

CRISIS MANAGEMENT PLAN

SECTION 12

HURRICANE PROCEDURES

You can prepare for a hurricane and the chaotic days afterwards by following some basic procedures. Prior to a storm, establish a plan as to what you and your family will do. Also, establish an emergency contact - a relative or a friend - that lives outside of the strike area.

You should inform your emergency contact of your evacuation plans; also establish a date and time when you will contact them after the hurricane has passed.

It is extremely important to establish this contact person because if for any reason your family becomes separated, there will be a pre-determined person for all of your family members to contact in order to relay information.

The following table is a list of items that you should prepare in advance to take with you in the event you must evacuate the area.

ITEMS FOR PERSONAL HURRICANE KIT

★ Non-perishable foods that require no cooking (canned fruits, stews, tuna, etc.)	★ Infant care items such as formula, baby food extra clothes and disposable diapers
★ Small utensils such as hand can opener, disposable plates, cups, napkins, etc.	★ Battery operated radio with extra batteries
★ Drinking water in plastic containers - 1 gal. per person per day	★ Battery operated lantern or flashlight with extra batteries
★ Special dietary foods if necessary	★ Sleeping bags or blankets with sheets and pillows
★ Personal hygiene items such as soap, toothbrush, etc.	★ Change of clothing and footwear
★ Prescription medications and first aid kit. Also include insect spray for after the storm	★ Books, cards, children's toys, games and other entertainment items
★ Personal identification, valuable papers, photos, and other irreplaceable documents	★ Carrying containers for emergency items
★ Carry cash or a credit card with you for necessities	★ Completely fuel your vehicles at the earliest moment. Do not wait; gas lines will be long

This list is published by the Federal Emergency Management Agency (FEMA) and is intended to assist you in your emergency preparations. Keep these items in a place where they can be collected in a moments notice. Whether you are going to evacuate to an out-of-town relative's house or to a public shelter, these items will make your stay a little more comfortable.

NOTE: The University will not manage community emergency shelters during hurricane conditions. Evacuation from the hurricane zone is advised.

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GEOGRAPHICAL INFORMATION FOR TEXAS A&M UNIVERSITY-KINGSVILLE

Geographical Location: 27.5 N Latitude 97.8 W Longitude
Altitude: 70 feet above sea level

HURRICANE TERMS

- **Hurricane Season:** June 1 — November 30
- **Tropical Disturbance:** A cluster of poorly organized tropical thunderstorms occurring for at least 24 hours.
- **Tropical Depression:** A cluster of tropical thunderstorms organized around a closed, central circulation having surface winds not exceeding 38 miles per hour.
- **Tropical Storm:** An organized system of strong thunderstorms with a defined circulation and maximum sustained winds of 39 to 73 mph.
- **Hurricane:** An intense tropical weather system with a well defined circulation and maximum sustained winds of 74 mph or higher.

Category 1: 74-95 mph winds	Category 3: 111-130 mph winds
Category 2: 96-110 mph winds	Category 4: 131-155 mph winds
	Category 5: > 156 mph winds

COMMUNITY INFORMATION SOURCES

Faculty and staff should listen to local radio and TV stations for information about returning back to work such as the following:

- KTAI (FM 91.1) local university station and; KEYS (AM 1440), KZFM (95.5 FM), KNCN (101.3 FM) are the primary Emergency Alert System stations for the Corpus Christi and Kingsville areas
- NOAA Weather Radio (Corpus Christi 162.550 MHz).

IMPORTANT EMERGENCY NUMBERS

University Police Department on campus 2611 off campus 593-2611	American Red Cross Coastal Bend (361) 887-9991 or (800) 656-9991
City Police / Fire / EMS on campus 9-911 off campus 911	National Weather Service 361/ 289-1861
Department of Transportation (800) 558-9368 or (800) 452-9292	KIII TV 3 Weather Report 361/ 814-9463

UNIVERSITY STATUS

For information about campus status during and following the storm, call the Faculty/Staff Recall Hotline at **(361) 592-0131** or view the university's website at: **<http://www.tamuk.edu>**

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RESPONSIBILITIES FOR HURRICANE PROCEDURES

In addition to the responsibilities as previously outlined in the Responsibilities section of this **CRISIS MANAGEMENT PLAN**, the following responsibilities apply to the university's hurricane procedures.

UNIVERSITY PRESIDENT

- Authorizes the directive for the implementation of the university's hurricane procedures.
- Authorizes university evacuation orders.

ASSOCIATE VICE PRESIDENT FOR SUPPORT SERVICES

- Serves as the Crisis Operations Officer for Command Post (Crisis Operations Center).
- Coordinates the activities of the *CRISIS MANAGEMENT TEAM*.
- Coordinates transportation requirements for evacuation of students.

