

NOTE TO READER

This document was published in September 2002. If you need additional information, please contact ODP representatives in JOIDES, JOI, TAMU, or LDEO.

Additionally, page numbers listed in the Table of Contents and throughout this document are not accurate. They make reference to the format used in the 2002 document.

**CRISIS MANAGEMENT PLAN**  
**for**  
**OCEAN DRILLING PROGRAM**

**September 2002**

*Refer if necessary to additional ODP documentation listed below:*

- Hydrogen Sulfide Drilling Contingency Program, June 2002
- Laboratory Safety and Hazard Communication Compliance Manual, June 2002
- Introduction to Ocean Drilling Programs Safety Management Policies, June 2002
- Shipboard Scientist Handbook, September 2002
- Shorebased Laboratory Safety and Hazard Communication Compliance Manual, October 2002

# CRISIS MANAGEMENT PLAN

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## **CRISIS MANAGEMENT TEAM CHECKLIST**

### **HEADQUARTERS AND REPOSITORIES**

- Call 911 (9-911 from TAMU phones) and report emergency
- If necessary, set off building alarm and conduct evacuation of personnel
- Provide immediate attention to injured personnel
- Notify Director, Deputy Director, or other Crisis Management Team (CMT) member of emergency; If it is determined by one of these individuals a crisis has occurred and Crisis Management Plan (CMP) should be applied, perform the following steps:
  - Notify CMT members and provide individual assignments, as listed under appropriate team description.
  - CMT Leader designates an ODP Human Resources representative to account for/provide status of all facility occupants by employee name and department.
  - CMT Secretary begins accumulating documentation and documenting events related to crisis, including summary of events and responses
  - CMT Specialty Teams – Damage Assessment, Facilities, Security, and Transportation – meet and begin performing assigned individual tasks with the Director’s/Deputy’s approval.
  - Communications Liaison notifies family members as designated on Emergency Contact List of personnel affected by crisis but not seriously injured (i.e. life threatening injuries) or deceased, and Ship’s personnel of crisis; Provides emergency contact information related to injured or deceased personnel to University Police
  - Director or Deputy Director notifies family members as designated on Emergency Contact List of seriously injured and deceased personnel
  - Contract Organization Liaison notifies ODP Director at JOI, Director of JOIDES , President of TAMRF, Dean of Geosciences at TAMU, ODP Program Director at NSF, and the Transocean District Manager of crisis
  - Media Liaison provides official statements regarding the crisis situation in coordination with TAMU.

**CMT SPECIALITY TEAMS CRISIS RESPONSE PLANS  
FOR  
ODP HEADQUARTERS AND REPOSITORIES**

**Damage Assessment Team (DAT)**

- In collaboration with the university's Physical Plant personnel, conduct preliminary assessment of damage to building structures, equipment, furnishings, fixtures, computer area, storage media including data and software, and utilities; Obtain estimate of time required to restore utilities
- In support of university response teams, take whatever action necessary to prevent further damage to property
- Evaluate status of work in progress at time crisis began
- Contact representatives of critical vendors to assist in damage assessment
- Photograph damaged property
- Evaluate time required before move to back-up site can be initiated
- Assist Transportation Team in salvaging and relocating usable property
- Submit final damage assessment report to CMT
- Submit documentation of all activities to CMT Secretary

**Facilities Team (FT)**

- Verify adequacy of back-up site's power, heating and air conditioning; If inadequate, work with Physical Plant to have corrected to required levels
- Arrange furniture and office equipment (including emergency equipment) and complete other tasks necessary to ready site for occupation
- Establish cleaning and other maintenance support with Physical Plant
- Provide status report to CMT
- Submit documentation of all activities to CMT Secretary

**Security Team (ST)**

- After assessment by DAT, determine resources required to secure vulnerable assets, including personnel.
- Communicate requirements to University Police and monitor adequacy of response.
- Obtain telecommunication equipment that will allow continuous communications between the ST and CMT.
- If necessary, contact security vendors to arrange for additional security.
- Work with Physical Plant to establish security devices and modifications to adequately secure back-up site.
- Instruct personnel at back-up site on security policies and procedures and monitor implementation.
- Provide summary report to the CMT.
- Submit documentation of all activities to CMT Secretary.

**Transportation Team (TT)**

- Establish list contacts with truck lines and rental agencies in preparation to move to back-up site.
- Arrange and oversee transfer of salvaged property, new property, and personnel.
- Establish courier schedules as required.
- Set up car pooling for personnel as needed.
- Provide status report to CMT.
- Submit documentation of activities to CMT Secretary.

## CRISIS MANAGEMENT PLAN

### SHIPBOARD CHECKLIST

**NOTE:** **Shipboard Evacuation Procedures** are detailed in the Safety Procedures Section of the Master's Marine Operations Manual and the Safety Booklet "Welcome Aboard" that is provided each person upon arrival onboard the *JOIDES Resolution*.

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Once the ship's captain has declared a crisis exists onboard and immediate evacuation and safety requirements have been met, the following activities should be coordinated with ODP Headquarters (shorebased operations):

- ODP Operations Manager or ODP Staff Scientist notifies Director or Deputy Director that crisis has occurred onboard ship.
- ODP Operations Manager or ODP Staff Scientist accounts for and provides status of all TAMU shipboard employees and invited guests (scientific participants).
- Director or Deputy Director notifies CMT Secretary, selected Specialty Teams (i.e., Damage Assessment, Facilities, Security, and Transportation), Communications Liaison, Contract Organization Liaison, and Media Liaison of shipboard crisis.
- Notify CMT members and provide individual assignments.
- CMT Secretary begins documenting all incoming and outgoing communications concerning shipboard crisis in a crisis management log.
- CMT Specialty teams meet and begin forming assigned individual tasks; Arrangements are made for team members or representatives to attend ship's next port of call to conduct assessment of crisis' effect on ODP's facilities and ability to continue operations.
- If there are injured or deceased TAMU employees, TAMU University Police Department is notified by communication liaison.
- Communications Liaison notifies family members as designated on Emergency Contact List of personnel affected by crisis but not seriously injured (i.e., life threatening injuries) or deceased.
- Director or Deputy Director notifies family members as designated on Emergency Contact List of seriously injured and deceased personnel.
- Contract Organization Liaison notifies ODP Director at JOI, Director of JOIDES, President of TAMRF, Dean of Geosciences at TAMU, ODP Program Director at NSF, and the Transocean District Manager of crisis.
- In collaboration with Transocean District Manager, Media Liaison provides official statements regarding the crisis situation.



## **CMT SPECIALTY TEAMS CRISIS RESPONSE PLANS FOR SHIP**

### **Damage Assessment Team (DAT)**

- Communicate with ODP Operations Manager and Staff Scientist and conduct preliminary assessment of damage to lab stack facilities and all other ODP property; Obtain summary of damage to remainder of ship, including ODP personnel's living quarters, from ship's captain.
- In collaboration with local Transocean District Manager, direct ODP Operations Manager/Staff Scientist to take whatever action is necessary to minimize further damage to ODP property.
- Evaluate status of work in progress at time crisis began.
- Contact representatives of critical vendors to assist in damage assessment.
- Make travel arrangements for team or team representative to attend ship's next port of call to make personal assessment of damage to ODP property.
- Team or team representative attends port call and prepares report of damage with supporting photographs.
- In collaboration with Transocean District Manager, evaluate time required before ship can be operational again.
- Submit final damage assessment report to CMT.
- Submit documentation of all activities to CMT Secretary.

### **Facilities Team (FT)**

- Make arrangements for FT or representative to attend port call where repairs are being made and assess whether ODP's shipboard facilities have been returned to original working order.
- Provide status report to CMT.
- Submit documentation of all activities to CMT Secretary.

### **Security Team (ST)**

- After assessment by DAT and in collaboration with Transocean's local office (College Station), determine if any special action is required to secure vulnerable assets, including personnel while the ship remains at sea and in port while ship is undergoing repairs.
- Communicate requirements to ODP Operations Manager/Staff Scientist and ship's Captain.
- Make arrangements for ST or team representative to attend port call and oversee security measures.
- Provide summary report to CMT.
- Submit documentation of all activities to CMT Secretary.

## **Transportation Team (TT)**

### **If decision made to continue operations temporarily or permanently on a different ship –**

- Make arrangements to attend port call where transfer of property and personnel will take place.
- In collaboration with Transocean's local office and ODP's Material Services Team, arrange and oversee transfer of salvaged property, new property, and personnel to new ship.
- Provide status report to CMT.
- Submit documentation of all activities to CMT Secretary.

# **OCEAN DRILLING PROGRAM CRISIS MANAGEMENT PLAN**

## **I. Introduction**

This Crisis Management Plan (CMP) was developed to provide a framework in which Ocean Drilling Program management can respond and perform emergency functions in the event of a serious, life-threatening, operations damaging incident. Its purpose is to protect the welfare and safety of all ODP employees and personnel, including those at ODP/TAMU Headquarters, remote facilities, and onboard *JOIDES Resolution*. The guidelines must be followed by all concerned in order to assure proper response to, and ultimate recovery from, an emergency or crisis that threatens personnel and/or property.

## **II. Purpose**

The CMP identifies the potential risks to ODP operations and the events which will cause the CMP to be activated. This plan ensures that appropriate individuals are kept apprised of developments related to the emergency situation in a timely and efficient manner and identifies the authority and procedures by which these persons may respond to these situations. The plan is intended to complement the normal operations of ODP and to prevail only during emergency/crisis situations.

## **III. Risk Identification**

The emergency situations which place the program at risk are those which have the potential to shut down shore based and/or ship operations for unspecified lengths of time. In general, a crisis can be defined as a situation which can:

- Escalate in intensity;
- Fall under close sponsor, government or media scrutiny;
- Interfere with normal operations; and
- Jeopardize ODP's public image.

### Emergency/Crisis Situations

1. Fire, explosion, serious accident onboard ship or natural disaster resulting in:
  - a. Evacuations and casualties (including deaths or injuries)
  - b. Loss of vessel
  - c. Serious damage to structure or equipment resulting in:
    - (1) Major mechanical failure
    - (2) Loss of navigability
    - (3) Inability to house or feed participants
    - (4) Inability to operate equipment necessary to ensure safe drilling

- (5) Inability to communicate, or
  - (6) Significant loss of data.
2. Deliberate criminal or terrorist acts, resulting in:
    - a. Casualties (including deaths or injuries);
    - b. Hijacking or impoundment of the vessel in a foreign port;
    - c. Kidnapping or arrests of employees in foreign countries.
  3. Fire, explosion, serious accident or natural disaster at or near ODP Headquarters or remote facility resulting in:
    - a. Casualties (including deaths or injuries)
    - b. Loss of building
    - c. Forced evacuation from building for an indefinite period
    - d. Major damage to structure or equipment resulting in:
      - (1) Significant loss of data
      - (2) Inability to communicate with the drillship, or
      - (3) Inability to continuously support ship operations.

#### **IV. Crisis Management Guidelines**

##### **A. EMERGENCY PRIORITIES**

1. Human Safety.
2. Maintenance and preservation of property to prevent further deterioration of the situation.
3. Environmental protection.

##### **B. ODP EMERGENCY RESPONSE PROCEDURES (Once notification is completed)**

###### **1. CRISIS MANAGEMENT TEAM (CMT)**

The purpose of establishing a CMT is to direct and coordinate the efforts of the individuals and ad hoc groups immediately after and during the recovery from a crisis event.

The CMT shall consist of:

- Director
- Deputy Director
- Vice President, TAMRF
- Manager of Drilling Services
- Manager of Science Services
- Manager of Information Services
- Manager of Publication Services
- Transocean District Manager
- Transocean Operations Manager

**The ODP Director or his delegate shall head the CMT. The Director or his delegate will be responsible for deciding if, when and where the Team will assemble to begin assessing the response to the crisis.** The Director or his delegate will notify or assign responsibility for notifying the other CMT members of the details regarding meeting place, time, and the circumstances of the critical event.

## 2. OBJECTIVES OF CRISIS MANAGEMENT TEAM

- Authorize the activation of emergency response and recovery procedures.
- Ensure the safety of all employees.
- Notify emergency response units, employees, immediate family, University departments, regulatory agencies, contractors, subcontractors and sponsors, as required.
- Establish routine communication with the ship and continue to support operations at sea.
- Implement security measures.
- Control all responses to the news media in order to maintain a positive program image.
- Authorize the initiation of relocation to an alternate work locality.
- Appoint ad hoc recovery teams and team leaders, and provide overall direction to team leaders.
- Evaluate the extent of the damage and determine the course or program operations during the repair or reconstruction phase.
- Develop the recovery direction according to the type of situation.
- Oversee the notification of vendors providing the Program with critical products and services.
- Authorize necessary expenditures during the recovery effort.
- Coordinate the distribution of equipment, furniture and supplies.
- Document all activities during the recovery effort.
- Phase out ad hoc recovery teams when no longer needed.
- Authorize the return to normal operations at the original (or newly designated) site

## 3. EMERGENCY RESPONSE SEQUENCE

**Emergencies occurring during business hours:** Notification of authorities, building evacuation, or other necessary emergency procedures will be handled by the building proctor or alternates, or by the Director or Department Managers. **The TAMU procedures for reporting emergencies (see appended TAMU Crisis Management Plan) must be followed if appropriate.** The Crisis Management Team delegate is responsible for contacting the Transocean District Manager as necessary depending upon the nature of the event.

**After business hours:** Whenever any ODP employee receives information regarding a critical event which could be considered a crisis or could escalate to crisis, the employee is

required to do one of the following immediately:

a. Emergency at **ODP HEADQUARTERS**

- (1) In case of accident, call immediately for emergency medical, firefighting or law enforcement assistance by dialing (9)911;
- (2) Evacuate building if necessary by setting off building alarm at manual station;
- (3) Ensure that injured personnel receive medical attention immediately;
- (4) Remain on the grounds outside the building and answer questions when emergency medical personnel arrive;
- (5) Inform one of the following people, in the order given, until someone is reached:
  - (a) the Director;
  - (b) the Deputy Director; or
  - (c) any ODP Department Manager or other member of the CMT.

A call sequence list of CMT personnel with current addresses and telephone numbers is attached to this Plan (CMP-Attachment 1). Home and office phone numbers of all CMT members will be distributed on wallet cards to all employees. Wallet cards and Attachment 1 will be updated periodically as changes occur.

b. Emergency **ABOARD SHIP** \*

Any employee on shore who receives a message regarding a shipboard emergency must inform one of the following people, in the order given, until someone is reached:

- (1) The Director;
- (2) The Deputy Director; or
- (3) Any ODP Department Manager or other member of the CMT (as explained above).

The CMT delegate is responsible for contacting the Transocean District Manager when an emergency situation is reported. A CMT member, upon being notified that a critical event has occurred, is responsible for initiating emergency plan procedures. TAMU procedures for reporting emergencies must also be implemented.

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**Shipboard Evacuation Procedures** are detailed in the Safety Procedures Section of the Master's Marine Operations Manual and the Safety Booklet "Welcome Aboard" that is provided each person upon arrival onboard the *JOIDES Resolution*.

## DEFINE SPECIAL TEAMS

The CMT will form Specialty Teams using individuals from all relevant areas of the organization. These individuals will provide technical advice and support to accomplish time-consuming tasks to restore operations following the crisis event. The following Specialty Teams will be activated by the CMT, as necessary:

a. Damage Assessment Team

The Damage Assessment team will be responsible for working with Physical Plant to assess the operability of building utilities to restore equipment function.

Objective: To report to the CMT on extent of damage

Staffing: Team Leader – DSD Representative  
Reps. from Information Services, DSD, Administration, Publications

Preparation: Draw up damage assessment report incorporating:

- Employee status, family status
- Operating equipment
- Furniture/fixtures
- Electrical supply required for equipment
- Computer area
- Storage media including data and software
- Work in progress at time of disaster
- List of emergency day/night phone numbers for critical vendors

Disaster Function:

- Contact vendor representatives to assist in damage assessment
- Summarize damage; report extent of damage to CMT
- Document damage assessment for future reporting/tracking
- Prevent further loss/attempt to minimize loss
- Photograph site and equipment
- Coordinate activities and discuss damage with TAMU Physical Plant to assess operability of utilities to restore equipment function
- Make recommendation to CMT regarding move to backup site
- Work closely with Transportation Team on salvage and relocation of salvaged items.
- Document all activities

b. Facilities Team

Objective: Prepare backup location for occupation, and maintain this location during operations.

Staffing: Team Leader – MST Representative  
Reps. Administration, Drilling Services/Material Services, Information Services

Disaster Function:

- Determine adequacy of power, heating, and air conditioning.
- Work with Physical Plant to request or adjust utility requirements.
- Arrange furniture and office equipment
- Ready location for occupation by people and equipment
- Set up cleaning arrangements with Physical Plant
- Provide on-going maintenance support
- Provide status reports to CMT and to dependent departmental users
- Establish emergency equipment purchase arrangements
- Document all activities

The Facilities Team must coordinate with the Damage Assessment Team and results in setting up alternate facilities for emergency operations.

In the event that space is available, but utilities are not, optional power sources could be employed. Attached is a sheet describing the type of generator that could be useful at emergency sites for providing adequate power for conducting basic operations.

Based on input from knowledgeable electronic personnel, the recommendation would be:

A Diesel-powered portable generator with 6500 VA (minimum) output. This unit should be able to power a couple of computers, lighting, fans/heaters, small tabletop copier, Fax, and smaller miscellaneous office equipment. Depending upon the quality of the units selected, in-line clean power devices may not be required. As explained on the attached spec sheet, a diesel generator would be the most fuel efficient (i.e. low maintenance), and with the optional wheels, would be easiest to store in a secured area until needed when it could be moved out of doors for use. The generator should not be used indoors because of noise, exhaust and fumes. The optional battery starter option is recommended to make operation easier.

c. Security Team

Objective: To secure the assets of the program immediately after a crisis event to prevent further loss due to theft, vandalism, environmental elements, secondary damage, etc.



Staffing: Team Leader – Science Services Representative  
Reps. from Science Services, Information Services, Publication Services and  
Drilling Services Department-Material Services

Disaster Function:

- After damage is determined by damage assessment team, this team assesses what resources are necessary to secure personnel and the vulnerable assets of the Program.
- Notify University Police and communicate requirements to be taken to protect the building and contents.
- Obtain telecommunications equipment and paging capabilities to allow communication between the security personnel and the CMT.
- Contact security vendors to request additional security if necessary. Instruct the security personnel to meet at the damaged building and the temporary facilities to protect the Program's assets.
- Contact Physical Plant to request additional security devices or repairs needed to secure alternate operating sites. Instruct personnel at alternate operating locations to implement daily security procedures.
- Document all activities.

d. Transportation Team

Objective: To meet all needs for transportation between old and new localities. This includes transportation of new and/or salvaged hardware and other materials, media, supplies, etc.

Staffing: Team Leader – MST Representative  
Reps. from Drilling Services Department-Material Services, Science  
Services and Information Services

Preplanning: Establish list of names and numbers of truck lines and rental agencies

Disaster Functions:

- Arrange transportation for salvaged materials, new hardware, personnel, media, supplies, etc. Coordinate movement of computer equipment with appropriate department personnel and vendor representatives.
- Define courier schedules where appropriate
- Set up car pooling arrangements with employees, if needed
- Document all activities

## 5. REPORTING INJURIES/CASUALTIES

If casualties or injuries have occurred, immediate notification must be provided to University Police so that the families of the injured or deceased may be contacted. ODP will be responsible for providing up-to-date Information to University Police on emergency contacts for employees. Emergency contact lists are provided in **Attachment 7** of this plan, and are also stored in the ODP Human Resources Supervisor's office. If ODP Emergency Contact information is destroyed or inaccessible due to the crisis event, ODP emergency contact information may be able to be restored within 24 hours from computer backup tapes on the Personnel Database system. The Texas A&M University Human Resources Office also keeps emergency contact information on file for each employee. Texas A&M Research Foundation Human Resources Dept. may be contacted for information on TAMRF employees. Please refer to **Appendix I, TAMU Policies and Procedures Manual** section 1.2.8, "Death of University Employees/Students," Annex I of TAMU's Crisis Management Plan dated January 2002.

## 6. PRELIMINARY DAMAGE ASSESSMENT

Immediately after the onset of the crisis event, ensured safety of personnel and notification of the emergency response agencies, a preliminary damage assessment must occur. The University's Physical Plant personnel will conduct damage assessment for University building structures and utilities. Damage assessment will be conducted by the Transocean/ODP staff onboard the ship for damage to the *JOIDES Resolution*. Preliminary damage assessment of ODP Headquarters building equipment furnishings, and media must be conducted as soon as it is permissible for the Damage Assessment Team Leader to access the building to review the contents. The Damage Assessment Team Leader is responsible for relaying information to the Director or a member of the CMT. The decision to initiate the appropriate parts of the CMP must be made by the Director or Delegate at this time based on the preliminary damage assessment.

The Damage Assessment Team Leader will also prepare to assemble the Damage Assessment Team to perform detailed damage assessment of building contents once the CMP is implemented.

## 7. SECURITY/PROTECTION OF FACILITIES

Arrangement must be made to protect and secure the building, especially if damage has resulted in a breach of the building structure. Necessary steps to prevent further damage to the building and any equipment and supplies stored within, and to prevent damage to records and documents must be taken. The appropriate internal and external security personnel must be notified of the actions to be taken to secure the Program's assets. The University Police department should be contacted for assistance in setting up appropriate security measures.

## 8. EMERGENCY STAFF ASSIGNMENTS

After the CMT has declared a situation to be a disaster and has initiated the CMP, the following responsibilities will be assigned as needed. During an emergency, any incoming calls pertaining to the situation shall be directed to the appropriate CMT member. The CMT shall inform all employees of who is responsible for responding to incoming calls.

### a. Communication Liaisons

The Shore Communication Liaison is the person at Headquarters who will be officially in charge of ship to shore communication. All communication to and from the ship will go through this individual. The Ship Communication Liaison will be the Operations Manager on board. In the event the Operations Manager is unable to do so, the Staff Scientist on board is the alternate Ship Communication Liaison. This reduces the number of people involved in information relay and minimizes misinterpretation/miscommunication of vital information.

