

TAMU SCHOOL OF LAW EMERGENCY OPERATIONS PLAN

APPROVAL AND IMPLEMENTATION

This Emergency Operations Plan (EOP) was developed by the Texas A&M University School of Law Safety Committee to implement, and maintain a viable all hazards response capability and to establish a comprehensive approach to providing consistent effective and efficient coordination across a spectrum of activities. This plan shall apply to all School of Law personnel participating in mitigation, preparedness, response, and recovery efforts.

The School of Law Safety Committee shall be responsible for plan oversight and coordination with applicable stakeholders. This EOP is based on the “all-hazards” concept and plans for natural and fabricated disasters and incidents. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by School of Law senior leadership.

This EOP and its supporting contents are hereby approved, supersedes all previous editions, and is effective immediately upon the signing of all signature authorities noted below.

Approved: _____ Date: _____

Robert B. Ahdieh
Dean and Anthony G. Buzbee Endowed Dean’s Chair
Texas A&M University School of Law

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TAMU SCHOOL OF LAW EMERGENCY OPERATIONS PLAN

The Texas A&M University School of Law is located in Fort Worth, Texas, approximately 175 miles from the main Texas A&M University campus in College Station, Texas. Despite its geographic distance, the School of Law is an extension of the main campus and relies on College Station for many of its support functions. As such, this Emergency Operations Plan (EOP) has been implemented as a supplement to the Texas A&M University Emergency Operations Plan. This EOP outlines how the School of Law will respond to various emergencies affecting its campus, as well as, how it will interface with local emergency responders and the TAMU College Station campus.

A. LAW SCHOOL SAFETY COMMITTEE

The Law School Safety Committee shall be responsible for plan oversight and coordination with applicable stakeholders. This EOP is based on the all-hazards concept and plans for natural and fabricated disasters and incidents. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by law school senior leadership.

Law School Safety Committee Responsibilities:

- Develop and maintain the plan for presentation and approval by law school senior staff for final approval and signature by the Dean of the School of Law.
- Preview and maintain information, additions, and changes to the plan at all times.
- Present plan annually for review and approval by law school senior staff.
- Be responsible for plan oversight, coordination with applicable stakeholders, and assist law school Emergency Management Team in scheduling, training, and implementing annual drills.

See Attachment 1 for a list of the Law School Safety Committee members and their contact information.

B. SENIOR EMERGENCY ADMINISTRATORS

The School of Law Senior Emergency Administrators (SEA) shall be responsible for establishing that an emergency exists and what action the Emergency Management Team should implement. Attachment 2: Warning and Notification includes information about Decision Criteria for Issuing Warnings.

See Attachment 1 for a list of SEA members and their contact information.

C. EMERGENCY MANAGEMENT TEAM

The School of Law has identified key individuals to be members of the law school Emergency Management Team, to act in their specific roles and bear the responsibilities listed below.

See Attachment 1 for a list of Emergency Management Team members and their contact information.

The Emergency Management Team:

- Has the authority to make overall decisions for the building and/or department.
- Have a thorough knowledge of the building's operational needs.
- Are able and willing to serve as a liaison to emergency responders and/or law school administrators regarding, but not limited to, emergency needs, status reports, and communications.
- May distribute information to building occupants or gather information as needed for dissemination to students, employees and visitors of the law school.
- May maintain financial or administrative records involved in the emergency and post-action recovery.
- Should have an understanding of other team members' roles and responsibilities to provide the team continuity and support if one or more members are unavailable during an emergency.

Roles of Emergency Management Team Members:

- Planning and Preparedness Actions
 - Create and establish annual training and exercise schedules to test functionality of the plan.
 - Establish building and departmental internal emergency notification lists.
 - Solicit the list of self-identified persons (students, employees, and/or guests) with functional needs using the facility at any given time (ADA requirement).
 - Go Kit
 - Each member will create a "go kit." Each "go kit" will be unique, and include items such as a copy of the Emergency Operations Plan, key contact lists, and any files specific to the member's position in the EMT. "Go Kits" can be kept on memory sticks (flash drives) and will be encrypted or password protected if possible.
- Response Actions
 - Report to the law school EMT command post.

- Initiate building and departmental internal emergency notification lists when the emergency is verified by law school senior emergency administrators (SEA).
- Deploy Floor Coordinators (See Attachment 1) to evacuate or shelter-in-place as required.
- Notify TAMU College Station campus of the nature of the emergency.