DIRECTOR OF UNIVERSITY POLICE

- Implements CrisisCom Network.
- Establishes a central Command Post in Seale Hall and checks all lines of communication within the campus and with community emergency coordinators.
- Directs Command Post operations and serves as the focal point for all information and activities relating to the storm.
- Ensures campus is secure and emergency vehicles are available.
- Distributes hand-held radios for emergency communication as necessary.
- Serves as liaison by attending community emergency planning meetings.

DIRECTOR OF PHYSICAL PLANT

- Ensures that appropriate hurricane preparedness measures as outlined in this section are initiated, especially those measures pertaining to personnel responsible for buildings and grounds preparation.
 - a. Secure all loose objects throughout the campus;
 - b. Turn off gas, water and electricity as required;
 - c. Ensure all windows are closed and doors are locked.
- Procures, stores, and maintains supplies and equipment necessary to implement these procedures.

DIRECTOR OF ENVIRONMENTAL HEALTH & SAFETY

- Serves as the university's Hurricane Preparedness Coordinator.
- Monitors the course and conditions of the tropical depression or tropical storm and communicates status to the *CRISIS MANAGEMENT TEAM*.

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DIRECTOR OF PUBLIC AFFAIRS

- Prepares and issues public announcements to the university community.
- Maintains updated voice messages on the university's informational phone numbers.
- Serves as liaison with community media organizations.

DEAN OF STUDENTS

- At the beginning of all semesters, obtains a roster of those students who do not have the means to evacuate the area upon evacuation notice.
- Notifies the *CRISIS MANAGEMENT TEAM* of the number of students needing evacuation.
- Maintains accountability of students throughout the evacuation process.
- Coordinates the evacuation of all students.
- Serves as liaison with host institution / agency throughout the evacuation process.

ALL UNIVERSITY DEPARTMENTS

- Develop a written departmental Hurricane Preparation Plan which identifies the procedures that must be taken to safeguard the department's equipment; records and/or data; research projects and other items that may be susceptible to water and wind damage and/or to utility outages. The Departmental Plan must be submitted to the *CRISIS MANAGEMENT TEAM* annually by June 1st.
- All university vehicles must be returned to the Physical Plant Department.
- For those departments hosting on-campus activities, the activity supervisor must contact the Office of Dean of Students at extension 3606 and provide number of individuals participating in the activity.
- Follow procedures for hurricane conditions as outlined on the following pages.

ALL UNIVERSITY STUDENTS

- Students who are living on campus and do not have the means to evacuate should contact the Director of Housing at 3419 for instructions.
- Students who are living off campus and do not have means to evacuate should contact the Office of Dean of Students at 3606 for instructions.
- International students who do not have means to evacuate should contact the Office of International Admission & Student Services at 593- 2317 for instructions.
- Keep vehicles in good repair with full tank of gas.
- Secure personal items within room or apartment; evacuate when ordered.
- Establish an emergency contact person outside of the strike area who family members and friends can call for information on student's evacuation plans.
- Stay informed of the University's current operational status through the University's email system and web site: <http://www.tamuk.edu>.

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IMPLEMENTATION OF HURRICANE PROCEDURES

With the onset of a tropical depression or tropical storm entering the Gulf of Mexico, the Associate Vice President for Support Services will keep the President apprised of the hurricane's continuing developments. The President will ultimately activate and direct the implementation of the following hurricane procedures when hurricane conditions are imminent.