### b. Employee and Family Contact

The Employee/Family Contact will call ODP employees and/or immediate family of ODP employees who are affected by or involved in the crisis situation. Information provided to employees and families must be “official”—approved by CMT leader and appropriate TAMU offices (e.g., Office of University Relations/Public Information Officer) before release.

The designated Employee and Family Contact person must arrange to notify ODP employees of the emergency event and provide information to each employee on where, when and to whom to report to work to assist with the recovery effort. **CMP Attachment 7** is the ODP employee home telephone list. This person is also responsible for making arrangements to respond to incoming calls from employees and families regarding the crisis situation.

The designated Employee and Family Contact will arrange, as appropriate, special confidential counseling through the TAMU Employee Assistance Program to help employees deal with the stress of the crisis event.

### c. Media Liaison

This person is responsible for developing, writing and releasing official statements to the media regarding the crisis situation. Statements are to be approved by the CMT leader and TAMU before release. This person will coordinate with the Public Information Office at the TAMU Office of University Relations (i.e., a TAMU University Relations employee).

d. Contract Organization Liaison

The Contract Liaison will be one or more persons who will release information to each of the following: JOI, JOIDES, TAMRF, TAMU, NSF, etc. (as well as other sponsors and government agencies) as necessary to keep ODP’s contractual obligations of providing notification. Information must be approved by the CMT prior to release. This person is responsible for reporting casualties and equipment losses to JOI as information becomes available. For all other communication, a simple communication notification system will be set up (i.e., electronic mail or fax) to send messages to numerous recipients.

e. Secretary

This individual will maintain documentation, act as central record keeper, and document crisis events and responses. In addition, they will oversee updates of central “Operations Status Board” to display status of crisis recovery effort and generate reports as needed during and following crisis and recovery.

9. OUTSIDE SERVICES SUPPORT

Names and telephone numbers for outside services which can lend assistance are listed on **CMP-Attachment 3**. Drilling Services and Science Services will maintain the names and contact numbers for current ports of call.

10. CRISIS MANAGEMENT RESOURCE CENTER

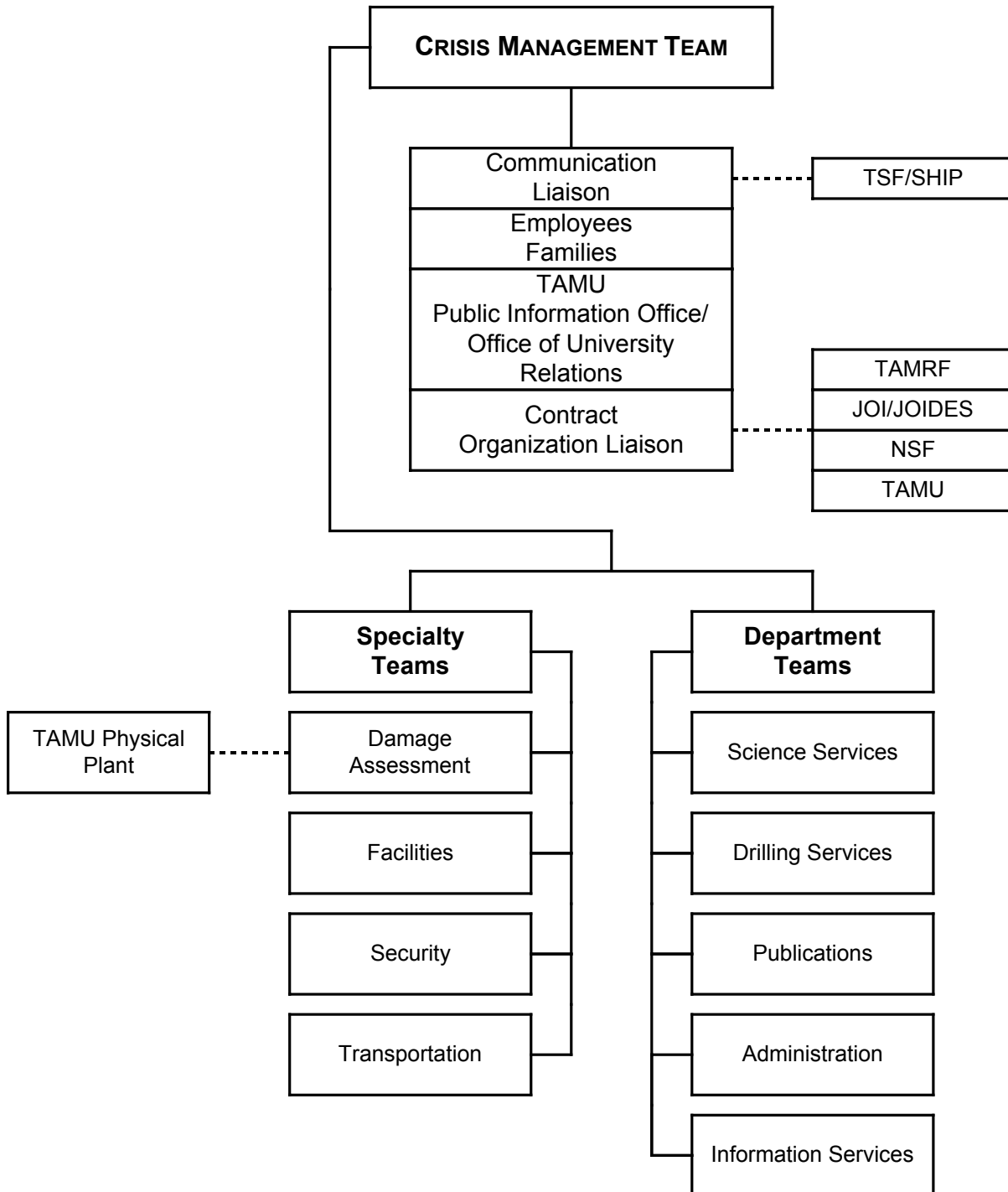
Two Crisis Management Resource Centers will be established: one center will be located at the ODP Headquarters Building in room C126. The alternate location, in the event of an emergency at the ODP Headquarters building, will be the ODP Book Distribution Center at the University Services Building (former Texas Instruments Building), 3380 University Drive East, College Station, TX 77845 (979-862-4094).

Both Crisis Management Resource Centers will contain the following resource materials to be used as needed by the CMT:

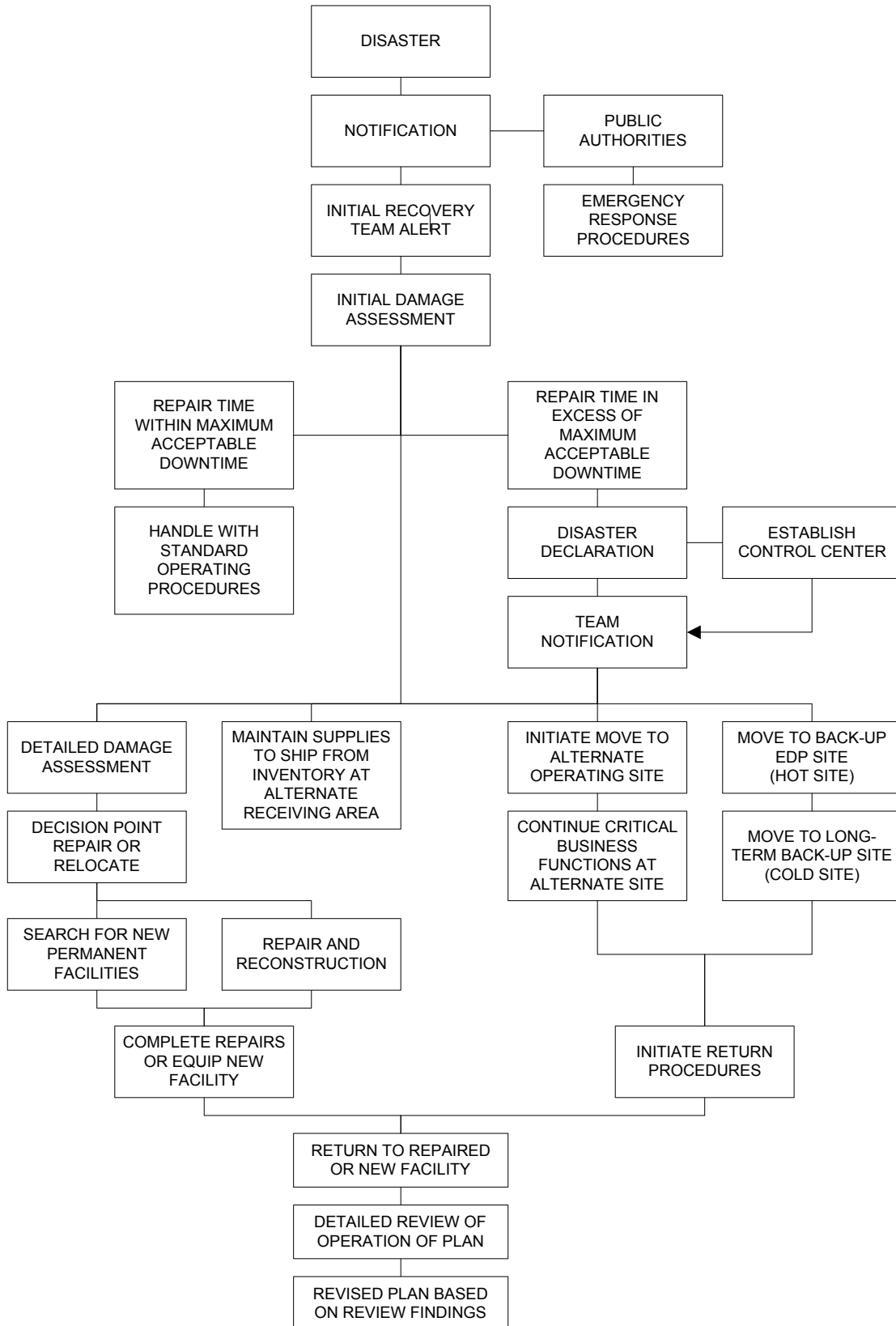
ODP Crisis Management Plan	<i>JOIDES Resolution</i> Marine Oper. Manual
Current Issue of JOIDES Journal	TAMU and Verizon Phone Books
ODP Building Emergency Evacuation Plans	ODP Building Drawings
List of ODP building proctors and alternates	Lloyd’s Ports of the World
Hydrogen Sulfide Contingency Manual	Other resources as available
Shipboard Scientist’s Handbook	

The Resource Center materials for both locations will be maintained by the Director’s Office and updated at least annually or as necessary to remain current.

## STRUCTURE OF CRISIS MANAGEMENT TEAM



## OPERATION OF A BUSINESS CONTINUATION PLAN



## C. SHIPBOARD RESPONSE PROCEDURES

### 1. COMMUNICATION

The Ship Communication Liaison is the person at sea who will be officially in charge of direct/official communication from ship to shore. The Ship Communication Liaison will be the Operations Manager on board. In the event the Operations Manager is unable to do so, the Staff Scientist on board is the alternate Ship Communication Liaison.

It is recognized that all matters involving shipboard safety and security are the responsibility of the Ship's Captain, and that responsibilities will be assigned in accordance with established shipboard safety and emergency response practices.

### 2. REPORTING RESPONSIBILITIES OF SHIP COMMUNICATION LIAISON

- a. Provide earliest possible notification to ODP Headquarters;
- b. Summarize the situation/threat;
- c. Report on injuries to personnel and medical status, including evacuations;
- d. Ensure that any alternate operating procedures and directives given from shore are communicated and coordinated with shipboard emergency responses;
- e. Maintain a written record of decisions reached onboard and reasoning;
- f. Maintain communication with ODP Headquarters and with shipboard personnel;
- g. Prepare and furnish any required reports; and
- h. Perform other appropriate duties as required by the situation.

The current call sequence list of shore-based personnel shall be posted in the following locations:

- Radio Room
- ODP Operations Manager's Office
- Transocean Offshore Constallation Manager's (OCM) Office
- Laboratory Officer's Office

### 3. SHORE-BASED RESPONSE TO SHIPBOARD EMERGENCY

Any employee who receives a message regarding a shipboard emergency must contact/inform one of the following people, in the order given, until someone is reached:

- (1) The Director;
- (2) The Deputy Director; or
- (3) Any ODP Department Manager or other member of the Crisis Management team (as explained above).

The Crisis Management Team is responsible for contacting the Transocean District Manager when an emergency situation is reported. A Crisis Management Team member, upon being notified that a critical event has occurred, is responsible for initiating emergency plan procedures. TAMU Procedures for reporting must also be implemented if appropriate.

**D. PRIORITY OF RESTORING CRITICAL OPERATIONS**

The following recovery time objectives and operational priorities for critical operations were established by an ad hoc crisis management group. The assumptions were that employees could not occupy or work from the ODP Headquarters building for an indefinite, extended period because of an emergency event. Every piece of equipment in the building is damaged, inaccessible or unusable. The emergency event is localized and alternate storage/operations sites are accessible.

**RECOVERY TIME****1. Re-establish communication with the ship Within 24 hrs**

The head of the Crisis Management Team (or designated representative) must contact the ship to alert them to the crisis event. Alternate arrangements for regular communication must be made, and updated frequently as equipment comes back on line. Methods include: telephone, fax, telex from alternate location, computer/modem from alternate location.

**2. Restore Computer Operations Within 72 hrs**

Emergency purchase orders for computer equipment and software are issued as soon as practicable. Upon delivery (usually within 30 days), equipment would be installed at an alternate site, most likely the University Services Building (formerly Texas Instruments building). Backup tapes would be used to bring ODP systems back online.

**3. Establish Drilling Operations communication with ship Within 48 hrs**

The Manager of Drilling Services or delegate may locate at the local Transocean's Operations office temporarily, until an alternate operating site is established.

**4. Restore Logistics/Shipping Operations Upon restoration of Computer Services**

If unable to operate in the building, the Shipping and Receiving area will be relocated to the Hangar, Bldg. 8031 at the Riverside Campus. Vendors must be notified immediately. It will be imperative to have an inventory of any items awaiting shipment which may have been damaged or destroyed at the Headquarters building. Certain phases of the shipping cycle are more critical than others and may have a significant impact on ship operations, especially for long-lead time items.

**5. Initiate backup plan for preservation of cores Within 72 hours**

If backup generator power cannot restore cooling capability, other means of preserving the cores stored in the GCR must be implemented. Alternative: removing cores to refrigerated trucks and/or transporting them to alternate cold storage sites.



**6. Restore Purchasing capability Within 24 hours**

Purchasing capability can be re-established immediately with manual records for a short start-up period.

**7. Establish Operational Headquarters for CMT Within 48 hours**

The site chosen for the Crisis Management Team headquarters can be the ODP trailers at 500 University Drive West (if unaffected by the crisis event affecting the ODP HQ building) or the University Services Building (formerly Texas Instruments Building), located at 3380 University Drive East in College Station.

**8. Restore Budgets and Payroll Within 72 hours**

Budgets and Payroll may be able to operate out of the Research Foundation, depending upon the availability of backup information and terminals at an alternate site.

**9. Restore Accounts Payable and Travel Initiate within 72 hours**

Employees may be requested to pay for travel and other emergency charges with personal credit cards, and request to be reimbursed when Accounts Payable and Travel have resumed operations, which should be within one week.. Travel reservations service will be restored within one or two days if arrangements can be made to operate from a terminal at the local A&M Travel office. Accounts Payable and travel expense account processing may be able to operate out of the Research Foundation and/or the University Services Building.

**10. Implement Departmental Recovery Plans Initiate within 72 hours**

As described in department recovery sections.

**E. DEPARTMENT OR SPECIALTY TEAM RESPONSIBILITIES**

(1) Department Recovery Team Leaders or Specialty Team Leaders have the following responsibilities upon notification of a crisis event:

\_\_\_\_\_ Set time and place for team meeting.

\_\_\_\_\_ Notify team members or alternates of meeting time and place.

\_\_\_\_\_ Direct team to activate the recovery plan.

\_\_\_\_\_ Gather all relevant information about the crisis event and the extent of facilities loss and/or impairment that is available prior to the team meeting.

\_\_\_\_\_ Inspect the damage prior to the meeting, if possible.

\_\_\_\_\_ Convene the activation meeting.

\_\_\_\_\_ Report results to the Crisis Management Team.

(2) Department Recovery Team or Specialty Team Meeting Agenda:

\_\_\_\_\_ Report on the damage and present status of facilities.

\_\_\_\_\_ Determine the extent of the recovery plan implementation required.

\_\_\_\_\_ Determine the necessary liaison with other departments or specialty teams and establish liaison.

\_\_\_\_\_ Determine any conditions not covered in the plan and address needs.

\_\_\_\_\_ Verify the availability of key personnel or alternates and give prompt direction to proceed according to the plan.

**PRIORITY RESTORATION (Within One Day) CHECKLIST**

Responsibility: Department Team Leaders

The purpose of priority restoration is to establish essential department functions within the recovery time objective for the department at a backup facility or location within 24 to 72 hours of notification.

- \_\_\_\_\_ Serves as a liaison with departmental staff on the requirements at the alternate location.
- \_\_\_\_\_ Based on the time of day, initiate the supervisor and employee call out required to meet the needs of the situation. Notify employees to report to the backup site. Refer to the Emergency Contact List included in this binder.
- \_\_\_\_\_ Report to the alternate site and begin obtaining supplies and establishing the department in the designated area. Follow usual or special instructions for emergency purchases, as instructed.
- \_\_\_\_\_ Notify Department Team Leader and/or Crisis Management Team of progress periodically, as appropriate.
- \_\_\_\_\_ Instruct personnel on the information to be given to key vendors, customers, subcontractors, freelancers, etc.
- \_\_\_\_\_ As soon as practical, provide information to key vendors, customers, subcontractors, freelancers, etc.
- \_\_\_\_\_ Determine the availability of personnel, and based on circumstances, prepare work rotations for the next 72 hours.
- \_\_\_\_\_ Verify ability to perform department's critical business functions and report to Team Leader and Crisis Management Team.
- \_\_\_\_\_ Begin recovery operations and reconstruction of vital records.
- \_\_\_\_\_ Participate in primary site restoration, as required.

**CMP - ATTACHMENT 1****CRISIS MANAGEMENT TEAM  
CALL SEQUENCE LIST**

Position	Name	Phone Number (Work/Home)
Director	Dr. Paul Jeffrey Fox	(979) 845-8480 (W) (979) xxx-xxxx (H)
Deputy Director	Dr. Jack Baldauf	(979) 845-9297 (W) (979) xxx-xxxx (H)
Vice President, TAMRF	Richard G. McPherson	(979) 845-3068 (W) (979) xxx-xxxx (H)
Mgr., Publication Services	Ann Klaus	(979) 845-2729 (W) (979) xxx-xxxx (H)
Mgr., Drilling Services	Brian Jonasson	(979) 845-2024 (W) (979) xxx-xxxx (H)
Mgr., Science Services	Dr. Thomas A. Davies	(979) 862-2283 (W) (979) xxx-xxxx (H)
Mgr., Information Services	Dr. David Becker	(979) 845-9324 (W) (979) xxx-xxxx (H)
ODP Coordinator of Public Information	Dr. Jack Baldauf	(979) 845-8480 (W) (979) xxx-xxxx (H)
Transocean, District Manager	Brent Shoemaker	(979) 696-7955 (W) (979) xxx-xxxx (H)
Transocean, Operations Manager	James Boustead	(979) 696-7955 (W) (979) xxx-xxxx (H)

**CMP ATTACHMENT 2**

**TAMU EMERGENCY  
PHONE NUMBERS**

**Name** \_\_\_\_\_ **Phone#**

**Emergency Operator** (All life-threatening Emergencies)..... **9-911**

<p><b>Your Name</b>  <b>Emergency Location</b> (Bldg. name &amp; #____, Floor # ____, Room # ____)  <b>Size and Type of Emergency</b>  <b>Any Additional Information requested by the Operator</b></p>
--

**Area Maintenance ##** (Building Problems and Repair) ..... 5-1331

**24hr Radio Room** (Elevator & Pest problems, After-hours Maintenance) ..... 5-4311

**Environmental Health & Safety Dept.** (Chemical spills/problems)..... 5-2132

**After normal work hours call the Radio Room at 5-4311.**

**Building Proctor (Pat Thompson)** ..... 5-2113

**University Police**..... 5-2345

**University Hospital**..... 5-1511

**College Station Fire Department** (Non-Emergency) ..... 764-3700

**College Station Police Department** (Non-Emergency) ..... 764-3600

**Bryan Police Department** (Non-Emergency)..... 361-3888

**Bryan Fire Department** (Non-Emergency)..... 361-3880

**CMP - ATTACHMENT 3****OUTSIDE SERVICES SUPPORT  
CALL LIST**

<b>Position</b>	<b>Name</b>	<b>Phone Number (Work/Home)</b>
Insurance Representative	Mr. Sid Alexander Vice President ANCO Insurance Co	(979) 776-2626 (W) (979) xxx-xxxx (H) (979) 696-9318
TAMU Office of Risk Management	Mr. John Youngblood	(979) 458-6249 (W) (979) xxx-xxxx (H)
ODP Human Resources Supervisor	Ms. Nancy McHugh	(979) 845-9288 (W) (979) xxx-xxxx (H)
TAMRF President	Ms. Jo Ann Treat	(979) 845-8673 (W) (979) xxx-xxxx (H)
JOI/ODP Director	Dr. Nick Piasias (Int.)	(202) 232-3900 ext. 269
NSF/ODP Office	Dr. Bruce Malfait Director of Ocean Sciences	(703) 292-8581 (W)
Office of University Relations TAMU	Ms. Cynthia J. Lawson Executive Director	(979) 862-2302 (W) (979) xxx-xxxx (H)
Dean, College of Geosciences And ODP Principal Investigator	Dr. Mary Jo Richardson (Int.)	(979) 845-3651 (W) (979) xxx-xxxx (H)
TAMU President	Dr. Robert M. Gates	(979) 845-2217 (W) (979) xxx-xxxx (H)
TAMU University Police	Emergency Police Station Dispatch	(9) 911 (979) 845-2345
Employee Assistance Program TAMU	Dr. Anna Satterfield Director	(979) 845-3711 (W)
Office of Safety and Health TAMUS	Mr. Christopher M. Meyer Director	(979) 845-2132 (W)
TAMU Maintenance Service	Radio Dispatcher	(979) 845-4311
Lamont Doherty Earth Observatory Borehole Research Group	Dr. Dave Goldberg Ms. Mary Reagan	(845) 365-8674 (845) 365-8672
U. S. State Department Bureau of Oceans and International Environmental and Scientific Affairs	Ms. Elizabeth Tirpak	(202) 647-0240

**TRANSOCEAN**

<b>JOIDES RESOLUTION SHOREBASE (COLLEGE STATION) OFFICE</b>				
<b>Employee</b>	<b>Position</b>	<b>Home Address</b>	<b>Phone</b>	<b>Spouse/Fiancée</b>
Boustead, Jim	Operation's Manage			
Midgley, Stephen	Project Enginee			
Hudson, Elizabeth	Secretary			
Phillips, Helen	Secretary			
Matre, Askel	District Controller			
Shoemaker, Brent	District Manager			

707 TEXAS AVENUE SOUTH, SUITE 213-D  
 COLLEGE STATION, TEXAS 77840-1917  
 OFFICE - (979) 696-7955 or (888) SEDCO4X (733-2649)  
 FAX - (979) 693-3482

EMAIL: jboustead, smidgley, lhudson, hphillips, amatre, or bshoemaker@college-station.deepwater.com

<b>Region/Notes</b>	<b>JOIDES RESOLUTION</b>			
	<b>Inmarsat A, B or C Telephone Number</b>	<b>Inmarsat A, B or C Telefax Number</b>	<b>Inmarsat A, B or C Data Number</b>	<b>Telex Number</b>
Atlantic Ocean Region - East (AORE) - 871	A - 1240707	A - 1240710	B - 3636 72430 *	(804) 1240707
Atlantic Ocean Region - West (AORW) - 874	B - 3636 72410	B - 3636 72420	B - 3910 12058 ***	(805) 1240707
Indian Ocean Region (IOR) - 873	B - 3636 72411	B - 3636 72430 *		(905) 1240707
Pacific Ocean Region (POR) - 872	B - 3636 72430 *			(704) 1240707
	B - 3636 72440 **			(705) 1240707
	C - 4636 64560			

\* - Also fax or 9600 baud data.

