are to secure all loose articles behind the Blucher Institute in and around the sheds. All items are to be removed from the racks and the fence and stowed in a shed or the large conference room at Blucher.
- Remove all PC and computing equipment from offices on outer perimeter, which have windows. Place in designated internal storage areas. Cover with plastic sheeting to prevent water damage in case of a roof leak. Shut and lock all doors on the outer perimeter when complete.
- Designated data collection systems and personnel remove system to NWS/CCEMC/home/etc. and set up for data collection.
- All personnel are individually responsible for covering their own computer if they are in an inside area.

## Designated Storage Areas

These areas are for the storage of computer equipment, computer peripherals, GPS equipment, Total Stations, Levels and any other valuable equipment.

NRC 2 <sup>nd</sup> and 3 <sup>rd</sup> floors	Blucher and GISC Offices
NRC 1112 (wet lab)	BLUC 104 (Multi-Purpose Room)
NRC 2108 (Conference Room)	BLUC 107 (Copy Room)
NRC 3401 (Copy Room)	BLUC 112 (GIS Program Storage)
NRC 3409 (Interior Office)	BLUC 118 (Instrumentation Lab)
NRC 3411 (MANTIS Lab)	
	BLUC 122 (Washdown Lab)

- Personal belongings should be taken home and all loose papers and other items should be boxed and/or secured.
- Clean out all refrigerators.

### Once All Above is Complete

- All equipment, devices, machines, etc. will be unplugged from every wall socket or power supply.
- If time allows, other items in outer perimeter offices can be covered or protected as much as possible with special attention given to books and school records.
- All office blinds will be closed; all doors will be closed and locked.
- All personnel will check in with the Hurricane Defense Coordinator of Blucher for further instructions. If there are other areas that require your assistance, you may be asked to help in order to complete the task.

### NOTE:

**When the mayor of Corpus Christi announces that all vehicles should leave any island areas this will be the signal for the University to evacuate all students. Regardless of how many hours in advance this may be – do NOT allow any student to stay here and work.**

### Hurricane within 24 hours of landfall or 500 mile range

- Physical plant will shut down the central plant.
- All vehicles should be fueled and parked behind Blucher or their designated location.
- Security will verify that all buildings are vacant secured. All personnel should evacuate the campus. **No on will be allowed to remain on campus.**
- James Rizzo will report to the Emergency Operations Center for the City of Corpus Christi to operate the TCOON system.

### During the Storm

Personnel should, to the best of their ability, stay abreast to the progress of the storm via quickest method possible.

## After the Storm

The President or a designee will contact the Assessment Team to meet on campus or at a designated site to evaluate damage and develop a plan to bring the campus back online.

The Blucher Damage Assessment team will assess the damage to the TCOON and other project platforms and develop a plan to bring the systems back online if funded by sponsors. Personnel will be called in as necessary to accomplish this task. The following is a list of the Assessment Team:

Philippe Tissot  
James Rizzo

- The Blucher Hurricane Coordinator or his designee will then contact the primaries listed on the phone tree. They will in turn call those on their list.
- If personnel do not hear from their primary within 8 hours of the storms passage, they should call their primary or call the Faculty/Staff Hotline at 361-825-9999 to find out conditions at the University and when clearance to return has been given.
- Do not try to return to campus before clearance is given.

## Upon Return to Campus

- Report any damage to the Blucher Hurricane Coordinator or his Secretary.
- Return to normal mode of business as quickly as possible.

## Contacts:

James Rizzo	Office: 361-825-5758 Cell: 361-549-5120	James.Rizzo@tamucc.edu
Gina Concannon	Office: 361-825-3226 Cell: 361-244-3444	Gina.Concannon@tamucc.edu
Philippe Tissot	Office: 361-825-5799 Cell: 361-851-0403	Philippe.Tissot@tamucc.edu



## **HARTE RESEARCH INSTITUTE PLAN**

### **Action Plan:**

1. Prior to the beginning of hurricane season, in the month of May, the Harte Research Institute (HRI) director will call a meeting to evaluate and update the HRI Hurricane/Tropical Storm Defense Plan. All senior management and administrative staff will be required to attend this meeting. Modifications will be proposed and added to or updated into the existing plan of action.
2. Efforts will be made by the administration to obtain updated contact information including cell phone numbers, and emergency contact numbers of all administration, endowed faculty, research associates, research staff and students residing in Harte Research Institute.
3. On June 1<sup>st</sup>, administration will announce through HRI tenant and staff list serves that hurricane season has started.
4. Contact numbers of faculty, staff and students along with a copy of the Hurricane and Tropical/Storm Defense Plan will be provided to all endowed faculty, research associates and staff. Other contact information for research associates, staff and students will be retained with administration and administrative staff.
5. Necessary off campus appropriations to secure vehicles and boats will be proposed and finalized. Securing vehicle and boat storage in Austin or other cities beyond 150 miles from the coast is a possible option.
6. A volunteer list will be created identifying persons able to move vehicles and boats off campus to designated storage areas.
7. An acknowledgement form indicating familiarity with the HRI Hurricane/Tropical Storm Defense Plan is to be signed by all administration, administrative staff, endowed faculty and research associates of HRI and kept on file with HRI administration.

### **Administrative Staff**

- Prior to hurricane season, during the month of May, staff will inspect the building for hurricane readiness. Exterior of building will be inspected for loose debris, equipment, and non-permanent fixtures. Owners of such items will be identified and arrangements will be made for removal or to assist in determining permanent storage of equipment/non-permanent fixtures surrounding the building. Interior rooms of building will be inspected in a like-wise manner. Daily to weekly checks will follow the same procedures outlined above throughout the hurricane season.
- The generator fuel tank will be checked for appropriate fuel levels, and if required, administrative staff will contact the necessary parties to ensure that the generator fuel tank is filled to maximum capacity.
- Rooms designated as storage areas will be examined and cleaned/organized so in case of emergency, these areas will be available to move in storage items in a fast process.
- The staff will also be responsible for obtaining early on the emergency supplies needed to protect computers, monitors and other equipment throughout the building. These supplies will be provided through the physical plant (x2324) and in necessary circumstances be supplied through third-party contributors.

- HRI operates a tape backup system that currently runs on a weekly basis. The backup system will only host data directly related to the research interests of the endowed faculty, research associates, research staff and students and of the administrative staff as appropriate. Space is limited and therefore will not necessarily host pictures, music or other non-sensitive data. HRI is currently making arrangements with Iron Mountain to pick up copies of the backup tapes weekly. Iron Mountain will be contacted for a special pickup should the need arise in order to guarantee the most recent backup is in their custody.

