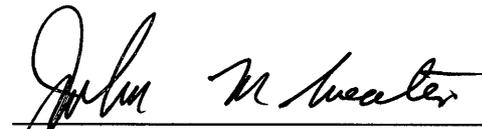


**Texas A&M AgriLife Research  
& Extension Center  
Vernon, Texas**

**(Revised September 1, 2014)**

**Crisis  
Management  
Plan**



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# 1.0

## Introduction

The following **Crisis Management Plan (CMP)** is intended to deal with possible emergency situations (excluding properties without offices) which require the orderly management of resources and processes to protect life and property. The Resident Director, Texas A&M AgriLife Research; District Extension Administrator, Texas A&M AgriLife Extension Service; and Director, Texas Foundation Seed Service (TFSS) have primary responsibility for effectively managing any crisis which might occur on or affect the Texas A&M AgriLife Research & Extension Center and/or TFSS at Vernon and Chillicothe Research Station.\* In the absence of these supervisors the Center Safety Officer present will manage the crisis.

Possible types of situations which this plan is intended to cover are fire, severe weather, bomb threats, chemical spills, and gas leaks. This plan is further subdivided into a Prevention Plan, a Preparedness Plan, a Response Plan, and a Recovery Plan. The Prevention Plan is intended to identify potential hazards or incidents for which a response will be required. The Preparedness Plan identifies the individuals responsible for implementing the Crisis Management Plan, the methods used for implementation, and training requirements. The Response Plan details the actual plans and procedures necessary to enable the effective and efficient use of resources in the event of a crisis. The Recovery Plan details procedures following a crisis or disaster.

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. The Resident Director, District Extension Administrator, Director of TFSS, faculty, and Center Safety Officer are responsible for developing internal procedures and training personnel as necessary to support this plan.

\* For the purposes of this plan, "Center" includes the Texas A&M AgriLife Research and Extension Center-Vernon, TFSS, and Chillicothe Research Station (CRS). Off-station leased property under management control by Texas A&M AgriLife Research houses no employees or AgriLife facilities and hence is not specifically covered in this Crisis Management Plan.

## 2.0

# Prevention Plan

The Center CMP formally establishes and documents a coordinated plan for responding to crises, whether large or small, which may arise. 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 Center's response will be effective and efficient in protecting human life and health and in preserving Center property and resources.

Texas A&M AgriLife Research, Texas A&M AgriLife Extension Service, and TFSS must coordinate efforts in all phases of crisis management. The protection of human life and health is of the utmost importance and shall take precedence throughout this combined effort.

All personnel at the Center will report any potential hazard to the Safety Officer as soon as it is identified. The Safety Officer will deem the level of corrective action to eliminate the hazard or to deal with it. The Emergency Evacuation Plan will be used when an evacuation is required from any of the Center buildings for any purpose other than weather. Three (3) separate Emergency Evacuation Plans have been established, as follows:

- Annex A—Emergency Evacuation Plan, Texas A&M AgriLife Research and Extension Center-Vernon
- Annex B—CRS Emergency Evacuation Plan, Chillicothe Research Station, Chillicothe, TX
- Annex C—TFSS Emergency Evacuation Plan, Texas Foundation Seed Service, Lockett, TX

In the event of bad weather in the area, whether present or approaching, the Severe Weather Procedures should be followed. There are two (2) separate severe and inclement weather policies as follows:

- Annex D—Severe or Inclement Weather Procedures, Texas A&M AgriLife Research and Extension Center-Vernon and TFSS, Lockett, TX
- Annex E—CRS Severe Weather Procedures, Chillicothe, TX

Since no plan can cover all possible situations, personnel should be prepared to adapt as verbal instructions are passed via public address, messenger, e-mail, or phone call, and call their immediate supervisor for special circumstances.

An Environmental Safety Committee comprised of the Safety Officer and selected faculty and staff representing Texas A&M AgriLife Research and Texas A&M AgriLife Extension Service employees at Vernon and Chillicothe was established to help create ideas throughout the year for improved safety measures, prevention, training, and implementation steps for solving problems, avoid reoccurrence of those problems, and help with appropriate training measures, opportunities, and resources.

# 3.0

## Preparedness Plan

The Resident Director, District Extension Administrator and/or Director TFSS as appropriate are responsible for the overall Center CMP and are responsible for:

- Seeing that the plan is implemented when required to minimize loss or damage to the Center's facilities and resources.
- Insure appropriate communications and notifications within the Center, Texas A&M AgriLife Research, Texas A&M AgriLife Extension Service, the Texas A&M System, the community, and beyond as appropriate and necessary.
- Provide a response which is appropriate to the magnitude of the crisis.
- Establish a core group of well trained individuals capable of committing resources as necessary and appropriate to insure that the crisis or situation is handled and contained as required. The designated core group will be the Environmental Safety Committee.
- Contacting the emergency responders if necessary.
- Assisting visitors and occupants with special needs.
- Determining when it is safe to re-enter the building or leave the shelter location.
- Methods used to notify the building occupants.
- Insuring that personnel requiring such information, normally the Safety Officer and the Resident Director, have emergency response numbers readily available including contact information supplied in this Crisis Management Plan. The contacts are found in Annex P.
- Scheduling training necessary to insure that all individuals at the Center react effectively once an emergency has occurred and the CMP has been activated.
- Emphasize the practice of safety concepts during crises.