\*\* - DTL 50

\*\*\* - High speed data connection

EMAIL: General Delivery: [JRO\\_TSF@odpemail.tamu.edu](mailto:JRO_TSF@odpemail.tamu.edu); Personal Delivery: [JRO\\_\(Last name\)@odpemail.tamu.edu](mailto:JRO_(Last name)@odpemail.tamu.edu)

**DISTRIBUTION:**

Martha Kacer - ODP

Agatha Moy - ODP

Linda Norton - [norton@odpemail.tamu.edu](mailto:norton@odpemail.tamu.edu)

Christi Walker - [cwalker@deepwater.com](mailto:cwalker@deepwater.com)

**CMP - ATTACHMENT 5**

**ODP EMERGENCY CONTACT CARDS**

**INTEROFFICEMEMORANDUM**

June 5, 2002

TO: All ODP Employees  
FROM: Rick McPherson  
SUBJ: Emergency Contact Cards

Attached is your emergency contact wallet card. Important ODP phone numbers should always be immediately accessible to you, wherever you may be. This card is being distributed to all employees and should always be carried with you.

Because ODP employees are often working in this building outside of normal business hours, the potential exists for an employee to encounter a serious event affecting ODP business, such as an emergency phone call or computer system failure. Although we hope it never happens, the potential also exists for an employee to have an emergency while away from the premises, such as an automobile accident. Any employee encountering such a situation is responsible for contacting the appropriate ODP personnel as soon as possible.

The reverse side of the card includes other important contact numbers and instructions for contacting the JOIDES Resolution via COMSAT service, which is ODP's approved (and most cost effective) method for contacting the ship for voice or fax communication. ODP department managers are responsible for providing their department's 6-digit COMSAT access code to staff as appropriate for contacting the ship.

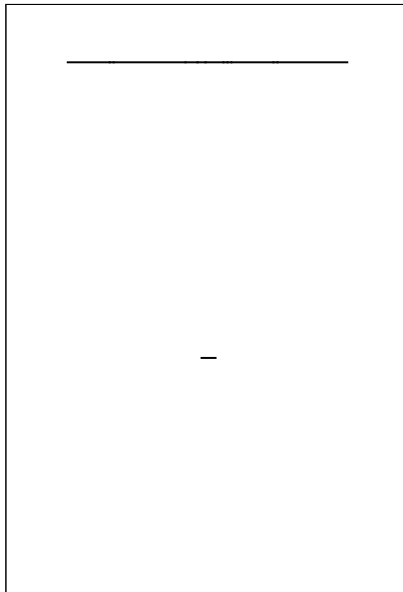
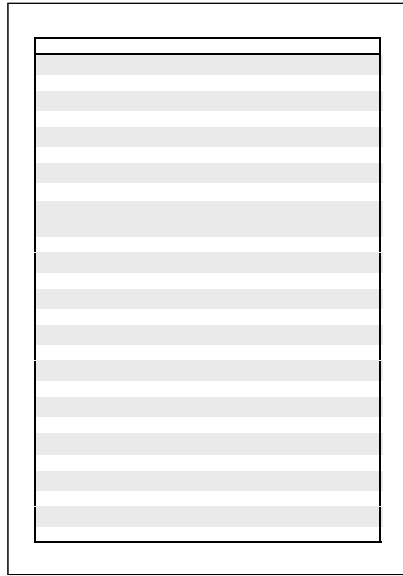
Building evacuation procedures, previously included on the ODP contact card, are now posted throughout the ODP Headquarters facilities as a reminder of the steps to follow in emergency situations representing physical threats to ODP premises, such as smoke, fire, flood, etc. Professional law enforcement, fire and/or medical emergency personnel must be contacted immediately. In those situations, it will probably not be necessary to call other ODP employees. The University Dispatcher follows an established call sequence list to contact the ODP building proctors whenever emergency personnel are called out.

Paramount to appropriate use of this card will be using good judgment and protecting the privacy of people listed on the card. Forgetting the password on your computer account at 10 p.m. one evening does not necessarily qualify as an emergency. However receiving a mysterious message at 10 p.m. that a computer virus will destroy all your PC files should prompt you to call an Information Services employee right away.

Please contact me if you have any questions.

Attachment





**CMP - ATTACHMENT 6**

**BUILDING PROCTOR UPDATE SHEET**

**BUILDING(S):** Facility #1601: Ocean Drilling Program at 1000 Discovery Drive  
Trailers 3-5 at 500 University Drive West, behind Tereco Bldg.  
Buildings 7003 and 8031 at Riverside Campus, on 7<sup>th</sup> Street  
Bldg. 3400, University Services Building (formerly Texas Instruments Building), 3380 University Drive East, College Station.

**PROCTOR:** **Pat Thompson**

**TITLE & DEPARTMENT:** Supervisor Material Services, Ocean Drilling Program

**WORK PHONE:** 845-2113

**HOME PHONE:**

**HOME ADDRESS:**

**ALTERNATE PROCTOR:** **Bob Kralich**

**TITLE & DEPARTMENT:** Materials Technician, Ocean Drilling Program

**WORK PHONE:** 845-8716

**HOME PHONE:**

**HOME ADDRESS:**

**CMP - ATTACHMENT 7**

**ODP EMERGENCY CONTACT LIST**

The following portion contains emergency contact information for ODP staff, as generated from current employee database information. (Personal information deleted.)

# **APPENDIX A**

## **DEPARTMENTAL RECOVERY PLANS**

# **Administration**

## **Contracts, Purchasing and Property**

None of Administration's documents are "critical". They can all be recreated, except for some of the backup documentation. If that were destroyed, we would seek relief from the government.

Issuing Purchase Orders or Contracts could start immediately or as soon as a computer was available. If required, they could be typed on a typewriter. TAMRF Information Services could provide remote access to FAMIS or RF computers could be used. All purchase orders could be reprinted from FAMIS (except documents that were incorporated into the Purchase Order and attached). Subcontract agreements are not input into FAMIS, but are kept in a fireproof file. FAMIS can provide a report showing all vendors and subcontractors that are not complete and phone numbers to call. All vendors or subcontractors should have a copy of the agreements they were sent and Administration could also retrieve data from them. All JOI and Transocean current correspondence (three years) are in fireproof files. In the event the fireproof files are destroyed, many of those documents could be obtained from JOI and Transocean.

The Property Database should be routinely backed up by IS like any of the other ODP databases and those backup files should be stored off the premises. We would be able to use the latest IS file and very basic FAMIS data to start the process of updating the property database. The permanent records would be lost, but we can retrieve and recreate a written record for the property that was not destroyed. If the IS backup is not available we would be able to obtain the last inventory report that was sent to JOI and would have to start with that information and the FAMIS data to recreate the records for property that was not destroyed.

## **Office Administration**

In the event of offices being damaged or otherwise inaccessible, activities would resume temporarily at the Texas A&M Research Foundation's main office in the Dulie Bell Building.

Most of the materials stored in the Central Files in Room C147 could be restored from one of the following sources: fireproof safe, network backup, or the originating source if outside of ODP.

Electronic data could be accessed via remote computers, except for information stored on individual hard drives. The following items could be retrieved from network backup:

<u>ITEM or PROJECT</u>	<u>PROGRAM</u>	<u>LOCATION</u>
Key Database	Microsoft Access	“L” network drive
File Log Database	Microsoft Acce48	“L” network drive
Annual Program Plan (current)	Microsoft Word	“L” network drive
Crisis Management Plan	Microsoft Word	“G” shared/everyone
Standard Operating Procedures	Microsoft Word, WordPerfect	“G” shared/office
Delegation of Authority	WordPerfect, Adobe pdf	“G” shared/everyone
ID Card Form	WordPerfect	“G” shared/office
Calendars	Calendar Creator Plus	“G” shared/office
Pre-Cruise Correspondence	Word Perfect 8.0	“G” shared/office
Phaseout Plan	Microsoft Word	“G” shared
Organizational Charts	Visio Standard Drawing	“G” shared/office

### **Fiscal Affairs**

In the event of an emergency all fiscal functions could be reestablished at TAMRF’s main office within 72 hours. Invoice, Receivables, and Payroll information entered into FAMIS would be retrievable. Access data, such as employees salary histories, leave balances, and USSSP data are on the Administration server, which is backed up to tape weekly (changes are backed up nightly) and the tapes are transferred weekly to an offsite fireproof remote storage facility.

Contractually required reports could continue to be produced from FAMIS. Those reports prepared on Excel could be recreated from data in FAMIS or on the Admin server. Certain receivables (data distribution sales) are prepared on local software rather than FAMIS. This could result in up to \$2,000 of receivables not being billed. Potentially, enough information could be retrieved from Publications to re-bill those charges. TAMRF’s main office now has the software required to process credit card payments. Drawdown requests and receipt of cash should continue through TAMRF’s main office without interruption.

Most historical data not in FAMIS or the Admin server could probably be retrieved from other sources due to distribution of various reports, such as the monthly fiscal report packages and annual Closeout Reports submitted to JOI. Vouchers are stored for a period of time at TAMRF and then scanned.

Payroll would continue to be processed through TAMU or TAMRF's main office without interruption and payroll records could also be retrieved from those two locations.

Invoices in process not yet entered into FAMIS could be resubmitted by vendors after reconciliation of ensuing statements sent by vendors to payments recorded in FAMIS.

### **Travel/Conferences**

Records that are listed as "backed up on Admin Computer system" refer to the backup that Information Services handles.

In many instances, the alternate source for vital records would be the individual that completed the original form.

Records in the American Airlines SABRE system are not listed in this inventory. The same records entered by ODP Travel are available at A&M Travel and American Airlines.

The following records are vital to the Travel Office and its operations:

#### Travel Supervisor, Kathy Bass (Current records are stored in C101)

- Current and next leg scientific participant information sheets
- Travel information sheets and forms for cruises.
- Travel Policy
- Miscellaneous ODP Policies
- Travel/Conferences Office Standard Operating Procedures
- Federal Travel Regulations
- Correspondence Files
- Rolodex
- Job descriptions
- Miscellaneous travel files
- T/C personnel files
- American Airlines signed agreement
- A&M Travel Inc. signed agreement

#### Travel Coordination (Current records are stored in C112)

- Unprocessed expense account forms with original receipts and passenger coupons attached
- Source number log
- ODP/USSSP number log
- Unprocessed encumbrance forms
- Unprocessed travel advance request forms
- Rolodex

The completed forms are filled out by participants and are the only recorded source of information, other than the participants themselves.

Travel Services Specialist, Denise DeShetler (Current records are stored in C111)

- Traveler profile sheets
- Travel reference (resource) books
- Unprocessed travel request forms
- Airline tickets/Advance checks
- Rolodex

Travel Disbursement Specialist, Clydie Hughes (Current records are stored in C112)

- Planning Calendar
- Completed Meeting questionnaires
- Completed Meeting Information Sheets
- Rolodex
- Information sheets and forms for conferences

On an average, there are five unprocessed expense account forms per day, and two travel requests. The T/C Office could operate from any alternate location at which computers could be installed, and a standard office arrangement (desks, chairs, filing cabinets, etc.) set up.

## **Human Resources/Insurance Services**

### **Vital Records ODP Human Resources**

All hard copy records are stored in rooms C114, C115, and C130 in the ODP Headquarters building. Archive records are at the storage facility at the TI building.

PERSONNEL FILES—Basic Human Resources and Payroll files exist at TAMU and at TAMRF for all employees. Employee information is also stored electronically in the Personnel databases.

PHYSICAL EXAM RECORDS—No backups for paper records. Physical exam dates and personal information on participants is stored Electronically in the Personnel database (ACCESS).

### **Policies:**

Insurance—Originals stored in file cabinet in room C115. Copies of insurance policies can be obtained from the carrier.

TAMU/TAMRF—Copies of the policies and procedures manuals can be obtained through the Human Resources departments at TAMU and TAMRF.



Internal—These policies are hard copy and are backed up on the PC network.

**Forms:**

Blank forms—Paper forms are backed up on the PC Network. Others are available from TAMU and TAMRF HR.

Employee benefit material—Available from TAMU or TAMRF.

Emergency Contact—Notebooks of originals are in room C130. Emergency Contact information is included in the Crisis Management Resource library. Records also stored electronically on the Personnel database.

**Files:**

Insurance correspondence—Historical records. Not backed up. All correspondence is on file with broker.

Property Claims—Correspondence and historical records. Claims that were filed should also be on file with the insurance broker. However, information on losses where claims were not filed is not backed up. (These are not as vital as pending and historical claims files).

Worker's compensation claims—Hard copies only. Injury reports are also on file with TAMUS Risk Management or with TAMRF.

Job Descriptions and ads—Hard copies in the file. Backed up on PC network and the Personnel database.

Applicants—Hard copies in the file. Applications for positions currently open will be on file with TAMU Employment. Database records exist on every applicant for every position.

Unrecoverable records coming in on any given day: Physical exams in email, new applications for employment, a new hire not yet logged in to the database.

Operating from a remote site: Would need access to word processing (network backup files) and database. Staff can work from TAMRF facility.

## **Publications**

Operations may have to be suspended temporarily. Primary focus of the Publications Department should be in assisting with restoring priority operations in other departments, and participating in specialty teams. Groups may have to terminate or suspend action on open projects, document as closely as possible the status of present work, and preserve/restore it to its pre-crisis state, so that when operations can be restored, work can pick up where it left off. It will be imperative to contact contributors, science parties, peer reviewers, freelancers, subcontractors, and any other vendors or outside contacts to inform them of the status of operations and to answer questions. This work will be coordinated by the Publication Services Manager, or delegate(s). (Note: Contact info for contributors and reviewers is located in ODP computer system so IS will need to restore systems before lists can be retrieved.)

When work can be resumed, staff may need to operate from home. Because it is very unlikely that anyone will have personal computers that are high-enough quality to handle ODP work, computer terminals will need to be leased or purchased before any work can be resumed. Possible alternate operations site might be the University Services Building (formerly Texas Instruments Building) located at 3380 University Drive East in College Station, though this area is currently filled almost to capacity with book and file storage and would not be easy to retrofit for extensive computer needs of the department.

### **Preparation/Occupation of Alternate Site**

- \* Alternate sites/facilities must be secured.
- \* Keys to alternate operating sites/facilities must be ordered if the site is to be occupied. Administration will make the necessary arrangements in ordering keys.
- \* Immediate requests must be made to install additional phone and data lines at the alternate location, and electrical circuits/outlets if necessary.
- \* Depending upon damage or accessibility of equipment at the HQ building, additional computer terminals may need to be leased or purchased.

## **Computer Information and Backup Procedures**

### **Computer hardware and software**

The Information Services Department keeps a database of all computer hardware and software that is used by the Publication Services Department. Hardware and software database is kept in a fire proof safe. Additional arrangements have been made to store hardware and software databases at an off-site location. The Administration Department keeps a database of all Property that belongs to the Publication Services Department that is not in the IS database. This includes any computer hardware that is on loan to Publications personnel for home use. The lists from these databases should be used as a foundation for determining exactly what software and hardware will need to be borrowed, leased, or purchased.

### **Contact information**

The Staff Scientists have the most up-to-date lists of contact information for the *Initial Reports* participants. This material should be stored in GroupWise – but realistically is probably stored on individual Staff Scientists' hard drives so it may not be accessible unless they have their own planned backup systems. The Publication Services Department utilizes a manuscript-tracking program (ManTrack) for all *Scientific Results* contributions. This data is stored on the publication's server that is backed up by Information Services Department. In addition, the Copier Operator/Distribution Specialist in Publication Services maintains a mailing list database. The IS department is also responsible for backing up this data. These will be the main lists that would be used to contact *Scientific Results* contributors and peer reviewers.

If the ODP Publications' server backup files and associated software were not available, Publications would not have a comprehensive list that could be used to contact peer reviewers, authors, and subcontractors.

### **Manuscript materials**

The majority of the manuscript material the Publication Services Department receives for publication production is in electronic format and is rapidly placed on the publication's server that is backed up by Information Services Department.

At the end of each leg, the *Initial Reports* content is hand carried by the Staff Scientist (or alternate) and delivered to the Assistant Editor Coordinator. These tapes contain all of the text, tables, and figures to be used in the *Initial Reports* volumes. The contents of the tapes/discs are copied to the Publications server. The Publication Services staff always works on the files located on the server. When the volume is ready to be printed/produced, a CD-ROM is burned of the entire volume. This is stored in the Publication Services Department area. The volume material is also replicated on the web.

At the time of *Scientific Results* submission deadlines, 1 to 30 manuscripts may arrive in a day. The Publication Coordinators are responsible for transferring all files from disks to the Publication's server. After this is done, the disks are stored in filing cabinets in the Publication Coordinator's office as original backups, and all work is done on the server. The Publication Services staff works on the files located on the server. Each volume usually has an oversized figure or large-size table of some sort. If this material is not produced solely in electronic format then the material would be lost if the building were destroyed. This material would have to be regenerated by the scientists or the Graphic Design Section of the Publication Services Department.

The Publication Services Department depends on the Information Services department to create regular backups (daily, weekly, and monthly) and to store backup tapes securely in a fire-safe room at ODP or offsite.

The Graphics Design section has a secondary backup system for in-progress art files. The Graphic Design staff makes weekly backups of the art files.

Once each volume is produced, CD-ROM's are manufactured and volume material is also published on the web. One copy is sent to the manufacturer for duplication, the other is stored in the Chief Production Editor's office. Approximately every six months, all books that have been printed during this period are recorded on microfilm. The microfilm copies are stored in a safe deposit box off-campus (First American Bank).

An entire set of printed Technical Notes, Scientific Prospectus, and Preliminary Reports are stored in the TI building. Electronic versions of more recent informal publications are also stored on the web server, which is backed up by I.S.

### **ODP WWW Site**

The Information Services Department should have a plan for backup of all ODP WWW site materials.

# Drilling Services

## Overview

**Team Leader** The Manager of Drilling Services Department (DSD) is the team leader of DSD. The manager is also part of the ODP CMT, which has priority over DSD.

**Alternates** Team supervisors are the Manager's alternate. The table below lists the three teams that comprise Drilling Services, the team supervisor, and their alternates:

Team	Team Supervisor	Alternate
Operations	Gene Pollard	Ops Manager currently onshore
Development	Derryl Schroeder	Eric Schulte
Material Services	Pat Thompson	Dave Lehnert

**Contact ship** The Operations Team supervisor will contact the ship to establish/maintain communications. A temporary Operations office may be set up at the Riverside Campus or the Transocean office in College Station to maintain contact with the ship.

## Disaster Procedures

### MST procedures

The table below lists the tasks the Material Services Team (MST) supervisor should perform following a disaster:

Step	Action								
1.	Contact the Manager of DSD, if he has not been informed of the crisis.								
2.	Assess damage to DSD MST offices/equipment.								
3.	If necessary, the team leader will <table border="1" data-bbox="565 638 1386 905"> <thead> <tr> <th>Action</th> <th>Locality</th> </tr> </thead> <tbody> <tr> <td>Establish interim office at</td> <td>Riverside Campus</td> </tr> <tr> <td>Acquire keys to interim office</td> <td>TAMU Physical Plant</td> </tr> <tr> <td>Reconsolidate/reorder shipments to minimize effects on ship operations</td> <td>8031 Riverside Campus</td> </tr> </tbody> </table>	Action	Locality	Establish interim office at	Riverside Campus	Acquire keys to interim office	TAMU Physical Plant	Reconsolidate/reorder shipments to minimize effects on ship operations	8031 Riverside Campus
Action	Locality								
Establish interim office at	Riverside Campus								
Acquire keys to interim office	TAMU Physical Plant								
Reconsolidate/reorder shipments to minimize effects on ship operations	8031 Riverside Campus								
4.	Contact personnel in MST to inform them of new site, plans for operation, and responsibilities of personnel.								
5.	Determine which personnel have ODP computer equipment at home for the whole department.								
6.	Depending upon damage or accessibility of equipment, purchase new computers for the whole department.								
7.	Reestablish computer operations with Information Services for the whole department (number one priority for MST are the inventory and order systems).								
8.	Marine Logistics Coordinator/Senior Materials Technician will notify vendors with work in progress of the crisis. List of vendors will be available once ordering system is restored.								
9.	Work with TAMRF to set up long-term alternate operating sites/facilities as needed. Ideally, all three teams will be at the same site. Possible sites <ul style="list-style-type: none"> <li>• TAMU Campus</li> <li>• Lease commercial rental space</li> </ul>								
10.	Obtain keys to the new facilities.								
11.	Make immediate requests to install phone lines, data lines and/or electrical circuits/outlets for the whole department, as necessary.								