Procedures for CATEGORY 1 or CATEGORY 2 Hurricane	Responsibility
72 HOURS OF STRIKING THE KINGSVILLE REGION	
<ul style="list-style-type: none"> Initiate notifications and announcements to the university community of possible hurricane threat. 	<i>CMT</i>
<ul style="list-style-type: none"> Review hurricane procedures. 	All employees and students
<ul style="list-style-type: none"> Take preliminary steps to secure equipment against possible storm damage. 	All applicable departments
<ul style="list-style-type: none"> Inspect roofs of all buildings for loose debris and ensure drain heads are cleared. 	PPD
<ul style="list-style-type: none"> Inspect custodial supplies to ensure that adequate materials and supplies, such as mops buckets, squeegees, etc., are available. 	PPD
<ul style="list-style-type: none"> Prepare evacuation procedures. Obtain accurate count of the number of students who can not evacuate. 	<i>CMT</i>
36 HOURS OF STRIKING THE KINGSVILLE REGION	
<ul style="list-style-type: none"> Initiate an announcement to the university community of intensified hurricane threat. 	<i>CMT</i>
<ul style="list-style-type: none"> Secure all loose lumber, sheet metal, drums, and other items that might be carried away by high winds. 	All applicable departments
<ul style="list-style-type: none"> Protect window draperies subject to water damage. 	All departments
<ul style="list-style-type: none"> All window blinds will be lowered and windows will be closed and locked if possible. 	All departments
<ul style="list-style-type: none"> Secure electronic and/or sensitive equipment. 	All departments
<ul style="list-style-type: none"> Establish a secure shadow site for University's web page 	CIS
<ul style="list-style-type: none"> Obtain waterproof sheeting and other protective safety equipment. 	All departments
<ul style="list-style-type: none"> Finalize evacuation and assembly procedures. 	All employees and students
24 HOURS OF STRIKING THE KINGSVILLE REGION	
<ul style="list-style-type: none"> Initiate an announcement to the university community of the imminent hurricane threat. 	<i>CMT</i>
<ul style="list-style-type: none"> Complete all actions required for previous conditions. 	All employees and students
<ul style="list-style-type: none"> Dismiss classes and close campus facilities to all students and non-emergency personnel. 	President
<ul style="list-style-type: none"> Establish a Command Post in Seale Hall from which emergency personnel will conduct operations. No other buildings shall be occupied during this time. 	<i>CMT</i>
<ul style="list-style-type: none"> Secure boards on windows of selected buildings. 	PPD
<ul style="list-style-type: none"> Place all Physical Plant and University Police personnel on emergency status. 	AVP Support Services
<ul style="list-style-type: none"> Lock all doors after buildings are cleared. 	PPD
<ul style="list-style-type: none"> Assign university vehicles to personnel for use after the hurricane threat passes. 	PPD Director