## **4.0**

# **Response Plan**

The first person having knowledge of a potential life or property threatening situation should immediately contact the Business Administrator II and if time permits, the Resident Director, District Extension Administrator, Director TFSS, and/or the Center Safety Officer. Any one of these individuals will implement the appropriate response if time is critical. The appropriate responses are covered in Annexes contained in this plan. Any response not covered in the annexes will be implemented by the Resident Director, District Extension Administrator, Director TFSS, or the Center Safety Officer. The response will 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

# Recovery Plan

Following the incident or crisis/disaster, any news releases relating to the situation will be made by the Resident Director, District Extension Administrator or Director of TFSS.

Aid to personnel, counseling, or other assistance will be coordinated by the Business Administrator and the Human Resources Office.

A review of all procedures and events will follow any crisis or disaster that required implementation of the CMP. The plan will be modified as necessary to correct any deficiencies that have been identified.

As soon as practical, the Resident Director or District Extension Administrator will notify the Directors of their respective agencies and the appropriate Texas A&M AgriLife Human Resources Office. The AgriLife Communications Office will also be notified involving the assigned Communication Specialist/Associate Editor in this process for local/regional media relations. The AgriLife Communications Office may coordinate information with the Texas A & M AgriLife Director of Communications as appropriate. For other than natural disasters, information is not to be released until an investigation has been completed. Under no circumstances will information concerning names of persons deceased, injured, or held hostage be released without first ascertaining that full notification of next of kin (or person designated to be notified in the event of an emergency) has been made. Information that all personnel at the location are safe and accounted for may be released as soon as that has been determined.

The Center will review the CMP annually, or upon completion of additions/modifications to facilities.

# Annex A

## Emergency Evacuation Plan

Texas A&M AgriLife Research & Extension Center  
Vernon, Texas  
940-552-9941

The following is intended to deal with possible emergency situations which require the orderly management of resources and processes to protect life and property. Possible types of situations which this plan is intended to cover are fire, severe weather, bomb threat, chemical spills, and gas leaks. Any news releases relating to the situation will be made by the Resident Director and/or District Extension Administrator, involving the assigned Communications Specialist/Associate Editor if available.

### **ALERT PHASE:**

- Action 1:** The first person having knowledge of a potential life or property threatening situation should immediately contact the Safety Officer (x236), or if not available, the Extension Operator, Ext. 225, if time permits. If neither is available, they should activate one of the fire alarm system's pull stations located in each hallway.
- Action 2:** If the alarm has not been activated, the Safety Officer will announce the type of incident over the public address system and notify the Safety Alternates as needed.

### **EVACUATION PHASE:**

- Action 1:** The Safety Officer or Safety Alternate will evaluate the situation and when necessary, activate the master alarm system.
- Action 2:** Immediately upon hearing the announcement of an evacuation situation over the public address or the alarm system activation, all employees should immediately evacuate the building through the closest exit. The immediate supervisor or host of any visitor or person with special needs is responsible for the safe evacuation of this person. (Note: A person with special needs may be in a wheelchair, on crutches, be hearing or visually impaired, etc.).
- Action 3:** If a storm alert has been announced, all personnel should proceed immediately after activation of the master alarm to the storm shelter located to the rear of the main headquarters building. The published "**Severe Weather Procedures**" for the Center should be followed (Annex D).

For evacuation incidents other than severe weather, all personnel should evacuate the building and proceed to the most distant portion of the large open area in front of the Center. The Safety

Officer/Alternate will check with all supervisors if available to insure no personnel are missing. If anyone is not accounted for, the Safety Officer/Alternate will convey this information to the emergency responders (Fire or Police, etc.).

**Action 4:** No one will re-enter the building until the Fire Department, Police, Resident Director, District Extension Administrator, or Safety Officer/Alternate has indicated that it is safe to do so.

### **TRAINING PHASE:**

**Action 1:** These evacuation procedures will be practiced at least annually and recorded on the “Evacuation Drill Checklist”. A copy of this completed form will be on file in the Safety Officer’s office. A copy of this plan will be provided to all new employees as part of their orientation.

### **KEY PERSONNEL:**

Center Safety Officer: Alan Waggoner, Business Administrator II, Ext. 236,  
JAWaggoner@ag.tamu.edu

Alternate: Richard Teague, Associate Resident Director, Ext. 235,  
RTeague@ag.tamu.edu

Alternate: Jim Ansley, (Chair, Environmental Safety Committee) Ext. 234,  
JAnsley@ag.tamu.edu

Alternate: Stan Bevers, Extension Economist Management Specialist, Ext. 231,  
SBevers@ag.tamu.edu

Extension Operator: Allison Ha, Ext. 225, Allison.Ha@ag.tamu.edu

Resident Director: John M. Sweeten, 806-679-5008, JSweeten@ag.tamu.edu

Emergency Contact Information found in Annex P.

