DEPARTMENT OF LIFE SCIENCES PLAN

Action Plan:

All documentation should be maintained by at least two persons: the primary and one or more designated secondary backups. In the absence of the primary, a designate secondary will assume the primary’s duties. For the purpose of emergency oversight and departmental backup, the Department of Life Sciences is divided into these groups, each consisting of a primary and backup(s):

LSCI Administration: Chair/Assistant to the Chair/Designated Administrative Faculty Member
LSCI Administrative/Secretarial Staff: Administrative Assistants/Secretaries
LSCI Teaching Laboratory Coordination: Biology and Biomedical Teaching Laboratory Coordinators

If one of these positions is vacant, the LSCI Chair and the person(s) in complementary positions will designate an appropriate secondary. Other personnel with assigned office and/or research space must designate secondary contacts to secure their space(s) if they are absent during an emergency (see below).

A complete list of backup groups will be collated and maintained by the LSCI Administrative/Secretarial Staff, and provided to the:

1. LSCI Chair/Assistant to the Chair,
2. LSCI Teaching Laboratory Coordinators,
3. S&E Operations Supervisor and
4. Building contacts.

To allow the LSCI Administrative/Secretarial Staff to notify appropriate backup personnel, they need know who is available/unavailable for emergency duty. Therefore, during the hurricane season, all personnel should notify the LSCI Administrative/Secretarial Staff of any off-campus periods lasting five business days or longer, and provide contact information in each case.

Summary of Responsibilities

All Personnel (including graduate students with departmental office space) secure their own office space and computers. It is suggested personnel limit personal items in their office during Hurricane season.

LSCI Chair and Assistant to the Chair oversee updating, distributing/posting and implementing the Departmental Hurricane Action Plan; receive and maintain copies of all documentation related to teaching and departmental administration.
LSCI Administrative/Secretarial Staff (Senior Administrative Assistant and Administrative Assistants) Collate and maintain emergency information and contact lists; and will secure the LSCI Departmental Office areas (Tidal Hall – 3rd Level)

LSCI Teaching Laboratory Coordinators secure LSCI teaching laboratories (specified below) and their Associated preparation/storage spaces. They also serve as liaisons to the Office of Environmental Health and Safety (EHS) by developing, collating and maintaining (updating) lists of animals, essential Electrical equipment, chemicals and biological hazards in all LSCI teaching spaces; and by collating and maintaining (updating) lists of animals, essential electrical equipment, chemicals and biological Hazards in all LSCI research spaces (using information supplied by the researchers).

- Biology Teaching Laboratory Coordinator
  Tidal Hall (TH) 301, 304, 307
- Biomedical Teaching Laboratory Coordinator
  Tidal Hall (TH) 201, 204, 207, 210
  Tidal Hall (TH) Suite 251

Faculty with Research Laboratory Space develops and implement action plans to secure their own research laboratory spaces and oversee their own research personnel in an emergency. Each also provides the LSCI Teaching Laboratory Coordinators with a list of animals, essential electrical equipment, chemicals and biological hazards in his or her research spaces.

I. Before May 1st

The LSCI Chair and Assistant to the Chair/Chair Designated Administrative Faculty Member will…

- Update the Departmental Hurricane Action Plan.
- Distribute the updated Departmental Hurricane Action Plan to all LSCI personnel, and Post it appropriately.
- Remind all LSCI personnel to perform/complete the annual action items in section #II (below).