### DOT procedures

The table below lists the tasks the Drilling Operations Team (DOT) senior operations engineer should perform following a disaster:

Step	Action
1.	Contact the Manager of DSD, if he has not been informed of the

	crisis.						
2.	Assess damage to DSD DOT offices/equipment.						
3.	If necessary, the team leader will						
	<table border="1"> <thead> <tr> <th>Action</th> <th>Locality</th> </tr> </thead> <tbody> <tr> <td>Maintain/establish contact with Ops Manager</td> <td>Ship</td> </tr> <tr> <td>Coordinate with Transocean</td> <td>Transocean Office College Station</td> </tr> </tbody> </table>	Action	Locality	Maintain/establish contact with Ops Manager	Ship	Coordinate with Transocean	Transocean Office College Station
Action	Locality						
Maintain/establish contact with Ops Manager	Ship						
Coordinate with Transocean	Transocean Office College Station						
4.	Contact personnel in DOT to inform them of plans for operation and responsibilities of personnel.						
5.	Number one priority is to reestablish e-mail and phone service with other DSD teams.						
6.	Work with TAMRF to set up long-term alternate operating sites/facilities as needed. Ideally, all three teams will be at the same site. Possible sites: <ul style="list-style-type: none"> <li>• TAMU Campus</li> <li>• Lease commercial rental space</li> <li>• Transocean office in College Station</li> <li>• Work at home</li> </ul>						
7.	Obtain keys to the new facilities.						

**DET procedures**

The table below lists the tasks the Development Engineering Team (DET) team leader should perform following a disaster:

Step	Action
1.	Contact the Manager of DSD, if he has not been informed of the crisis.
2.	Assess damage to DSD DET offices/equipment.
3.	Contact personnel in DET to inform them of plans for operation and responsibilities of personnel.
4.	Number one priority is to document status of present work.
5.	Work with TAMRF to set up long-term alternate operating sites/facilities as needed. Ideally, all three teams will be at the same site. Possible sites <ul style="list-style-type: none"> <li>• TAMU Campus</li> <li>• Lease commercial rental space</li> </ul>
6.	Obtain keys to the new facilities.

**DET projects**

The following table lists the steps employees should take regarding DET projects.

Step	Action
1.	DET employees may have to suspend projects temporarily to participate on specialty teams to restore priority operations.

2.	Engineers will have to terminate or suspend action on open items.
3.	Document as closely as possible the status of present work.
4.	Preserve/restore projects as much as possible to their pre-crisis state, so when operations are restored, work can resume where it left off.
5.	Contact subcontractors and vendors or other outside contacts to inform them of DET operations and answer questions.
6.	Restoration of longer term operations may require individuals work from home until an alternate office location can be established.



## Computer Information

<b>Off site computers</b>	Off-site computer locations can be verified through ODP Property database, which resides with Administration.
<b>Personnel to receive first computers</b>	<p>A minimum of 10 PCs will be purchased, if necessary. The first personnel, listed in order, to receive these computers are:</p> <ul style="list-style-type: none"> <li>• DSD Manager</li> <li>• Material Services Team Supervisor</li> <li>• Senior Operations Engineer</li> <li>• Applications Specialist (Foxpro Database)</li> <li>• Senior Materials Technician</li> <li>• Marine Logistic Coordinators (2)</li> <li>• Senior Mechanical Design Technician</li> <li>• Development Engineering Team Supervisor</li> </ul>
<b>Minimum hardware requirements</b>	<p>New PCs will have whatever current features are available but will have at least the following minimal features:</p> <ul style="list-style-type: none"> <li>• Pentium–200 MHz or current market</li> <li>• 40 GB or better hard drive</li> <li>• DVD Drive</li> <li>• CD (RW if standard or current technology for back ups)</li> <li>• Ethernet cards</li> <li>• Keyboard</li> <li>• Mouse</li> <li>• Monitor</li> <li>• Laser printer (HP or current market)</li> </ul>
<b>Peripheral hardware requirements</b>	<p>The following peripheral hardware will be purchased or leased if necessary:</p> <ul style="list-style-type: none"> <li>• Scanner</li> <li>• CD burner or current technology</li> <li>• Inkjet color printer</li> <li>• Laser printer (HP or current market)</li> </ul>
<b>Software requirements</b>	<p>The minimal software to be purchased for the new computers will be:</p> <ul style="list-style-type: none"> <li>• DOS 6.0 or higher</li> <li>• Windows N.T. 4.0</li> <li>• MS Office 2000</li> <li>• MS Project</li> <li>• Acrobat Reader</li> <li>• WordPerfect Suite 2000 for Windows</li> </ul>
<b>Specialty</b>	The following specific software will be purchased, if necessary, for

**software** these personnel.

<b>Software</b>	<b>Person Receiving Software</b>
AutoCAD 2000 for Windows	Sr. Mechanical Design Technician
Microsoft FoxPro/Windows	Material Services Team Leader
"	Applications Specialist
"	Marine Logistics Coordinators (2)
"	Senior Materials Technician
Drilling Time Estimator	DSD Manager and DOT Staff

**Speciality hardware**

The following specific hardware will be purchased, if necessary, for these personnel.

<b>Hardware</b>	<b>Person Receiving Hardware</b>
ISA SCSI Card	MST PC Backup System
4 GB SCSI Hard drive (restore ENGOPS information)	MST PC Backup System
CD/RW drive	MST PC Backup System
Ethernet card	MST PC Backup System
HP LaserJet Printer (or access to Apple Laser Writer)	MST PC Backup System
21 in. monitor	Staff Researcher, Sr. Mechanical Design Technician, DET Engineers, Applications Specialist
Pentium 4 processor with a least 1.7 GHz or faster	DET Engineers
ECC PC800 RDRAM, expandable to 256 MB or higher	DET Engineers
Intergrated SoundBlaster 128 Audio	DET Engineers
Intel Pro/100+ Management Adapter (10/100 Mb Autosensing Ethernet)	DET Engineers
Macintosh computer (minimal G4 or current market)	Staff Researcher
Iomega jaz drive for Mac for off site back up data (if 2 GB reads 1 GB data purchase 2 GB drive)	Staff Researcher
Omni View SE 2-port	Staff Researcher

## Critical Data Backup Plan

### Back up of critical data

The table below lists the types of critical information that are backed up electronically by DSD.

Description	Type*	# of Items	Back Up Frequency	Location
Drawings	E	2000	Daily	IS safe
In Progress Electronic Files	E	1000	Daily	IS Safe
Purchase Requisition System	E	1	Daily	IS Safe
Base 471 (Inventory)	E	1	Daily	IS Safe
Operational Data	E	1	Daily	IS Safe
Operational Reports	E	50	Daily	Annex
Leg Results & Communications	E	50	Daily	Annex
Technical Notes	E	50	Daily	Annex
RIS CDs	E	~20	NA	2 <sup>nd</sup> CD-Ship
DSDP Technical Notes	Paper	23	NA	Ship copy

\*E = electronic

### Procedure

The table below lists the back up procedures of electronic DSD data.

Step	Action
1.	All electronic files that are new or changed are backed up daily
2.	Full backup is done every Friday.
3.	Backup tapes are put in the IS safe daily.
4.	Server backup tapes are stored in vault at the Annex.

## Science Services

During normal operations, primary functions of the Science Services Department include scientific and technical staffing of the ship, scientific and technical guidance in leg operational and scientific planning, operating and maintaining a broad-based, shipboard analytical research laboratory platform, curation and sampling oversight of core samples, operation of the repositories and preservation of the cores.

### ***Priorities***

In a crisis event, preservation of the cores is the highest priority, followed by restoration of ship support activities. Resumption of other departmental functions is of lower priority. Some resumption of operations may be possible on a temporary basis through staff scientists working from computers at home. If, however, it becomes clear that normal operations will be disrupted for a significant time, then occupation of an alternate work site will be necessary.

### ***Responsibilities***

The Curator, assisted by the Supervisor of the GCR, will coordinate efforts directed toward preservation of the cores. Recovery efforts for other departmental functions will be coordinated by the Manager of Science Services, assisted as necessary by the Supervisor of Technical Support and Staff Scientists. Early in the recovery process participants on upcoming ODP legs will have to be contacted and advised how to proceed. This will be done by the staff scientist assigned to each leg.

### **Preservation of the Cores**

The cores represent an enduring legacy of the program of enormous value to future research. Hence preservation of the cores is identified as a programmatic priority to be addressed by the Damage Assessment and Facilities Teams (CMP, Ch. IV, Section C). Following initial assessment of the situation, the Curator and GCR staff would take the lead in remediation efforts, with the assistance and support of Science Services staff as necessary. Other departmental activities may be suspended temporarily in order to assist with restoring this function, or other critical functions identified as being of over-riding programmatic priority (e.g., communication with the ship).

Several categories of crisis affecting the cores can be identified:

#### ***1) Power failure resulting in loss of electrical power to the repository.***

If the core storage refrigerators are kept closed, adequate low temperature will be maintained for up to 72 hours, allowing time to restore power or hook up back-up generators. Special collections maintained in freezers or hazardous material storage (e.g., the hydrate pressure vessels) require immediate attention. In this case, dry ice or liquid nitrogen will provide a temporary solution, pending hookup of back-up generators.

#### ***2) Loss of cooling capability due to building damage or massive failure of refrigeration units.***

The repository is compartmentalized, with separate refrigeration units for each compartment. It is unlikely that cooling capability of all compartments would be lost at the same time, thus undamaged compartments would be closed, and cores from damaged compartments removed to refrigerated trucks and/or an alternative cold storage location,

### 3) *Cores in transit*

Generally, this would affect only cores from one or two legs, not the entire collection. Two situations can be envisioned: (a) accident or failure of the truck(s) transporting the cores from the port to the repository, and (b) a crisis occurring at the destination repository, while the cores are in transit. In situation (a), it would be necessary to assess the situation and determine whether to transfer the cores to another truck or, if only the refrigeration unit on the truck has failed, if it would be less detrimental (i.e., quicker) for the truck to continue to the destination at all possible speed. In situation (b), the truck(s) would be immediately redirected to an alternative destination.

### **Preparation/Occupation of Alternate Site**

- Alternate sites/facilities, either on campus or commercial leased space, must be identified and secured.
- Keys to alternate operating sites/facilities must be ordered if an alternate site is to be occupied.
- Immediate requests must be made to install additional phone and data lines at the alternate location, and additional electrical circuits/outlets if necessary.
- Depending upon damage or accessibility of equipment at the HQ building, additional computer terminals may need to be leased or purchased.

### **Computer Information and Backup Procedures**

See “Information Services Department”

Each computer in Science Services is equipped with a Jaz drive or other external back-up device. All scientific personnel back-up regularly and back-ups are stored off-site. Inasmuch as we have already recognized the need to install and use back-up systems for electronic files, these are not our primary concern in terms of continued operation in the case of an emergency.

Original software packages used by Science Services (as opposed to commonly used software installed on our computers under a site license) may be more problematic. All Science Ops personnel have licensed copies installed on their computers, but original diskettes are stored on shelves in individual offices or in A151. If these were lost, and new hardware were purchased, system (i.e., Information Services) back-up tapes would allow us to continue operations, but the original software might be lost.

Several people in our department have home computer systems with similar configurations to our systems at ODP, and these can be made available if necessary. These are reasonably transported systems.

### **Non-electronic Files**

Much of the data critical for departmental functions are not stored electronically. This includes not only ODP related material but, since all the staff scientists are hired as researchers, we all maintain on site irrecoverable materials critical to our individual research.

Regarding ODP related materials, the following have been identified as critical to continued operation:

***Science Staffing Database:*** As it exists now, only hard copies of applications exist. There is a “4D” computer database which contains many records, but not the complete information contained in the applications. In addition, the 4D software is now obsolete and there is some doubt as to how accessible this database might be in the future. The existing hard copy files are therefore a necessary resource. They are all stored in Room A144 and take up several file cabinets. Copies of each application go to the Staff Scientist (SS) assigned to the relevant leg, and these are kept (as hard copy) in the SS’s office. Thus it should be possible to assemble files of applications for legs which were actively in the staffing process at the time of the disaster event. Files for past legs, or legs for which staffing has not yet begun, could only be reconstructed by soliciting fresh applications.

***Reviews of ODP manuscripts:*** Hard copy only. Stored in Staff Scientists’ offices. Hard copies and electronic copies are held in the Publications Department. In the event of catastrophic loss we would be forced to rely on the back-up activities of contributors and reviewers in order to produce our volumes.

***Publications:*** Maps, charts, figures. If these are computer-generated, they are all retrievable through our back-up system. Many, however, are hand-drawn and while copies (or originals) may exist in the art department they are all archived on site.

***Purchasing records:*** Copies of requisitions and invoices from vendors are retained for a period in departmental administrative files. Fortunately there are copies of documents existing elsewhere in ODP (e.g., in Administration or in the SIMAN electronic database) so it should be possible to recover from loss of departmental copies.

In the future, we should find some way to protect our existing hard files. Three options have been suggested:

Photocopy everything and store off-site.

Photocopy everything and store in an on-site, fire protected documents room.

Invest in a document management system, where all of these files are scanned into an electronic archiving program, with subsequent tape back-up.

### **Individual Research Projects**

Each scientist maintains an ongoing research program, generally related to ODP cruises, and has materials related to that research stored in his/her office. Again these materials are not critical to ODP operation, but do represent extensive investment of ODP funds, and are, for the most part, irreplaceable. It is the policy of Science Services that each scientist takes the steps necessary to protect their personal research materials.

# **Information Services**

The ODP/TAMU Information Services Department provides mission critical communications services to the Ocean Drilling Program. Because there are alternative means of communicating, these services are not life critical. Thus, in accordance with Section 3 of The State of Texas, Department of Information Resources, *Security and Risk Management Policies, Standards and Guidelines*, (to which this plan conforms) the analysis of risk indicates that it is not appropriate to implement expensive crisis recovery strategies. Recovery strategies, such as hot or cold backup computing sites, would not be cost-effective. Rather, the department has implemented a thorough data backup strategy and relies upon obtaining appropriate replacement equipment in the commercial marketplace.

ODP/TAMU Information Services Department recognizes and accepts that some services may be down for an extended period of time in the event of a major disaster, such as complete loss of the building at 1000 Discovery Drive, and has established its recovery strategy accordingly.

## **Network and System Operations in College Station**

The working assumption of this plan is that the ODP building has been destroyed or is unavailable for occupancy. Operations are being re-established in one or more remote locations, such as the TI building in eastern College Station. All computing equipment has been destroyed and the Information Systems group is charged with the task of restoring computing services.

Under these circumstances the following systems have been lost and would need to be reestablished.

1. Communications Network
2. E-mail to Ship
3. E-mail on Shore
4. Janus Database on Ship and Shore
5. Novell NetWare Servers
6. UNIX Server Cluster
7. Web server
8. FAMIS Access
9. Desktop clients

The ODP computing environment is a highly distributed client / server architecture. There are no time critical central components located at ODP. Loss of the ODP facility would disrupt normal workday activities, but would not prevent essential tasks from being accomplished using other methods.

### **Information Systems objectives in a crisis are:**

- 1) To prevent the loss of accumulated data
- 2) To restore normal services as rapidly as possible

## **Data preservation**

The Departmental Servers, E-mail Server, and Web Server as well as the desktop clients are generic in the sense that they operate on hardware that is readily available commercially and can be replaced with off-the-shelf items available either locally or in Houston or Austin. The impact of the temporary loss of these systems would be lack of Web access to ODP, lack of Email both within ODP and between ODP and the ship, lack of access to Departmental Data and lack of personal computing capability. While these losses would be inconvenient, none of them would be critical as long as the data was not lost and the systems were quickly restored. The web server has mirror sites in England, Australia, and Germany although data would age until the primary site was re-established.

The key to the successful recovery from an ODP systems crisis therefore is the ability to prevent the loss of data so that the systems can be restored when alternative hardware is made available. All of the major servers are backed up on a daily, weekly, and monthly basis. Monthly backups are retained for one year. In order to preserve the ability to recover even in the event of the destruction of the ODP site, monthly backup tapes are taken off site in a rotational sequence. Each month when new tapes are generated the previous month's tapes are taken off site and stored in a Halon-protected, environmentally controlled area. In the event of a crisis these tapes will be used to recover each of the systems. The off site storage location also contains copies of system software to facilitate recovery.

At the ODP site, backup tapes are stored in a fireproof safe in a separate room adjacent to the computer room. The safe in theory is fire proof, water tight, explosion proof, and capable of withstanding a fall from the second floor. As a result there is a reasonable probability that the safe would survive the destruction of the ODP building. While this is not a part of the Crisis Recovery Plan, the survival of the safe would make it possible to restore the systems' state to that of the day prior to the Crisis. Should the safe fail to survive, worst case would be loss of the most recent month's data, as we revert to the previous month's backup tape, stored off-site.

Users are instructed to place critical desktop client files on one of the servers, which is backed up on the daily, weekly, monthly schedule. Application Development Software is also protected in this manner. ODP maintains a number of client machines in employees' homes, which would become available in the event of a crisis. Copies of standard ODP application software are also maintained off site to facilitate the reconfiguration of this equipment and of replacement client hardware in the event of a crisis.

## **Recovery**

Because ODP operates on a distributed architecture, the most useful capability to recover is the communications capability. ODP operates on a series of interconnected Local Area Networks, which are linked to the TAMU campus network, which links to the Internet. ODP has contacted CIS and Physical Plant IS, and both are capable of providing this network access in the event of a Crisis. The campus network also includes dial-up capability, so the restored services can be accessed from any location with a phone line, including from individual's homes.

In order to be prepared for a disaster which affects the general College Station community, ODP has equipped the TI Building, in eastern College Station, with a number of phone lines that can be used



to restore communications with the ship. Also, this facility can serve as a small HQ operation until more permanent quarters are found.

Having recovered communications capabilities, the next most critical item would be the restoration of e-mail. As stated above this system operates on off-the-shelf hardware and can be replaced within 24 hours. Once the e-mail system is restored, connected to the Campus network and provided modem access, contact with the ship can be made.

The next critical task will be to restore ODP's ability to conduct business in terms of making purchases and conducting the other financial transactions necessary to normal operations. These activities are normally performed using desktop clients linked to the University's FAMIS system. The operation of the FAMIS system will not be impacted by a local ODP crisis since administrative functions can continue to be performed from other campus locations with FAMIS access. Thus, restoration of access to FAMIS from the ODP site is considered a low priority.

The Janus database system serves as the repository for the scientific data gathered by ODP. It is not considered critical in the sense that the program would not be able to carry on its daily business. However, the system may be considered critical in the sense that the data are irreplaceable. The Janus system operates on a SUN server. In the event that the server was lost, replacement systems would be purchased. While this could take up to a month to accomplish, little if any data would be lost due to the comprehensive backup strategies followed.

### **Network and System Operations onboard the JR**

The working assumption of this plan is that the *JOIDES Resolution* has not been destroyed and is available for occupancy. Computer operations are being re-established in one or more locations onboard the ship so that the cruise can continue. The central computing equipment has not been destroyed and the Information Systems group is charged with the task of restoring computing services. Otherwise, recovery operations will be delayed until repairs have been made to the vessel.

Under these circumstances the following systems may have been lost and will need to be reestablished.

1. The Janus servers
2. The NetWare servers
3. Shipboard networking
4. Communications

The *JOIDES Resolution* computing environment is a highly distributed client / server architecture. The only scenario where the computing environment cannot accomplish a significant portion of its objectives is one in which both of the (redundant) Janus servers and every client which uploads data to the database have been destroyed.

### **Information Systems objectives in a crisis are:**

- 1) To prevent the loss of accumulated data
- 2) To restore normal services as rapidly as possible

However, we recognize that a truly major disaster would terminate the cruise and that the ship would return to port to make repairs; therefore, task #1 is our primary focus.

### **Data preservation**

The E-mail and NetWare servers are off-the-shelf hardware and easily replaced. The impact of the temporary loss of these servers would be lack of e-mail between the ship and ODP and the inability for our shipboard party to conveniently share files or use network printers. The Janus SUN servers are a redundant UNIX cluster that consists of two UNIX servers with shared drive arrays that are also mirrored. It is not likely that any two mirrored components would ever fail at the same time. As long as this does not happen, the system will continue running.

The key to the successful recovery from a *JOIDES Resolution* systems crisis, therefore, is in the ability to prevent the loss of data so that the systems can be restored when alternative hardware is made available. All of the Novell files systems that are data related are backed up every six hours to a local tape drive. The Janus database is backed up once a day to a tape drive in the server itself. Backup tapes are stored in a Halon-protected environment on the ship.

### **Recovery**

Because the *JOIDES Resolution* is a production environment the ability to recover acquired data is the primary concern.

Recreating the NetWare related data would be possible on the ship. There are numerous network/hardware configurations that could be exploited to accomplish this, depending upon just which equipment survives the crisis. However, if both Janus servers were destroyed we would not be able to replicate them until the next port call. It is possible to continue operations in a degraded mode without the Janus servers, acquiring data on the client's local disks for upload at a later time. If the catastrophic event destroyed the ability to process core and to acquire data then operations would cease until next port call.

### **Communications**

The *JOIDES Resolution* is equipped with Inmarsat A, Inmarsat B, and Inmarsat C terminals, together with a Sailor GMDSS communications system. In keeping with maritime custom and ABS regulations, this equipment is centrally located in a radio room adjacent to the bridge. Power source is protected with UPS and an emergency generator.

The communications system is a single point of vulnerability due to its physical centralization. The IS department will be able to restore e-mail functionality if only one Inmarsat system is lost. Otherwise, the ship will have to rely on telex or voice communications.

## Photographic Resources

### SHIP:

All photographic prime data generated aboard the *JOIDES Resolution* is stored in the photo lab. This data consists of black and white 4x5 negatives and 4x5 color transparencies of core. At the end of a cruise this material is hand carried back to the Ocean Drilling Program headquarters at Texas A&M.