## EVACUATION DRILL CHECKLIST

**SITE OF DRILL:** \_\_\_\_\_

**PERSON RESPONSIBLE FOR THE DRILL:** \_\_\_\_\_

**DATE OF DRILL:** \_\_\_\_\_

**EVACUATION SIGNAL USED:** \_\_\_\_\_

**ESTIMATED NUMBER OF PERSONS WHO EVACUATED:** \_\_\_\_\_

**EVACUATION START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**Check all of the following that apply:**

- \_\_\_\_\_ The evacuation of the building was accomplished in an orderly manner.
- \_\_\_\_\_ All occupants of the building participated in the evacuation.
- \_\_\_\_\_ Persons gathered at the appropriate location after exiting the building.
- \_\_\_\_\_ All building occupants were accounted for.
- \_\_\_\_\_ Persons remained in the designated gathering location until instructed that it was safe to re-enter the building.
- \_\_\_\_\_ A person with special needs was present at the time of the drill and was assisted from the building.
- \_\_\_\_\_ A representative from an emergency response agency was present to observe the drill.
- \_\_\_\_\_ The evacuation was accomplished according to procedure with no problems.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
*Person responsible for evacuation drill* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Safety Officer* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Resident Director* \_\_\_\_\_  
*Date*

Keep a copy of this completed form on file.

# **Annex B**

## **CRS Emergency Evacuation Plan**

Chillicothe Research Station  
Texas A&M AgriLife Research  
Chillicothe, Texas  
940-852-5125

The following Emergency Evacuation Plan is intended to deal with possible emergency situations which require the orderly management of resources and processes to protect life and property. Possible types of situations which this plan is intended to cover are fire, severe weather, bomb threat, chemical spills, and gas leaks at the CRS location near Chillicothe. Any news releases relating to the situation will be made by the Resident Director, involving the assigned Communications Specialist/Associate Editor if available.

### **ALERT PHASE:**

**Action 1:** The first person having knowledge of a potential life or property threatening situation should immediately and loudly announce that the building(s) need(s) to be vacated and notify the Safety Officer or Alternate.

### **EVACUATION PHASE:**

**Action 1:** The Safety Officer or Safety Alternate will evaluate the situation and when necessary, call the 911 Dispatcher from a telephone located in one of the “out” buildings.

**Action 2:** Immediately upon hearing the announcement of an evacuation situation, all employees should immediately evacuate the building through the closest exit. The immediate supervisor or host of any visitor or person with special needs is responsible for the safe evacuation of this person. (Note: A person with special needs may be in a wheelchair, on crutches, is hearing or visually impaired, etc.).

**Action 3:** If a storm alert has been announced, all personnel should proceed immediately after activation to the library. Severe weather procedures are outlined in Annex D.

For evacuation incidents other than severe weather, all personnel should evacuate the building and proceed to the most distant portion of the large open area west of the office building and north of the small grains building. The Safety Officer/Alternate will check with all supervisors to insure no personnel are missing. If anyone is not accounted for, the Safety Officer/Alternate will convey this information to the emergency responders (Fire, Police, etc.).

**Action 4:** No one will re-enter the building until the Fire Department, Police (including sheriff or deputy), Resident Director or Safety Officer/Alternate has indicated that it is safe to do so.

**TRAINING PHASE**

**Action 1:** These evacuation procedures will be practiced at least annually and recorded on the “Evacuation Drill Checklist.” A copy of this completed form will be on file in the Safety Officer’s office. A copy of this plan will be provided to all new employees as part of their orientation.

**KEY PERSONNEL:**

Center Safety Officer: Alan Waggoner, 940-552-9941 x 236, JAWaggoner@ag.tamu.edu  
Safety Officer: Jim Wilborn, 940-852-5125, JCWilborn@ag.tamu.edu  
Alternate: Jimmy Barnett, 940-839-7924, JLBarnett@ag.tamu.edu  
Alternate: John Winter, 940-852-5125, John.Winter@ag.tamu.edu

Emergency Contact Information found in Annex P.

# Annex C

## TFSS Emergency Evacuation Plan

Texas Foundation Seed Service  
Vernon, Lockett, Texas

The following is intended to deal with possible emergency situations which require the orderly management of resources and processes to protect life and property. Possible types of situations which this plan is intended to cover are fire, severe weather, bomb threat, chemical spills, and gas leaks. Any news releases relating to the situation will be made by the Director of TFSS.

### **ALERT PHASE:**

**Action 1:** The first person having knowledge of a potential life or property threatening situation should immediately contact the Staff Assistant (940-552-6226) to call the sheriff department or fire department as appropriate. The rest of the occupants of the building should be warned verbally of the need to evacuate. Then call the Extension Operator, 552-9941 ext. 225 if time permits, and advise the Center Safety Officer (940-552-9941 x 236) of the situation.

### **EVACUATION PHASE:**

**Action 1:** The Safety Officer or Alternate will evaluate the situation and when necessary, order evacuation.

**Action 2:** Immediately upon hearing the announcement of an evacuation situation all employees should evacuate the building through the closest exit. The immediate supervisor or host of any visitor or person with special needs is responsible for the safe evacuation of this person. (Note: A person with special needs may be in a wheelchair, on crutches, is hearing or visually impaired, etc.).

**Action 3:** If a storm alert has been announced, all personnel should proceed immediately after notification to the storm shelter located to the rear of the main headquarters building. The published “**Severe Weather Procedures**” for the Center should be followed (see page 15, Annex D).

For evacuation incidents other than severe weather, all personnel should evacuate the building and proceed to the most distant portion of the large open area in front of the TFSS building. Center Staff will notify the Center Safety Officer and call 911 (if required). The Safety Officer/Alternate will check with all supervisors to insure no personnel are missing. If anyone is not accounted for, the Safety Officer/Alternate will convey this information to the emergency responders (Fire or Police, etc.).

**Action 4:** No one will re-enter the building until the Fire Department, Police, Director TFSS, or Safety Officer/Alternate has indicated that it is safe to do so.