II. Trigger Point#! (May 1st) During the Month Prior to Hurricane Season (May 1st-June 1st): All Personnel will…

- Check the Human Resources website to update and/or correct personal and non-local Contact information at Faculty & Staff | Human Resources | Single Sign On (https://sso.tamus.edu/).
- Review the current University Hurricane Plan at…
  (https://safety.tamucc.edu/emergencies/hurricane.html?utm_source=footer&utm_campaign=tamucc.edu&utm_medium=hurricane_plan) or …
• Review the Departmental Hurricane Action Plan (this document), which will be distributed to all LSCI personnel by May 1st. Identify and note the building contacts for the building(s) in which they have office and laboratory space.
• Assess their need for, and obtain, adequate computer backup equipment (thumb drives, CDs, external drives, etc.). Requests for teaching and office computer equipment should be submitted to the administrative/secretarial staff, and are subject to approval.
• Provide the following information:
  o To the administrative/secretarial Staff:
    o Information for the hurricane/emergency lists: Two non-local contacts with names, telephone numbers, e-mail addresses and physical (mailing) addresses when possible.
    o Designated secondary contacts (backup people) in case the (primary) person is out of town during a hurricane evacuation period. Each person should designate a secondary contact for his/her…
      ▪ Office, and
      ▪ Research areas (if appropriate).
  The office and research secondary contacts may (or may not) be the same person.
  o To LSCI Teaching Laboratory Coordinators:
    o A list (including room number and location within the room) for any:
      ▪ Living animals used in teaching and research.
      ▪ Biological hazards (including pathogens) used in teaching and research.
      ▪ Chemicals (especially hazards) used in teaching and research.
      ▪ Teaching and research laboratories, other spaces or items for which a constant electrical supply is critical.

LSCI Administrative/Secretarial Staff (under the supervision of the LSCI Chair and Assistant to the Chair/Designated Administrative Faculty Member) will…

• Create/Update a photographic inventory of all equipment in the LSCI departmental offices and work/storage rooms.
• Assess need for (and supply of) plastic sheeting and bags to secure the LSCI Departmental offices and work/storage rooms, and order and store what is needed.
• Request current information from all LSCI personnel with which they will:
  o Update the departmental emergency contact circuit to include new personnel, changes in telephone numbers, etc. The departmental emergency contact circuit will be distributed to all LSCI personnel.
  o Collate and retain the hurricane/emergency contact list. This list contains additional confidential information and will be retained by the LSCI Chair and designated administrative faculty member to the Chair, LSCI Teaching Laboratory Coordinators and LSCI Administrative/Secretarial staff. It may be distributed to others at the discretion of the LSCI Chair.

• Compile a list of all LSCI offices and laboratories (for later check-off to ensure all are secured as needed.)
LSCI Teaching Laboratory Coordinators will…

- Prepare to secure the contents of teaching laboratories and their associated preparation and storage spaces:
  - Create/update a photographic inventory of all equipment in teaching laboratories and preparation/storage rooms.
  - Develop/update a list of:
    - Living animals uses in teaching laboratories and public displays (including the location of each).
    - Chemicals used in teaching laboratories (including the location of each).
    - Biological hazards in teaching laboratories (including the location of each).
    - Critical electrical needs for equipment and items in the teaching Laboratories (including the location of each).
- Review/update the animal care standard operating procedures to ensure that appropriate Procedures (approved by the Institutional Animal Care and Use Committee (IACUC) can be followed for the current inventory of living animals used in teaching and for public displays.
- Review/update the Material Safety Data Sheets (MSDS) binder for each LSCI teaching Laboratory (and associated preparation or storage spaces), and obtain any MSDS that is missing.
- Assess need for (and supply of) plastic sheeting and bags to secure the teaching laboratories, and order and store what is needed.
- Serve as liaisons with the Office of Environmental Health and Safety (EHS):
  - As stated above, the LSCI Teaching Laboratory Coordinators gather and collate Information about the animals, chemicals, biological hazards and critical electrical needs in all LSCI teaching areas. Although the coordinators are not responsible for securing research areas, they will collate the following information about research information to EHS. Note that the coordinators do not gather this research information; the researchers must provide it to the coordinators:
    - Living animals used in research (including the location of each).
    - Chemicals used in research laboratories (including the location of each).
    - Biological hazards in research laboratories, (including the location of each). Request, and obtain appropriate animal, biological hazard and chemical hazard stickers from EHS and distribute these to faculty as needed. This stock of stickers should be sufficient to label all research, teaching, preparation and storage spaces in the department.