### SHORE:

On receiving photographic prime data at the Ocean Drilling Program it is placed in archival storage in a Halon protected area. High-resolution digital files are produced from the 4x5 color transparencies. These files are written to DVD RAM discs and stored in the photography area.

## Digital and Analog Data Resources

This document deals with the risks identified in the ODP Crisis Management Plan (CMP) to ODP data in case of a crisis on the ship and/or on shore, and our preparations to eliminate or minimize those risks.

RISK 1. Fire, explosion, serious accident onboard ship or natural disaster resulting in:

- c. Serious damage to structure or equipment resulting in:
  - (6) Significant loss of data

In case of a serious accident on ship the data from one Leg only (the one in progress) is at risk -- all previous data are duplicated on shore. We minimize the risk by backing up the database on the ship regularly and storing one copy of the tapes in the computer room and another copy in the under-way laboratory, removed as far from the computer lab as possible.

RISK 3. Fire, explosion, serious accident or natural disaster at or near ODP Headquarters resulting in:

- d. Major damage to structure or equipment resulting in:
  - (1) Significant loss of data

A serious accident at or near ODP Headquarters could be very harmful. We have taken a number of safety measures to avoid the possible damage:

1. All data on paper, e.g., Visual Core Description sheets are microfilmed. Copies of the microfilms are kept in several different places: a bank locker in College Station, in each of the four core repositories (New York, San Diego, Bremen and College Station), and at the HQ in a Halon protected room.
2. Seismic profiler records are microfilmed and copies sent to NGDC in Colorado and to the ODP Databank in New York.
3. All digital media received from the ship are kept in a fireproof safe at the ODP headquarters and a copy is also kept on the ship. All relevant data are extracted from those tapes and merged with the cumulative database archived on hard drives on shore. The data on hard

drives are backed up daily. One copy of the back up tapes is kept in a fireproof safe at the ODP headquarters and a second copy is kept in a Halon protected vault at the Riverside campus.

4. A lot of older ODP and DSDP data have been published in the Initial Reports volumes and the CDs. These are available in the libraries all over the world and can be recovered in the event of a local disaster.

### ODP Application Programs

The recovery of the ODP applications development environment is the lowest priority of steps to be taken to recover operational status on both the ship and shore. The process of recovery on ship and shore will be the same. The primary purpose for using this environment during a crisis is to make modifications to applications software to continue to support Program needs.

The documentation for the various applications and supporting software is maintained at the same locations as the backup tapes. Electronic versions of documents will be contained on the backup tapes that are to be restored. For the software that has only hardcopy documentation, copies will be maintained at both storage locations.

The recovery procedure, whether on ship or shore, will consist of obtaining the latest backup tapes from the most convenient storage location and performing the backups as necessary to a PC, Macintosh, and Sun systems in order to recreate the development environment for continued applications software support. This may not be necessary on any or all of the machines, depending upon the extent of the crisis and damage to the applications development workstations. However, full recovery can be attained if required.

To attain an adequate level of the development environment for applications support from a hardware standpoint, it will be necessary to have 1 each of the minimum configurations indicated below. Ideally, four PC's, two Mac's, and one Sun workstation, in the following configurations, would be needed to maintain an acceptable level of performance of the programming staff.

#### PC:

Pentium III or better  
1 GB disk space or better  
128 MB RAM minimum  
Ethernet network accessible  
A modem hookup

#### Mac:

G3  
1 GB disk space or better  
128 MB RAM minimum  
Ethernet network accessible

Sun:

UltraSparc 10  
4 GB of disk space  
128 MB RAM  
Ethernet network a

## **APPENDIX B**

### **PUBLIC INFORMATION**

# **Public Information Crisis Plan Outline**

## **Communication Action Plan:**

### I. Notification procedures – internal

ODP Director briefs Managers and TAMU officials on Crisis event. TAMU officials include Dean of Geosciences and TAMU Public Relations Office.

### II. Procedures to convene Communication Team

Director assembles Communication Team that includes the following:

- ODP/TAMU Director or Deputy Director
- At Least two Managers
- One official directly related to crisis event if possible (i.e., operations manager aboard *JOIDES Resolution*)
- TAMU Public Relations Specialist (TPRS)

### III. Overview of individual responsibilities

Communication Team: maintains direct liaison with media, conducts media interviews, arranges interviews with appropriate ODP officials, prepares written new releases, disseminates all information to media

Director or Deputy Director: conducts media interviews after consulting with TPRS, approves dissemination of all information

Other Team Members: responsible for distributing appropriate information to Director, Deputy Director and TPRS

### IV. Guidelines for establishment of Media Center

TPRS prepares a facility with telephones, modem links and other appropriate tools to enable the media to contact their headquarters.

TPRS prepares a briefing room for news conferences and announcements.

TPRS or designated ODP official will be stationed at Media Center at all times during crisis if possible.

- V. Guidelines for gathering information on the crisis
  - at the scene, ODP officials
  - from media coverage
  - from police, government, medical sources
- VI. Develop key publics list
  - Identify and prioritize those relevant to current situation
- VII. Develop sample message (crisis-related) statements for each public
- VIII. Identify best channels to reach each public
- IX. Establish mechanisms for feedback from these publics

**Media Response:**

- Statement of Organizational Media Policy
- Identification of Spokespersons
- Establish need/procedures for media training
- Guidelines for staffing Media Center
- Establish guidelines to monitor internal and external communications
- Establish media database; provide for frequent updates
- Prepare “boilerplate” kit
- Guidelines for disclosure of information
- System for handling media inquiries
- Identification and training of additional staff assistance
- Establish fact-checking system and procedures for corrections
- Procedures for activating and monitoring print/broadcast clipping services



## **ODP Public Information** **Policy for Crisis Communication**

- Purpose:** To communicate proactively to the media and the public following a crisis event  
To protect the reputation of the Program by managing and controlling communications to outsiders.
- Staffing:** TAMU Public Relations Specialist (TPRS)
- Objectives:** Establish and maintain good relations with the media and with the Office of University Relations. The TPRS should be easily and readily accessible to the media.
- Responsibilities:** Gather facts immediately so that the Crisis Management Team leader and the TPRS can immediately formulate the best possible response/release based on the information available.
- Issue press releases or statements that reflect positively on the Program's efforts to manage and respond to the emergency.
- Plan to meet with media representatives, preferably through interviews, periodically during the crisis period. Prepare for press conferences if necessary.
- Maintain readiness to respond to the media by anticipating questions and by preparing information kits, which can be distributed on short notice.
- Have one Program spokesperson responsible for issuing official communication. Communicate the Program's message and only authorize the release of responses, which emphasize positive reinforcement of the Program's position and its ability to protect its people and its assets.
- Provide accurate information and correct inaccuracies.

**Never respond with information that is “off the record” and never say “no comment.”**

## **APPENDIX C**

# BUILDING SECURITY POLICY

April 9, 2002

TO: All New ODP Employees

FROM: Nancy McHugh  
Human Resources/Insurance Services Supervisor

SUBJECT: Building Security Policy

The ODP Building Security Policy was adopted to increase workplace safety for all ODP employees. This can only be accomplished if every employee takes responsibility for making sure that the workplace is secure at the end of each day, and prior to closing for weekends and holidays.

The attached ODP Building Security Policy explains the normal procedures for maintaining a secure workplace. The policy has been adopted as a means to make everyone aware of building security.

A security camera system is operating in the building. Vulnerable areas and building entrances are monitored to reduce security risks. Anyone discovering a security problem should report it immediately to a supervisor and to ODP Headquarters.

Please read the attached policy to become familiar with our responsibility for maintaining a secure workplace. Please call me if you should have any questions.

## **Building Security Policy**

All Ocean Drilling Program (ODP) employees are responsible for following reasonable and appropriate procedures to keep ODP facilities secure. This policy explains the standard guidelines and procedures every employee must be aware of and must follow to ensure a consistent level of security during and after business hours. Enforcing reasonable building security measures at all times ensures that:

- ODP employees are able to work in a safe and secure environment;
- ODP facilities are better protected from threat of damage due to accidents or intentional misconduct (such as vandalism); and
- ODP property is better secured against theft, sabotage, or unauthorized use.

### **Facilities**

ODP facilities include:

1. Headquarters building at 1000 Discovery Drive, College Station.
2. Trailers #3-5 on University Drive West, College Station.
3. Hangar and Engineering Test Facility at Riverside Campus, Bryan;
4. Vault data storage facility at Riverside Campus, Bryan; and
5. Book Distribution Center at University Services Building (formerly Texas Instruments Building), 3380 University Drive East, College Station.

### **Building Keys**

ODP Administration's Staff Assistant issues building keys. Employees receive the minimum number of keys necessary to access the ODP office, shop or laboratory where they regularly perform their duties. An employee must obtain the signature of his/her Supervisor and Department Manager on the "Key Card" before keys are distributed. Two Department Managers must approve the request for a key in a department other than the employee's own department. The Director must approve all requests for issuing building master keys.

### **Guests**

Guests and visitors who are conducting official business at ODP should be informed of the appropriate measures for securing office or laboratory areas if they will be working after normal business hours. Because official Guests and Visitors are not familiar with (and should not be made responsible for) ODP building security, they should be accompanied by an ODP employee when working after hours. Exceptions to this guideline should be discussed with the Department Manager responsible for the area in which the guest will be working.

During working hours, employees may invite unofficial guests such as friends, children or spouses to visit the ODP building occasionally for brief periods. After business hours, an ODP employee must always—without exception—accompany unofficial guests. Unofficial guests must obtain permission from the appropriate Department Manager to access or utilize ODP office equipment, supplies, or facilities.

Any employee who encounters someone who is not recognized as an ODP employee or official visitor when in the building after business hours should make a reasonable effort to find out who the person is, and what they are doing in the building (if there are no other employees who can identify the person.) This should be done in a pleasant manner. It is suggested that the employee introduce him/herself to the person and inquire politely about the nature of the person's work, and for whom they are working.

### **Employee Requirements and Responsibilities for Building Security**

1. Employees are prohibited from obtaining or making unauthorized copies of building keys. All office/building door keys must be issued by ODP Administration's Staff Assistant.
2. Employees may not lend their ODP building keys to non-employees. Guest keys may be requested for visitors who are conducting official business at ODP.
3. It is recommended that employees do not lend ODP building keys to other employees who need to access the building to work after hours. The employee who needs to work after hours may be issued a temporary key on the approval of the appropriate Department Manager(s).
4. Employees must report lost keys to ODP Administration's Staff Assistant as soon as possible after they keys are discovered missing.
5. Employees must report any lock needing repair or any key which fails to operate its corresponding lock as soon as possible by contacting ODP Headquarters.
6. All interior and exterior doors should be closed and locked at the end of every day. All office desks, drawers, and filing cabinets should be closed and locked each day.
7. Employees are responsible for keeping exterior doors locked at all times while working in the building after hours. Doors must not be propped open. Any employee finding an exterior door unlocked or propped open after business hours is responsible for closing and locking the door, and making a reasonable effort to locate and notify the person(s) responsible for leaving the door unsecured. All employees who discover an open exterior door after business hours must report it to ODP's Building Proctor if they are unable to lock the door.
8. After daily business hours and on weekends or holidays, employees are instructed to use the main building entrance when entering and exiting the building.

9. All employees are responsible for immediately reporting obvious security breaches such as theft or vandalism (i.e., broken glass in windows or doors, doorjamb damaged from attempts at forced entry, missing equipment, etc.) by contacting University Police by dialing 9-911. No one should attempt to enter the building or touch anything when obvious damage is discovered. The employee should wait for University Police to arrive and assist them by providing as much information as possible.
10. All full-time employees attending classes and student employees must request to use ODP equipment after hours to prepare homework for class assignments. Supervisors shall be informed whenever an employee intends to be in the building after hours for this purpose. Supervisors must grant approval for students to work after hours in ODP offices. Blanket approval is discouraged. Employees may not bring non-employee students into the building to use ODP equipment for class assignments or personal use. Employees may not use University property or equipment to produce work for personal gain, income or profit, according to TAMU Policy 33.04 and federal regulations. All employees are prohibited from using ODP copiers for personal use.
11. All employees who are leaving employment with ODP must return all building and office equipment keys on or before the last working day.

## **APPENDIX D**

### **PORT CALL SECURITY**

*The following Port Call Security information was provided  
via ODP/TAMU's Deputy Director, October 1, 2001*

**Future Port calls**

In light of recent events, future port call operations were recently reviewed for procedures and security. Based on this review, port call procedures have been modified in an effort to minimize personal risk and to ensure a safe and secure working environment. Please review and ensure compliance with each of the points discussed below. These measures will be effective immediately and will continue for all future port calls.

- 1) Security guards will be employed for each port call to provide 24-hour security. These individuals will be responsible for shipboard security including the verification of all individuals each time they board the vessel. Security guards will compare individual photo identifications to a roster of port call and leg participants. Individuals without proper identification or roster placement will only be allowed to board the vessel after verification by appropriate ODP/TAMU personnel. This will require the following actions:
  - A) The Marine Logistic Coordinator will be responsible for compiling the roster and providing this information to ODL and the ship's agent. All department managers will be responsible for providing this information to the MLC at least 3 weeks prior to the ship's arrival. Each manager also will be responsible for providing any modifications to the list. In addition, the list should include all vendors, P.R. contacts, or other parties requiring access to the vessel.
  - B) Each ODP staff member and participating scientist will be responsible for carrying a personal photo identification and showing this identification to security personnel prior to boarding the vessel. Acceptable identification includes either a Passport, a driver license, TAMU, or ODP/TAMU I.D.
  - C) ODP Science Services and ODL will provide 24 hour coverage to assist, as required in the identification of individuals attempting to board the ship. Responsible staff members will be identified by management at the port call meeting and provided to the MLC and the security personnel at the start of each port call. One of the ODP/TAMU individuals will be on the ship at all times.
  - D) Individuals requiring access to the ship without appropriate I.D. or roster identification will remain on the pier until a designated ODP/TAMU official verifies identification and authorizes ship access.
- 2) Ship tours only will occur for groups that have made arrangements prior to the port call through the ODP/TAMU office. Open tours for the general public will not take place.
- 3) We will continue to assist with public relations activities, as appropriate and specifically as these relate to the IODP program. However, media activities will require prior arrangements between member country offices, Universities, local news stations with ODP/TAMU. Public Relation activities are presently identified for Honolulu, San Diego, and St. John's port calls.
- 4) For South American port calls, ODP/TAMU will arrange with the agent for individuals to be picked up at the airport and transferred to the ship/hotel.
- 5) Individuals should be continuously aware of their surroundings and travel in groups when visiting foreign ports
- 6) Individuals that have concerns with unusual activity should report the situation immediately to the Ship's captain or Mate on watch. All sailing personnel must assist with the implementation of the above measures to ensure a safe working environment. ODL and ODP/TAMU will respond to any indications of a threat seriously and immediately. Please keep the sensitivity of the situation in mind and refrain from comments or jokes that could be misinterpreted.



**APPENDIX E**

**ODP BUILDING 1601**

**EMERGENCY EVACUATION PLAN**

*Ocean Drilling Program*

Building # 1601

**EMERGENCY EVACUATION PLAN**

Prepared by:

*Nancy McHugh, Supervisor  
Human Resources/Insurance Services*

*April 4, 2002*

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## **Introduction**

### **WHY HAVE AN EMERGENCY EVACUATION PLAN?**

During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include: smoke/fire, gas leak, and bomb threat. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation.

### **CLASSROOM EVACUATION PROCEDURES**

Students are visitors to a building and may not know what procedures to follow during an emergency. The class instructor is responsible for providing pertinent information both at the beginning of a semester and at the time of the evacuation to ensure that students evacuate the building in a safe manner.

## CONTACT PERSONNEL

### Building Proctors

Name	Office Location	Office Phone	Home Phone	E-Mail
Pat Thompson	A121b	979/845-2113		<a href="mailto:thompson@odpemail.tamu.edu">thompson@odpemail.tamu.edu</a>
Bob Kralich	B130	979/845-8716		<a href="mailto:kralich@odpemail.tamu.edu">kralich@odpemail.tamu.edu</a>

### Emergency Personnel

Name	Office Location	Office Phone	Home Phone	Title
Building Proctor	(see above)			Fire Marshal
				Assistant Fire Marshal
				Assistant Fire Marshal
				Safety Officer
				Safety Officer

## FLOOR PROCTOR LIST

	<b>Name</b>	<b>Rm.</b>	<b>Phone</b>
<u>1st Floor:</u>	Marti Kacer	A127	845-2056
<i>Alternate:</i>	Agatha Moy	A108	845-8480
<u>2nd Floor:</u>	David Becker	A224	845-9324
<i>Alternate:</i>	Angie Miller	A240	845-1196
<u>Building B:</u>	Robert Kralich	B130	862-8716
<i>Alternate:</i>	Gigi Delgado	A201	845-1909
<u>Building C:</u>	Richard McPherson	C148	845-3068
<i>Alternate:</i>	Nancy McHugh	C115	845-9288

## **FIRE REPORTING PROCEDURES**

### **If you discover FIRE or SMOKE:**

1. Activate manual fire alarm **pull station** if possible.
2. If you are not in immediate danger, notify the Emergency Operator (**9-911**) and provide:

**Your Name**

**Fire Location** (Bldg. # **1601**, Floor # \_\_\_\_, Room # \_\_\_\_)

**Size and Type of Fire**

**Any additional information requested by the Operator**

3. If you are not in immediate danger, also notify the Building Fire Marshal.
4. If you are trained in the proper use of portable fire extinguishers and are not in immediate danger, you may attempt to fight the fire. Do not place yourself or others in unnecessary danger.

### **If you are TRAPPED in the building and cannot find an escape route:**

Call the Emergency Operator (**9-911**) and give your exact location.

## **FIRE MARSHAL RESPONSIBILITIES**

1. Serve as a **liaison** with emergency responders (e.g., fire department, UPD, ambulance, Environmental Health & Safety).
2. Meet responders upon their arrival and convey specific **information about hazards** in the building, access, locations of persons with special needs, etc.
3. **Maintain communication** with Floor Proctors regarding the status of the emergency.
4. Upon receiving clearance from the emergency responders, notify Floor Proctors and building occupants that the building is **safe for re-entry**.



## **OCCUPANT RESPONSIBILITIES**

1. You are responsible for your own safety! **Stay calm** - avoid panic and confusion.
2. Know the locations and operation of **fire extinguishers**.
3. Know how to report an emergency (**9-911**).
4. When the fire alarm sounds, make sure **other personnel** in your immediate area are aware of the alarm.
5. **Close** but **DO NOT LOCK** doors as you leave. Items requiring security may be placed in a locking file cabinet or desk drawer on the way out. Turn off unnecessary equipment, if possible.
6. Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and **evacuate** the building. NOTE: Do not use the elevators during a fire-related emergency!
7. Go to your assigned **area of assembly** outside the building and wait there. Do not leave the area unless you are told to do so. Employees exit out of the door that is closest to their office, assemble 200 feet from the building, and stay clear of emergency vehicle access.
8. **Wheelchair occupants** not able to exit directly from the building are to proceed to and remain in a stairwell vestibule. Inform evacuating occupants to notify the Fire Marshal of your location. Fire Department personnel will evacuate wheelchair occupants from the building.
9. **Do not re-enter** the building until you have been notified to do so. Fire personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal for occupants to re-enter!

## **FLOOR PROCTOR RESPONSIBILITIES**

1. Routinely **inspect** for possible fire hazards on your floor and report to the Fire Marshal.
2. Know locations of and how to use all **fire protection equipment** on your floor.
3. Ensure that occupants (including new employees) are **familiar** with evacuation procedures.
4. Be aware of **building occupants with special needs** who may need assistance during an evacuation (e.g., hearing- or sight-impaired, on crutches, in a wheelchair).
5. As an integral part of the building's **emergency communication** network, floor proctors are to ensure that occupants on their floor are aware of an emergency and the need to evacuate.
6. Call **9-911** and/or **pull the fire alarm** whenever a situation could pose immediate danger to people, property, or processes in the building.
7. Assist in the **evacuation process** as indicated in the Floor Proctor Evacuation Procedure.

## **FLOOR PROCTOR EVACUATION PROCEDURE**

1. Notify the University Emergency Operator (**9-911**) if you have information related to the emergency. Be ready to provide:

Your Name

Fire Location (Bldg. # \_\_\_\_, Floor # \_\_\_\_, Room # \_\_\_\_)

Type of Emergency

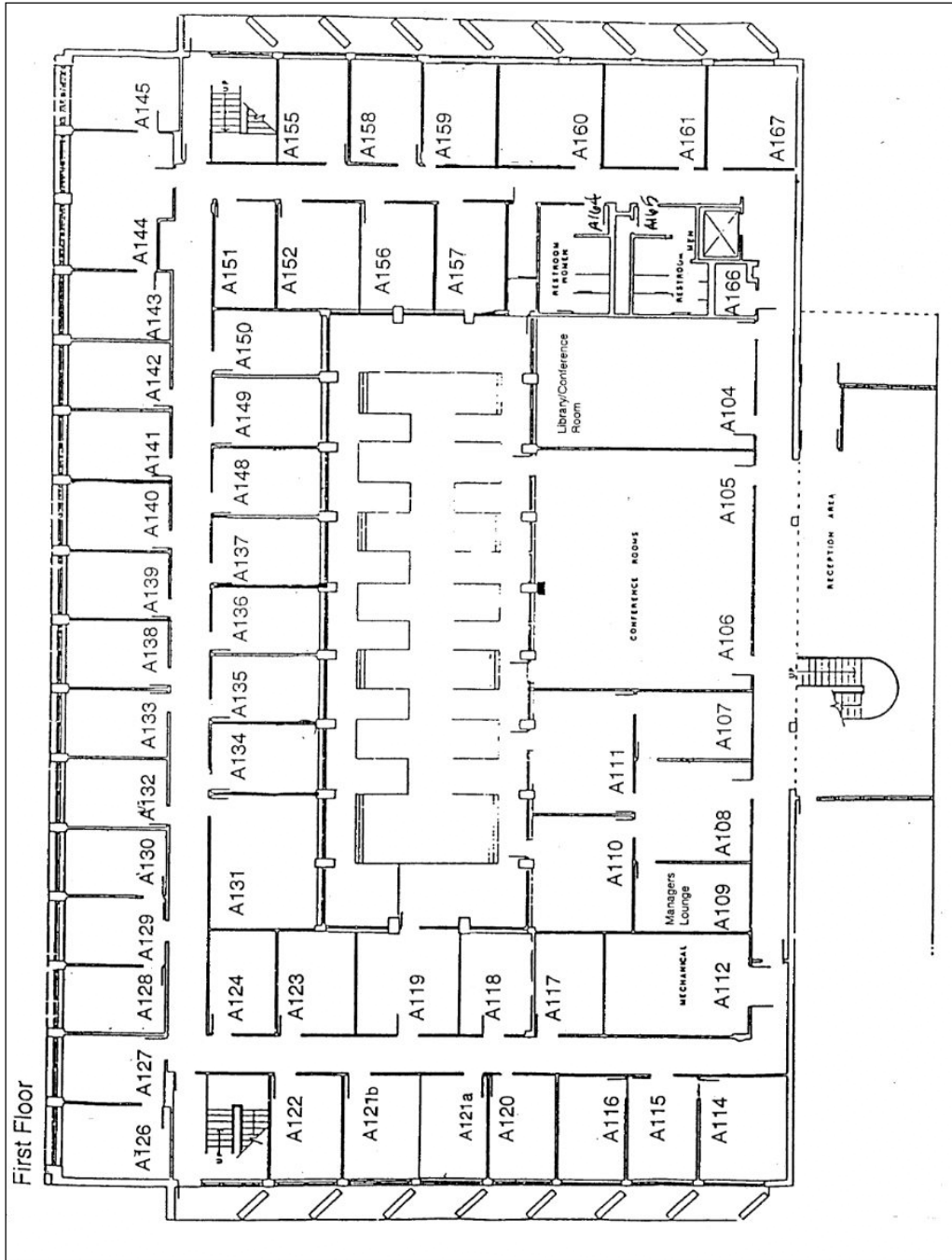
Any addition information requested by the Operator

2. Alert all occupants on your floor. Check remote areas such as restrooms and storerooms and **close doors** if possible on your way out. Maintain orderly evacuation of occupants.
3. Ensure that all **personnel with special needs** are alerted and that someone is assisting with their evacuation.
4. If the emergency is located **on your floor** and you are not in immediate danger:  
  
You may attempt to determine which smoke detector or pull station was activated.  
  