### **Endowed Faculty/Research Associates/Research Staff**

- All contact information that is held on file with HRI should be checked for accuracy.
- Efforts should be made to inform staff/students working under the direction of endowed faculty and research associates, that hurricane season has started.
- A photographic record and inventories of all lab equipment, chemicals and other hazardous materials should be updated and maintained throughout hurricane season. Proof of inventory lists shall be made available upon request to HRI administration.
- All lab equipment, chemicals and research samples, should be checked for proper identification and proper labeling procedures.
- Maximum effort must be given to protecting all hazardous materials stored throughout the building.
- All research currently in the planning phase should consider possible hurricane interference. Internal plans for this possible affect should be made and implemented if and when needed for any presently occurring or future research projects.
- Research interest involving non-native species or environmental toxicants most strongly be considered for possible inclusion outside of hurricane season.
- Plans must be made for samples and items contained in ultra-freezers and other types of refrigeration. Obtaining extension cords to reach red generator outlets may be a possible solution for temporary down time. The locations of the nearest available generator outlets should be noted. Note: If a storm is eminent, the University may shut down all generators and other electric power sources prior to campus evacuation. Thus, removal of samples from campus may be necessary.

### **Students**

- Efforts should be made to assist endowed faculty, research associates and research staff of properly maintaining safe research and laboratory conditions.

- All research conducted by a student on HRI premises during the active hurricane season must be approved through their supervising faculty member and HRI administration.

### **Custodial Workers**

- Works with administrative staff in keeping building safe and operational.
- Informs administrative staff of current hurricane supplies and if more is needed.
- Ensures that custodial supply rooms are fully stocked and that these doors are unlocked and able to be accessed by building residents.

## **PHASE II: Within the “Cone of Probability”**

### **Administration**

- Once TAMU-CC has been identified as being within the “Cone of Probability”, administration will inform through the HRI tenant and staff list serves of the storm’s current status. This notification will also include the HRI Hurricane/Tropical Storm Defense Plan and remind residents of HRI to back up data sensitive information.
- Backups of all administrative data will be performed and follow necessary predetermined arrangements for off campus secure storage.
- Persons identified on the vehicle volunteer list will be contacted to move vehicles and boats to secure off campus locations. These locations and persons were identified during Phase I appropriations.

### **Administrative Staff**

- The staff will continue to inspect the inside and outside of building for compliance of safety standards.
- The generator fuel tank will be checked for maximum fuel capacity.
- Supplies to secure computers and other equipment will be checked and stocked to full capacity.
- Administrative staff will serve as liaisons for assisting other residents of HRI to meet the Hurricane/Tropical Storm Defense Plan guidelines.

### **Endowed Faculty/Research Associates/Research Staff**

- Efforts should be made to secure the outdoor seawater reservoirs by filling the tanks with water to maximum capacity.
- All tanks, motors and other equipment designated for the seawater systems must be stored inside seawater lab (129) or in the workshop cage area (130). Permission must be obtained from HRI administrative staff for use of other designated storage areas.
- Inventories must be checked and updated for all labs.
- Labs with hazardous materials are notified of initiation of emergency procedures and reminded to follow emergency procedures as detailed in the approved lab manuals.
- Protective materials needed to cover lab equipment, such as bags or plastic sheeting, can be obtained from administrative staff or from the custodial closet (125) on the 1<sup>st</sup> floor.
- Any items located in environmentally controlled rooms 206 or 306 should be contained in protective containers. Liquids should be stored in plastic tubs or totes and solids should be stored likewise or in cardboard boxes. All proper labeling procedures apply to these containers.
- Efforts should be made to backup all data.
- All research currently in the planning stages must be postponed until after the storm has subsided and university authorities have announced the campus to resume in full operation.
- All research that is currently in progress must analyze exit strategies and possibilities of postponement.
- Once storm has reached hurricane or tropical storm warning status, all research must be stopped or postponed.
- Research involving live animals either native or non-native or experiments involving environmental toxicants must be evaluated for termination.
- Refrigerators must be cleaned out.

### **Students**

- Efforts should be made to assist endowed faculty, research associates and research staff of properly maintaining safe research and laboratory conditions.

- All research conducted by a student on HRI premises should communicate exit strategies with their supervising faculty member and/or administrative staff.
- All seawater experiments currently in operation must be clearly marked and should indicate native origin of species, if aeration is required, and if there are any toxicity or disease concerns, should evacuation be necessary.
- Research involving live animals either native or non-native or experiments involving environmental toxicants must be evaluated for termination.

### **Custodial Workers**

- Works with administrative staff in keeping building safe and operational.
- Informs administrative staff of current hurricane supplies and if more is needed.
- Ensures that custodial supply rooms are fully stocked and that these doors are unlocked and able to be accessed by building residents.

## **PHASE III: Issuance of Hurricane/Tropical Storm Watch**

### **Administration**

- Once TAMU-CC has been identified as being under a hurricane watch, administration will inform through the HRI tenant and staff listservs of the storm's current status. This notification will also include the HRI Hurricane/Tropical Storm Defense Plan and remind residents of HRI to back up data sensitive information. A reminder to clean out all refrigerators will also be issued through the listservs.
- Arrangements will be made to have backup media stored in a secure off-campus location.

### **Administrative Staff**

- The staff will continue to inspect the inside and outside of building for compliance of safety standards. Priority will be given to minimize loose debris and potential projectiles should building succumb to hurricane force winds.
- All furniture located throughout the halls will be relocated to the stairwells.
- Window blinds will be closed and lowered to cover entire windows.
- The generator fuel tank will also be checked for maximum fuel capacity.

- Supplies to secure computers and other equipment will also be checked and stocked to full capacity.
- All pictures hanging on walls will be labeled and marked with an assigned numbering system identifying their locations throughout the building to ease replacement after the storm. All pictures on the first floor will be stored in the archive room (123) and stored with each picture's associated name plate along with bubble wrap separating each frame. These pictures will be elevated off the floor by at least three (3) feet to account for possible flooding. The pictures on the second floor will be stored in rooms 215D and 215E in a similar fashion. Pictures on the third floor will be stored in 318E also in a similar fashion.
- Backups of all administrative data will be performed and follow necessary predetermined arrangements for off campus secure storage.
- Administrative computers, monitors and other important electronic equipment will be stored within the third-floor server room (309).
- All equipment capable of being stored within desk drawers, locked bookcases and file cabinets of administration and administrative staff should do so accordingly. All personal belongings should be removed from the building.
- Computer equipment located within the conference room will be stored in the conference room storage closet.
- Administrative staff refrigerators in 120,121, 122B, 122C,122F, 127, 212, 313A and 318H should be removed of all substances.
- All electronics should be unplugged from outlets.
- Administrative staff will also serve as liaisons for assisting other residents of HRI to meet the Hurricane/Tropical Storm Defense Plan guidelines.

### **Endowed Faculty/Research Associates/Research Staff**

- Endowed faculty, research associates and research staff are responsible for all belongings in their areas. Any personal items should be removed from the building.
- Efforts should be made to back up all data.
- All equipment capable of being stored within desk drawers, locked bookcases and file cabinets should be done so accordingly.