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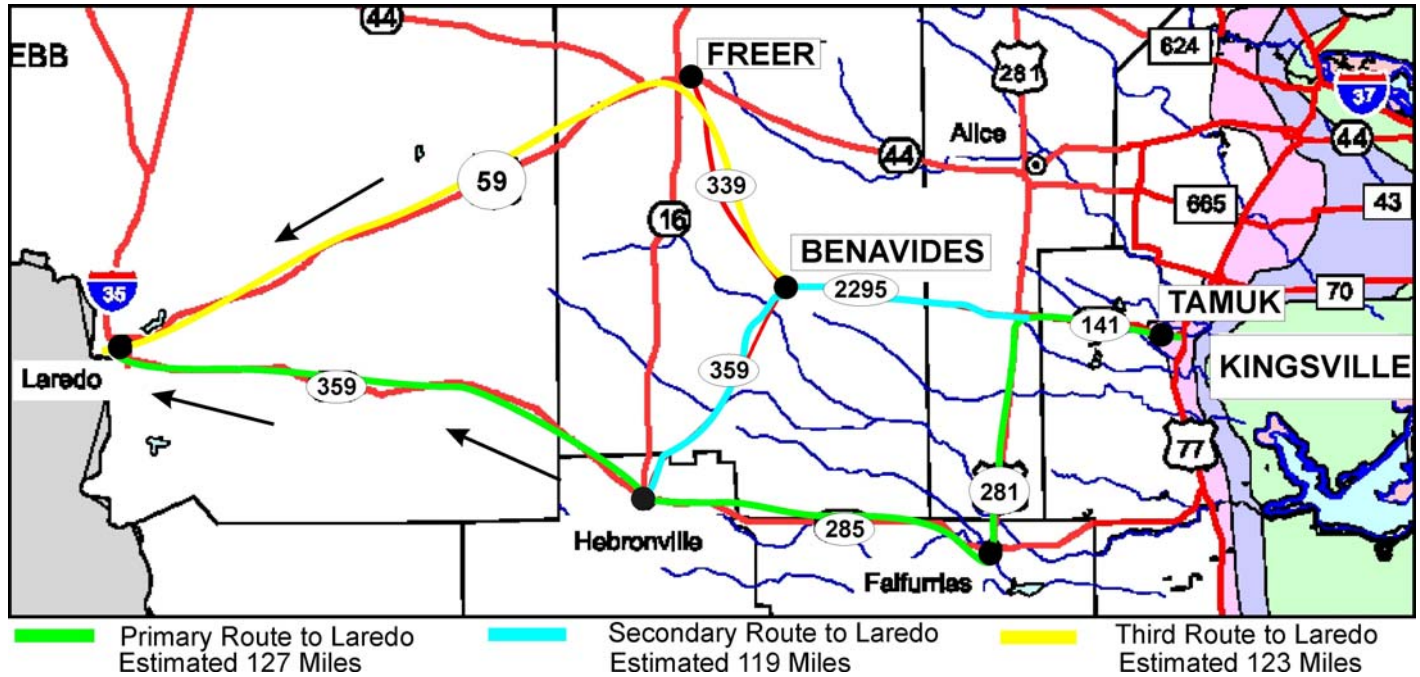
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Procedures for CATEGORY 3, CATEGORY 4 or CATEGORY 5 Hurricane	Responsibility
72 HOURS OF STRIKING THE KINGSVILLE REGION	
<ul style="list-style-type: none"> Initiate notifications and announcements to the university community of possible hurricane threat. 	<i>CMT</i>
<ul style="list-style-type: none"> Review hurricane procedures. 	All employees and students
<ul style="list-style-type: none"> Take preliminary steps to secure non-essential equipment against possible storm damage. 	All applicable departments
<ul style="list-style-type: none"> Inspect roofs of all buildings for loose debris and ensure that drain heads are cleared. 	PPD
<ul style="list-style-type: none"> Inspect custodial supplies to ensure that adequate materials and supplies, such as mops buckets, squeegees, etc., are available. 	PPD
<ul style="list-style-type: none"> Prepare evacuation procedures. Obtain accurate count of the number of students who can not evacuate. 	<i>CMT</i>
48 HOURS OF STRIKING THE KINGSVILLE REGION	
<ul style="list-style-type: none"> Contact Mutual Agreement agencies to initiate transportation response. 	<i>CMT</i>
<ul style="list-style-type: none"> Contact Mutual Agreement agencies to initiate housing response. 	<i>CMT</i>
<ul style="list-style-type: none"> Issue university announcement for all students needing transportation to assemble at the Health & Recreation Building at an established time. 	<i>CMT</i>
36 HOURS OF STRIKING THE KINGSVILLE REGION	
<ul style="list-style-type: none"> Initiate an announcement to the university community of the imminent hurricane threat. 	<i>CMT</i>
<ul style="list-style-type: none"> Issue a formal evacuation notice through the Office of the President. 	President and CMT
<ul style="list-style-type: none"> Dismiss classes and close campus facilities to all students and non-emergency personnel. 	President
<ul style="list-style-type: none"> Finalize evacuation and procedures. Maintain contact with Mutual Agreement Agencies regarding evacuation procedures. 	<i>CMT</i>
<ul style="list-style-type: none"> Secure all loose lumber, sheet metal, drums, and other items that might be carried away by high winds. 	All applicable departments
<ul style="list-style-type: none"> Protect window draperies subject to water damage. 	All departments
<ul style="list-style-type: none"> All window blinds will be lowered and windows will be closed and locked if possible. 	All departments
<ul style="list-style-type: none"> Secure electronic and/or sensitive equipment. 	All departments
<ul style="list-style-type: none"> Establish a secure shadow site for University's web page 	CIS
<ul style="list-style-type: none"> Complete all actions required for previous conditions. 	All employees and students
<ul style="list-style-type: none"> Establish a Command Post in Seale Hall from which emergency personnel will conduct operations. No other buildings shall be occupied during this time. 	<i>CMT</i>
<ul style="list-style-type: none"> Secure boards on windows of selected buildings. 	PPD
24 HOURS OF STRIKING THE KINGSVILLE REGION	
<ul style="list-style-type: none"> Place all RED TEAM personnel on emergency status. 	AVP Support Services
<ul style="list-style-type: none"> Lock all doors after buildings are cleared. 	PPD
<ul style="list-style-type: none"> Assign university vehicles to personnel for use after the hurricane threat passes. 	PPD Director

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EVACUATION ROUTES

The following map indicates evacuation routes to Laredo, Texas. The University is only providing this information as alternative routes to evacuate the Kingsville area. It is the responsibility of each individual to determine his or her best evacuation route. Additional evacuation routes can also be found at <http://www.txdps.state.tx.us/dem/hurricane.htm>