**TRAINING PHASE:**

**Action 1:** These evacuation procedures will be practiced at least annually and recorded on the “Evacuation Drill Checklist” (page 10). A copy of this completed form will be on file in the Center Safety Officer’s office. A copy of this plan will be provided to all new employees as part of their orientation.

**KEY PERSONNEL:**

Center Safety Officer: Alan Waggoner, Business Administrator, 940-552-9941 ext. 236

Safety Officer: Tim Myers, Assistant Manager, 552-6226

Alternate: Kenneth S. Stephens, Technician I, 552-6226

Alternate: Rosemary Teague, Staff Assistant, 552-6226

Extension Operator: Allison Ha, 940-552-9941 ext. 225

Emergency Contact Information found in Annex P.

# Annex D

## SEVERE OR INCLEMENT WEATHER PROCEDURES

Texas A&M AgriLife Research & Extension Center and  
Texas Foundation Seed Service  
Vernon, Texas  
940-552-9941

This policy covers two different types of weather related situations that are distinguished primarily by lead-time and depth of information on which to base decisions: (a) **Severe** storms characterized by short lead-time generally one (1) hour or less and often is localized; and (b) **Inclement** weather, generally characterized by longer forecasted lead times, of several hours or days, and generally covers a broad region.

### PART I. SEVERE WEATHER POLICY

#### SEVERE STORM WATCH OR ALERT:

**Action 1:** All severe weather advisories broadcasted by the various public media (i.e., radio and television) which involve the premises of the Center or TFSS should be reported immediately by any employee to the Safety Officer, Alan Waggoner, Ext. 236. If he is not available, the Safety Alternate, Dr. Richard Teague should be notified at Ext. 235, or co-alternates Dr. Jim Ansley at Ext. 234, or Stan Bevers on Ext. 231.

**Action 2:** The Safety Officer (or alternates) will have the Extension Operator (Ext. 225) announce that severe weather advisories have been issued. The Extension Operator will also notify CRS and TFSS accordingly.

**Action 3:**

- (a) The Shelter Monitor will check the shelter for accessibility and availability of provisions.
- (b) The Extension Operator will assist the Safety Officer, Ext. 236, in monitoring all incoming calls for weather related information.
- (c) The Scanner Monitor will test the scanner for operation and stand-by for notice to begin monitoring from the Safety Officer.

#### SEVERE STORM WARNING:

**Action 1:** All possibly severe weather within vision of the Center or severe storm warnings issued by the various public media should be reported immediately by any employee to the Safety Officer, Ext. 236.

**Action 2:** The Safety Officer will have the Extension Operator announce that severe weather warnings have been issued for the area and to be prepared to take action.

**Action 3:** (a) The Scanner Monitor will begin monitoring all weather reports available on the scanner and inform the Safety Officer as severe weather is reported to be approaching the Center area.  
(b) The Extension Operator will advise CRS and TFSS of the warning.

### **TAKE SHELTER**

**Action 1:** When it has been confirmed that severe weather is approaching the Research and Extension Center premises with possible tornado activity, the Safety Officer (or alternates) will notify everyone to proceed immediately to the storm cellar.

**Action 2:** The Shelter Monitor will assist personnel as they enter the storm cellar and supervise the positioning of personnel within the shelter. Supervisors should ensure that all personnel are accounted for.

**Action 3:** The Scanner Monitor will take the scanner to the shelter and continue to monitor conditions with the Safety Officer (or alternates).

**Action 4:** All personnel will remain in the shelter until the Safety Officer (or alternates) gives the “all clear” to return to work stations.

### **KEY PERSONNEL: SEVERE WEATHER PROCEDURES**

Center Safety Officer: Alan Waggoner, Business Administrator, Ext. 236

Alternate: Richard Teague, Associate Resident Director, Ext. 235

Alternate: Jim Ansley, (Chair, Environmental Safety Committee) Ext. 234

Alternate: Stan Bevers, Extension Economist Management Specialist, Ext. 231

Extension Operator: Allison Ha, Ext. 225

Shelter Monitor: Allison Ha, Ext. 225  
Doug Fulford, Ext. 248 (alternate)

Scanner Monitor: Rebecca Williamson, Ext. 204  
Sloane Montano, Ext 206 (alternate)

Emergency Contact Information found in Annex P.

## **PART II. INCLEMENT WEATHER POLICY**

### **INCLEMENT WEATHER**

Inclement weather which can include snow or ice storms, extremely high winds or threat of flooding can usually be forecasted days or several hours in advance. Decisions to close the Texas A&M AgriLife Research & Extension Center at Vernon (Center) and associated facilities such as Chillicothe Research Station (CRS) at times when inclement weather are either forecast or in process are the responsibility of the Resident Director (or designee), who will act in communication and coordination with the District Extension Administrator (or designee), and the Director of TFSS. The following policy addresses two such situations: (A) Center closure decision made prior to work hours; and (B) Center closure decision made during work hours.

Inclement weather closure decisions are normally based on reliable forecasts together with visual observation of weather conditions, road conditions, and/or Texas Department of Transportation (TxDOT) advisories (800-452-9292 or [www.dot.state.tx.us](http://www.dot.state.tx.us)). Many times decisions to close the AgriLife Center will coincide with decisions by other entities such as the Vernon Independent School District (VISD) to close. Because the latter can be a convenient and reliable source of guidance or even a “rule of thumb” when such information is made available, for FY15 the VISD will be used as the determinant for Situation A above, i.e. Center closure decision made prior to regular work hours as broadcast via TV, radio, etc. Likewise, the Resident Director or designee will place an announcement on the Center’s Inclement Weather Hotline (940-552-7578) and a confirming email to Center and TFSS employees.