If you are trained in the proper use of portable fire extinguishers, you may attempt to fight or contain a fire. Do not place yourself or others in unnecessary danger.
5. Evacuate the building and **report pertinent information** to the Fire Marshal (e.g., evacuation status, location of persons with special needs, type and location of emergency).
6. Proceed to your **assigned entrance** until further notice from the building Fire Marshal. Do not allow personnel to re-enter the building until you have been notified to do so. Fire personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal for personnel to re-enter.

## **FIRE DRILL POLICY**

1. Fire drills should be conducted at least annually at unexpected times and under varying conditions to simulate the unusual conditions that occur in the case of fire. Various means of exit could be made temporarily unavailable in order to familiarize occupants with secondary routes of evacuation.
2. Fire drills are scheduled by Area Maintenance. Area Maintenance notifies the Radio Room (5-4311), and the Environmental Health and Safety Department (5-2132) one week prior to the drill. Area Maintenance contacts Agatha Moy at ODP of scheduled fire drills.
3. Fire drills should involve **all** occupants. Everyone should leave the building when the fire alarm sounds. Exemptions are strongly discouraged. It may be advisable to notify wheelchair occupants prior to planned fire drills.
4. In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Fire Marshal and Floor Proctors are expected to perform their assigned duties as if in an actual emergency situation.
5. Provisions should be made for timing and evaluating the orderliness of each drill

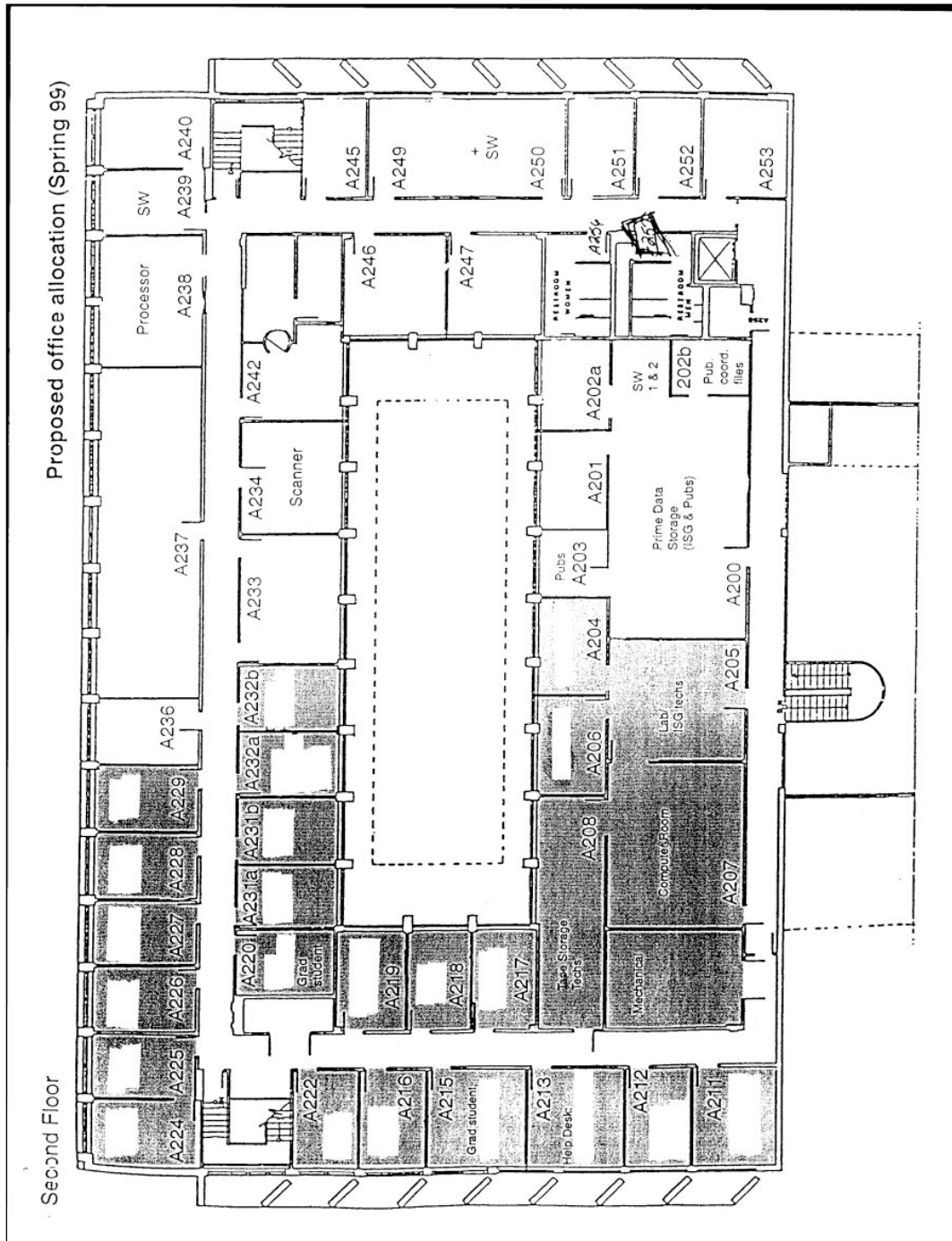
## BUILDING 1601/A – FIRST FLOOR



**TO EVACUATE:** USE THE PRIMARY OR SECONDARY ESCAPE ROUTE TO EXIT BUILDING, THEN MOVE QUICKLY AWAY FROM THE BUILDING.

**DO NOT USE ELEVATOR FOR EVACUATION**

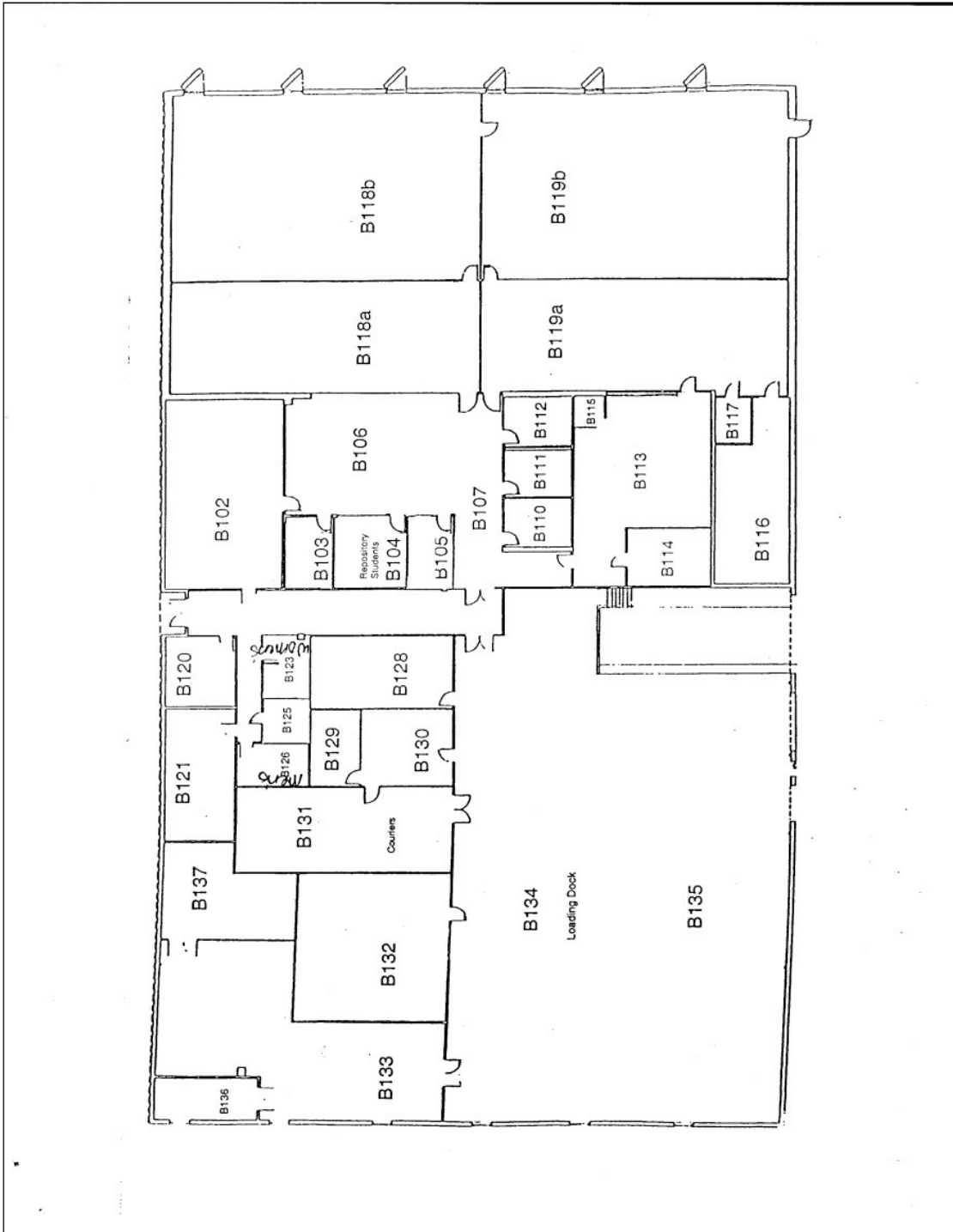
## BUILDING 1601/A – SECOND FLOOR



**TO EVACUATE:** USE THE PRIMARY OR SECONDARY ESCAPE ROUTE TO EXIT BUILDING, THEN MOVE QUICKLY AWAY FROM THE BUILDING.

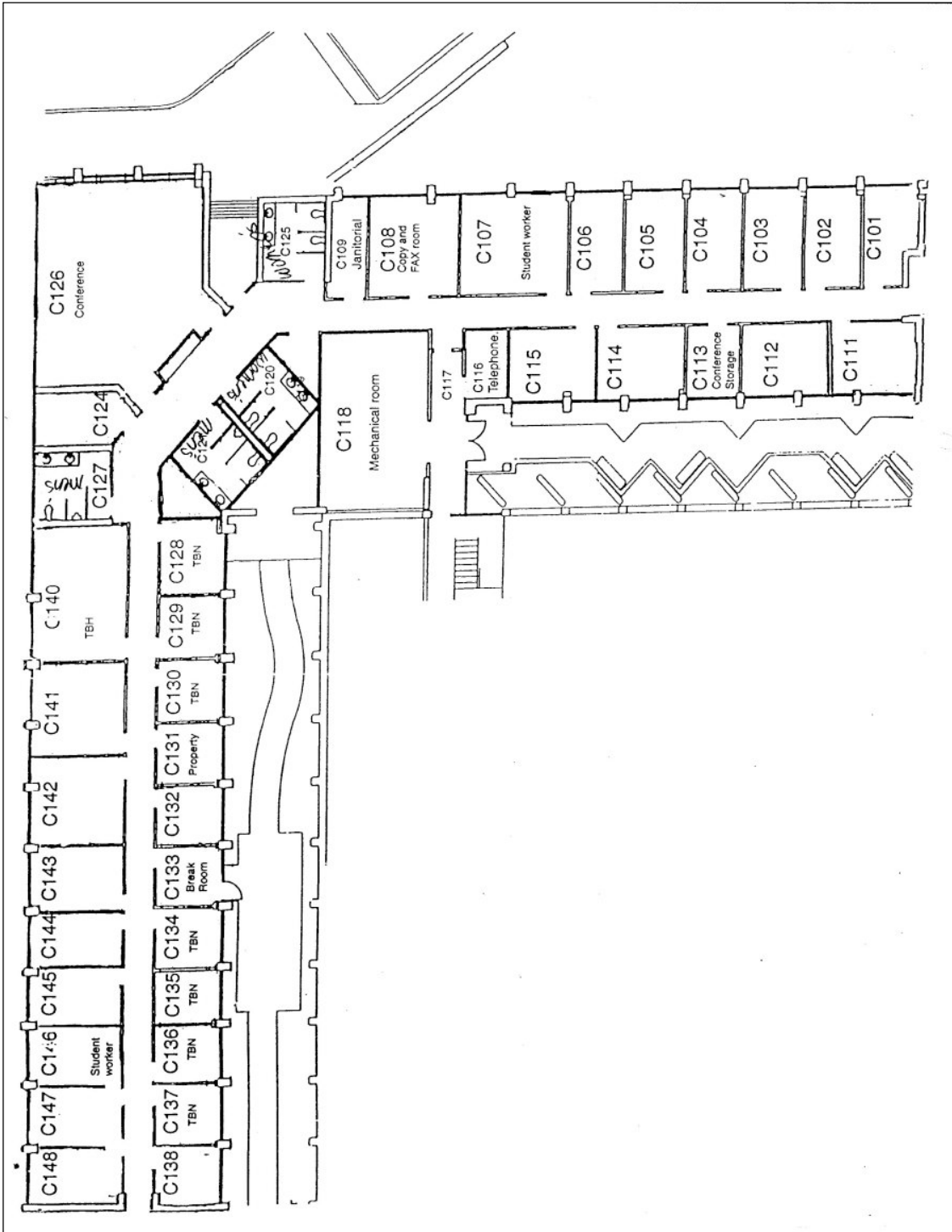
**DO NOT USE ELEVATOR FOR EVACUATION**

## BUILDING 1601/B – GROUND FLOOR (SOUTH)



**TO EVACUATE:** USE THE PRIMARY OR SECONDARY ESCAPE ROUTE TO EXIT BUILDING, THEN MOVE QUICKLY AWAY FROM THE BUILDING.

## BUILDING 1601/C (GROUND FLOOR)



**TO EVACUATE:** USE THE PRIMARY OR SECONDARY ESCAPE ROUTE TO EXIT BUILDING, THEN MOVE QUICKLY AWAY FROM THE BUILDING.



## EMERGENCY PHONE NUMBERS

<b>Name</b>	<b>Phone#</b>
<b>Emergency Operator</b> (All life-threatening Emergencies)	<b>9-911</b>
<p><b>Your Name</b>  <b>Emergency Location</b> (Bldg. name &amp; #____, Floor #____, Room #____)  <b>Size and Type of Emergency</b>  <b>Any Additional Information requested by the Operator</b></p>	
<b>Area Maintenance ##</b> (Building Problems and Repair).....	5-1331
<b>24hr Radio Room</b> (Elevator & Pest problems, After-hours Maintenance)	5-4311
<b>Environmental Health &amp; Safety Dept.</b> (Chemical spills/problems) <b>After normal work hours call the Radio Room at 5-4311.</b>	5-2132
<b>Building Proctor (Pat Thompson)</b> .....	5-2113
<b>University Police</b> .....	5-2345
<b>University Hospital</b> .....	5-1511
<b>College Station Fire Department</b> (Non-Emergency).....	764-3700
<b>College Station Police Department</b> (Non-Emergency).....	764-3600
<b>Bryan Police Department</b> (Non-Emergency).....	361-3888
<b>Bryan Fire Department</b> (Non-Emergency).....	361-3880

## HALON POSTER

### When a Fire Alarm Sounds In a Halon-Protected Room

1. **All interior and outer office doors should be immediately shut** by occupants as they prepared to leave the area.
2. **If a second alarm bell sounds** within the office, occupants will have 30 seconds to exit the room before the Halon system discharges.
3. **If the Halon system discharges**, all occupants should gather at the door and exit together, such that the door is only opened once to allow all occupants to exit.
4. **If the Halon system discharges and occupants remain in the room:**

Don't Panic. Halon is not toxic nor harmful in the concentrations used in these rooms.

Don't Leave the Room. Halon will not be effective in putting out a fire if the doors are opened and Halon escapes.

Don't open doors or go in to other offices. This decreases the concentration of Halon.

The Halon system discharges with a very loud noise, which can be frightening and cause panic. It is important that all occupants be aware that they will not be harmed even if they remain in the room when the Halon system discharges.

# **TORNADO AND SEVERE WEATHER SAFETY PROCEDURES**

1. GO TO BASEMENT OR LOWEST FLOOR OF THE BUILDING.
2. STAY AWAY FROM EXTERIOR WALLS, DOORS, AND WINDOWS.
3. MOVE TO INTERIOR HALLWAYS AND SMALL INTERIOR ROOMS (e.g., BATHROOM, CLOSET, ETC.).
4. GET UNDER A PIECE OF FURNITURE IF POSSIBLE (e.g., STURDY TABLE, DESK).
5. CALL **9-911** IF EMERGENCY HELP IS NEEDED.

Contact the Safety and Health Office at 845-2132  
if additional information is needed.

## **APPENDIX F**

# EMERGENCY PROCEDURES FOR ODP BUILDING OCCUPANTS

## **EMERGENCY PROCEDURES FOR ODP BUILDING OCCUPANTS**

### **IF FIRE ALARMS SOUND DURING WORKDAY**

- # Gather personal items quickly, close door, leave building, and report to your assigned area of assembly outside.
- # Remain outside but move away from building so as not to interfere with emergency teams arriving.

**Note: Do Not use the elevators during a fire-related emergency.**

### **FOR EMERGENCIES AFTER BUSINESS HOURS**

**To Evacuate Building: Break glass at alarm station and pull handle to sound alarms.**

- # Dial 9-911 to report location.
- # Gather personal items, close door & leave building.
- # Remain outside and answer questions when emergency personnel arrive.

### **TO REPORT BUILDING PROBLEMS REQUIRING IMMEDIATE REPAIR AFTER HOURS**

- # Call the Radio Room at 845-4311 and/or call the building proctor.
- # Provide your name, location, and description of the problem.

# **APPENDIX G**

## **BOMB THREAT POLICY**

See also Annex E of TAMU Crisis Management Plan

# Bomb Threat Policy

34.07.99.M0.01- Prevention of Workplace Violence, Threats of Violence, and Response to Trauma

Page 1 of 2

## 34.07.99.M1.01 - Bomb Threat Procedures

Standard Administrative Procedure  
September 25, 2001  
Supplements System Policy 34.07

[Rules Homepag](#)
[Delegation](#)
[Help](#)
[To Policy](#)
[Related Sites](#)
[Attachment A](#)

### 1. GENERAL

Any and all bomb threats are regarded as real by the University Police department (UPD).

### 2. PROCEDURE

2.1 Many calls are made directly to the UPD; however, in those instances where the call is received by an employee of the affected building, that person should be familiar with both the "Bomb Threat" form ([Attachment A](#)), and the Trace/Trap security feature on campus telephones that allows the recipient to identify the number of the last person that called, e.g. "The Bomb Threatener".

#### 2.1.1 TRACE/TRAP PROCEDURE

Immediately after the call is terminated, obtain a dial tone, dial #91, hang up and notify UPD (dial 9911), complete [Attachment A](#).

2.2 Upon receipt of a bomb threat to a particular building, notification will be made telephonically to the proctor of the building or the person in his/her office of the fact a "threat" has been received (and time of alleged detonation, if known). The proctor will disseminate this information to appropriate building personnel and request employees check their immediate area, including trash cans and restrooms, for anything "suspicious" or out of the ordinary.

2.2.1. Officers dispatched to the scene will assist building personnel in this search.

2.3 The proctor or appropriate building official will be furnished as much information as is known of the substance of the call and the tenor of threat and whether or not, in UPD judgment, it appears to be a hoax. (This evaluation and notification will be made after interview with the person receiving the call and will be made by the Director, Associate/Assistant Directors, or the shift Lieutenant who will determine if evacuation of the building is appropriate.)

2.4 Should the UPD elect to evacuate the building and insufficient time remains to alert employees before the announced "detonation time" they may use any appropriate means of notification, including the "fire alarm".

2.4.1 If the fire alarm is activated for purpose of quickly vacating the building, UPD will advise College Station Fire Department (CSFD) of the reason so fire trucks need not report.

2.5 The UPD has the authority to "order" evacuation if, in their judgment the circumstances warrant regardless of the wishes of the building proctor or other officials.

### 3. OBSERVATIONS

3.1 The majority of telephoned bomb threats consists of the caller announcing that "a bomb is set to go off" (at a certain hour or within a specified time frame) and then hanging up.

3.1.1 The odds that pre-notification of the existence of a bomb must be weighed against the reality of such.

3.1.2. In the majority of all bomb cases, the bomb is first detonated after which a caller will claim "credit" and then impart his "message" as to why it was done.