EMT Command Post

The School of Law has identified the following Command Post locations out of which the EMT will operate and make executive level decisions during an emergency.

- Student Services, Room 160
 - This will be the primary location for EMT members to meet during an emergency. This location should be used in all instances when the location can still safely be accessed during the emergency.
- Sheraton Fort Worth, 1701 Commerce Street, Fort Worth, Texas 76102
 - This will be the alternate location for EMT members to meet during an emergency. This location should be used in all instances where the primary location is unavailable, but the campus can still be safely accessed.
- Cooks Children's Study Center, 1300 W. Lancaster, Fort Worth, TX 76102
 - This will be the off-campus location for EMT members to meet during an emergency. This location should be used when the on-campus locations are unavailable for any reason.

D. INTERFACE WITH EMERGENCY RESPONDERS

The Texas A&M University School of Law relies on the Fort Worth Police Department for its law enforcement and the Fort Worth Fire Department for fire suppression and emergency medical services (EMS). In the event that an emergency at the law school requires police, fire, or EMS assistance, the first available person should call 911 from a campus phone to notify emergency responders immediately.

Prior to the arrival of emergency responders, members of the Emergency Management Team should take actions as appropriate per their training in response to the incident.

Upon arrival to the campus, emergency responders may choose to establish an Incident Command Post (ICP) per their policies/procedures. The law school facilities manager, as

a member of the Emergency Management Team, will serve as a liaison between the law school and city emergency responders.

E. INTERFACE WITH TAMU COLLEGE STATION CAMPUS

The School of Law relies on the TAMU College Station campus for many support functions. A list of services including key contact information in the event of an emergency are found in Attachment 3 of the EOP.

The School of Law's first priority during an emergency is to protect life safety and property. After emergency actions have been initiated per the EOP, notifications to the TAMU Office of the Provost should be made. Key administrators at the TAMU College Station campus receive emergency notifications from the Code Maroon Law Alert System. However, additional information concerning the nature of the incident, number/type of injuries, status of the facility, etc., will be reported to the Office of the Provost and should include status updates provided, as appropriate, until the situation is resolved.

F. EMERGENCY NOTIFICATION AND WARNING

Timely warnings of emergency conditions are essential to preserve the safety and security of the campus and are critical to an effective response and recovery.

When the law school SEA has made the decision to act on an emergency that affects the law school, and after local emergency responders have been notified, a member of the Law Alert Activation Group will immediately initiate a Law Alert message if it meets the criteria for activation of the system. Decision criteria for issuing warnings can be found in Attachment 2 of the EOP.

Alternative methods for notification to the campus community may be implemented depending on the nature of the incident. For a list of all the warning mechanisms, see Attachment 2 of the EOP.

Periodic updates should be provided to the campus community utilizing the most appropriate notification method, until the emergency has been resolved.

G. EMERGENCY PUBLIC INFORMATION

The School of Law Associate Director for Marketing and Communications handles media relations as part of their normal responsibilities. During an emergency, the School of Law

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Director for Marketing & Communications will be responsible for interfacing with local and national media who may be interested in covering the incident.

Should the Director for Marketing and Communications become overwhelmed with media requests, the TAMU College Station Marketing & Communications Department can assist by implementing their Emergency Communications Plan.

H. EMERGENCY COMMUNICATIONS

Reliable and interoperable communications systems are essential to obtain the most complete information during emergencies and share information amongst the EMT as well as with the campus community and emergency response partners.

Communications Equipment

- Telephones, cellular or landline, are the primary means of communication for contacting key emergency responders and EMT members.
- Bullhorns are available in the offices of the Floor Coordinators and a number of other locations on each floor of the law school building.

I. TRAINING AND EXERCISE

With the assistance and cooperation of the Law School Safety Committee, EMT members will outline and arrange training reflective of their responsibilities for students, faculty, and staff to participate in annually.

Annual exercises will be held so EMT members can practice their skills and evaluate the adequacy of the EOP. An After-Action Report (AAR) for each exercise shall be developed and submitted to the System Office of Safety and Security. All exercises will be conducted in accordance with Texas A&M University System Policy for Emergency Management.

J. POSTEMERGENCY AFTER-ACTION REPORT

Following an activation of the Emergency Operations Plan, members of the EMT and law school administration shall conduct an after action review. The review of emergency responses can yield valuable feedback to the emergency planning process and enable the School of Law to improve future emergency responses. The scope of after action reviews may range from small to large depending upon the complexity of the response.

