



SECTION

11

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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**HURRICANE PROCEDURES**

**GEOGRAPHICAL INFORMATION**

**Texas A&M University-Kingsville**

**Geographical Location:**      **Altitude:**

27.5 N Latitude                      70 feet above sea level  
 97.8 W Longitude

**CONDITONS OF READINESS (COR)**

- **COR IV:** Destructive winds (50 mph) forecasted within 72 hours.
- **COR III:** Destructive winds forecasted within 48 hours.
- **COR II:** Destructive winds forecasted within 24 hours.
- **COR I:** Destructive winds forecasted within 12 hours.

**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 < 38 mph.
- **Tropical Storm:** An organized system of strong thunderstorms with a defined circulation and maximum sustained winds of 39—73 mph.
- **Hurricane:** An intense tropical weather system with a well defined circulation and maximum sustained winds of 74 mph or higher.

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



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**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>

**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**

<b>University Police Department</b>  on campus 2611 off campus 593-2611	<b>American Red Cross Coastal Bend Chapter</b>  (361) 887-9991 or 1 (800) 656-9991
<b>City Police / Fire / EMS</b>  on campus 2611 off campus 911	<b>National Weather Service</b>  361/ 289-1861
<b>Department of Transportation</b>  1(800) 558-9368 or (800) 452-9292	<b>KIII TV 3 Weather Report</b>  361/ 814-9463



HURRICANE PROCEDURES

RESPONSIBILITIES FOR HURRICANE PROCEDURES

In addition to the responsibilities as previously outlined in the Responsibilities section of the Emergency Management Plan (EMP), 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.

EMERGENCY MANAGEMENT TEAM PROCEDURES

EMERGENCY MANAGEMENT TEAM CO-CHAIRS:

- VP Student Affairs,
- Exec. Dir. For Univ. Facilities

Coordinate the activities of the **EMERGENCY MANAGEMENT TEAM:**

Communicate with the following:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Monitor the situation and will keep the President informed of the status of the incident.

VICE PRESIDENT FOR STUDENT AFFAIRS (EMT CO-CHAIR) PROCEDURES

- Serves as Co-Chair of the **EMERGENCY MANAGEMENT TEAM.**
- Coordinate the activities of the **EMERGENCY MANAGEMENT TEAM.**

EXECUTIVE DIRECTOR UNIVERSITY FACILITIES - EMT CO-CHAIR PROCEDURES

- Serves as the Emergency Operation Center (EOC) Manager.
- Coordinates transportation requirements for evacuation of students.



HURRICANE PROCEDURES

**EMERGENCY MANAGEMENT TEAM PROCEDURES (CONTINUED)**

OPERATIONS SECTION:

- Dir. Univ. Police Dept., - Operations Section Chief
- Dir. Public Relations

Manages tactical operations at the incident site directed toward reducing the immediate hazard, protecting life, property and the environment, establishing situation control, and restoring normal conditions:

Communicates with and coordinates the following groups and functions:

- Federal/State/Local Government Agencies
- Public Information - Internal and External
- Internal Responders

**DIRECTOR OF UNIVERSITY POLICE -OPERATIONS SECTION CHIEF**

- Implements CrisisCom Network as directed by the CEO or EMT Co-Chair
- Stands-up an EOC in Seale Hall and checks all lines of communication within the campus and with community emergency coordinators.
- 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 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.



## HURRICANE PROCEDURES

### EMERGENCY MANAGEMENT TEAM PROCEDURES (CONTINUED)

#### PLANNING SECTION:

- Dir. Risk Management- Planning Section Chief,
- Chief Information Officer,
- Manager of Environmental Health & Safety,

The Planning Section is responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident.

Communicates with and coordinates the following groups and functions:

- Agencies: Campus Affiliates, External Agencies, Associated Campus Agencies
- Faculty: Academic Affairs & Faculty
- Staff: Dir. HR, Non-Faculty Employees
- Students: Asst. Dean of Students
- Facilities: Dir. Of Engineering

### MANAGER OF ENVIRONMENTAL HEALTH & SAFETY

- Serves as the university's Hurricane Preparedness Coordinator.
- Monitors the course and conditions of disturbance and communicates status to the *EMERGENCY MANAGEMENT TEAM*.