- Protective materials needed to cover lab equipment, such as bags or plastic sheeting, can be obtained from administrative staff or from the custodial closet (125) on the 1<sup>st</sup> floor.
- Labs with hazardous materials are notified of initiation of emergency procedures and reminded to follow emergency procedures as detailed in the approved lab manuals.
- Remove samples from drying ovens, freeze dryers, incubators and autoclaves and turn off equipment.
- Items contained within refrigerators must be removed and any electrical device must be unplugged from outlets.
- Before moving computers and other equipment to designated storage areas, notify administrative staff so these areas can be managed properly. All equipment to be located in these rooms should be properly marked identifying owner and original location within the building.
- Researchers with ultra-freezers or other types of refrigeration should make preparations and plug units into a red generator outlet. Securing/relocating contents to an off-campus location is another option.
- Efforts to minimize potential flying projectiles should be a priority.
- All research currently in the planning stages must be postponed until after the storm has subsided and university authorities have announced the campus to resume in full operation.
- All research that is currently in progress must be terminated.
- Research involving live animals either native or non-native or experiments involving environmental toxicants must be evaluated for termination.

### **Students**

- Efforts should be made to assist endowed faculty, research associates and research staff of properly maintaining safe research and laboratory conditions.
- All research should be terminated.
- Research involving live animals either native or non-native or experiments involving environmental toxicants must be terminated.
- Caution must be used to not allow any non-native animals or environmental toxicants to escape into natural waters.

- Students may be asked to evacuate campus at this time. For students without a vehicle, travel arrangements can be made through the Office of Student Affairs (361) 825-2612.

### **Custodial Workers**

- Works with administrative staff in keeping building safe and operational.
- Informs administrative staff of current hurricane supplies and if more is needed.
- Ensures that custodial supply rooms are fully stocked and that these doors are unlocked and able to be accessed by building residents.
- Assists in moving cigarette stands and other potential debris to the inside of the building.

### **PHASE IV: Issuance of Hurricane/Tropical Storm Warning**

#### **Administration**

- Once TAMU-CC has been identified as being under a hurricane warning, administration will inform through the HRI tenant and staff list serves of the storm's current status.
- This notification will include the notice to conclude storm preparation procedures and evacuate campus.

#### **All HRI Residents**

- Conclusion of duties defined in Phases I-IV must be made promptly.
- All residents of HRI must finalize and confirm the safety of their labs, computers and equipment.
- Evacuation procedures must be followed. No one will be allowed to remain on campus, and must evacuate within eight (8) hours of initial campus notification. A map of common evacuation routes from the Corpus Christi area is attached.
- For students without a vehicle, travel arrangements for evacuation can be made by contacting the Office of Student Affairs at (361) 825-2612.
- HRI shall not be used as a storm refuge building. All persons must seek shelter elsewhere.



**PHASE V: After the Storm**

**All HRI Residents**

- Every party should keep track of the storm. Inquiries concerning the status and reentry to TAMU-CC and HRI should be directed to the University Information Hotlines and the University website. The RESOURCES section of this document can be checked for a listing of these numbers and other important information.
- In the Corpus Christi area, local radio and television stations are used as primary emergency alert systems. Therefore, local broadcast stations will be kept informed by university personnel.
- Current road conditions including lane closures should be checked before traveling back into the Corpus Christi area.
- Upon reentry to the campus and to HRI, report all damages and missing inventory to HRI administration.

**Designated Storage Areas**

Before placing any items in designated storage items, approval must be granted from HRI administrative staff. Space is limited and must be managed appropriately.

<b>First Floor</b>	
107	Sediment Lab I
110	Field Prep
111	Field Storage
112	Dive Locker
122	Projector Room
123	Archive Room
124	Men’s Bathroom
125	Custodial Closet
126	Women’s Bathroom
127	Conference Closets
129	Seawater Lab II
130	Workshop Stairwell

<b>Second Floor</b>	
203	USGS Lab
205	Storage Room
206	Environmental Chamber
215	Server Room
215D	Office Space
215E	Office Space
216	Men's Bathroom
217	Custodial Closet
218	Women's Bathroom Stairwell

<b>Third Floor</b>	
305	Equipment Lab
306	Environmental Chamber
309	Server Room
318E	Office Space
318F	Office Space
318G	Office Space
318H	Office Space Stairwell

### **Generator Outlet Locations**

Within HRI, red duplex wall receptacles identify electrical lines connected to the backup generator. These should not be confused with the orange surge protected outlets. Some outlets, such as those in the seawater labs, are not clearly indicated by red sockets. Rather, they are white/opaque, and have labels with the letters "1EL1" on the protective panel. As a rule, generator outlets should not be used for equipment on a permanent basis. These outlets are designated for emergency use only and/or to support animal life. Aeration devices and pumps necessary to maintain aquatic life have priority over other equipment. Other types of vital equipment during emergencies that have priority are refrigerators and freezers that contain research sensitive samples. Both environmental chambers (206 and 306) are on the generator line.

<b>Outlet Locations</b>	
107	Three quads left of entrance near coral aquarium
110	Behind cola machine near bathroom
129	In center of seawater system; far right edge of entrance
202	In front of main entrance; right of main entrance behind shelving; far left back wall by liquid nitrogen; right of secondary entrance behind shelving
202A	Left of entrance; right of entrance
207	In front of main entrance; far left of main entrance; left of secondary entrance; right of secondary entrance, behind shelving right of secondary entrance
208	At left of main entrance, behind freezer; right of main entrance; left of secondary entrance, behind shelving



302	In front of main entrance; far right of main entrance; right of secondary entrance
302B	Right of entrance
303	Left of entrance
307	In front of main entrance
307D	Left of entrance; far right of entrance
308	Left of main entrance; right of main entrance
308B	Right of entrance; far left of entrance
308E	Far left of entrance
Outbuilding Seawater Cage – Single outlet on bottom near water pump	

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## **NATIONAL SPILL CONTROL SCHOOL PLAN**

### **I. INTRODUCTION**

#### **Purpose**

The purpose of this Hurricane Response Plan is to provide information necessary for an effective and safe response to hurricanes that could potentially affect the National Spill Control School (NSCS). A hurricane could result in wind and/or water damage to facilities or limit access to the campus and the extensive inventory of emergency and spill response equipment managed by the NSCS. Equipment includes boats and motors, pumps, a generator and light plant, containment boom, skimmers, and other materials.

Hurricanes and floods that could impact the Coastal Bend of Texas can vary in severity from minimal tropical storms to catastrophic cyclones. Emergency actions of the NSCS will be appropriately escalated, as conditions warrant. The intent of this plan is to give the NSCS personnel advance warning and to allow the staff adequate time to prepare in the event of a hurricane. Hurricanes occur primarily during a distinct season that runs from June 1 to November 30.

The concepts and procedures specified by this Hurricane Response Plan are directed towards obtaining the following goals:

- Reduce the damage and loss of property resulting from a hurricane.
- Stage equipment so that it can be useful for an effective and resilient recovery.

### **II. POSITIONS**

#### **Incident Commander (IC)**

Person designated by the National Spill Control School to manage the organization's response plan and activities related to the emergency/incident. Generally this will be the Director of the NSCS.