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An After-Action Report should be generated following the review that captures the nature of the incident, response descriptions, and outcomes – what worked well, areas for improvement – and recommendations for future planning. A copy of the report will be provided to the TAMU Office of the Provost and the System in accordance with Texas A&M University System Policy for Emergency Management (34.07 and 34.07.01). A copy of the report will be available through the law school facilities manager.

PLAN CONTACT INFORMATION

NAME AND POSITION	PHONE NUMBER	ALTERNATE PHONE NUMBER
Matt Pellegrino, Facilities Manager	[REDACTED]	817-212-4125
E-MAIL: mpellegrino@law.tamu.edu		
DEPARTMENT: Law School Facilities		

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RECORD OF CHANGE

CHANGE NUMBER	DATE OF CHANGE	DESCRIPTION OF CHANGE	CHANGE MADE BY:
2015.1	9-11-15	Updating contact and office location information.	Joan Stringfellow
2016.1	1-20-16	Updated contact information and office locations.	Joan Stringfellow
2016-2	1-20-16	Corrections and contact info updates	Rebecca Key
2017-1	10-27-17	Update Floor Coordinator list	Lee Ford
2018-1	03/21/18	Update contact lists	Joan Stringfellow & Matt Pellegrino
2018-2	6/25/18	Corrections after TAMU reviewed.	Joan Stringfellow
	8/28/18	Edits after new Dean arrives and other personnel changes.	Joan Stringfellow
	9/25/18	Removed outdated weapons section.	Joan Stringfellow
2019-1	2/15/19	Updated offices	Joan Stringfellow
2020-1	1/24/2020	Updated offices	Joan Stringfellow
2020-2	9/24/2020	Updated offices	Joan Stringfellow

ATTACHMENT 1
LAW SCHOOL EMERGENCY
MEMBER CONTACTS

**TAMU SCHOOL OF LAW EMERGENCY OPERATIONS PLAN
ATTACHMENT 2: WARNING & NOTIFICATION**

LAW SCHOOL SAFETY COMMITTEE MEMBERS

Law School Safety Committee Members are trained School of Law faculty and staff with responsibilities of oversight and coordination of the emergency action plan and related activities. The following is a list of those members and their responsibilities.

MEMBER	TITLE	CELL		EMAIL ADDRESS
Ballenger, Chad	Senior Technology Associate	██████████	817.212.3810	c-ballenger@law.tamu.edu
Hill, Erayne	Director of Marketing	██████████	817.212.3933	ehill@law.tamu.edu
Dunn, Michele	Associate Registrar	██████████	817.212.4046	mdunn@law.tamu.edu
Pellegrino, Matt	Facilities Manager	██████████	817.212.4025	mpellegrino@law.tamu.edu
Ford, Lee	Business Coordinator II		817.212.4080	lwford@law.tamu.edu
Stringfellow, Joan	Head of Library Technical & Electronic Services	██████████	817.212.3824	jstringfellow@law.tamu.edu

EMERGENCY MANAGEMENT TEAM MEMBERS

Emergency Management Team members are trained School of Law faculty and staff with responsibilities during emergencies. The following is a list of those members and their contact information.

NAME	DIRECTOR	GROUP	CELL	OFFICE	EMAIL ADDRESS
Robert Ahdieh	Dean	Senior staff	██████████	817.212.3838	ahdieh@law.tamu.edu
Gary Lucas	Senior Associate Dean	Senior staff	██████████	817.212.3922	glucas@law.tamu.edu
Vivienne Crooks	Assistant Dean for Finance and Operations/Occupancy	Senior staff	██████████	817.212.4082	vcrooks@law.tamu.edu
Matt Pellegrino	Occupancy (alternate)	Code Maroon Law Alert Group-Level 1	██████████	817.212.4125	mpellegrino@law.tamu.edu
Erayne Hill	Director of Marketing	Senior Staff	██████████	817.212.3933	ehill@law.tamu.edu
Chad Ballenger	Communications/IT	Code Maroon Law Alert Group Level 1	██████████	817.212.3845	cballenger@law.tamu.edu

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ATTACHMENT 2: WARNING & NOTIFICATION**

