

Addendum D Emergency Ride-Out Procedures

There are also some university functions that should remain operational during an emergency event. Critical infrastructure components to the university's function, such as utility service and computing and telecommunication equipment may be rendered inoperable by an emergency event. Therefore, if a failure occurs, recovery plans must be developed to assure prompt restoration of services. Since emergencies may preclude access to the campus because of circumstances such as high water, personnel needed to continue essential operations and affect a rapid restoration of critical infrastructure components immediately following the disaster will be designated as ride-out team members. This team will only include those essential for the short period of time until access to campus is expected to be restored. University operations that are not essential during the period of time when the campus is inaccessible (not expected to exceed 48 hours) shall not be included as ride-out personnel.

Ride-out team members will be identified as such by their associate vice president, or higher. These individuals must wear a badge identifying them as an Emergency Ride-Out Team member and the badge must include the individual's name, department, photograph and an approval signature by the appropriate member of management. Departmental ride-out procedures will include the specifics of reporting locations, responsibilities of individuals, operational procedures, and needed supplies and materials. Since the Ride-Out Team will be on campus during the emergency event, it is important that they be located in a safe location. The departmental ride-out procedures will specify the locations of operations as well as shelter and sleeping locations. These locations must be selected from the following buildings, identified as the safest buildings on campus:

Building Number	Building Name
516	Ezekiel Cullen
517	Cullen Performance Hall
520	Moore School of Music
524	Student Service Center 1
536	Melcher Center for Public Broadcasting
537	Bates Law Building
538	Law Center Teaching Unit 2
539	Krost Hall
543	College of Architecture Building
555	Law Residence Hall
556	Settegast Residence Hall
557	Bates Residence Hall
558	Taub Residence Hall
559	Oberholtzer Residence Hall
565	University Center
579	Cullen College of Engineering
580	Engineering Lecture Hall

Addendum D (page 2)

581	Engineering Building 2
584	Moody Towers
590	Hilton Hotel
596	Computing Center

During the ride-out period, the campus may be inaccessible by emergency services such as city police, city fire fighters, ambulances and other emergency services. During this period, university workers will be working under extremely stressful circumstances where normal work practices and normal safety procedures may be compromised. Therefore, throughout the ride-out process, university departments must provide the following support services:

- Department of Public Safety – Secure campus buildings and essential workers, and control campus access and traffic. The Fire Marshal’s Office shall provide sufficient staff and equipment for emergency response to protect personnel and if possible, also protect facilities.
- Student Health Center – Provide a first aid facility with adequate equipment, materials and professional medical staff to treat and stabilize accident victims until off-campus resources are available.
- Environmental Health and Risk Management – Technical support to assist emergency responders with emergencies involving hazardous chemicals, biological agents, and/or radioactive materials.