Procedures for inclement weather closures for the Vernon Center under Situation B above (i.e. during work hours) will include the following:

1. Resident Director or designee (Business Administrator II/Safety Officer or Associate Resident Director) monitors weather reports; road conditions via TxDOT and information on other facility closures, if applicable. In the event frozen precipitation is suspected of producing unsafe road conditions, the Resident Director or designee will obtain a reliable report on highway conditions (e.g. TxDOT) or in-town street conditions prior to making a decision while work is in progress. The decision shall be coordinated in consultation with the District Extension Administrator (or designee) or Director of TFSS (or designee). All weather event decisions will be posted on the Center’s Inclement Weather Hotline and verified by email to the Center and TFSS employees.
2. Resident Director (or designee) consults with District Extension Administrator (or designee), and Director of Texas Foundation Seed Service if available, to obtain input, information, or concurring recommendation.
3. Resident Director (or designee) makes the decision in consultation with the District Extension Administrator and Director of TFSS or their respective designee on whether to close the Center during normal working hours; and he/she immediately announces the decision to faculty and staff directly to or through the Business

Administrator II/Safety Officer, the District Extension Administrator, or Associate Resident Director as appropriate.

4. **If the Center is not closed, employees must notify their supervisor if they are unable to come to work due to weather conditions** when individual circumstances are in variance with the information posted on the Center's Inclement Weather Hotline. Absences not approved by a supervisor shall be charged against an employee's annual leave.
5. **Decisions to reopen the center after inclement weather closure** shall be made and implemented in a similar fashion to the above, and will be made known to Center and TFSS faculty and staff before 7:00 a.m. the following morning. **Employees, who believe it is still unsafe to travel** after the Center is reopened, must notify their supervisor of persistent conditions in advance of absence to request extended unsafe travel leave consideration. Supervisors will notify the Resident Director of relative decisions.
6. An email will be sent by the Resident Director (or designee) to AgriLife Human Resources and Agency Director's office in College Station to confirm all closure decisions.

Key Personnel involved in implementing the above Inclement Weather Procedures:

- Resident Director: Dr. John Sweeten; 940-552-9941 x 229 (ofc)/806-679-5008 (cell)
  - Designee: Mr. Alan Waggoner, Business Administrator II; 940-552-9941 x 236 (ofc.)/940-613-2792 (cell)
  - Alternate 1: Dr. Richard Teague, Associate Resident Director; 940-552-9941 x 235 (ofc.)/214-605-2654 (cell)
  - Alternate 2: Dr. Jim Ansley, Safety Committee Chairman; 940-552-9941 x234 (ofc.)/940-886-7059 (cell)
  
- District Extension Administrator: Mr. Miles Dabovich; 940-552-9941 x 228 (ofc.)/806-368-2335 (cell)
  - Designee: Mrs. Janet Case, Extension Office Manager; 940-552-9941 x 227 (ofc.)/940-886-8182 (cell)
  - Alternate 1: Mrs. Allison Ha, Senior Office Assistant; 940-552-9941 x 225 (ofc.)
  - Alternate 2: Mr. Stan Bevers, Professor; 940-552-9941 x 231 (ofc.)
  
- Director, Texas Foundation Seed Service: Mr. R. Steve Brown; 940-552-6226 (ofc.)
- Agency Administrators in College Station to receive copies of decision confirmations by email include:
  - Ms. Jennifer Humphries, Chief Human Resources Officer
  - Dr. Craig Nessler, Director, Texas A&M AgriLife Research (or designee)
  - Dr. Douglas Steele, Director, Texas AgriLife Extension Service (or designee)

Electrical power outages may frequently accompany inclement weather and may cause conditions that will lead to Center closure for a more extended period than the weather conditions indicate. During these episodes, the above procedures may be modified

because electronic communication equipment (e.g. computers, internet, phone land lines, etc.) may not be functional. In these circumstances, cell telephone numbers shall be a principal means of communications.

### **INCLEMENT WEATHER HOTLINE**

In the event that the Center may be closed due to unsafe driving conditions, power outages, or other utility failures that may render the Center unable for employees to function normally, a special recording (“the Center’s Inclement Weather Hotline”) explaining closure date and time may be accessed by calling 940-552-7578. The responsible Center personnel according to the following order will place an audio notice with closure information as Greeting #2 in the company directory, and will call as practical to request television posting of the information in Wichita Falls (KFDX-TV channel 3 newsroom at 940-691-0003, kfdx.com): Resident Director, Resident Director Designee, Alternate 1, Alternate 2 (see page 14 under Inclement Weather for names of the responsible Center personnel). A memo will be furnished to those named with instructions on how to record Greeting #2 on phone line 940-552-7578.

# Annex E

## CRS SEVERE WEATHER PROCEDURES

Chillicothe Research Station (CRS)  
Texas A&M AgriLife Research  
Chillicothe, Texas  
940-852-5125

This policy is specific to CRS and applies to **severe** weather events, such as tornadoes, windstorms, or flooding. For **inclement** weather, please refer to Annex D, Part II, which covers CRS as well as the Vernon Center and TFSS.