NAME	DIRECTOR	GROUP	CELL	OFFICE	EMAIL ADDRESS
Matt Pellegrino	Security/ERT Liaison/Risk Management	Frontier/Matrix Security System Operator Code Maroon Law Alert Group-Level	██████████	817.212.4125	mpellegrino@law.tamu.edu
Kirsten Evans	Web Communications	Website Information Coordination	██████████	817.212.4106	kevans@law.tamu.edu
Baze, Eric	Security/ERT Liaison	Law school contract security	██████████	817.212.3999	tamuhsaus@gmail.com
Rosalind Jeffers	Building Proctor	Senior staff/Title IX	██████████	817.212.4020	rjeffers@law.tamu.edu
Open	Building Proctor (alternate)				
Michele Dunn	Student Services	Assoc. Registrar – law school	██████████	817.212.4046	mdunn@law.tamu.edu
Tammy Hubbard	Student Services (alternate)		██████████	817.212.4043	tjhubbard@tamu.edu
Lisa Goodman	Library Operations	Senior staff	██████████	817.212.3938	lisa.goodman@law.tamu.edu
Joan Stringfellow	Library Operations (alternate)	Head of Library Technical & Electronic Services	██████████	817.212.3824	jstringfellow@law.tamu.edu
Chad Ballenger	I.T./Telecom	Senior Technology Associate	██████████	817.212.3810	c_ballenger@law.tamu.edu
William Cole	I.T./Telecom (alternate)	IT Media Services Associate	██████████	817.212.4063	wcole@law.tamu.edu

**TAMU SCHOOL OF LAW EMERGENCY OPERATIONS PLAN
ATTACHMENT 2: WARNING & NOTIFICATION**

SENIOR EMERGENCY ADMINISTRATORS

Senior Emergency Administrators are responsible for establishing whether an emergency exists and what action should be implemented during emergencies. The following is a list of those members and their contact information.

NAME	DIRECT OR	GROUP	CELL	OFFICE	EMAIL ADDRESS
Robert Ahdieh	Dean	Senior Staff	████████	817.212.3838	ahdieh@law.tamu.edu
Terence Cook	Law Admissions	Senior Staff	████████	817.212.4045	cook@law.tamu.edu
Vivienne Crooks	Operations/ Finance /HR Title IX (Staff)	Senior Staff	████████	817.212.4082	vcrooks@law.tamu.edu
Arturo Errisuriz	Law Career Services	Senior Staff	████████	817.212.4041	aerrisuriz@law.tamu.edu
Gary Lucas	Executive Associate Dean for Administration and Finance	Senior Staff	████████	817.212.3956	glucas@law.tamu.edu
Rosalind Jeffers	Student Affairs/ Title IX Officer (Students)	Senior Staff	████████	817.212.4020	rjeffers@law.tamu.edu
Lisa Goodman	Law Library	Senior Staff	████████	817.212.3938	lisa.goodman@law.tamu.edu

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ATTACHMENT 2: WARNING & NOTIFICATION

FLOOR COORDINATORS

Floor Coordinators are responsible for assisting during emergencies per their training and assigned areas. The following is a list of those members and their contact information.

INFORMATION KEPT IN OFFICIAL FILE

ATTACHMENT 2

WARNING & NOTIFICATION

DECISION CRITERIA FOR ISSUING WARNINGS

Hazard Type

- What is the hazard? (Example: Building fire, tornado, hazardous materials incident)
- What is the impact to TAMU School of Law? (Minor, major, catastrophic)
- What is the potential for the situation to worsen?
- Is the situation under control?

Life Safety and Property Protection

- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for minor injury?
- What is the potential for damage to property?
- What is the potential for disruption to normal course of business?

Urgency

- How soon does the message need to go out? (Seconds, hours, days)
- Is there time for approval?

Audience

- Who needs to be warned? (Administration, faculty, staff, students, guests)
- How many people need to be warned? (Dozens, hundreds, thousands)

System(s) Capabilities

- What are the limitations of each system? (Limited audience, lengthy delivery time)
- How quickly can the messages be sent? (Immediately, minutes, hours)

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ATTACHMENT 2: WARNING & NOTIFICATION

NOTIFICATION METHODS

The School of Law utilizes the Code Maroon Law System (Law Alert) for the simultaneous dissemination of warnings. Each notification method has limitations, and cannot be expected to reach the entire campus at the time the alert is issued. In order to mitigate this fact, multiple notification methods are utilized by the Law Alert system to reach the broad campus community. For additional information and statistics of the Code Maroon Law System, visit <http://codemaroonlaw.tamu.edu>.