#### **On-Scene Coordinator (OSC)**

This person will be informed by the IC to initiate the NSCS hurricane preparedness plan, and to start contacting logistics and operations coordinators. The OSC will have a checklist to make sure that the planned tasks are being completed, and to address special situations.

#### **Logistics Coordinators (LC)**

Four individuals will coordinate the transport of boats and major equipment to designated and more protected locations.

### **Rapid Response Team (RRT)**

The RRT are staff members and interns who have been identified at the beginning of each hurricane season as the operational team who will complete the equipment relocation and staging during an emergency.

### **Planning**

NSCS staff and interns who monitor any tropical storm developments in the Gulf of Mexico, advise the IC of actionable changes, and develop NSCS specific hurricane preparedness plans. In case of an emergency the Planning section will help the IC to prioritize activities.

## **III. PLANNING ASSUMPTIONS**

### **Hurricane and Flood Hazard Guidance**

<b>Category</b>	<b>Winds (mph)</b>	<b>Storm Surge (ft.)</b>	<b>Flooding Potential</b>
<b>Tropical Storm</b>	<b>&lt; 74</b>	<b>&lt; 4</b>	<b>Some</b>
<b>1</b>	<b>74-95</b>	<b>4-5</b>	<b>Moderate</b>
<b>2</b>	<b>96-110</b>	<b>6-8</b>	<b>High</b>
<b>3</b>	<b>111-130</b>	<b>9-12</b>	<b>Serious</b>
<b>4</b>	<b>131-155</b>	<b>13-18</b>	<b>Catastrophic</b>
<b>5</b>	<b>&gt; 155</b>	<b>&gt; 18</b>	<b>Catastrophic</b>

## **IV. PLANNING ASSUMPTIONS**

The NSCS will depend on NOAA and the TAMU-CC EHS Department to provide guidance on the timing and severity of tropical weather systems as they approach our region. The NSCS will use this guidance to determine the appropriate response actions and safety preparations for equipment and training materials in each of the following areas:

- NRC - Rooms 1100 (office), 1101 (classroom), 1105 (office), 1114 (library) , and 1026 (equipment storeroom)
- Boat Barn Area - Storage container (immovable), equipment trailers (2), and boats on trailers (2), and generator/light plant.
- CC Marina – 20’ Storage container (Conex Box) with spill response equipment.

### **T- 72 hours**

The NSCS team will identify and stage the essential contents of the Boat Barn, office, and classroom with the allotted time. Tow equipment will be identified and scheduled.

The Corpus Christi Marina will be consulted regarding the anchoring or relocation if any actions are required at the conex box.



### **T-48 hours**

Conex box anchoring or relocation actions at the Corpus Christi Marina will be scheduled or initiated. If projected tidal conditions indicate that there will be water levels deeper than the parking area at the CC Marina (about 5 feet higher than normal high tides) then the NSCS will, at a minimum, anchor the conex container to existing bollards with chain. If the CC Marina makes the decision to relocate the vessels in the marina then the NSCS will coordinate with CC Marina management to evaluate and execute the relocation of the 20-foot equipment storage container to higher ground.

The NSCS will immediately move the boats and all essential equipment onto trailers to the various designated hurricane storage areas. Equipment that can be stored on campus and is not likely to be damaged will be moved to the upper levels of the parking garage. Other off-campus storage areas will be identified for boats and other equipment that will not fit into the parking garage.

### **T-24 hours**

#### **Corpus Christi Marina Storage Container**

Reconfirm that the container is adequately secured and that the container and contents are adequately protected from storm surge.

#### **NRC 1101 Classroom and video library:**

- Most of the irreplaceable video library have been digitized. Historical and current films, videotapes and DVDs will be relocated in the event of a projected Category 2 or greater storm, or whenever the tidal surge is projected by the National Oceanic and Atmospheric Administration (NOAA) to exceed 10 feet on Ward Island. Digitized versions of many of these audiovisual aids are on the NSCS I: Drive and are also on a portable hard drive.
- The laptop computer, portable projector, and portable hard drive will be inventoried and temporarily removed and secured off campus. NSCS office computers will be backed up to portable digital media and will be covered and secured away from windows at the NRC.

#### **NRC 1026**

Personal Protective Equipment (PPE) including an inventory of about \$15,000 of SCBA's are on the first floor in NRC 1026, a storage room with no windows. Water damage to this room and to the SCBA's is unlikely unless the storm surge is greater than 14 feet. Any damage to the SCBA's would probably be recoverable with routine cleaning and maintenance and significantly less effort than relocating these materials. Other PPE items are expendables that can be easily replaced. Alternatively, if access to this equipment and to the campus was expected to be denied for a prolonged period of time then this equipment should



be placed into a trailer and moved off campus to potentially support haz-mat responses elsewhere in the area.

- 3 skimmers and power units are located in NRC 1026 or Boat Barn #11. These units are valuable and while the skimmers would not be damaged by water the power units should be relocated to higher ground if the surge is projected to be greater than 14 feet. Relocation of the power units to an upper floor of the parking garage is recommended.

### **Boat Barn Units and Vicinity**

- A boom trailer, over 3000 feet of boom, several trash pumps, a skimmer, 4 outboard motors, and assorted other equipment are located at or near the Boat Barn.
- A 30-foot Kvichak skimmer vessel, a 23-foot Sea Arc vessel, and 1 flat bottom boat are in the Boat Barn #10 or #11, or in the boat yard adjacent to the Boat Barn.
- The flat bottom boat, motors, skimmers, pumps and the generator/light plant should be moved to higher ground if the storm warnings indicate that the Boat Barn might not survive intact. Most of this equipment should be relocated to an upper floor of the parking garage. The pumps, motors and skimmers may be useful for campus and local emergency response and recovery activities after the storm passes.
- The Kvichak skimmer and the Sea Arc vessels should be relocated off campus to higher ground. They will not fit inside the parking garage. It may be useful for the local spill response to be activated after the storm passes.
- A 24-foot enclosed trailer now stores spill response equipment for use at off-site training locations other than the Corpus Christi Marina (like Packery Channel or Port Aransas).
- The Conex box located next to the Boat Barn parking lot is full of equipment. It should be secured (closed and locked). This intermodal container meets shipping and transportation requirements like the other shipping containers on campus. Engineering requirements for such containers in high winds may include tie-downs, chaining to other structures, or relocation. Heavy lift equipment would be required if relocation is necessary.

## **V. Designated Storage Areas**

### **NRC First Floor**

NRC 1101 Classroom (one small window)

NRC 1026 (no windows)

### **Boat Barn**

Units #10 and #11

**Parking Garage** (Maximum Height: 8 ft. 2 in. clearance)

Second or third floor stowage of trailers and pumps is recommended.

**Other**

Conex box adjacent to the Boat Barn

Conex box at Corpus Christi Marina L-Head

24 ft. trailer & possibly personal trailers

Off-Campus Storage Areas including sites away from the coast for large workboats.