## HURRICANE PROCEDURES

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#### EMERGENCY MANAGEMENT TEAM PROCEDURES (CONTINUED)

##### LOGISTICS SECTION

- Asst. Dir. Physical Plant, - Logistics Section Chief
- Assoc. VP & Dean of Students

The Logistics Section meets all support needs for the incident including facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.

Communicates with and coordinates the following groups and functions:

- Information Systems: Director of Computer Information Systems
- Supplies: Supervisor Central Receiving
- Transportation: Superintendent of Grounds & General Services
- Medical & Mental Health: Dir. Life Services
- Food/Shelter: Dir. Food Services, Dir. Residence Life, Dir. MSUB

#### ASST. DIRECTOR OF PHYSICAL PLANT - LOGISTICS SECTION CHIEF

- 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 including on-site contractors.
  - 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.
  - d. Ensure Generator Preparedness Procedures.
- Procures, stores, maintains supplies and necessary equipment.

#### 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 *EMERGENCY MANAGEMENT TEAM* of the number of students needing evacuation.
- Maintains accountability of students throughout the evacuation process.
- Coordinates the evacuation of all students with EOC Manager.
- Serves as liaison with host institution / agency throughout the evacuation process.



## HURRICANE PROCEDURES

### EMERGENCY MANAGEMENT TEAM PROCEDURES (CONTINUED)

#### FINANCE/ADMINISTRATION SECTION:

- Exec. Dir. Of Strategic Sourcing & General Services - Section Chief
- Comptroller

The Finance/Administrative Section monitors sources of funds, tracks and reports cost expenditures to ensure that statutory rules that apply are met and assures that operational records can be reconciled.

Communicates with and coordinates the following groups and functions:

- Procurement: Contractors, Vendors
- Account reconciliation

### PROCEDURES FOR 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 **EMERGENCY MANAGEMENT TEAM** annually by June 1<sup>st</sup>.
- 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.



## HURRICANE PROCEDURES

### PROCEDURES FOR 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>.

### IMPLEMENTATION OF HURRICANE PROCEDURES

June 1—November 30 is designated as hurricane season. During this timeframe, Texas A&M-Kingsville will remain in a heightened state of awareness known as Condition of Readiness (COR) IV. With the onset of a tropical depression or tropical storm entering the Gulf of Mexico, the Executive Director for University Facilities will keep the President apprised of the disturbance's continuing developments. The President will ultimately activate and direct the implementation of the following hurricane procedures when hurricane conditions are imminent.



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Procedures for CATEGORY 1 or CATEGORY 2 Hurricane	Responsibility
<b>COR IV (72 Hours)</b>	
• Review hurricane procedures.	All employees and students
• Practice good housing-keeping techniques.	All applicable departments
• Inspect roofs of all buildings for loose debris and ensure drain heads are cleared.	Physical plant Dept. (PPD)
• Inspect custodial supplies to ensure that adequate materials and supplies, such as mops buckets, squeegees, etc., are available.	PPD
• Obtain accurate count of the number of students who can not evacuate.	DEAN OF STUDENTS
• Prepare evacuation procedures.	EMT- LOGISTICS
<b>COR III (48 Hours)</b>	
• Initiate an announcement to the university community of intensified hurricane threat.	EMT CO-CHAIRS
• Secure all loose lumber, sheet metal, drums, and other items that might be carried away by high winds. <b>(Including on-site contractors)</b>	All applicable departments
• All window blinds will be lowered and windows will be closed and locked if possible.	All departments
• Secure and remove electronic and/or sensitive equipment from floor.	All departments
• Establish a secure shadow site for University's web page	CIS Dept.
• Obtain waterproof sheeting and other protective safety equipment.	All departments
• Finalize evacuation and assembly procedures.	All employees and students
<b>COR II (24 Hours)</b>	
• Continue announcement to the university community of the imminent hurricane threat.	EMT CO-CHAIRS
• Complete all actions required for previous conditions.	All employees and students
• Dismiss classes and close campus facilities to all students and non-emergency personnel.	President
• Lock all doors after buildings are cleared.	PPD
• Secure boards on windows of selected buildings.	PPD
<b>COR I (12 HOURS)</b>	
• Stand-up EOC in Seale Hall for EMT operations. <b>No other buildings shall be occupied during this time.</b>	EMT- OPERATIONS
• Place all RED TEAM personnel on emergency status.	Exec. Director Univ. facilities- EMT CO-CHAIR
• Assign university vehicles to personnel for use after all clear.	PPD Director - LOGISTICS CHIEF
• Conserve water and remain indoors until all clear.	All employees and students