Faculty with Research Laboratory Space will…

- Oversee their own research personnel {provide copy of information to designated secondary contact person}:
  - Develop an emergency/hurricane action plan for their research personnel and areas.
  - Develop an emergency contact information list (including an emergency contact circuit or tree, if desired) for the researcher’s personnel.
Secure their research laboratory areas:
  o Designate a secondary contact for the research spaces {provide copies of this information to the 1.) Chair, 2.) LSCI Teaching Laboratory Coordinators and 3.) S&E Operations Supervisor}.
  o Create/Update a photographic inventory of all equipment in research laboratories and work/storage rooms {provide copy of information to designated secondary contact person}.
  o Develop/update (if appropriate) a list of {provide copy of information to designated secondary contact person and LSCI Teaching Laboratory Coordinators}:
    ▪ Living animals used in research areas (including the location of each).
    ▪ Chemicals used in research areas (including the location of each).
    ▪ Critical electrical needs for equipment and items in the research areas (including the location of each).
  o Review/update the animal care standard operating procedures to ensure that appropriate procedures (approved by the IACUC) can be followed for the current inventory of living animals used in research.
  o Review/update the Material Safety Data Sheets (MSDS) binder for each research laboratory (and associated work or storage spaces), and obtain any MSDS that is missing.
  o Assess need for (and supply of) plastic sheeting and bags to secure the teaching Laboratories, and order and store what is needed.
  o Become familiar with the storage locations and contact persons for hurricane supplies.

LSCI Chair and Designated Administrative Faculty Member Assistant to the Chair will distribute an updated departmental emergency contact circuit to all faculty and staff by June 1st.

About Documenting, Distributing and Posting Information:

All Emergency Contact Information should be considered confidential and only given to the administrative/secretarial staff or the designated secondary contact (and other back-up people, as appropriate) for your research areas. Emergency contact information should not be posted in offices, laboratories or elsewhere.

Hurricane Plans and Photographic Inventories should be given to designated secondary contacts (and other backup persons, as appropriate). These may also be posted in an easily accessible, inconspicuous place (e.g., on back of a door) in the appropriate room.

Lists of Living Animals, Chemicals, Biological Hazards and Special Electrical Needs should be given to the LSCI Teaching Laboratory Coordinators and to the designated secondary contacts (and other backup people, as appropriate). These may also be posted in an easily accessible, inconspicuous place (e.g., on back of a door) in the appropriate room. The designated secondary contacts should be given enough information and instructions to adequately secure these organisms and items in an emergency.

Copies of All Documentation gathered and/or collated by the LSCI Administrative/secretarial staff and the LSCI Teaching Laboratory coordinators will be given to the LSCI Chair and
Designated Administrative Faculty Member to the Chair. This includes lists and Inventories for all teaching and departmental spaces, updated contact information, lists of designated secondary contacts for office and research spaces and all information given to EHS.

**III. Trigger Point #3 (Approximately 72 hours prior to hurricane):**

**LSCI Administrative/secretarial staff** will notify the designated secondary contact (i.e., backup) of any person who is away from campus and will not be able to secure his or her areas.

All personnel, as applicable will...
- Check that adequate hurricane supplies are available for their areas.
- Back up computers and ensure that external hard drives are current.
- Secure any offices and teaching and research laboratories that are not currently in use (as described in part III, below). Work-study students, teaching assistants and research assistants will assist in this process as directed by their supervisors.
- Autoclave non-essential cultures, dispose of trash.
- Initiate research laboratory hurricane plans (individual faculty responsibility).
- Use stickers provided by the Office of Environmental Health and Safety (EHS) to clearly label doors of teaching and research laboratories containing living animals, chemical hazards and biological hazards (including pathogens in incubators, refrigerators and freezers). Although laboratory doors often have generic labeling, this additional labeling should:
  - Specifically identify the current hazards and living animals, and
  - Clearly identifies the sites within each laboratory where hazards and living animals are located.
- Make copies of all documentation, if necessary. At least two persons (usually the primary and secondary/backup) should have documentation for each office, laboratory, preparation room and storage area and carry it with them if/when they evacuate.
- Move University vehicles to a location of safety as directed.