**NSCS Hurricane Response Plan Overview**

In the event of an imminent hurricane impact in the Coastal Bend, essential TAMU-CC property managed by the NSCS will be moved to designated areas. The Kvichak and the Sea Arc vessels that will not fit into the Parking Garage on campus will be moved an approved inland location such as Robstown, Sandia or other sites where wind and flood damages are expected to be less destructive by the LC. The RRT will also load the rest of the equipment such as the motors, skimmers, pumps, and generators onto two trailers. One of the trailers will be secured in the Boat Barn #10 and the other, a personal trailer, will be taken to the second or third floor of the Bayside Parking Garage by LC. The connex box at the Corpus Christi Marina will be chained down or relocated depending on the severity of the storm. All electronics and necessities listed in Table 1 will be covered and stored inside the office or classroom. The OSC will oversee all functions in accordance with the planning assumption countdown until hurricane evacuations are ordered for the TAMU-CC campus.

After the storm has passed, a damage assessments (DA) will be conducted by the Hurricane Response Team and all equipment will be assessed and returned to service or to storage in its customary location.

**Appendix A: ACRONYMS**

**DA** Damage Assessment

**IC** Incident Commander

**LC** Logistics Coordinator

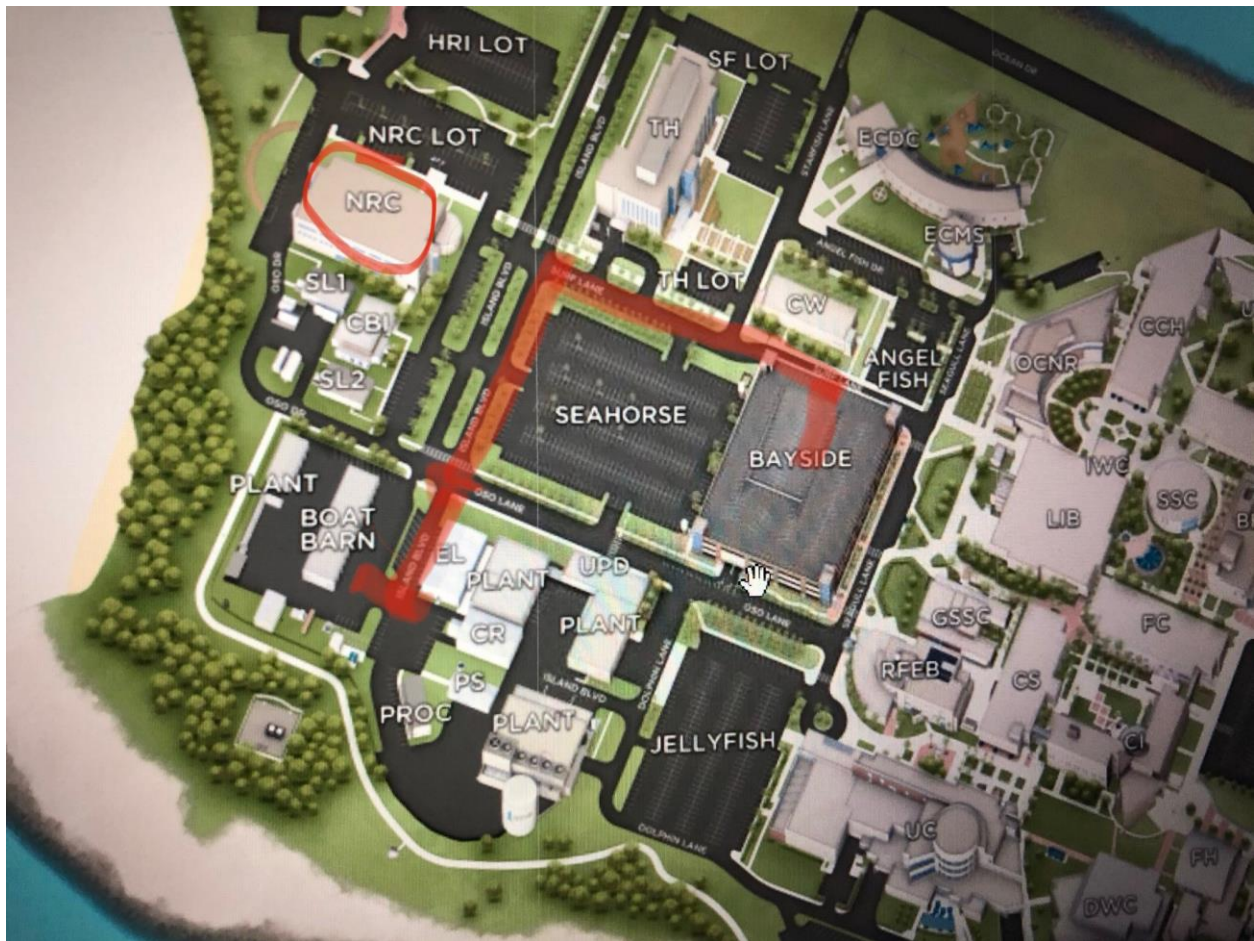
**NOAA** National Oceanic and Atmospheric Administration

**NSCS** National Spill Control School



- NRC** Natural Resource Center
- OSC** On-Scene Coordinator
- RRT** Rapid Response Team
- SCBA** Self-Contained Breathing Apparatus
- PPE** Personal Protective Equipment

**Appendix B: MAP**



This map shows the quickest route to transport supplies from the boat barn to the parking garage and the location of the NRC on Ward Island.

## **Table 1 – Supply Incident Response Checklist**

### **Boat Barn**

1. 1 Flat Bottom Boats
2. 4 small (15-30hp) Outboard Motors
3. Kvichak 30' Skimmer Vessel
4. Sea Ark 23' Vessel
5. Diesel Generator/Light Plant
6. Skimmers & HPUs
7. Assorted pumps and hoses
8. Incinerator-smart ash
9. ELASTECH Drum skimmer
10. Elastec Drum skimmer HPU
11. Komara Star Skimmer
12. Yanmar diesel HPU
13. Pacific Hydrostar
14. Honda W X 15
15. 2 Honda GX 120 Pumps
16. Hatz Diesel HPU
17. 4 Yamaha outboard motors 15hp
18. North Star Steam Cleaner and Pressure Washer
19. Ingersoll Rand Air Compressor

### **Office/Classroom**

1. Computers & monitors (4)
2. Projector
3. Various other electronics
4. TPH Test Kits (10)
5. Video and Film Collection

This list is effective June 2020 and is expected to be in place until November 2020. It will be revised every semester.

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## **Hurricane/Tropical Storm Communication Plan**

(Revised July 2020)

## **Communication Plan for Research and Scholarly Activities**

### **1.0 Purpose**

It is the policy of the University to view each hurricane threat as a potentially threatening and hazardous situation for students, faculty staff, facilities, programs and research. The purpose of this communication plan is to provide for the orderly communications that will be necessary for the preservation and protection of special information, intellectual properties, equipment, samples organisms and other assets and resources related to university research. It is intended that this plan will integrate with and augment the existing Texas A&M University-Corpus Christi (TAMU-CC) Emergency Management Plan (2018).