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Procedures for CATEGORY 3, CATEGORY 4 or CATEGORY 5 Hurricane	Responsibility
<b>COR IV (72 HOURS)</b>	
• Review hurricane procedures.	All employees and students
• Practice good housing-keeping techniques.	All applicable departments
• Inspect roofs of all buildings for loose debris and ensure that drain heads are cleared.	PPD
• Inspect custodial supplies to ensure that adequate materials and supplies, such as mops buckets, squeegees, etc., are available.	PPD
• Obtain accurate count of the number of students who can not evacuate.	DEAN OF STUDENTS
• Prepare evacuation procedures.	EMT-LOGISTICS
<b>COR III (48 HOURS)</b>	
• Initiate notifications and announcements to the university community of possible hurricane threat.	EMT CO-CHAIRS
• Contact Mutual Agreement agencies to initiate transportation response.	EMT-OPERATIONS
• Contact Mutual Agreement agencies to initiate housing response.	EMT-OPERATIONS
• Issue university announcement for all students needing transportation to assemble at the Health & Recreation Building at an established time.	EMT CO-CHAIRS
• Issue a formal evacuation notice through the Office of the President.	President and EMT CO-CHAIRS
• Finalize evacuation and procedures. Maintain contact with Mutual Agreement Agencies regarding evacuation procedures.	EMT-OPERATIONS
• Establish a secure shadow site for University's web page	CIS Dept.
<b>COR II (24 HOURS)</b>	
• Complete all actions required for previous conditions.	All employees and students
• Dismiss classes and close campus facilities to all students and non-emergency personnel.	President
• Secure all loose lumber, sheet metal, drums, and other items that might be carried away by high winds. <b>(Including on-site contractors)</b>	All applicable departments
• Protect window draperies subject to water damage. All window blinds will be lowered and windows will be closed and locked if possible.	All departments
• Secure and remove electronic and/or sensitive equipment from floor.	All departments
• Lock all doors after buildings are cleared.	PPD
• Secure boards on windows of selected buildings.	PPD
<b>COR I (12 HOURS)</b>	
• Stand-up EOC in Seale Hall for EMT operations. <b>No other buildings shall be occupied during this time.</b>	EMT-OPERATIONS
• Place all RED TEAM personnel on emergency status.	Exec. Director Univ. Facilities -EMT CO-CHAIR
• Assign university vehicles to personnel for use after all clear.	PPD Director-LOGISTICS CHIEF
• Conserve water and remain indoors until all clear.	All employees and students



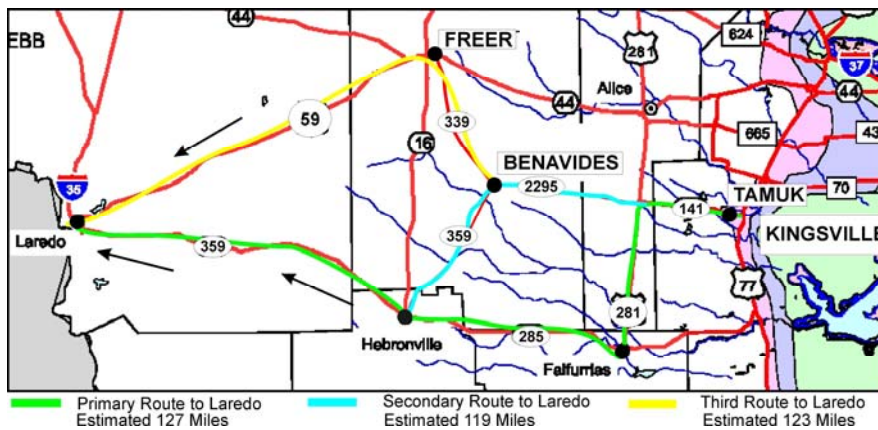
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**EVACUATION ROUTES**

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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**

- Command Post will continue to operate with limited **RED TEAM** members: Executive Director for University Facilities; Physical Plant Director; University Police Director; Environmental Health & Safety Manager.
- University Facilities will be monitoring 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.