### **SEVERE STORM WATCH OR ALERT:**

**Action 1:** All severe weather advisories broadcasted by the various public media (i.e., radio and television) which involve the premises of the Chillicothe Research Station should be reported immediately by any employee to the CRS Safety Officer (Jim Wilborn) at 940-852-5125 and the Center Safety Officer (Alan Waggoner) at 940-552-9941 e 236. If he is not available, it should be reported to one of the Safety Alternates.

**Action 2:** The Safety Officer (or Alternate) will inform all employees in the headquarters area of the weather advisories issued. Individuals working on the CRS farm will also be notified.

**Action 3:** The CRS Scanner Monitor (Jimmy Barnett) will begin monitoring the scanner for weather related information and relay such information to the Safety Officer or Alternate who will in turn report conditions to the Center Safety Officer.

### **SEVERE STORM WARNING:**

**Action 1:** All possible severe weather within vision of the Station or severe storm warnings issued by the various public media should be reported immediately by any employee to the Safety Officer or Alternate.

**Action 2:** The Safety Officer or Alternate will inform employees of weather warnings that have been issued for the area and to be prepared to take action.

**Action 3:** The Scanner Monitor will notify the Safety Officer or Alternate of severe weather approaching the Station area.

**TAKE SHELTER:**

- Action 1:** When it has been confirmed that severe weather is approaching the Station premises with possible tornado activity, the Safety Officer or Alternate will notify personnel to proceed immediately to the designated safety areas.
- Action 2:** Supervisors should ensure that none of their personnel are missing.
- Action 3:** The Scanner Monitor will take the scanner to the shelter and continue to monitor conditions with the Safety Officer if possible.
- Action 4:** All personnel will remain in the shelter until the Safety Officer or Alternate gives the “all clear” to return to work stations.

**KEY PERSONNEL:**

Center Safety Officer: Alan Waggoner  
Safety Officer: Jim Wilborn  
Alternate: Jimmy Barnett  
Alternate: John Winter  
CRS Scanner Monitor: Jimmy Barnett

Emergency Contact Information found in Annex P.

# Annex F

## Toxic Chemical Spill or Release

Whenever toxic solids, liquids or vapors are unintentionally released on Center property every effort shall be made to protect students, employees, visitors, and members of participating response units and agencies assisting at the incident site.

- **Limited Crisis - Chemical Release**

Each project or unit that works with chemicals will employ its own containment/spill procedures in the event of a small unintentional release of less than one (1) liter of a chemical regarded as not extremely toxic. A chemical container with signal word "DANGER" and marked with the skull and cross bones denotes an extremely toxic chemical.

At the onset of release, the project will notify the Safety Officer (Alan Waggoner, 940-552-9941 x 236).

If release cannot be abated with on-site containment procedures, laboratory personnel will notify the Safety Officer of chemical type, approximate quantity and need for additional assistance.

The Resident Director, District Extension Administrator, Associate Resident Director, and/or the Safety Officer will determine whether to evacuate and/or request off-station emergency response, as necessary.

- **Major Crisis - Chemical Release**

If chemical release is extremely toxic or in an amount larger than can be contained locally, the Safety Officer will notify the 911 Dispatcher and/or the Fire Department by direct line telephone and will supply the following information:

- Nature of emergency and exact location
- Name and location of person supplying information
- Identity and quantity of chemical released, if known

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 Fire Department declares the building safe to re-enter

A report of the incident will be supplied to Texas A&M AgriLife Research and/or Texas A&M AgriLife Extension Service administration.

Emergency Contact Information found in Annex P.

# **Annex G**

## **Fire/Smoke**

All fire/smoke conditions will be reported to the Safety Officer. The 911 Dispatcher will be contacted by the Extension Operator when appropriate with the following:

- Nature of fire/smoke and exact location
- Name and location of person supplying information to the 911 Dispatcher.

Center personnel will evacuate the building and remain at a sufficient distance to insure:

- Personal safety
- Safe performance of firefighting and rescue operations
- Treatment and removal of the injured.

The Safety Officer or his designated representative will gather information to assess the following:

- Probable cause of incident
- Extent of property damage
- Number and extent of casualties

A report of the incident will be supplied to Texas A&M AgriLife Research and/or Texas A&M AgriLife Extension Service administration as necessary.

Emergency Contact Information found in Annex P.

# Annex H

## Bomb Threat or Explosive Device

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 Center employee suspects an object to be a bomb or explosive, she/he will **IN NO WAY HANDLE OR TOUCH THE OBJECT**.

The building or area where the object is found will be evacuated immediately according to evacuation procedure (see Annex A) and reported to the Safety Officer or Alternate.

All bomb threats and suspected explosive devices will be reported by the Extension operator to the 911 Dispatcher. Information will include:

- Description of object and exact location.
- Name and location of person supplying information.

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 Center staff. It is critical that the faculty make their staff aware of bomb and explosive device procedures.

Emergency Contact Information found in Annex P.

# **Annex I**

## **Evacuation of Persons with Special Needs (Disabilities)**

The immediate supervisor or host of any visitor or person with special needs is responsible for the safe evacuation of this person. (Note: a person with special needs may be in a wheelchair, on crutches, be hearing or visually impaired, etc.)

Special Needs shall be reported in advance to the Safety Officer so precautionary plans can be made in advance for that person.