This Communications Plan is an integrated component of the Hurricane/Tropical Storm Defense Plan for research operations within the College of Science and Engineering, the College of Nursing and Health Sciences, and associated Centers and Institutes at TAMU-CC. This Communications Plan addresses the expected communications associated with weather related emergency management and planning that occur between the Research and Innovation (R&I) Vice President (VPR) and the various colleges, centers, institutes and researchers whose research efforts and other operations may be impacted by storm events.

Communications may be verbal or written. They may be in person, in meetings, or by telephone or electronic. Communications may be scheduled or spontaneous but are always expected to be bi-directional. A notice from the VPR will generally warrant a response. An acknowledgement of receipt or more thorough response indicating status or difficulties will help to assure coordinated planning for or recovery from the event.

### **2.0 Scope**

The procedures in this Research and Scholarly Activities Communications Plan apply to all personnel, facilities and equipment which fall under the purview of the VPR. Operating units which fall under this communications plan include the College of Science and Engineering, College of Nursing and Health Sciences, Harte Research Institute, Conrad Blucher Institute, Center of Coastal Studies, Center for Water Supply Studies and the National Spill Control School.

It is the intent of this plan to complement and integrate with campus-wide University communications and announcements. It is also intended that this plan be considered as the University determines evacuation and lock-down timing and procedures for the campus.

The scope of this communications plan includes:

- List of communications stakeholders
- Definition of stakeholder communication needed
- Identification of required communications events
- Determination of the methods and frequency of expected communication events

- Allocation of resources to communications events
- A communications event schedule

### **3.0 Policy**

#### ***3.1 General Statement on Communications***

It is the policy of the University to view each hurricane threat as an extremely hazardous condition and to minimize the risk to students, faculty, and staff consistent with protecting University property and research efforts. Accurate communications are essential. It is the policy of the R&I Office that all general University, local, state or national weather advisories will be taken seriously. Emergency warnings to the general public from the National Oceanic and Atmospheric Administration (NOAA) the National Hurricane Center (NHC) and on local television and radio stations should be taken seriously. All official evacuation notices will be adhered to by all personnel. The University website will be used to provide official information from the University and important links to other weather-related sites.

This Communications Plan provides guidance for the orderly and systematic bi-directional communications related to impending tropical weather events at TAMU-CC Division of Research and Innovation. Specific duties for the faculty, staff and students are described in the hurricane plans developed by each TAMU-CC operating unit.

The TAMU-CC Incident Commander (IC) will communicate directly with the VPR. Key personnel within each operating unit under the VPR will communicate their issues, processes and status with the VPR who will then communicate those issues to the IC.

#### **3.2 General Principles**

- a. Communications regarding hurricane preparations and recovery outside of the avenues of communication outlined in this plan are unofficial and could be detrimental to the safe preparation for a storm and the recovery thereafter.
- b. General directives from any level in the IC and communications structure identified herein will apply to all of the organization under the person issuing the directive.
- c. Only the IC or her/his designee will develop and disseminate external communications with local mass media. All official TAMU-CC announcements will be made in coordination with the TAMU-CC IC and/or the TAMU-CC Public Information Officer. Examples of such announcements include notices to cancel classes or to evacuate Ward Island.
- d. Communications between the IC and or their respective designees will be direct.
- e. Communications between the VPR and the leader (or designated lead) of each operating unit under their purview will be direct.



## RESEARCH & INNOVATION

- f. The leader (or designee) of each operating unit will communicate directly with the academic and research staff under that unit at TAMU-CC.
- g. There will not be a direct line of communications which crosses the levels identified above, EXCEPT that a written directive from the IC will apply to the entire campus community or a written directive from the VPR will apply to all personnel under his purview.
- h. The University website at [www.tamucc.edu](http://www.tamucc.edu) will have the most current information available. Land-line telephone service may be unreliable. Cellular phone service may be compromised. Social media sites offering text messaging may be used to communicate if other more commonly used systems are incapacitated.
- i. Communications security will diminish as options for communications media become more limited. Care should be taken to assure that only proper messages and communications formats are used and questionable messages may need to be validated.
- j. Prior to a hurricane emergency, TAMU-CC IC or her/his designee, upon recommendation of the Environmental, Health and Safety (EHS) Officer, will convene the hurricane committee for preparedness briefings and to initiate the process from all further emergency communications and assignments.
- k. When certain trigger points of preparedness are reached or classes are cancelled, the VPR will notify the academic Deans. Each Dean is responsible for notifying the faculty of his or her school or operational units of such events or class cancellations.
- l. When certain trigger points of preparedness are reached, the VPR will notify the designated representative of each building on campus which houses scientific or engineering research activities. Each building coordinator (or their designee) is responsible for notifying the researchers in his/her building or operational units. These coordinators are also responsible for obtaining status reports from researchers and conveying them to the VPR.
- m. If employees are unable to report to work, they should contact their supervisors.
- n. Prior to evacuation from the campus, faculty and staff should unplug and protect all computers, peripherals and special equipment in their areas. A list of all equipment and its location should be maintained. A printed copy of the inventory should be taken upon evacuation.
- o. DO NOT unplug telephones.

#### **4.0 Communications Roles and Responsibilities**

The communications covered by this plan and the proper integration of this plan with the University's general hurricane communications are considered essential. These communications will be bi-directional.

The following TAMU-CC Hurricane Incident Command Structure (ICS) diagram identifies how each unit relates to each other within that structure. In keeping with standard Incident Command programs, no one individual has more than 7 individual reporting to them in the command structure. However, it may be necessary for the various institutes and research centers to have direct communications with the R&I Office. Operating units such as the Harte Research Institute, the Conrad Blucher Institute, the Center for Coastal Studies and the National Spill Control School occupy large or multiple areas on campus and have significant equipment issues that must be considered in the hurricane preparedness processes. This issue may be addressed in future editions of the TAMU-CC Hurricane ICS diagram.

The University President or the Executive Vice President/Finance and Administration (or their designee), as the IC, will determine and announce the appropriate measures to minimize the risk to students, faculty and staff. The University will be responsible for all external emergency communications and warnings that will be dispersed to local television and radio stations. Nothing in this plan should be construed to supersede any TAMU-CC campus wide directive or communications.

The Associate Vice President for Academic Affairs is responsible for serving as the Academic Operations Section Chief, communicating and advising the Deans and the Academic units of the decisions and time-lines for class cancellations, closure and evacuation of the campus and other emergency instructions.

The Vice President for Marketing and Communications serves as the TAMU-CC Public Information Officer (PIO). The PIO is responsible for developing and implementing the TAMU-CC communication plan for campus evacuation, return to campus and media response during assessment stage following the storm. The PIO will communicate with the IC regarding public announcements to be made during and after hurricane conditions. The PIO is responsible for establishing the operation of Information Hotlines.

The TAMU-CC Associate Vice President for Information Technology Services is responsible for IT Hurricane disaster preparation and defense, planning and coordination of the media, telecommunications and computer servers of TAMU-CC. They are also responsible for the establishment of IT services at remote Operations and Communications Centers.