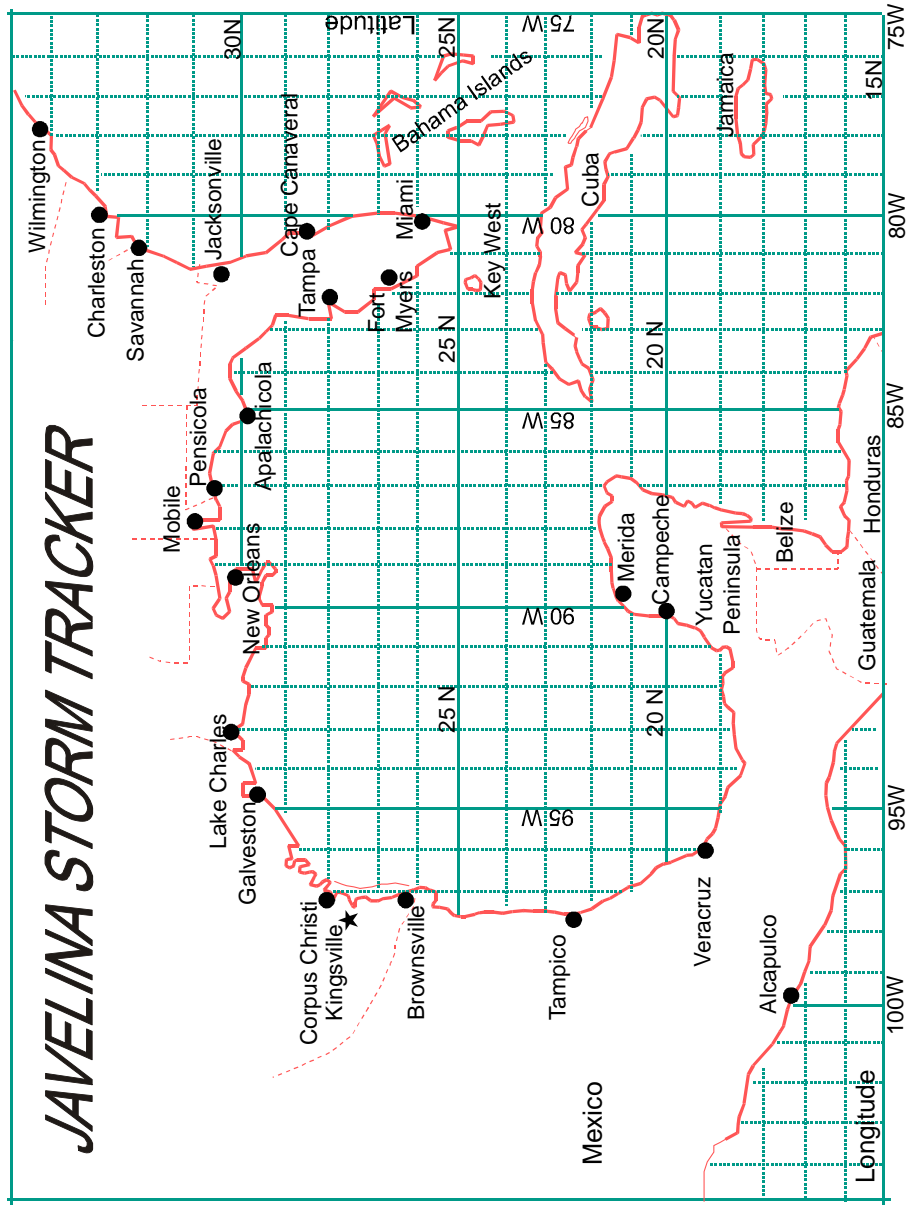
**OPERATIONAL STATUS AFTER HURRICANE CONDITIONS**

- 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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#### 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 all clear. 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.