# **Annex J**

## **Guidelines for Handling Suspicious Letters and Packages**

### **Steps for handling a suspicious unopened letter or package:**

- Isolate and report item to appropriate Safety Officer according to location (Post office or at work).
- Do not shake or empty the contents of the envelope or package.
- Safety officer (if at work) will put the envelope or package in a plastic bag or other container to prevent leakage of the contents. If a bag or container is not available, cover the envelope or package with anything (clothing, paper, trash can). Do not remove the covering.
- Leave the room and close the door or section off the area. Keep others from entering.
- Wash your hands with soap and water.
- Report the incident to local police or other law enforcement officials. If the incident occurs in the workplace, also notify the Safety Officer or a supervisor.
- Make a list of all people in the room or area when the letter or package was recognized. Provide the list to the Postmaster, law enforcement, and public health officials.

### **Steps to follow if suspicious powder or other material from an envelope or package has spilled out:**

- Do not try to clean up the powder.
- Cover the spilled contents immediately with anything (clothing, paper, trash can). Do not remove the covering.
- Leave the room and close the door or section off the area. Keep others from entering.
- Wash your hands with soap and water.
- Report the incident to local police or other law enforcement officials. If the incident occurs in the workplace, also notify the Safety Officer or a supervisor.
- Remove heavily contaminated clothing as soon as possible. Place it in a plastic bag or other container that can be sealed. Give the bag of clothing to emergency responders.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- Make a list of all people in the room or area, especially those who had actual contact with the powder. Provide the list to law enforcement and public health officials.

### **With incidents where aerial contamination with a biological agent is suspected:**

- Turn off local fans or ventilation units in the area.
- Leave the room and close the door or section off the area. Keep others from entering.

- Call 911 Dispatcher to report the incident to local police and the local FBI field office. If the incident occurs in the workplace, also notify the Safety Officer or a supervisor.
- Shut down the air handling system.
- Make a list of all people in the room or area. Provide the list to law enforcement and public health officials.

Emergency Contact Information found in Annex P.

# **Annex K**

## **Anthrax or other Foreign Animal Zoonotic Disease (FAZD)**

If a suspicious substance which may be Anthrax (or other FAZD) is discovered in the facility please refer to the following:

**Step One** – Report suspected item to the appropriate Safety Officer according to location. Clear and secure the contaminated area.

Prior to the arrival of the emergency responders, clear the room or area where the suspicious material is located. If possible, close appropriate doors. Keep in mind that this is a potential crime scene. **Do not touch or disturb anything.**

**Step Two** - Call 911.

All emergency response actions are coordinated by your local authorities. These include sealing/containing the area, obtaining samples of the substance, testing/identifying the substance, contacting federal authorities (if necessary), and attending to those individuals who may have been exposed

**Step Three** - Everyone potentially exposed should wash thoroughly (shower if necessary) to eliminate possible anthrax spores from skin.

**Step Four** - Identify all individuals who may have been exposed to the material.

Authorities will need to speak with anyone who handled the material (or package) and obtain the identity of anyone potentially exposed (for testing purposes). Testing must proceed rapidly to be effective. Do not let anyone leave the premises until dismissed by authorities.

**Step Five** - Remain calm and await further instructions.

**Step Six** - Document the incident.

Emergency Contact Information found in Annex P.

# Annex L

## Medical Emergencies

In the event of an injury or health emergency:

- A. Any staff member who is first aware of, or is made aware of an injury or medical emergency should immediately take charge and assess the situation as quickly as possible. Send someone for the appropriate Safety Officer when possible. This is an important step in that the following action items may have to be performed almost simultaneously:
  1. Clear the area of unnecessary personnel.
  2. The Extension Operator, if available (x 225) will call 911. In most cases, this will be an individual judgment call. However, as a general guide, the following symptoms or visible conditions are sufficient criteria to obtain EMS assistance:
    - a. Unconsciousness;
    - b. Suffocation or breathing difficulties;
    - c. Severe pain (or pain/pressure in chest);
    - d. Severe bleeding;
    - e. Any other life-threatening or permanently disabling injury or illness.
- B. Try to make the injured or ill as comfortable as possible. Unless you are trained in basic first aid, do not render treatment. You might complicate the situation or cause additional injury.
- C. Once someone with a higher level of medical ability arrives at the scene, relinquish control and stand by to assist or follow that individual's instructions.

If 911 is called, have someone meet the EMS vehicle and escort the crew to the scene.

- D. Make a first report of injury as appropriate to the Research Business Assistant, Rebecca Williamson.

Emergency Contact Information found in Annex P.

# Annex M

## Active Shooter

An active shooter emergency involves one or more persons using a firearm, engaging in a random or systematic shooting spree. An active shooter emergency may have very little advanced warning. It may be over in minutes or last hours. It may be confined in a single building or move throughout the center facilities. (See page 6 RESPONSE PLAN)

### Call 911 When Safe to Do So

#### Information to provide law enforcement or 911 operators:

- Location of active shooter(s)
- Number of shooters, if more than one
- Physical description of shooter(s)
- Weapons held by shooter(s)
- Number of potential victims at the location

#### How to react when law enforcement arrives:

- Remain calm and follow officers' instructions
- Put down any items in your hands
- Keep hands visible at all times
- Avoid quick movement toward officers

#### ALICE

The "ALICE" response plan was developed to give you more options to consider during a shooter emergency. "ALICE" is an acronym for 5 steps you can utilize to increase your chances of surviving a surprise attack by an active shooter. Your survival is paramount in this situation. The ALICE response should be thought of as a series of options available to you as a situation escalates. It is not a set of actions that you "shall, must or will" do during an incident. Deal with the information at hand and do not worry about the unknowns. Trust your instincts and do not waste time second guessing them. In this type of incident, your perception IS reality. You may use only 1 or 2 parts of the ALICE response, or you may use all 5.

