

**Texas A&M University System  
Agricultural Research & Extension Center**

**Stephenville, Texas**

**Crisis Management Plan**

(Revised Fall, 2002)

Note: This plan consists of the following documents:

1. Prevention Plan
2. Evacuation Plan (Maximum of one page to be posted)
3. Emergency Shelter Plan (Maximum of one page to be posted)
4. Recovery Plan

*Note: The posted plans are limited to one page each for display in the main lobby at all times. This page limitation is established with the expectation that personnel are not likely to read or adhere to plans that are excessively detailed.*

## **Prevention Plan**

The expectation is that most emergencies will be avoided. To this end, the safety officer will undertake the following:

1. Develop a Crisis Management plan that shall cover all TCE/TAES staff and visitors without exception.
2. Prepare and post emergency procedures on single pages. These will also be distributed to all station personnel.
3. An emergency evacuation drill of the main building will take place once yearly.
4. Training and repeat drills will take place if reaction is not acceptable.
5. Periodic inspections of labs, chemical storage units, and shops will be conducted by the safety officer and accompanied by the location supervisor.
6. All personnel at the Center will report potential hazards to the Safety Officer (or director) regardless of necessary actions required to remedy the situation.
7. Ensure that the emergency evacuation and shelter procedures are adhered to in the case of an actual emergency.
8. Since complete preparedness is impossible for all situations, the Safety Officer (or director) must be prepared to adapt to situations as they arise. Verbal communication (intercom or voice) will be essential.

(Non-posted version)

## **STEPHENVILLE AREC EVACUATION PLAN**

Although the Stephenville AREC is a one-story building with straight walls and eight exits, an evacuation plan is needed to ensure the safety of our personnel and guests. One of the best guarantees of safety is to evacuate the building in the event of fire, bomb threat, noxious fumes or smoke, chemical spills, work place violence, or natural gas leak.

**When the building fire alarm is sounded and/or a general page on the intercom is made, all personnel will evacuate the building.** Note: The building fire alarm sounds a harsh and loud buzzing sound. Everyone with an office/lab in the Center building should know the location of the fire alarm pull stations (four total - one at each end of long north - south halls).

**When personnel evacuate the building, they will gather at a safe distance on the upwind side of the building. The Peanut Greenhouse/Headhouse is designated as the gathering area.** If the wind is from the east, gather at a location where the greenhouses are visible. A head count or an accounting for certain people may be required, so all personnel need to be in the same area. No one should leave the premises until they have notified their supervisor, the Center Safety Officer/Fire Proctor, or a director (RD or DED).

When occupants leave the building, they should close, but not lock, their office and/or laboratory doors.

If time and safety allow, the fire department (or sheriff's office for workplace violence) should be called by the receptionist. Otherwise, the fire department will be called from the peanut headhouse. Use 911 to call the fire department or sheriff's office. Appropriate announcements should be made on the building intercom.

**Special attention must be given to people who require assistance in evacuating the building.** The supervisor or host of the person with special needs is responsible for providing the assistance.

**Any TAES or TCE staff member or visitor has the authority to pull the fire alarm. Regardless of the nature of the alarm, everyone will evacuate the building.** In the event of a fire alarm, the Fire Proctor and/or a director (RD or DED) will, safety permitting, determine the nature of the fire alarm, and will coordinate the evacuation plan. He/she will conduct a head count to ensure that all personnel have evacuated the building. Only the Fire Proctor and a director are authorized to allow people to re-enter the building and to re-set the fire alarm. If these people are not present, any TCE Specialist or TAES Scientist is empowered as the Fire Proctor. Given the frequent travel schedules of the directors, all senior personnel present (directors, scientists, and specialists) will meet at the designated evacuation location and determine if all personnel are accounted for. If anyone is missing, the Fire Proctor will immediately notify the emergency responders. The Fire Proctor will coordinate the emergency actions with the fire department.

The Center Safety Officer is also the Fire Proctor. The Fire Proctor will be responsible for an annual training, INCLUDING A FIRE DRILL, of all Center personnel in building evacuation procedures and policy.

**The emphasis should be placed on a safe, orderly evacuation, rather than speed.**

**If the fire is small and can be contained or combated, the first priority is to ensure the safety of the personnel. If there is any doubt, evacuate the building, then combat or contain the fire.**

**FIRE EXTINGUISHER LOCATIONS: 2 in the long halls, 1 in the back hall, 1 by the Men's restroom, and 1 in each lab except extension.**

For evacuation of buildings other than the Center, the first person to note a problem will alert others in the building by any available means. Everyone will evacuate the building and will assemble either at least 200 feet upwind or in an adjacent building. The emergency response agency will be called by dialing 911 on a telephone in an adjacent building. The Safety Officer and/or a director will be notified by telephone at the earliest practical opportunity.

(Non-posted version)

## **STEPHENVILLE AREC EMERGENCY SHELTER PLAN**

The AREC Center Building and the shop will be used as shelters in the event of tornado warnings or sightings. The shelter areas for the Center will be the central interior hallway and the restrooms. The shelter areas for the shop will be the bathrooms and the break room. In an emergency, the pesticide building interior hallway may be used as a shelter if it is the closest building. The buildings not suitable as a shelter include the peanut headhouse/greenhouse complex, the Center storage building, the horticulture processing building, the peanut processing buildings, and other structures in the Field Headquarters area. Any building is preferable to being caught in the open or in a vehicle or mobile home, however. People caught in the open or in a vehicle by an approaching tornado should seek the best cover available, such as a bar ditch or other depression in the ground.