3.1.2.1 In those cases of a bomb threat where a "suspicious" device is actually located, the caller usually delivers his "message" along with a rather specific location where the device may be found.

3.1.2.2 With few exceptions, all present day "bomb threats" on college campuses are for purpose of avoiding or postponing an unpleasant task, such as a test.

3.2 "Routine" evacuation upon receipt of every bomb threat will spawn a series of "hoax calls" when it is realized that evacuation will result.

3.3 In support of a policy of "restraint from evacuation", the following should be noted.

3.3.1. Considerable expertise is required to make a timed explosive device. Any threatening call announcing that a bomb is to "go off" in a certain time frame would be in reference to a "timed device".

3.3.2 In lieu of a "timed explosive", the alternative is a device that must be activated while on site, either through a radio controlled mechanism (requiring even more expertise than a "timed" device) or by ignition of a fuse. The latter requires a perpetrator to be at the scene with the device and then to ignite it, incurring a considerable risk of detection.

3.3.3 Unless an explosive device contains a large amount of volatile explosives, such as C-4 plastics, there is little likelihood of damage other than to the immediate area of its detonation.

**4. UPON LOCATION OF A "SUSPICIOUS ITEM"**

- 4.1 The general area of the suspicious item will be cleared of personnel and secured in a discreet manner so as to avoid a panic situation.
- 4.2 The UPD has arranged with the CSFD for utilization of its portable x-ray unit that can produce an x-ray in 60 seconds while on the scene. This unit will be immediately requested.
- 4.3 Should the x-ray probe reveal a suspicious device it either will be moved to a designated area off-campus or kept in the cleared area until disposed of by the Bomb Demolition Squad of the CSFD.

Attachment A: "Bomb Threat" Form

**OFFICE OF RESPONSIBILITY**  
University Police Department

This rule replaces procedures issued April 20, 1995 and part of PPM 1.2.14.



**TELEPHONE PROCEDURES: BOMB THREATS, OTHER THREATS OF VIOLENCE**

Instructions: Be calm and courteous. Listen carefully; do not interrupt the caller. Immediately after the call obtain a dial tone and dial #91, hang up and notify University Police (dial 9911) and provide them with this completed form.

Name of Person Receiving Call \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Call Received on Phone # \_\_\_\_\_ in Dept. \_\_\_\_\_ in Building \_\_\_\_\_

Caller's Identity: Sex: Male \_\_\_ Female \_\_\_ Adult \_\_\_ Juvenile \_\_\_ Approximate Age \_\_\_\_\_

Origin of Call: Local \_\_\_ Long Distance \_\_\_ Booth \_\_\_ University Campus \_\_\_\_\_

<u>Voice Characteristics</u>	<u>Speech</u>	<u>Language</u>
___ Loud ___ Soft	___ Fast ___ Slow	___ Excellent ___ Good
___ High pitch ___ Deep	___ Distinct ___ Distorted	___ Stutter ___ Nasal
___ Raspy ___ Pleasant	___ Stutter ___ Nasal	___ Foul ___ Other
<u>Accent</u>	<u>Manner</u>	<u>Background Noises</u>
___ Local ___ Not Local	___ Calm ___ Angry	___ Bedlam ___ Music
___ Foreign	___ Rational ___ Irrational	___ Unusual ___ Animals
___ Race	___ Coherent ___ Incoherent	___ Voices ___ Street Traffic
	___ Deliberate ___ Emotional	
	___ Righteous ___ Laughing	

ADDITIONAL INFORMATION:

Pretend difficulty with hearing. Keep caller talking. If caller seems agreeable to further conversation, ask questions like:

When will it go off: Certain hour \_\_\_\_\_ Time remaining \_\_\_\_\_

Where is it located: Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb: \_\_\_\_\_

Where are you now: \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Did caller appear familiar with the place or building by his description of the bomb location? If so, write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

## **APPENDIX H**

### **INJURY/DEATH OF STUDENT OR EMPLOYEE**

The information below replaces TAMU's Policy and Procedures Classification Number 1.2.8, dated September 1, 1988, and also appears in TAMU's Crisis Management Plan (January 2002) as Annex I.

## **Injury/Death of Student or Employee**

- I.1 Upon the serious injury or death of a student the primary responding unit will notify the Student Affairs Critical Incident Response Team (CIRT).
- I.2 CIRT procedures for handling such student crises are documented in the Critical Incident Response Team Manual available from the Director of Student Life or from the Office of the Vice President for Student Affairs.
- I.3 Upon the serious injury or death of an employee, the primary responding unit will notify the UPD. UPD will notify the Vice President for Administration.
- I.4 The Vice President for Administration or designee shall notify the Director, TAMU Human Resources Department.
- I.5 Procedures for handling such employee crises will be determined by the VP for Administration and the Human Resources Department.

# **APPENDIX I**

## **TEXAS A&M UNIVERSITY CRISIS MANAGEMENT PLAN**

# **Texas A&M University**

## **Crisis Management Plan**

**January 2002**

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# 1.0

## Introduction

- 1.1 The President, Texas A&M University, has primary responsibility for effectively managing any crisis which might occur on or affect the Texas A&M University campus\*.
- 1.2 Emergency Management is normally divided into four phases or parts: mitigation, preparedness, response, and recovery. Mitigation might be best described as those measures taken to avoid crises or perhaps to prevent small emergencies from becoming large crises. Examples include designing and constructing buildings in accordance with applicable fire and life safety codes, installing fire alarm and sprinkler systems, designing adequate storm water drainage systems, and designing and maintaining adequate and reliable water supplies. Preparedness is the development of plans and procedures necessary to enable the effective and efficient use of resources in the event of a crisis. Response and recovery are self explanatory. This Crisis Management Plan (CMP) will focus on the latter three phases as mitigation efforts are already being implemented campus-wide.
- 1.3 This plan is designed to provide a flexible framework for crisis management rather than step-by-step directions for handling any and every conceivable crisis. University departments and System Members involved in crisis management on this campus are responsible for developing internal procedures and training personnel as necessary to support this plan.

\* For the purposes of this plan, “campus” includes main campus, Riverside campus, System Headquarters building, Special Services Building (Old Texas Instruments building), Easterwood Airport, TEES Nuclear Science Center, TAMU farms, Geochemical and Environmental Research Group facility, etc. It does not include IBT in Houston, Texas or Texas A&M University at Galveston.

## 2.0 Purpose

- 2.1 The Texas A&M University Crisis Management Plan (CMP) formally establishes and documents a coordinated plan for responding to crises, whether large or small, which may arise in spite of all mitigation efforts. The aim for this plan is to provide a flexible framework of procedures which will be periodically reviewed and regularly exercised so that when crises do occur, the University's response will be effective and efficient in protecting human life and health and in preserving System property and resources.
- 2.2 TAMU and affected members of The Texas A&M University System must coordinate efforts in all phases of crisis management.
- 2.3 The protection of human life and health is of the utmost importance and shall take precedence throughout this combined effort.



## 3.0

# Objectives

- 3.1 Protect and preserve human life and health.
- 3.2 Minimize loss or damage to the University's and System's facilities and resources.
- 3.3 Ensure appropriate communications and notifications within the University, the System, the community, and beyond.
- 3.4 Elicit a response which is appropriate to the magnitude of the crisis.
- 3.5 Establish a core group of well trained individuals capable of committing resources as necessary and appropriate to ensure that Objectives 1 and 2 are achieved.
- 3.6 Establish an Emergency Operations Center (EOC) and guidance for operating an emergency command post site.
- 3.7 Describe EOC operations to include staffing and responsibilities.
- 3.8 Emphasize the practice of safety concepts during crises.

## **4.0**

# **Scope**

- 4.1 The scope of this plan is limited to:
  - 4.1.1 Crises that may occur on any part of the TAMU campus, as defined in the footnote to Section 1.0.
  - 4.1.2 Those crises that require the assistance of an internal department(s) and/or emergency responders outside TAMU.
  - 4.1.3 Activities that commence from the first indication of a crisis condition and continue until the end of the incident. The end of the incident is defined as the time when operations are resumed.

## 5.0

# Definitions

- 5.1 For the purposes of this plan, a brief description is given for the following terms:
- 5.1.1 **Crisis** - an incident posing risk to human life or health, to property and efficacy of resources of TAMU or any part of the A&M System, requiring an immediate action by TAMU and/or outside responders.
  - 5.1.2 **Emergency Resource Group (ERG)** - a support group made up of representatives of key departments which may be called upon to provide emergency support in times of limited and major crises.
  - 5.1.3 **Emergency Operations Center (EOC)** - the central location from which major crisis management operations are directed.
  - 5.1.4 **On-site Command Post** - an on-site location from which a primary responding unit directs on-site emergency response.
  - 5.1.5 **Emergency Operations Center Staff** - designated personnel, or their representative, that will man the EOC during a major crisis to make emergency management decisions, utilizing available resources, to minimize injuries/fatalities, property damage, and loss of University operations.
  - 5.1.6 **Crisis Management Plan Committee** - personnel designated to assist the Vice President for Administration in developing and periodically reviewing a Crisis Management Plan for TAMU.

## 6.0

# Levels of Crisis

- 6.1 **Limited Crisis** - An incident contained within a single building or area. In some cases, a limited crisis may be small enough that it can be effectively handled by the affected department(s). In other cases, it may require assistance from members of the Emergency Resources Group (ERG) and/or from off-campus emergency response groups (e.g., College Station Fire Department). It may require evacuation of one or more buildings. University response under a limited crisis is normally directed by the University Police from the on-site command post but may be directed by representatives of the local fire department, the Physical Plant, or the Environmental Health and Safety Department, as the situation warrants.
- 6.2 **Major Crisis** - An incident posing major risk to University or System personnel, students, visitors, or resources and has caused or has the potential for causing fatalities or injuries and/or major damage. Such an incident is expected to require assistance from the ERG, off-campus emergency response, and activation of the EOC. Authority for declaring a major crisis rests with the President or the President's designee.

# 7.0 Organization

## 7.1 **Planning and management function -**

7.1.1 Texas A&M University's Crisis Management Plan shall support the Brazos County Interjurisdictional Emergency Management Plan.

## 7.2 **Crisis Management Plan (CMP) -**

7.2.1 The CMP shall be reviewed annually and modified as necessary. Results of the reviews and any changes to the CMP shall be reported to the President for approval before being submitted to the Chancellor of the A&M System.

7.2.2 Biannual exercises shall be held to train response personnel and evaluate the adequacy of the CMP. Reports of exercises shall be prepared and submitted to the President or designee.

7.2.3 A CMP Coordinator shall be appointed by the Vice President for Administration.

7.2.4 The Coordinator shall chair the CMP Committee, schedule the annual review of the CMP, document approved changes to the CMP, and plan and coordinate biannual emergency exercises.

7.2.5 Each unit or department identified as having a role in this CMP is responsible for communicating the content of the CMP to its staff.

7.2.6 The Director, Environmental Health and Safety shall serve as the TAMU Emergency Management Coordinator and shall coordinate the CMP with the Brazos County Emergency Management Planning Office.

## 7.3 **Crisis Management Planning Committee -**

7.3.1 Acts under the authority of and reports directly to the Vice President for Administration.

7.3.2 Assists with the annual review of the CMP.

7.3.3 Assists with the planning and execution of biannual emergency drills.

7.4 **On-site Command Post** - see Section 9.0

7.5 **Emergency Operations Center** - see Section 10.0

## 7.5 **Emergency Resource Group (ERG) -**

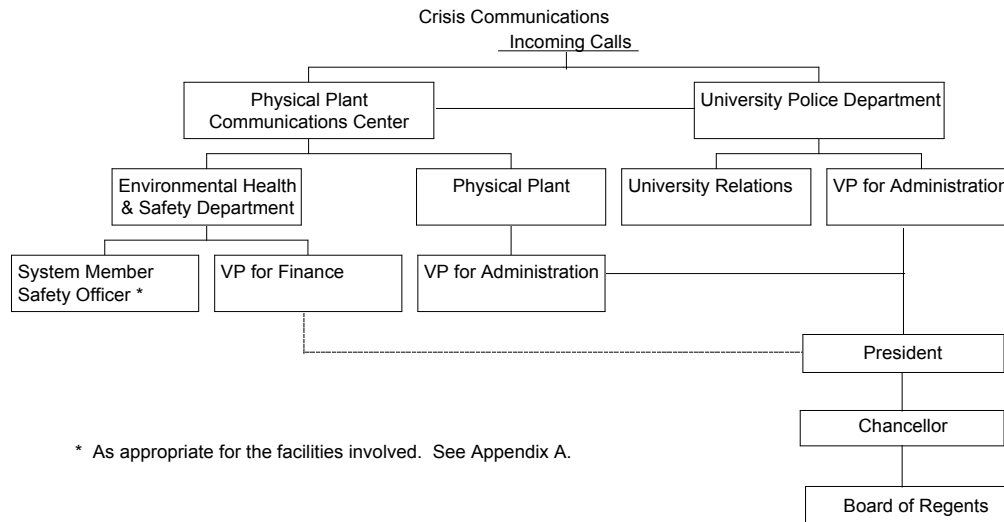
7.5.1 Provide technical assistance and resources as required during limited or major crises.

7.5.2 Monitor the response activities of their individual units.

7.5.3 Recommend procedures and equipment to maintain readiness to implement the CMP.

# 8.0 Crisis Communications

- 8.1 At the onset of a crisis, news is likely to spread quickly. Nevertheless, a formal plan must be in place and supporting protocols must be followed to ensure that all necessary notifications are reliably made.
- 8.2 The two key TAMU communications hubs are the UPD dispatcher and the Physical Plant Communications Center. Only the UPD dispatcher is a communication link with the Brazos County 911 District. UPD and the Communications Center shall ensure that any notification of a crisis is shared.
- 8.3 The Communications Center shall be responsible for contacting EHSD and Physical Plant Administration per internal procedures.
- 8.4 The Vice President for Administration or designee shall be responsible for contacting the President, the Executive Vice President and Provost, the Vice President for Student Affairs, and others, as appropriate.
- 8.5 **Communications Equipment -**
- 8.5.1 Telephone - primary means of communications for contacting key crisis responders or departments.
- 8.5.2 800 MHz Radios - used by UPD, Physical Plant, EHSD, and College Station Fire Department. 800 MHz radios are also available to key members of University Administration including the Vice President for Administration and the Vice President for Finance.
- 8.5.3 Pagers - used by UPD, Physical Plant, and EHSD. The Communications Center maintains lists of emergency responders and their pager numbers and is available to assist in reaching responders upon request.
- 8.6 **Lines of Communication -**



## 9.0

# On-Site Command Post

- 9.1 The On-site Command Post shall be established at a location near the crisis which provides the best available location for observation and logistical support but which ensures an adequate level of safety.
- 9.2 The On-site Command Post is the location from which on-site response is staged and managed.
- 9.3 The University Police Department normally acts as the primary responder to campus emergencies and is normally responsible for establishing and controlling the On-site Command Post.
- 9.4 Depending upon the nature of the crisis, command of the On-site Command Post may be turned over to Physical Plant or EHSD.
- 9.5 Control of the On-site Command Post shall be ceded to the College Station Fire Department (the authority having jurisdiction) upon their arrival.
- 9.6 Communication facilities at the command post will be made available for use by participating units.
- 9.7 All responding TAMU units and participating agencies must be immediately notified of the location of on-site command post by the primary responding unit.
- 9.8 Representatives of all responding TAMU units and participating agencies will identify themselves to the on-site commander. The unit or agency representative must remain in proximity to the command post so the on-site commander can communicate orally at all times.
- 9.9 During the emergency, each unit representative will periodically update his/her unit director of conditions and, when possible, give estimate of when condition will be corrected.

## 10.0

# Emergency Operations Center and Staffing

- 10.1 The TAMU Emergency Operations Center (EOC) is located at: University Police headquarters, 1111 Research Parkway, Room 212, located in the Texas A&M University Research Park on west campus. Should this location be destroyed or be inaccessible, the alternate location of the EOC will be the Communications Center in the Physical Plant, Building 1156, located on the west campus on Agronomy Road.
- 10.2 The EOC Staff coordinate the activities of all TAMU units during Major Crises.
- 10.3 During a Major Crisis, the EOC Staff will coordinate with the 911 District Dispatcher, University Police, Fire and Emergency Medical Services, and Brazos County Emergency Management.
- 10.4 Specific functions performed in the EOC during a Major Crisis include:
- 10.4.1 Taking charge of disruptions in University operations until normal operations are restored.
- 10.4.2 Notifying all TAMU units and administration of the emergency condition, delays, adjustments and response.
- 10.4.3 Dispatching UPD and other appropriate emergency response personnel to the scene.
- 10.4.4 Maintaining communication with deans, directors and building supervisors of affected facilities to provide information and instruction to students and staff.
- 10.4.5 Directing appropriate personnel to investigate cause of emergency and to conduct damage assessment.
- 10.4.6 Maintaining liaison with the 911 District Dispatcher/University Police/Brazos County EOC via direct line telephone for emergencies requiring assistance.
- 10.4.7 Disseminate information concerning emergencies to media, parents, and others, as necessary.
- 10.5 **EOC Staffing:**
- 10.5.1 The Director of Environmental Health and Safety and the designees of the Vice President for Administration and the Vice President for Finance will be responsible for taking command of the EOC and issuing directives necessary to effect orderly evacuation, rescue, cleanup, or other operations as required. The Director of EHSD will serve as chair.

### EOC Leaders – Line of Succession

Director, Environmental Health and Safety Department

Assistant Vice President, Physical Plant Department

Director, Security and University Police Department

- 10.5.2 **Director of Security and University Police** - The Director of Security and University Police will have the responsibility of furnishing and directing manpower and equipment to cordon and maintain security in the affected area; conduct search and rescue operations; maintain crowd control; and direct large-scale evacuations.
- 10.5.3 **Assistant Vice President of Physical Plant** - The Assistant Vice President of Physical Plant will have the responsibility of furnishing and directing manpower and equipment for restoring buildings to functional use; performing damage assessment and determining if buildings are structurally sound before being occupied. The Assistant VP will also have the responsibility of furnishing and directing manpower and equipment in setting up cleanup operations.



- 10.5.4 **Director of University Relations** - The Director of University Relations will have the responsibility for coordinating the needs of the outside media and for providing news releases to the Public.
- 10.5.5 **Director of Parking, Transportation, and Traffic Services** - The Director of Parking, Transportation, and Traffic Services will have the responsibility of furnishing equipment and directing manpower in setting up barricades and in supporting evacuation efforts. The Director will also be responsible for establishing traffic flow routes and assisting with traffic control.
- 10.5.6 **Designee of Provost and Executive Vice President for Academic Affairs** - The Provost and Executive Vice President for Academic Affairs, or designee, will have the responsibility of informing and assigning responsibility to the faculty.
- 10.5.7 **Designee of Vice President for Student Affairs** - The Vice President for Student Affairs, or designee, will have the responsibility of serving as the liaison with student officers; evacuation and relocation of students; and establishment of an emergency telephone information center to handle calls from parents.
- 10.5.8 **Director of Environmental Health and Safety (TAMU Emergency Management Coordinator)** - The Director of Environmental Health and Safety, or designee, will serve as liaison to the Bryan, College Station, and/or Brazos County Emergency Management Organization(s) and will coordinate needed outside resources. The Director also has responsibility for ensuring that the TAMU Crisis Management Plan is consistent and compatible with applicable plans and regulations of state and local governments and other outside agencies.
- 10.5.9 **Brazos County Emergency Management Coordinator** - The Brazos County Emergency Coordinator will be responsible for assisting the TAMU EOC in acquiring local resources and resources which may be required from state and federal agencies. The Coordinator may be headquartered at the Brazos County Emergency Operations Center.

# Annex A

## Weather Emergency

### A.1 **TAMU President or designee**

A.1.1 Issues sheltering recommendations, evacuation orders, and authorization to vary routine campus work schedules.

### A.2 **Vice President for Administration**

A.2.1 Advises TAMU President based upon best available information submitted by University Police Department, Physical Plant, Environmental Health and Safety, Department of Public Safety, and/or local or national weather services.

A.2.2 Approves content of official news releases, announcements and taped phone messages.

A.2.3 Announces condition to all internal units including all Vice Presidents.

A.2.4 Announces actions of TAMU President to all Vice Presidents for dissemination to respective departments/offices.

A.2.5 In the absence of VP for Administration, the VP for Finance is designated to serve this function.

### A.3 **TAMU University Relations**

A.3.1 Provides news releases from VP for Administration.

A.3.2 Interfaces with news media.

### A.4 **TAMU University Police Department**

A.4.1 Implements sheltering or evacuation orders.

A.4.2 Summons support resources necessary to accomplish those tasks.

# Annex B

## Toxic Chemical Spill or Release

- B.1 Whenever toxic solids, liquids or vapors are unintentionally released on TAMU property every effort shall be made to protect students, employees, visitors, and members of participating response units and agencies assisting at the incident site.
- B.2 **Limited Crisis - Chemical Release**
- B.2.1 Each department or unit that works with chemicals will employ its own containment/spill procedures in the event of a small unintentional release of less than 1 liter and not extremely toxic.
- B.2.2 At the onset of release, the department will notify Environmental Health and Safety (EHSD) of chemical type and approximate quantity.
- B.2.3 Environmental Health and Safety may dispatch the EHSD Spill Response Team to provide additional support in containment and cleanup if assistance is required.
- B.2.4 If release cannot be abated with on-site containment procedures, laboratory personnel will notify Environmental Health and Safety of chemical type, approximate quantity and need for additional assistance.
- B.2.5 Environmental Health and Safety will dispatch the EHSD Spill Response Team to implement containment and cleanup procedures.
- B.2.6 The EHSD representative will determine whether to evacuate and/or request off-campus emergency response, as necessary.
- B.3 **Major Crisis - Chemical Release**
- B.3.1 If chemical release is extremely toxic or in an amount larger than can be contained locally, the 911 District Dispatcher/University Police/EHSD will notify the College Station Fire Department by direct line telephone and will supply the following information:
- Nature of emergency and exact location
  - Name and unit/department of person supplying information
  - Name of Laboratory Emergency Contact Person
  - Identity and quantity of chemical released, if known
- B.3.2 Building occupants will be evacuated from the building and kept at a safe distance, upwind, until:
- Chemical release containment and cleanup have been resolved
  - Persons who have been exposed or injured have been removed
  - The College Station Fire Department declares the building safe to reenter
- B.3.3 Environmental Health and Safety will dispatch the EHSD Spill Response Team to assist with containment and cleanup procedures.
- B.3.4 A report of the incident will be supplied to TAMU administration, copy to University Relations, as necessary.