- 1) **ALERT** – This can be anything that informs you of an active shooter situation. Examples are the sound of gunfire, witnesses, PA announcement or phone or text alert. Remember, an active shooter situation will most likely occur in the front lobby so DO NOT report there, and DO NOT use the fire alarm system.
- 2) **LOCKDOWN** – If you decide not to evacuate, secure the room.

- a. Lock the door.
  - b. Barricade the door with anything available (desks, chairs, file cabinets). If the shooter makes it through the door, the obstacles may distract the person long enough to give you an opportunity to subdue the assailant.
  - c. Cover any windows, if possible.
  - d. Look for alternate escape routes such as the window in your office if that is where you are located.
  - e. If you shelter in place, make the room look vacant and lock the door. Turn off the lights, radios, and computers. Silence your cell phones and remain calm and quiet. Typically, an active shooter is looking to kill as many targets as possible in a short amount of time and will not waste time at a locked door to a room which appears empty.
  - f. **DO NOT OPEN A DOOR FOR ANYONE.** Law enforcement officials will enter the room when the situation is over.
  - g. Gather and improvise weapons and get mentally prepared to defend yourself and others.
- 3) **INFORM** – Use any means necessary to pass along real-time information. Information should be given calmly in plain language. Do not use CB or “police” codes (i.e., 10-4, 10-100) because these mean different things to different emergency responders. Call 9-1-1, give them the Who, What Where, When, and How information. Answer all their questions and follow all their instructions. Stay on the line until they end the call. Information may also be relayed via PA, cell texting, police radios or loud speakers.
- 4) **COUNTER** – If the threat is imminent, as a last resort, **FIGHT**. Fight mean and dirty. Bite, gouge eyes, claw and scratch, kick them in the groin. It is best if several people can confront the shooter as a group. Improvise weapons. Pepper spray is dangerous in close quarter fighting because it is easy to incapacitate yourself. Throw heavy objects at the shooter’s head (chairs, fire extinguishers, books). This will disrupt his ability to fire a weapon. Create as much chaos as possible; yell, scream, run around the room. Grab shooter by the head and limbs and take him to the ground and hold him there. If you disarm and subdue the shooter, call 9-1-1 and tell the police where you are and listen to their commands. Do not pick up any weapons because the police may mistake you as the shooter when they come on scene.
- 5) **EVACUATE** – Consider evacuation if possible without being seen by the shooter. Run away from the incident and the sound of gunfire. Take as many as are willing to go. Do not waste time getting out the dead, immobile wounded or panic frozen people. Take the walking wounded and as many others as possible. Top priority is to get yourself out of harm’s way and do not become another victim. If you are able to exit through the window in your office, run in a zigzag random pattern away from the incident and do not stop until you are far away from the area. Do not attempt to drive from the area.

Emergency Contact Information found in Annex P.

# **Annex N**

## **Distribution List**

All employees of the Texas A&M AgriLife Research and Extension Center, CRS, and TFSS will receive an annual updated copy of this Crisis Management Plan.

Emergency contacts shown in Annex P (with the exception of healthcare facilities) will also be sent a copy of this plan and annual updates thereof.

# **Annex O**

## **Glossary of Terms**

911 Dispatcher – local law/emergency response team dispatcher, receives emergency calls from the public and dispatches appropriate emergency personnel.

Center Safety Officer – Center Business Administrator, responsible for implementation of Center/Agency policy as defined by the Crisis Management Plan.

Extension Operator – Extension Senior Office Assistant, places call to 911 Dispatcher as incidents described in the CMP warrant.

Safety Officer – Research Associate at CRS and Assistant Manager at TFSS respectively, are responsible for contacting the Center Safety Officer to report safety issues at CRS and TFSS respectively and implement the CMP at their facilities.

Scanner Monitor – Research Business Assistant (room 112), reports threatening weather broadcasts on the scanner to the Center Safety Officer; Research Mechanical Maintenance Technician, reports weather broadcasts on the scanner to the Safety Officer at CRS.

Shelter Monitor – Extension Senior Office Assistant (room 107), assists personnel as they enter the storm cellar and supervises the positioning of personnel within the shelter.

Emergency Contacts -- Sheriff, police, fire department, and regional hospital facilities.

# Annex P

## Emergency Contact Information

**Emergency Line:** 911

**Vernon & Lockett: Wilbarger County**

Vernon Police: 940-553-3311

Vernon Fire & EMS: 940-553-1782

Wilbarger General Hospital: 940-552-9351

Wilbarger County Sheriff: 940-553-1351

**Chillicothe: Hardeman County**

Chillicothe Police: 940-852-5211

Chillicothe Fire: 940-852-5832

Hardeman County EMS: 940-852-5240

Chillicothe Medical Clinic: 940-852-5531

Hardeman County Sheriff: 940-663-5374

**Dallas**

FBI, Dallas Office

972-559-5000

One Justice Way

Dallas, TX 75200

Dallas.fbi.gov