The Law Alert notification methods are:

- Text Message
 - School of Law students, faculty and staff who have a Texas A&M NetID and password can register one number to receive SMS text message alerts. By limiting this feature to campus members, emergency notifications can be delivered as quickly as possible. The delivery time of messages is less than 30 minutes. Each message is limited to approximately 130 characters, which limits the message content.
- Texas A&M Email
 - Law Alerts will automatically be sent to all Law School [Texas A&M Email](#) accounts ending with "tamu.edu." There are no restrictions on the length of the message. However, not everyone checks email on a regular basis and/or school email is not their primary email account.
- Twitter
 - Anyone can receive Law Alert text messages and electronic alerts through Twitter. Twitter's "Fast Follow" feature allows one to receive text message alerts without signing up for a Twitter account. However, the rate at which a message is delivered is beyond the control of Code Maroon Law System administrators.
- RSS
 - Anyone can receive Law Alert emergency alerts on their computer by subscribing to Code Maroon Law's RSS feed. Anyone can receive the alerts through their email client, various news readers or their internet browser.

Additional warning mechanisms not controlled by Law Alert include:

- Local Media
 - The local television and radio outlets are good sources to distribute warning messages to a broad audience. However, this mechanism is not

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limited to the campus community. Each media outlet must be contacted individually for message distribution. As such, the message delivery time is dependent on the cooperation of the local media, their availability and the availability of School of Law personnel to relay the message to the local media.

- Building fire alarms
 - Building fire alarm systems provide timely warnings within each building. Some fire alarms just have audible sirens while some have built-in voice capabilities at the fire alarm consol. Fire alarms are initiated and annunciated locally with information relayed to the Facilities Services Communications Center.
- Bullhorns (megaphones)
 - Bullhorns are kept by members of the Emergency Management Team and Floor Coordinators who can utilize them during emergencies to make announcements/provide information to large groups of the campus community.

ATTACHMENT 3 TAMU CONTACT LIST

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ATTACHMENT 3: TAMU CONTACT LIST

TAMU CONTACT LIST

The following is a list of Texas A&M University departmental contacts and services provided which can support the School of Law during an emergency.

INFORMATION KEPT IN OFFICIAL FILE

ATTACHMENT 4 EMERGENCY PROCEDURES

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ATTACHMENT 4: EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

GENERAL

Emergency protocols have been established for responding to emergencies that could endanger lives of students, faculty, staff, and visitors of the School of Law. The emergency procedures outlined in this document are meant as a guide to individuals during emergencies.

Law School Security can be reached on campus by dialing (817) 212-3999 (2-3999 on a campus phone) between the hours of 7:00 A.M. and midnight Sunday through Saturday when the facility is open.

EVACUATION PROCEDURES

Floor Evacuation Coordinators have been assigned by the law school to aid in an evacuation. The floor evacuation coordinators will assist in directing evacuation of all areas of the building to specified evacuation sites as outlined in Attachment 1: Law School Emergency Member Contacts.

All employees will be familiar with the building exits in their work or classroom area. In the event of a fire or other emergency situations, employees will evacuate the building using the nearest exit and in an orderly manner. Elevators will not be used. Each department will meet in a pre-designated area far enough away from the building to ensure safety. No one is to remain in the building requiring evacuation whether it be an actual event or a drill. The building shall not be reoccupied until an all-clear has been given by any member of the EMT.

After exiting the building, move to a dedicated evacuation site. **DO NOT BLOCK EXITS.**

Pre-designated evacuation sites according to exits from building:

- WEST EXIT – Meet in front of the public parking garage on Commerce
- NORTH EXIT – Meet in Parking Gig ‘Em Lot
- NORTHEAST EXIT – Meet in Parking Gig ‘Em Lot
- SOUTHEAST EXIT – Meeting in Parking Howdy Lot

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ATTACHMENT 4: EMERGENCY PROCEDURES

LOCKDOWN PROCEDURES

In the event of a hazardous situation that may result in serious injury or death, The following procedures will be followed:

- Call 911 and provide the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved. **DO NOT ASSUME A 911 CALL HAS ALREADY BEEN PLACED.** The more calls received by 911, the better.
- Call law school security at (817) 212-3999 (2-3999 on campus phone). If in a hallway, enter nearest classroom or office.
- Close and lock doors, and barricade door from inside. Stay away from all windows and doors. Turn off all lights and remain totally quiet. Lie flat on the floor, preferably under desks, if gunshots are heard.
- Silence cell phone, including the vibration function, but do not turn off cell phones.
- No one should leave a secured room until an all-clear message is given by the city's emergency responders or any member of the law school EMT.