## **Annex C**

### **Fire/Smoke**

- C.1 All fire/smoke conditions will be reported through the 911 District Dispatcher (9-911) to the College Station Fire Department (CSFD) or the Bryan Fire Department (BFD). CSFD (or BFD) will notify the University Police and Environmental Health Safety.
  - Nature of fire/smoke and exact location
  - Name and unit of person supplying information to the 911 District Dispatcher.
- C.2 TAMU personnel will evacuate the building and remain at a sufficient distance to ensure:
  - Personal safety
  - Safe performance of firefighting and rescue operations
  - Treatment and removal of the injured.
- C.3 **University Police Department**
- C.3.1 Upon notification from the 911 District Dispatcher, assigned University Police Department personnel will respond to the scene.
- C.3.2 Secure the fire area and provide crowd control.
- C.3.3 Assist the fire department in establishing a command post, as necessary.
- C.4 **Environmental Health and Safety**
- C.4.1 Upon being notified of the incident, EHSD will immediately dispatch a representative to the scene.
- C.4.2 The EHSD representative will gather information to assess the following:
  - Probable cause of incident
  - Extent of property damage
  - Number and extent of casualties
- C.4.3 A report of the incident will be supplied to TAMU administration and University Relations, as necessary.
- C.5 **Physical Plant**
- C.5.1 Upon notification, Physical Plant will dispatch personnel to the On-site Command Post.
- C.5.2 Physical Plant personnel will assist emergency responders with building information, building access, building utilities control, and availability of other resources.
- C.5.3 Physical Plant personnel shall coordinate facility recovery efforts after the facility is cleared for reentry.
- C.5.4 Physical Plant will conduct damage assessment.

## **Annex D**

# **Loss of Building Utilities**

- D.1 The disruption or loss of electricity, telephone, potable water, natural gas, steam, sanitary disposal or other building utility may severely affect student residents, classroom activities, and research or staff activity.
- D.2 **Physical Plant**
  - D.2.1 Upon notification, Physical Plant responds to loss of utility(s).
  - D.2.2 Upon arrival at the scene, a determination is made whether to notify the University Police if crowd, traffic control or other assistance is required.
  - D.2.3 Will restore utility(s).
- D.3 **University Police Department**
  - D.3.1 Receives direct notification of building utility loss.
  - D.3.2 Will notify Physical Plant Emergency Operator, who will notify appropriate personnel.
  - D.3.3 Will respond to scene upon request of Physical Plant.
  - D.3.4 Upon arrival at the scene, may establish an on-site command post if necessary.
  - D.3.5 Physical Plant shall provide a report of the incident to TAMU administration with copy to University Relations, as necessary.

# Annex E

## Bomb Threat or Explosive Device

- E.1 Because of the seriousness of the situation and the possibility of physical injury to the parties concerned, initial precaution must be taken in the case of a bomb threat or presence of explosive devices. If a TAMU employee or student suspects an object to be a bomb or explosive, she/he will IN NO WAY HANDLE OR TOUCH THE OBJECT.
- E.2 The building or area where the object is found will be evacuated immediately according to evacuation procedure (see Annex F) or other existing evacuation procedures.
- E.3 All bomb threats and suspected explosive devices will be reported through the 911 District Dispatcher (9-911) to the University Police. Information will include:
  - Description of object and exact location.
  - Name and unit/department of person supplying information.
- E.4 Radio communication WILL NOT be used in the vicinity of suspected bombs or explosive devices. It is essential that the object NOT BE TOUCHED OR MOVED by TAMU staff or students. It is critical that deans and directors make their staffs aware of bomb and explosive device procedures.
- E.5 **University Police Department**
- E.5.1 Upon notification from the 911 District Dispatcher, UPD will dispatch a sufficient number of officers and supervisors to the scene in accordance with University Police procedures.
- E.5.2 Upon arrival at the scene, a command post may be established depending on the seriousness of the circumstance.
- E.5.3 Staff and students will not handle any object suspected of being a bomb or explosive device.
- E.5.4 Will request off-campus emergency response depending on the seriousness of the circumstance.
- E.5.5 Will act in accordance with University Police bomb/explosive procedures.
- E.5.6 A report of the incident will be supplied to TAMU administration with copy to University Relations, as necessary.

# Annex F

## Building Evacuation

- F.1 The University Police Department, upon receipt of information concerning a possible major interruption of University operations, will immediately notify pertinent building managers (building proctor, dormitory resident director or area hall director), deans, department heads, and/or directors.
- F.2 University Police, after analyzing the situation, may establish an on-site command post.
- F.3 Formal order to evacuate will be given by one of the following:
- University Police
  - Environmental Health & Safety
  - Building Proctor, Dean or Director
  - Physical Plant
  - College Station Fire Department\*
- F.4 Building manager, dean, department head, or director will begin immediate evacuation IF DANGER IS IMMINENT.
- F.5 Nothing within this instruction shall be construed to interfere with individual building or unit evacuation procedures.
- F.6 A report of the incident will be supplied to TAMU administration with a copy to University Relations, as necessary.
- F.7 A pre-planning guide for developing a building evacuation/closure plan is provided as Appendix 2. All TAMU campus buildings are required to have a written Emergency Evacuation Plan.

\*Upon arrival on the scene, College Station Fire Department becomes the **authority having jurisdiction**.

## **Annex G**

# **Demonstration/Civil Disturbance**

- G.1 In the event that riots, looting, political violence and/or similar civil disturbance should occur, TAMU has capabilities which, if used promptly and properly, can minimize loss and damage to its resources resulting from such disturbances.
- G.2 In the event of civil disturbance, University Police will dispatch a sufficient number of officers and supervisors to the scene, implementing civil disturbance control in accordance with University Police procedures.
- G.3 Upon arrival at the scene, an on-site command post may be established depending on the seriousness of the circumstance.
- G.4 University Police will make determination to request off-campus emergency response based on the seriousness of the circumstance.
- G.5 A report of the incident will be supplied to TAMU administration with copy to University Relations, as necessary.



## **Annex H**

# **Airborne or Foodborne Illness**

- H.1 Upon receipt of information concerning a possible airborne or foodborne illness, the building proctor, dean or director of the affected facility will notify Environmental Health and Safety.
- H.2 EHSD will begin immediate investigation to determine nature of illness and simultaneously contact appropriate medical personnel for assistance. EHSD will notify Student Health Center medical personnel and will coordinate actions and activities as necessary.
- H.3 Medical staff will authorize treatment on-site or transport of affected personnel to available medical facilities for treatment.
- H.4 In the event of a suspected airborne or foodborne illness, Student Health Center personnel will immediately contact EHSD and will coordinate activities as necessary.
- H.5 A report of the incident will be supplied to TAMU administration with copy to University Relations, as necessary.

# **Annex I**

## **Injury/Death of Student or Employee**

- I.1 Upon the serious injury or death of a student the primary responding unit will notify the Student Affairs Critical Incident Response Team (CIRT).
- I.2 CIRT procedures for handling such student crises are documented in the Critical Incident Response Team Manual available from the Director of Student Life or from the Office of the Vice President for Student Affairs.
- I.3 Upon the serious injury or death of an employee, the primary responding unit will notify the UPD. UPD will notify the Vice President for Administration.
- I.4 The Vice President for Administration or designee shall notify the Director, TAMU Human Resources Department.
- I.5 Procedures for handling such employee crises will be determined by the VP for Administration and the Human Resources Department.

## **Annex J**

# **Crime in Progress**

- J.1 Observed criminal activity, including theft and crimes of violence, will be reported through the 911 District Dispatcher to the University Police. Information will include:
  - Your name
  - Type of crime
  - Exact location of crime
  - Answers to any questions which you may be asked
  - Phone number at the scene
- J.2 A person reporting a crime should not get involved in trying to prevent it unless it involves self-defense.
- J.3 Gather as much information as possible about the criminal. If at all possible, take the time to note height, weight, sex, race, age, clothing, vehicles involved, and if the individual is armed or not.
- J.4 **University Police Department**
  - J.4.1 Upon notification by 911 District Dispatcher, University Police personnel will respond to the scene.
  - J.4.2 Appropriate action will be taken and support summoned if necessary.

# Annex K

## Evacuation of Persons with Disabilities

K.1 The responsibilities listed below are important to follow:

RESPONSIBLE PARTY	EMERGENCY SITUATION	NON-EMERGENCY SITUATION
<b>Supervisor/s</b> (i.e., Deans/Directors, Instructors President, Vice Presidents)	<b>Administrative Procedures-</b> <ul style="list-style-type: none"> <li>. Supervisors must confer with physically impaired employee(s) under their authority.</li> <li>. Develop with physically impaired person(s) best method(s) for evacuation.</li> </ul>	<b>Administrative Procedures-</b> <ul style="list-style-type: none"> <li>. Confer with physically impaired person(s) under their authority</li> <li>. Develop with physically impaired person(s) best method(s) for evacuation.</li> </ul>
	<b>Instructional Procedure-</b> <ul style="list-style-type: none"> <li>. Be prepared to explain how and where person(s) should provide support. Practice instructions beforehand.</li> <li>. Call 9-911</li> <li>. Supply 911 District Dispatcher with appropriate information                             <ul style="list-style-type: none"> <li>. Name and title of caller</li> <li>. Building location and address</li> <li>. Explain emergency situation</li> </ul> </li> </ul>	<b>Instructional Procedures-</b> <ul style="list-style-type: none"> <li>. Be prepared to explain how and where person(s) should provide support. Practice instructions beforehand.</li> <li>. Call                             <ul style="list-style-type: none"> <li>. College Station Fire Department (CSFD) at 764-3700 and request evacuation assistance</li> <li>. Supply CSFD appropriate information                                     <ul style="list-style-type: none"> <li>. Name and title of caller</li> <li>. Building location and address</li> <li>. Explain non-emergency situation</li> </ul> </li> </ul> </li> </ul>
<b>Physically impaired Person(s)</b>	<ul style="list-style-type: none"> <li>. Seek out persons who would be able to assist in an emergency.</li> <li>. Carry a loud whistle, horn, or similar device. It may be used to alert people of location if trapped.</li> </ul>	<ul style="list-style-type: none"> <li>. Convey to supervisor or instructor the need for evacuation assistance.</li> <li>. College Station Fire Department can be contacted by person(s) with whom a prearrangement has been reached and the following information conveyed:                             <ul style="list-style-type: none"> <li>. Name and title of caller</li> <li>. Building location and address</li> <li>. Explain non-emergency situation</li> </ul> </li> </ul>

# Appendix 1

## Emergency Resource Group

**EMERGENCY RESOURCE GROUP****Environmental Health and Safety Department**

Office	845-2132	
	845-1348,	fax
	ehsd@tamu.edu,	e-mail
Don Helton	845-8761,	work
Chemical Spill Response Team	xxx-xxxx,	cellular
	xxx-xxxx,	home
James Rainer	862-4039,	work
Fire/Environmental Emergency	xxx-xxxx,	cellular
	xxx-xxxx,	home
Chris Meyer	845-2132,	work
	xxx-xxxx,	cellular
	xxx-xxxx,	home
John Salsman	862-8116,	work
	xxx-xxxx,	cellular
	xxx-xxxx,	home
Radiation Spill	862-1111	
Harry Stiteler	845-2132,	work
	xxx-xxxx,	home

**University Police Department**

Dispatcher	845-2345	
	847-2345,	fax
	bobwiatt@tamu.edu,	e-mail
Bob Wiatt	845-5058,	work
Elmer Schneider	845-5054,	work

**Physical Plant Department**

Emergency Operator	845-4311	
Office	845-1232	
	845-0051,	fax
	r-williams@tamu.edu,	e-mail
Richard Williams	845-1232,	work
Les Swick	845-1646,	work

**Parking, Transportation, Traffic Services**

Dispatcher	845-0057	
Office	845-9700	
	847-8685,	fax
	r-bisor@tamu.edu,	e-mail
Robert Bisor (Acting Director)	845-0557,	work
Doug Williams	845-9700,	work

**University Relations**

Office	845-4641	
	845-9909,	fax
	c-lawson@tamu.edu,	e-mail
Cindy Lawson	845-4641,	work
	xxx-xxxx,	home
Lane Stephenson	845-4641,	work
	xxx-xxxx,	home

**Human Resources Department**

Office	845-4141	
	845-6894,	fax
	annas@tamu.edu,	e-mail
Anna Satterfield (EAP Manager)	845-3711,	work
	susan-m-irza@tamu.edu,	e-mail
Susan Irza	862-3037,	work

**Beutel Health Center**

Office	845-1511	
	845-8913,	fax
	t-pankratz@tamu.edu,	e-mail
Terry Pankratz (Acting Director)	845-4728,	work

**Department of Residence Life and Housing**

Office	862-3158	
	862-2434,	fax
	rsasse@tamu.edu,	e-mail
Ron Sasse	862-3158,	work
Dan Mizer	845-8020,	work

**Critical Incident Response Team (CIRT) - Student Life**

Office of Student Life	845-3111	
	845-6138,	fax
	davep@studentlife.tamu.edu,	e-mail
David Parrott	845-3111,	work
Kristin Harper	845-3111,	work

**Vice President for Administration**

Office	845-1911	
	845-5406,	fax
	c-sippial@tamu.edu,	e-mail
Charles Sippial	845-1911,	work
Robert Bisor	845-0557,	work

**Vice President for Finance and Controller**

Office	862-7777	
	862-7778,	fax
	b-krumm@tamu.edu,	e-mail
Bill Krumm	862-7777,	work
Rick Floyd	862-4440,	work

**Executive Vice President for Academic Affairs and Provost**

Office	845-4016	
	845-6994,	fax
	rgd@tamu.edu,	e-mail
Ronald Douglass	845-4016,	work
Dan Parker	845-4016,	work

**Vice President for Student Affairs**

Office	845-4728	
	845-3320,	fax
	malon-southerland@tamu.edu,	e-mail
Malon Southerland	845-4728,	work
Bill Kibler	845-4728,	work

**Office of General Counsel**

Office	845-4372	
	845-9750,	fax
	d-cain@tamu.edu,	e-mail
Delmar Cain	845-4372,	work
Attorneys	845-3511	

**Food Services Department**

Office	845-3005	
	845-2157,	fax
	rbeard@tamu.edu,	e-mail
Ron Beard	845-3005,	work
Andy Cronk	845-3005,	work

**Purchasing Services Department**

Office	845-4534	
	845-3800,	fax
	r-janne@tamu.edu,	e-mail
Rex Janne	845-3425 (ext.142),	work
Paul Barzak	845-3425 (ext.141),	work



**Easterwood Airport**

Airport Line Service	845-4811	
Office	845-5103	
	845-5168,	fax
	jhapp@tamu.edu,	e-mail
John Happ	845-5104,	work
	xxx-xxxx,	home
	xxx-xxxx,	cellular
Gary Teston	845-5104,	work

**International Student Services**

Office	845-1825	
	862-4633,	fax
	eashworth@tamu.edu,	e-mail
Emily Ashworth	845-3086,	work
Suzanne Droleskey	845-1825,	work

**Athletic Department**

Office	845-5129	
	845-6825,	fax
	w-groff@tamu.edu,	e-mail
Wally Groff	845-5129,	work
Billy Pickard	845-3121,	work
Penny King	845-1063,	work

**Campus Veterinarian, Lab Animal Resources and Research**

Office	845-7433	
	845-6706,	fax
	b-browder@cvm1.tamu.edu,	e-mail
Betsy Browder	845-7433,	work
Richard Ermel	845-7433,	work

**TAMUS Office of Risk Management and Safety**

Office	458-6249	
	847-9336,	fax
	blood@tamu.edu,	e-mail
John Youngblood	458-6249,	work
Christina Robertson	458-6249,	work
Kathy Miller	458-6249,	work

**A&M System Member Safety Officers**

**Texas Agricultural Experiment Station**

Virginia Brown	862-4038,	work
	845-1348,	fax
	gingerbrown@tamu.edu,	e-mail

**Texas Agricultural Extension Service**

Virginia Brown

862-4038, work  
845-1348, fax  
gingerbrown@tamu.edu, e-mail

**Texas Engineering Experiment Station**

David Breeding

845-9247, work  
845-6443, fax  
bree@tamu.edu, e-mail

**Texas Engineering Extension Service**

Don Carloss

845-3088, work  
845-5726, fax  
d-carloss@tamu.edu, e-mail

**Texas Transportation Institute**

Holly Crenshaw

845-6741, work  
862-1398, fax  
h-crenshaw@tamu.edu, e-mail

**Texas Forest Service**

Alan Takao

272-8018, work  
845-5764, fax  
a-takao@tamu.edu, e-mail

**Texas Veterinary Medical Diagnostic Lab**

Bradley Urbanczyk

845-9014, work  
845-1794, fax  
b-urbanczyk@tamu.edu, e-mail

**Brazos County Emergency Management**

Office

9-361-4140

Demerle Giordano

9-361-4140, work  
xxx-xxxx, home

Ed McKenzie

9-361-4140, work  
xxx-xxxx, home

**Department of Public Safety**

Office

9-776-3101, 3102, 3100

Curtis Walker

**Union Pacific/Missouri Pacific Transportation**

Control Center

9-800-726-1099, 1098

**CHEMTREC**

Emergency Center

9-800-424-9300

<b>On-Campus Emergency</b>	<b>Dial From On-Campus Telephones</b>
Emergency Assistance	9-911
Ambulance, University	9-911
Fire	9-911
Police Emergency, University	9-911
Police Dispatcher	5-2345
Chemical Spill Response Team	5-2132 (5-4311 after 5 pm)
Beutel Health Center	5-1511
Environmental Health & Safety Department	5-2132
Radiological Emergency	5-2132 (2-1111 after 5 pm)
Maintenance Emergency	5-4311
<b>Off-Campus Emergency</b>	Dial 911 - from off-campus telephones - from non-campus telephone exchanges

**NON-EMERGENCY COMMUNICATIONS**

**Fire**

College Station Fire Department	9-764-3700
Bryan Fire Department	9-361-3888
Brazos County Volunteer Fire Departments	9-361-3888

**Police**

College Station Police Department	9-764-3600
Bryan Police Department	9-361-3888
Brazos County Sheriff	9-361-4100
Department of Public Safety (State Troopers)	9-766-3101
FBI	9-822-6916

**Ambulance**

College Station Fire Department	9-764-3700
Bryan Fire Department	9-361-3888

**Hospital**

College Station Medical Center	9-764-5100
St. Joseph Hospital	9-776-3777
Scott & White Clinic (Urgent Care)	9-691-3648

# Appendix 2

## Emergency Evacuation Planning

### **Emergency Evacuation Planning**

1. Written evacuation plan been developed, distributed to all building occupants, and on File with the Environmental Health and Safety Department. If not, contact EHSD for an evacuation plan guideline..... 9
2. Building proctors have been identified and informed of their duties..... 9
3. Floor proctors have been identified and informed of their duties..... 9
4. Building occupants been informed of the need to evacuate during an emergency and their role during an evacuation..... 9
5. Emergency floor plans have been developed and posted in visible locations within the building..... 9
6. Building occupants with special needs have been identified.....9
7. Responsible personnel have been identified to assist in the evacuation of occupants with special needs..... 9
8. An emergency phone number list has been created for the building..... 9
9. Areas of assembly have been identified..... 9
10. Fire drills have been scheduled..... 9
11. Emergency responder information sheets have been completed for each room and on file with EHSD. If not, contact EHSD for information regarding this program..... 9

## Appendix 3

# TAMU - Emergency Response Coverage

**TAMU - EMERGENCY RESPONSE COVERAGE**

Updated December 1998

T = TAMU EMS, UPD

C = College Station EMS, PD, FD

B = Bryan EMS, FD

DESCRIPTION	STREET LOCATION	CITY LOCATION	EMS	POLICE	FIRE
<b>ON CAMPUS LOCATIONS</b>					
Main Campus	Campus	TAMU	T	T	C
Emergency Phones	21 Campus Locations	TAMU	T	T	C
Research Foundation	Dulie H. Bell Bldg.	TAMU	T	T	C
Fire Training School	Nuclear Science Road	TAMU	C	T	C
Nuclear Reactor	Nuclear Science Road	TAMU	C	T	C
Easterwood Airport - McKenzie Terminal	Hwy 60	TAMU	C	T	C
Easterwood Airport - Gen. Aviation/Tower	Hwy 60	TAMU	C	T	C
Ocean Drilling Program	<b>1000 Discovery Drive</b>	TAMU	T	T	C
Construction Contractors (846 exchange on campus)		TAMU	T	T	C
<b>ON CAMPUS EVENTS</b>					
Football Games (3 units on site - paramedic on each unit)	Kyle Field	TAMU	T	T	C
Bonfire	Bonfire Field	TAMU	T	T	C
Hazardous Materials Emergency		TAMU	C	T	C

**TAMU - EMERGENCY RESPONSE COVERAGE**

Updated December 1998

T = TAMU EMS, UPD

C = College Station EMS, PD, FD

B = Bryan EMS, FD

DESCRIPTION	STREET LOCATION	CITY LOCATION	EMS	POLICE	FIRE
<b>OFF CAMPUS LOCATIONS</b>					
TI Plant Building	University Drive	College Station	C	T	C
Connally Building - System	Tarrow	College Station	C	T	C
Riverside Campus		Bryan	B	T	B
Development Foundation	1501 Texas Ave. South	College Station	C	T	C
707 Complex	Texas Ave.	College Station	C	C	C
Hilton Hotel (Rooms 254/256)	801 University Drive East	College Station	C	C	C
Geochemical & Environmental Research Group	833 Graham Road	College Station	C	T	C
Texas Agricultural Experiment Station Develop Office	809 University Dr. East Suite 101 (Creekside Office)	College Station	C	C	C
TAMU Employment Office	809 University Drive East (Creekside)	College Station	C	C	C
Anatomy Department College of Medicine	USDA Bldg. #6 F&B Rd.	College Station	C	T	C
Bush Library	TAMU Research Park	College Station	T	T	C



## **Amendments**