OPERATIONAL STATUS DURING HURRICANE CONDITIONS

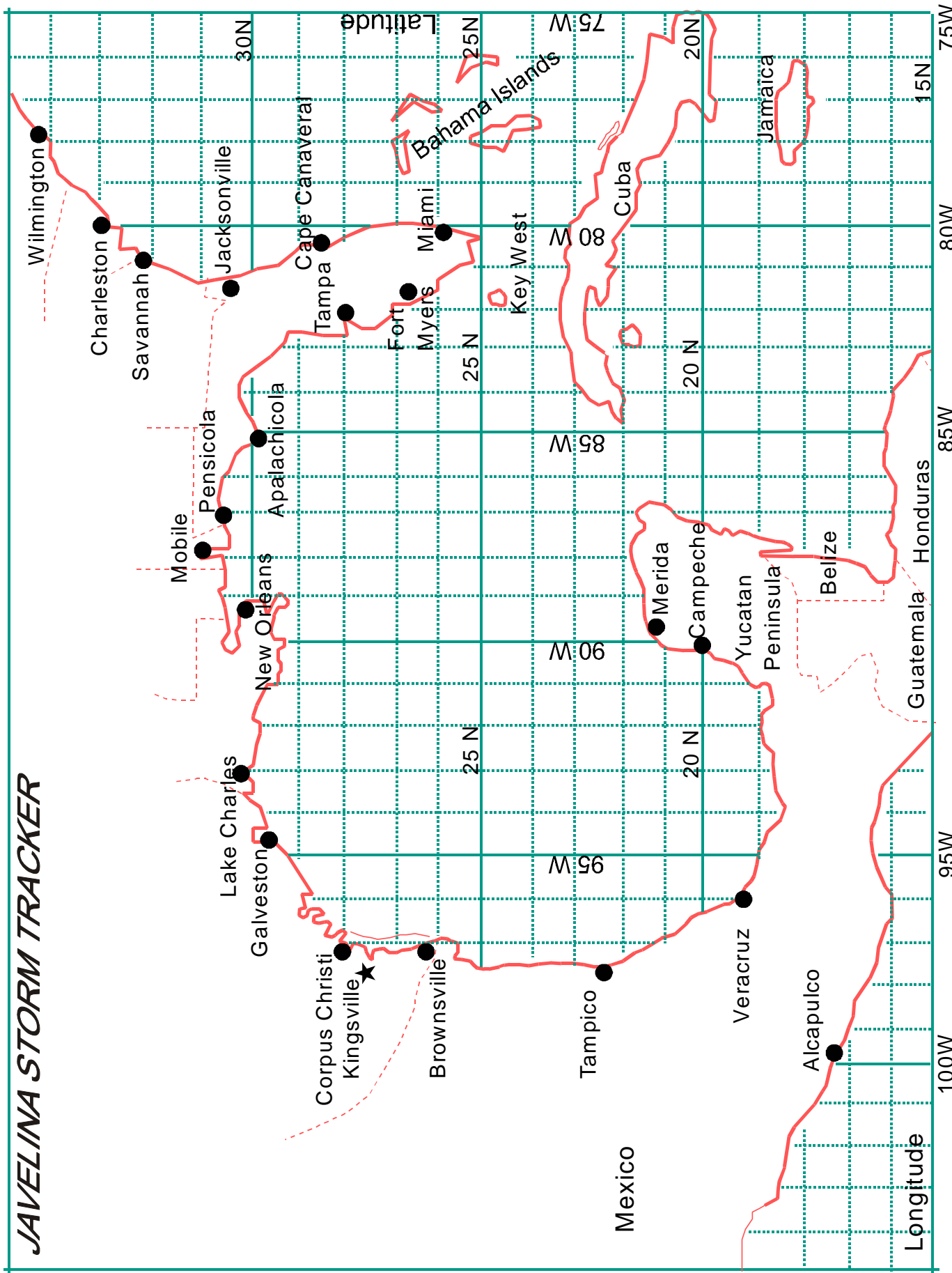
- Command Post will continue to operate with limited **RED TEAM** members: Associate Vice President for Support Services; Physical Plant Director; University Police Director; Environmental Health & Safety Director.
- University facilities will be monitored for damages and repairs will be initiated as appropriate.
- The Red Team will evacuate after all buildings and campus grounds are secured.
- A temporary Command Post may need to be established at the evacuation site, either in Laredo or at another predetermined area.

OPERATIONAL STATUS AFTER HURRICANE CONDITIONS

- The Red Team will reassemble at the command post in UPD at Seale Hall within 24 hours after the storm passes.
- The Red Team will establish communication lines; notify University President on the status and condition of the campus; and communicate with those CMT members who are not on campus.

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CRISIS MANAGEMENT PLAN

TERMINATION OF HURRICANE PROCEDURES

Personnel who have been identified as **RED TEAM** members should return to work as soon as possible after community and TAMUK officials have declared that the emergency has passed. When practical after notification issued through the President's Office, the following actions will be taken:

1. All personnel will report for duty in accordance to the Personnel Recall procedures.
2. Telephone switchboard operations will resume.
3. The Damage Assessment Team will initiate surveys of equipment and furnishings and take appropriate measures to minimize further damage.
4. All other personnel will stand ready to assist with major cleanup efforts.
5. Classes will resume and normal operations will commence upon notification by University officials.