The VPR will be the focus of communications for all research and Scholarly activities. They will provide directives related to hurricane preparedness and recovery with each of the operating academic and research units. Many of the R&I units have special needs with regard to the



shutdown of the campus and maintenance of their research activities, preservation of irreplaceable samples and, other issues. The VPR will also advise the units of preparedness and recovery directives and milestones at the University level and within other R&I units which might need assistance in the preparation for or recovery from a storm.

The University Deans and Directors of each operating unit will be expected to initiate and execute their own hurricane preparedness and recovery plans; and to advise the VPR of major actions the plan, their unit status with regard to the plans, and any deviation from the plans.

Each building on campus which houses research or other special operations will have special issues to contend with. These buildings are being defined as operational units (OUs). Communications regarding planning, preparedness and recovery will be organized by building (See Hurricane Command Structure and Contact List).

Certain other individuals at TAMU-CC will have a key role in campus communications before, during and/or after the storm event. These personnel will maintain a direct line of communications with the IC and an indirect line of communications with the VPR. Their roles and responsibilities in bi-directional communication with the VPR are indicated below:

**IT Operations Section Chief:**

- Activates telephone and electronic media
- Information Hotlines

**All TAMU-CC Units and Satellite Locations**

- Responsible for direct communications with their immediate supervisors before, during and after a storm event. A brief status report should be provided to the supervisor before leaving campus.

**Liaison Officer**

- Notify City of Corpus Christi Emergency Management that the campus is fully evacuated with the exception of security personnel.

**Security Officer**

- Notify IC that the campus is closed and secured.

**5.0 Office of R&I Hurricane Communications Guidance**

Standardized storm preparation and timed action level intervals support a certain degree of standardized communications under this plan. Expected and standardized communications will come from R&I. Other non-standard communications are expected to convey status both before and after the storm event.

Each University organization under the purview of the VPR has drafted their own respective hurricane preparedness and recovery plan. While it is expected that all of the TAMU-CC will be aware of the threat of tropical weather, the VPR will remind the entire first tier operational unit managers and directors when certain action levels have been reached. Each unit will be expected to conduct their storm preparedness and internal communications related to the storm in an orderly and professional fashion. All internal and external communications must follow ICS guidelines. The operational unit leaders and directors will disseminate the VPR and University communications to the appropriate staff and elevate internal staff concerns from their unit to the VPR as needed.

As each unit initiates and executes their own preparedness, action and recovery plans, they will be expected to meet the appropriate preparedness milestones, communicate the progress of major actions under the plan to the VPR, and advise him if any milestones are not being met. The units must advise the VPR if additional support may be needed from other units. Each unit will communicate the unit status with regard to the plans at each of the following action level intervals. Additional communications at interim intervals may be essential for the safe and successful preparation and recovery from a storm. All such communications related to TAMU-CC research and scholarly activities should involve the VPR.

At any time after the campus has been fully evacuated, including during and after a storm's landfall, unit leaders should continue to try to connect with the VPR to the best of their capability. If communications with the VPR become disabled, unit leaders should call the Faculty/Staff Information Hotline (361-825-9999) or the Toll-Free number (888-234-4005) or the University Police (361-825-4444). These may be the only resources for information about the campus status for an extended period.

Traditional avenues of communications may be compromised by hurricane events. The use of traditional methods such as campus e-mail and telephone communications should be retained to the extent feasible. Cell phones may still be serviceable even if land-lines are not. As these methods are compromised, other methods may be relied upon. All personnel should try to use media that will afford the opportunity for review and analysis later. Photographs should be used whenever possible to communicate important information. Senders should be aware that bandwidth may not allow larger images to pass. If other systems become unusable and internet service remains viable then social networking sites such as Facebook and Twitter may offer some opportunity for limited communications. The TAMU-CC Facebook website may be accessed at <http://www.facebook.com/islanduniversity>.

As other systems become unreliable, faculty and staff may have to rely on local radio and television stations as their last available communications resource for receiving general information and public service emergency announcements. If all other avenues of communication have failed then these mass media may be used by the University to announce when it will be feasible to return to the campus and initiate restoration efforts. The University

website or the University Public Information Hotline (361-825-0000) or the NOAA Weather Radio (Corpus Christi 162.44 MHZ) may have official university communications.

If you are not assigned to the incident command, do not return to campus until contacted by the IC, his/her designee, your supervisor, or the person above you in this communications plan.

OU Managers or Department Heads, once notified to return, will go through normal administrative channels, initiate surveys of department status.

Scheduled communications from the R&I Office will include the following specific hurricane announcements.

- Hurricane season announcement and plan review request
- Tropical System in Gulf of Mexico
- Cone of Probability 72 hours
- Hurricane watch 48 hours
- Hurricane warning 36 hours
- Evacuation notice
- Campus assessment notice

### **Hurricane Season Advisory**

On about May 1<sup>st</sup> each year the Director of the TAMU-CC Environmental Health and Safety (EHS) department will send out a campus wide announcement stating the hurricane season begins June 1<sup>st</sup> and extends through November 30<sup>th</sup>. The EHS Director will request that all departments review the TAMU-CC Hurricane/Tropical Storm Defense Plan and their departmental plans with their department. The VPR will reiterate this request.

- Facilities Services commences pre-season preparations.
- Check roofs of buildings for loose debris; ensure drain heads are cleared.
- Inspect supplies for adequate materials (batteries, battery-powered lights, trash bags, etc.)
- Ensure adequate fuel (gasoline and diesel) on-hand for operation of emergency generators and vehicles.
- Inventory and replenish emergency supplies.
- Ensure adequate supply of sandbags.
- IT/UPD test all emergency notifications systems.
- Human Resources will request all employees update emergency information in HR Connect.
- Students will be requested to update emergency information in Banner.

These communications will remind each operating unit to review and refresh their hurricane preparedness plans, to take the season and its implications seriously and to notify the R&I Office if new plans or plan modifications will be developed for the impending hurricane season.

The EHS Director receives daily (or more frequent) tropical weather advisories throughout the hurricane season. As conditions warrant they will forward other official notices to the IC, and perhaps to the rest of the TAMU-CC campus. Other official announcements from EHS may include:

- a. Alert of Tropical Depression
- b. Alert of Tropical Storm (named) escalated to Hurricane
- c. Pre-Storm Action Level #1
- d. Pre-Storm Action Level #2
- e. “Cone of Probability” Trigger Point #3
- f. Hurricane/Tropical Storm Defense Plans Related to:
  - a. Tropical Storm watch: Trigger Point #4
  - b. Tropical Storm warning: Trigger Point #5
  - c. Communication Plans during a Storm/Hurricane
  - d. Post-Storm Communications

### **Damage Assessment Communications Plans**

All announcements mentioned should be taken as official TAMU-CC communications and to have the approval of the IC. In addition to these communications from the IC or the EHS Director, the VPR will be communicating standard and spontaneous announcements related to the storm event, preparedness and recovery. Each Dean, Director or OU Manager should communicate with the VPR to indicate that benchmark objectives within their response plan have been met, or where the OU is experiencing difficulty or may need support from other units.