**IV. Trigger Points #4-5 Cancellation of University Classes:**

**LSCI Administrative/secretarial staff** will have already notified the designated secondary contact (i.e., backup) of any person who is away from campus and will not be able to secure his or her areas.

All personnel will secure their offices and laboratories, as appropriate:
- Complete backing up computers
- Turn off, unplug and move computers away from any windows.
- Cover books, file cabinets, computers, equipment, etc. as appropriate. (Note: turn off computer and other electrical equipment *before* covering in plastic.)

**LSCI Teaching Laboratory Coordinators** will follow the instructions for all personnel (above), and also secure teaching laboratories and preparation/storage areas that were not secured earlier (due to current teaching use).
Faculty with Research Laboratory Space will follow the instructions for all personnel (above), and also work with their personnel to secure their research space(s) according to their individual research laboratory hurricane plans.

Any available teaching assistants, research assistants, work-study students and other students may assist as directed by their supervisor(s).

Note: Student safety and peace-of-mind is paramount. Once classes have been cancelled, faculty and staff should allow each student to leave campus as soon as he or she wishes.

V. Trigger Points #4-5 Evacuation of Campus:

- Prior to leaving campus, personnel should notify the LSCI Chair, Assistant to the Chair and administrative/secretarial staff that their areas are secured.
- Personnel must follow all evacuation instructions from the University. All students, faculty, staff and other personnel (except those officially designated by the University as essential personnel) must leave when the University is evacuated.
- Personnel with primary or secondary responsibility for an office, laboratory, etc. should take a copy of all appropriate documentation with them when they evacuate. All documentation should be maintained by at least two persons.

VI. Trigger Point #6 Post-hurricane:

If campus is unaffected:
- Return to campus as directed by University (webpage, telephone).
- Prepare laboratories and offices for normal use.
- Stow hurricane supplies for future use.
- LSCI Chair/assistant to the Chair will conduct a debriefing and make appropriate corrections to plans and procedures.

If campus is affected:
- LSCI Chair and/or Designated Administrative Faculty Member Assistant to the Chair will initiate the emergency (telephone) contact circuit to locate LSCI personnel and ensure that all are accounted for.
- Follow all state, local, city and University directives regarding returning to the area and to campus.
- Do not return to campus until University officials announce that it is safe (and allowable) to do so.
- Follow University announcements and directives about cancelling, relocating and/or rescheduling University operations and activities.
- Be ready to provide information (including any documentation that you carried with you) to damage and assessment teams.
**Contacts:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cherie McCollough</td>
<td>361-825-3166</td>
<td><a href="mailto:Cherie.McCollough@tamucc.edu">Cherie.McCollough@tamucc.edu</a></td>
</tr>
<tr>
<td>Gregory Buck</td>
<td>361-825-3717</td>
<td><a href="mailto:Gregory.Buck@tamucc.edu">Gregory.Buck@tamucc.edu</a></td>
</tr>
<tr>
<td>James Derek Hogan</td>
<td>361-825-5883</td>
<td><a href="mailto:James.Hogan@tamucc.edu">James.Hogan@tamucc.edu</a></td>
</tr>
<tr>
<td>Kim Withers</td>
<td>361-825-5907</td>
<td><a href="mailto:Kim.Withers@tamucc.edu">Kim.Withers@tamucc.edu</a></td>
</tr>
<tr>
<td>Philip Jose</td>
<td>361-825-5757</td>
<td><a href="mailto:Philip.Jose@tamucc.edu">Philip.Jose@tamucc.edu</a></td>
</tr>
<tr>
<td>Kenneth Brown</td>
<td>361-825-3907</td>
<td><a href="mailto:Kenneth.Brown@tamucc.edu">Kenneth.Brown@tamucc.edu</a></td>
</tr>
</tbody>
</table>