

HSC Crisis Management Team

The Texas A&M Health Science Center Crisis Management Team is made up of individuals both at the administrative level of the HSC as well as individuals at each HSC campus where an emergency may occur. This document lists those individuals who make-up this team and explains each individual's role and responsibilities.

HSC President

The HSC President or designee has ultimate responsibility for activation, oversight, and termination of Emergency Response. The President or designee may declare a state of emergency throughout the whole HSC or a portion of the HSC, and can officially downgrade the state of emergency to a business-as-usual state. All closures of HSC Facilities due to approaching inclement weather MUST be approved by the President or designee.

HSC President's Advisory Group

This group is an assemblage of HSC officials and personnel selected by the HSC President to advise and assist in making major emergency-related policy decisions. Possible member include but are not limited to:

- Vice President for Information Technology and Chief Information Officer
- Vice President for Research and Graduate Studies
- Vice President for Academic Affairs
- Chief Legal Officer

Vice President for Finance and Administration or Designee

The Vice President for Finance and Administration (VPFA) will evaluate the extent of the crisis and make available adequate personnel and financial resources to limit losses and restore operations. If necessary, the VPFA will meet with Intake Team Members to obtain details and discuss response options.

Vice President for Communication and Program Development

The Vice President for Communication (VPC) will monitor and approve all crisis communications. If necessary, the VPC will meet with Intake Team Members to obtain further details. The VPC will then oversee emergency notification and instruction messages that will be placed on the HSC and affected Component's Web Site.

HSC Administration Intake Team

The HSC Administration Intake Team will serve as an alternate source for receiving crisis notifications from the components Dean/Director or Designee, Once notified, the team member will communicate the event to the Senior Associate Vice President, Controller and Budget Officer, VP for Communications and Development, and the HSC President.

Members of the team include:

Primary	Director, Facilities, Utilities, Safety, and Security Administration
Secondary	Risk Manager
Secondary	Director, Environmental Health & Safety

Component Crisis Management Team

(The following includes examples of possible team members)

Dean/Director or Designee

The Dean/Director has the overall responsibility for the management of all emergency activities including development, implementation, and review of strategic decisions as well as post event assessment at their component. If the “Event” represents an immediately dangerous situation, they will activate “HSC Alert” for their location.

Communication Officer

Advises the Dean/Director or Designee on information dissemination and media relations. Serves as the primary contact for anyone who wants information at the component. Will coordinate with the Office of Vice President for Communication and Development for press releases.

Student Affairs Representative

The Student Affairs Representative will monitor and evaluate the status of students, coordinating both the emergency student/family message center. They will coordinate the short and long term recovery of class and related activities concerning students.

Security

Component Security will immediately contact the Dean/Director or Designee and begin assessment of the emergency condition. Notifies and conducts liaison activities with the local police department. Provides access control, perimeter and internal security patrols, and directs assistance of outside agencies.

Physical Plant Officer

Initiates procedures to secure facility for hazardous weather conditions. Furnishes emergency power and lighting systems to the extent possible. Provides technical knowledge about facility. Directs emergency repairs and protects equipment.

Financial Officer

The Component Financial Officer shall track costs associated with the incident and response. Manages cost related to the incident. Documents and processes claims related to property damage, injuries or fatalities. Establishes liaison with vendors to order equipment, supplies and materials needed during the actual emergency.

Safety Officer/Liaison

The Component Safety Officer will ensure the health and safety of the responder’s faculty, students, staff and the general public. They will monitor and evaluate all operations for hazards and unsafe conditions and develops measures for assuring personnel safety during emergency response.

Human Resources Officer

The Components Human Resources Officer will advise the Dean/Director or Designee of any issue associated with Human Resource Policy and Procedures during the crisis and its recovery, i.e., salary and wage questions. Will provide employee data and emergency response information as needed to the Dean/Director or Designee, authorized HSC officials and/or local city officials.