The Safety Officer, a director, or **anyone with knowledge of an approaching tornado** will notify the occupants and direct them to seek shelter in a designated area. The preferred notification method is to ask the receptionist to use the Center intercom - the fire alarm should **not** be used.

Possible scenarios for a tornado threat:

1. The National Weather Service will issue a **tornado watch**, which means that atmospheric conditions are favorable for the development of thunderstorms capable of producing tornadoes. The tornado watch will be broadcast on local radio, metroplex TV, the Weather Channel, and may be available on internet weather pages. Upon notification from any source that a tornado watch has been issued for this area, the safety officer (or a director) will ensure that local radio broadcasts are monitored and that the radar summaries on the weather web pages are monitored.

Personnel in the outlying buildings will be notified of the tornado watch by telephone by the safety officer or receptionist. All field supervisors will be contacted and these, in turn, will be responsible for notifying personnel in the field or buildings. These personnel will also monitor the developing situation by monitoring local radio broadcasts.

2. The National Weather Service will issue a **tornado warning**, which means that tornadoes have developed or are very likely to develop, based on radar or visual sighting. The tornado warning will be broadcast on local radio, metroplex TV, and the Weather Channel. Upon notification that this area is under a tornado warning, the Safety Officer (or a director) will ensure that local radio broadcasts and the weather web pages are monitored and personnel in outlying buildings are notified. Supervisors should consider moving their personnel to the Center. The Safety Officer (or a director) will ensure that the best-trained personnel available are monitoring the situation visually in addition to monitoring the local radio broadcasts. When good judgment indicates that a tornado may be imminent, the occupants will be requested to take shelter by intercom page or voice contact.

When the threat of the tornado is past, as indicated by local radio broadcasts, visual observations of the storm, and/or radar from the weather web pages, the Safety Officer (or a director) will release people from the shelter locations.

**NOTE:** The Civil Defense warning sirens in/near the city of Stephenville are not audible in the buildings. The absence of a warning siren should not be construed as an indication of no imminent threat.

(Posted Version)

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- When occupants leave the building, they should close, but not lock, their office and/or laboratory doors.
- **Special attention must be given to people who require assistance in evacuating the building.** The supervisor or host of the person with special needs is responsible for providing the assistance.
- **Any TAES or TCE staff member or visitor has the authority to pull the fire alarm. Regardless of the nature of the alarm, everyone will evacuate the building.**
- **The emphasis should be placed on a safe, orderly evacuation, rather than speed.**
- **If the fire is small and can be contained or combated, the first priority is to ensure the safety of the personnel. If there is any doubt, evacuate the building, then combat or contain the fire.**

### **FIRE EXTINGUISHER LOCATIONS:**

- **2 in the long halls**
- **1 in the back hall**
- **1 by the Men's restroom**
- **1 in each lab except extension.**

**Note:** more complete instructions are available from the Safety Officer, the director or any faculty. It is the responsibility of ALL Center personnel to obtain and read these instructions.

Reference: TAES Rule 34.07.99.AI: Crisis Management

(Posted Version)

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- **The Safety Officer, a director, or anyone with knowledge of an approaching tornado will notify the occupants and direct them to seek shelter in a designated area.** The preferred notification method is to ask the receptionist to use the Center intercom – the fire alarm should **not** be used.
- **Possible scenarios for a tornado threat:**

1. In the event that the National Weather Service issues a **tornado watch**, which means that atmospheric conditions are favorable for the development of thunderstorms capable of producing tornadoes, the safety officer (or a director) will ensure that local radio broadcasts and radar summaries on weather web pages are monitored and that all personnel and visitors are kept informed.

**Personnel in the outlying buildings will be notified of the tornado watch by telephone by the safety officer or receptionist. All field supervisors will be contacted and, in turn, will be responsible for contacting personnel in the field or buildings.** These personnel will also monitor the developing situation by any/all means possible.

2. In the event that the National Weather Service issues a **tornado warning**, which means that tornadoes have developed or are very likely to develop, the Safety Officer (or a director) will ensure that local radio broadcasts and the weather web pages are monitored and personnel in outlying buildings are notified.

**Supervisors should consider moving their personnel to the Center.** The Safety Officer (or a director) will ensure that the best-trained personnel available are monitoring the situation visually in addition to monitoring the local radio broadcasts. When good judgment indicates that a tornado may be imminent, the occupants will be requested to take shelter by intercom page or voice contact.

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## **Recovery Plan**

Following any incident or crisis, only the directors will make news releases.

Aid to personnel, counseling or other assistance will be coordinated by the directors as needed.

Any shortcomings to the plans will be examined by the safety officer (or any personnel) and appropriate recommendations for revisions made.

The directors will be responsible for any communication of the incident to all personnel and College Station administrators.

The Center will review the Crisis Management Plan annually and will consider any suggestions made by any personnel.