Note: If a person should leave the secured room before an all clear message is given by the Fort Worth police department, do not attempt to stop them.

SEVERE WEATHER

Severe weather includes violent thunderstorms, high winds, tornadoes, etc. In the event of severe weather:

- If necessary, notify School of Law Security at (817) 212-3999 (2-3999 on a campus phone).
- Evacuate all students and personnel to the law library on the lower level.
- Remain in evacuation site until an all-clear has been given by any member of the EMT.

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ATTACHMENT 4: EMERGENCY PROCEDURES**

MEDICAL EMERGENCY / EMPLOYEE INJURY

In the event of a medical emergency:

- Call 911 immediately and state the nature of the emergency.
- Call School of Law Security at (817) 212-3999 (2-3999 on a campus phone).
- Stay on the line until emergency services arrive or the dispatcher ends the call.
- DO NOT attempt to move the victim.
- Try to make the victim as comfortable as possible both physically and emotionally by covering them and talking to them. If qualified, first aid should be rendered on a “Good Samaritan” basis only.
- Do not leave the victim alone.
- If CPR is necessary and you have been trained, start the process. The Automated External Defibrillator (AED) is located at the security desk on the first floor.
- First aid equipment is located at the security desk on the first floor.
- If qualified, CPR should be administered on a “Good Samaritan” basis only.

Note: If the injury involves an employee, notify law school human resources staff at (817) 212-4082 as soon as possible.

Available Health Care Providers:

Concentra Health Center 2500 West Freeway (I-30), Fort Worth Monday through Friday, 8:00 a.m. – 9:00 p.m., Saturday 8:00 a.m. – 3:00 p.m., , on call Physician 817-882-8700	Baylor/All Saints Hospital 1400 8th Ave., Fort Worth 817-926-2544
Harris Methodist Hospital 1301 Pennsylvania Ave., Fort Worth 817-882-2000 or 817-882-3333	John Peter Smith Hospital 1500 South Main St., Fort Worth 817-921-3431
Poison Control 800-764-7661	

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ATTACHMENT 4: EMERGENCY PROCEDURES

BOMB THREAT

If you observe a suspicious object or potential bomb:

- DO NOT HANDLE THE OBJECT
- Clear the area and immediately call School of Law Security at (817) 212-3999 (2-3999 on a campus phone).
- Turn OFF cell phone.
- Immediately notify the Fort Worth Police Department at 911. They will advise what additional steps to take. DO NOT CONDUCT AN ADDITIONAL SEARCH.

If evacuation deemed necessary, follow the established evacuation procedures.

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ATTACHMENT 4: EMERGENCY PROCEDURES

ACTIVE SHOOTER / HOSTAGE SITUATION

In the event of an active shooter / hostage situation:

- Do not intervene or call attention to yourself.
- Call 911 and describe the incident in detail giving the following information to police:
 - Exact location of the disturbance
 - Number of armed participants
 - Description of armed participants
 - Type or description of weapon(s) being used
 - Number of victims immediately affected
 - Demands and instructions hostage takers have given
 - Report known injuries or medical needs.
- Remain on the line with the police until they arrive or until the 911 dispatcher ends the call.
- Notify law school security at (817) 212-3999 (2-3999 on a campus phone).
- Exterior doors controlled by the security system should be unlocked for emergency personnel entry. This can be done in-house by contacting law school facilities at (817) 212-4125 or contacting TAMU Telecommunications (See Appendix 3 for contact information).
- Lockdown:
 - Law school issued office keys will also lock/unlock classroom and hallway doors. Lock the door, then barricade the door from the inside. Most law school key controlled offices and classrooms lock from the outside.
 - Turn off lights.
 - Cover windows.
 - Take cover under or behind heavy furniture. Lie flat on the floor. Be quiet.
 - Silence cell phones, including the vibration function, but do not turn them off.