The IC may authorize certain law enforcement personnel to stay on campus during a storm event and other personnel may be authorized early re-entry to assess damages, report them and prepare for recovery actions. The authorized employees who remain on campus will be stationed at the Emergency Operations Center (EOC) in the Dugan Wellness Center. Their official communications links will include: the EOC cell phone, satellite phone and 2-Way radios.

## **Quick Reference Centers/Departments Contact List**

**Exercise Physiology (146 IH) and Exercise Biochemistry (146 B/C) Labs**

<b>Name</b>	<b>Location</b>	<b>Office Phone</b>	<b>Other Contact #</b>	<b>Email</b>
Heather E. Webb	IH 358	(361) 825-3749	(662) 341-6486	Heather.Webb@tamucc.edu
Daniel Newmire	IH 371	(361) 825-3693	(319) 321-2144	Daniel.Newmire@tamucc.edu
Toyin Ajisafe	IH 356	(361) 825-3834	(404) 242-0254	Toyin.Ajisafe@tamucc.edu
Kristina Woodford			(803) 269 0481	KWoodford@islander.tamucc.edu
Julia Wallen			(361) 445-1315	JWallen@islander.tamucc.edu

**Conrad Blucher Institute**

<b>Name</b>	<b>Location</b>	<b>Office Phone</b>	<b>Other Contact #</b>	<b>Email</b>
Philippe Tissot	NRC 2801	361-825-3776	(361) 779-7020	Philippe.Tissot@tamucc.edu
Gina Concannon	NRC 2102	361-825-3226	(361) 244-3444	Gina.Concannon@tamucc.edu
James Rizzo	NRC 2104	361-825-5758	(361) 549-5120	James.Rizzo@tamucc.edu
Zach Hasdorff	CBI 119	None	(361)782-1741	Zachary.Hasdorff@tamucc.edu

**Center for Water Supply Studies**

<b>Name</b>	<b>Location</b>	<b>Office Phone</b>	<b>Other Contact #</b>	<b>Email</b>
Dorina Murgulet		(361) 825-2309		Dorina.Murgulet@tamucc.edu

**Center for Coastal Studies**

Name	Location	Office Phone	Other Contact #	Email
Paul Zimba	NRC 3213	(361) 825-2768		Paul.Zimba@tamucc.edu
Brien Nicolau	NRC 3214	(361) 825-5807		Brien.Nicolau@tamucc.edu
Aaron Baxter	NRC 3211	(361) 825-3659		Aaron.Baxter@tamucc.edu
Bobby Duke		(361) 825-5869		Bobby.Duke@tamucc.edu
Erin Hill	NRC 3215	(361) 825-5791		Erin.Hill@tamucc.edu

**Center for Instruction**

Name	Location	Office Phone	Other Contact #	Email
Frank Pezold	CI 372	(361) 825-3655		Frank.Pezold@tamucc.edu
Lea-Der Chen	CI 371	(361) 825-2125		Ld.Chen@tamucc.edu
George Tintera	CI 319	(361) 825-6028		George.Tintera@tamucc.edu

**Lone Star UAS Center for Excellence**

Name	Location	Office Phone	Other Contact #	Email
Michael Sanders	CBBIC 306C	(361) 825-4103	(571) 329-6120	Michael.Sanders@tamucc.edu
Tye Payne	CBBIC 306F	(361) 825-2896	(361) 947-0234	Tye.Payne@tamucc.edu
Dean Keck	CBBIC 306D	(361) 825-4113	(405) 704-4798	Dean.Keck@tamucc.edu

Chris Feagin	CBBIC 306E	(361) 825-5731	(941) 587-0686	Christine.Feagin@tamucc.edu
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### National Spill Control School

Name	Location	Office Phone	Other Contact #	Email
Tony Wood	NRC	(361) 825- 3333		Tony.Wood@tamucc.edu

### Harte Research Institute

Name	Location	Office Phone	Other Contact #	Email
David Yoskowitz	HRI 318	(361) 825-2966		David.Yoskowitz@tamucc.edu
Gail Sutton	HRI 318E	(361) 825-2065	(361) 947-0532	Gail.Sutton@tamucc.edu
Luke Eckert	HRI 117	(361) 825-2075	(512) 569-5441	Luke.Eckert@tamucc.edu
Leslie Adams	HRI 121	(361) 825-2033	(808) 990-8852	Leslie.Adams@tamucc.edu

### Tidal Hall

Name	Location	Office Phone	Other Contact #	Email
Kenneth Brown	TH 309E	(361) 825-3907		Kenneth.Brown@tamucc.edu

### Center for Science

Name	Location	Office Phone	Other Contact #	Email
Phil Spreen	CS 126	(361) 825-3304		Phil.Spreen@tamucc.edu
Norma Jimenez	CS 129	(361) 825-2959		Norma.Jimenez@tamucc.edu
Philip Jose	CS 243	(361) 825-5757		Philip.Jose@tamucc.edu



**Science Lab 1**

Name	Location	Office Phone	Other Contact #	Email
Chuntao Liu	SL1 104	(361) 825-6206		Chuntao.Liu@tamucc.edu
Brandi Reese	SL1 105	(361) 825-3022		Brandi.Reese@tamucc.edu

**Science Lab 2**

Name	Location	Office Phone	Other Contact #	Email
Xinping Hu	SL2 101	(361) 825-3395		Xinping.Hu@tamucc.edu
David Felix	SL2 101	(361) 825-4180		Joseph.Felix@tamucc.edu

**Engineering Lab**

Name	Location	Office Phone	Other Contact #	Email
John Gonzalez	RFEB 222A	(361) 825-2667		John.Gonzalez3@tamucc.edu

**Island Hall**

Name	Location	Office Phone	Other Contact #	Email
Bunny Forgione	IH 326B	(361) 825-2740		Bunny.Forgione@tamucc.edu

**Robert Furgason Engineering Building**

Name	Location	Office Phone	Other Contact #	Email
David Bridges	EN 222E	(361) 825-5849		David.Bridges@tamucc.edu
Jack Esparza	EN 114A	(361) 825-3897		Jack.Esparza@tamucc.edu

**Additional Emergency Contacts:**

**Environmental, Health, and Safety (E,H&S)**

Name	Location	Office Phone	Other Contact #	Email
Roy Coons	NRC 1106	(361) 825-5555		Roy.Coons@tamucc.edu
Nathan Galvan	NRC 1104	(361) 825-5585		Nathaniel.Galvan@tamucc.edu

TAMU-CC Emergency Management planned prepared by E,H&S: <https://safety.tamucc.edu/S/EMP.pdf>

**University Police Department**

Name	Location	Office Phone	Other Contact #	Email
Alan Gutierrez	UPD 133A	(361) 825-6002		Alan.Gutierrez@tamucc.edu
Melissa Perkins	UPD 132	(361) 825-3791		Melissa.Perkins@tamucc.edu