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ATTACHMENT 4: EMERGENCY PROCEDURES

FIRE OR SMOKE (R.A.C.E)

- R **RESCUE** people from the immediate fire/smoke vicinity if possible.
A **ALERT** others by activating the fire alarm system.
C **CONFINE** fire/smoke by closing all doors. Check if fire exits are clear.
E **EXTINGUISH** – If you have been trained and can safely do so, retrieve the nearest fire extinguisher and attempt to extinguish the fire. Evacuate the building as soon as possible.

- If the fire alarm goes off, follow evacuation procedures.
- All persons on the inside of the building are required to evacuate.
- Do not use elevators during a fire.

A member of the faculty/staff will be made available to help those with disabilities to evacuate

UTILITIES SERVICE DISRUPTIONS

ELECTRICITY (1-888-313-4747/ONCOR)

In the event of an electrical outage, call law school facilities at (817) 212-4125.

After hours, call law school security at (817) 212-3999 (2-3999 from a campus phone).

WATER (FORT WORTH WATER DEPARTMENT/817-392-4477)

If water is flooding law school property, call law school facilities at (817) 212-4125.

After hours, call law school security at (817) 212-3999 (2-3999 from a campus phone).

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ATTACHMENT 4: EMERGENCY PROCEDURES

GAS (1-866-322-8667/ATMOS ENERGY)

If the smell of gas is present, call law school facilities at (817) 212-4125 immediately or law school security (817) 212-3999 (2-3999 from a campus phone). If a smell is detected, do not turn on/off any electrical appliances. If it is determined evacuation is necessary, proceed with your specific evacuation protocol.

COMPUTERS/PHONES

In the event of a computer or phone outage, contact the TAMU I.T. Help Desk at (979) 845-8300 or by email at helpdesk@tamu.edu or hdc.tamu.edu.

ELEVATOR

In the event an elevator stops while you are using it, push the button on the telephone in the elevator and it will automatically dial for help. If you are notified an elevator has stopped with someone inside, call law campus facilities at (817) 212-4125 or law school security at (817) 212-3999 (2-3999 from a campus phone). Confirm if anyone is injured or in need of medical assistance and, if required, follow medical emergency protocol. **DO NOT LEAVE THE TRAPPED INDIVIDUAL(S) ALONE.** Continue speaking with the individual(s), keeping them calm and reassuring them help is on the way.

PSYCHOLOGICAL CRISIS / SUICIDE ATTEMPT / DISRUPTIVE BEHAVIOR

A psychological crisis exists when an individual is disruptive or exhibits a clear and present danger to himself/herself, other individuals, or property. If there is evidence of, or reason to believe, that there is a physiological or substance-induced state, the situation should be treated as a medical emergency.

TAKE ALL THREATS SERIOUSLY

- Do not try to personally handle a situation you feel is or may become dangerous.
 - Call 911, then law school security at (817) 212-3999 (2-3999 from a campus phone) if a person requires medical attention, has a weapon, or needs to be restrained.
 - If a student is involved, contact the law school's Assistant Dean of Student Affairs at (817) 212-4020.
- Secure the location and isolate the person from others.
- Stay with the person until help arrives.

TAMU SCHOOL OF LAW EMERGENCY OPERATIONS PLAN
ATTACHMENT 4: EMERGENCY PROCEDURES

HAZARDOUS MATERIALS / BODILY FLUIDS SPILLS

Between 8 a.m. and 5 p.m., call law school facilities at (817) 212-4125.

After hours, call law school security at (817) 212-3999 (2-3999 from a campus phone).

CHEMICALS

- Confine affected area by closing doors or blocking access to spill.
- Notify law campus facilities at (817) 212-4125
- If spill has a noticeable odor/vapor, evacuate affected area immediately.

BLOOD/BODILY FLUIDS

- Exposure to blood/body fluids
 - Wash exposed area immediately with soap and water.
 - Report the immediately to law school facilities at (817) 212-4125.
 - Report the incident to law school human resources staff at (817) 212-4082.
- Needle stick
 - Wash puncture site immediately with soap and water.
 - Report the incident immediately to law school facilities at (817) 212-4125.
 - Report the incident to law school human resources staff at (817) 212-4082.

TAMU SCHOOL OF LAW EMERGENCY OPERATIONS PLAN
ATTACHMENT 4: EMERGENCY PROCEDURES

ESCAPE ROUTES, FIRE EXTINGUISHER, AND AED PLACEMENT

MAPS KEPT IN OFFICIAL FILE