

CRISIS MANAGEMENT PLAN

Blackland Research and Extension Center

Texas A&M AgriLife Research

720 East Blackland Road

Temple, Texas

Revised - November 2019

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1.0 Introduction

The following Crisis Management Plan (CMP) addresses possible emergency situations that require orderly processes and management of resources to protect life and property.

The Resident Director has primary responsibility for effectively managing any crisis that might occur at or affect the Texas A&M AgriLife Research Blackland Research and Extension Center (BREC) at Temple, Texas. However, the first person having knowledge of a potentially life-threatening situation shall exercise personal judgement in determining when and who to notify regarding an emergency situation. If the situation warrants, Emergency Dispatch (i.e., 911) may be called prior to alerting the AgriLife Safety Team and personnel through the notification sequences established in this CMP.

Situations this plan covers include: smoke, fire, severe weather, chemical releases, violent threats, disabilities, and university vehicles. The plan is sub-divided into a Prevention Plan, a Preparedness Plan, a Response Plan, a Recovery Plan, and several appendices. The Prevention Plan identifies potential hazards or incidents for which a response will be required. The Preparedness Plan identifies individuals responsible for implementing the CMP, the methods used for implementation, and training requirements. The Response Plan details specific procedures necessary to enable effective and efficient use of resources in the event of a crisis and the Recovery Plan details procedures to follow after a crisis or disaster. The Appendices further define specific responses for each hazard category.

This CMP is designed to provide a flexible framework for crisis management rather than step-by-step directions for handling every conceivable crisis. The Resident Director and Safety Team are responsible for developing internal procedures and training personnel as necessary to support this plan.

This plan has been developed in coordination with a similar plan developed and implemented by co-located agency US Department of Agriculture/Agricultural Research Service (USDA-ARS) Grassland, Soil and Water Research Laboratory.

2.0 Prevention Plan

This CMP formally establishes and documents a coordinated plan for responding to crises, large or small. The aim of this plan is to provide a flexible framework of procedures that are periodically reviewed and regularly exercised so that when a crisis does occur, BREC's response is effective and efficient in protecting human life and health and in preserving BREC property and resources. The protection of human life and health is of the utmost importance and shall take precedence throughout this combined effort.

If an emergency situation develops rapidly and time is critical, anyone can exercise personal authority and take responsibility to act in their best judgement with regard to emergency response and notification (e.g., contacting 911 to alert emergency responders prior to notifying the BREC Safety Team through protocols established in this document).

For minor situations which are not time-critical, BREC personnel will report any hazard to a member of the BREC Administrative Team, Safety Officer, or alternates, as soon as possible. The Safety Officer, Alternate, or Resident Director will determine the corrective action required to alleviate the hazard.

The Emergency Evacuation Procedures (Appendix A) will be used when a situation requires personnel to move away from any dangerous condition. Appendices B through G provide guidance for specific situations including; smoke, fire, chemical, weather, violent threats, disabilities, and vehicle emergencies. Since no plan covers all possible situations, personnel will be prepared to adapt and act appropriately to whatever situation may arise.

Personnel whose job description requires them to use hazardous chemicals or procedures will receive appropriate specialized training. A copy of the CMP will be provided to all new employees as part of their orientation.

This CMP will be reviewed annually by the Safety Officer during the AgriLife annual Emergency Health and Safety inspection.

BREC is co-located on the same grounds as USDA-ARS. Employees of both agencies share office and laboratory spaces within multiple buildings on separate emergency alarm systems. In order to coordinate emergency preparedness and response procedures, Safety personnel from each agency have coordinated and developed specific procedures described in this document.

3.0 Preparedness Plan

All employees are responsible for safety. The BREC Safety Team provides the necessary organization, planning, and coordination to carry out the CMP which is on file and available to all BREC personnel. First responder/first aid/ safety training is offered to any interested BREC employee, every two years. The Business Administrator maintains a list of individuals requiring/holding special certification (i.e. pesticide handling, heavy equipment operation, etc.). Evacuation procedures (Appendix A) are practiced at least annually. The Safety Officer maintains a record of evacuation drill results. The following lists include persons comprising the BREC Safety Team, AgriLife Safety officials, and important emergency response numbers.

Designation	Name	Office Phone	Cell Phone	Email
Resident Director	Raghavan Srinivasan	(254) 774-6128	(979) 845-5069	r-srinivasan@tamu.edu
Safety Officer	June Wolfe	(254) 774-6016	(254) 718-1011	jwolfe@brc.tamus.edu
Alt Safety Officer	Roger Cassens	(254) 774-6125	(254) 913-0582	rcassens@brc.tamus.edu
Alt Safety Officer	Gaylon Ivey	(254) 774-6012	(254) 931-2382	givey@brc.tamus.edu
Administration	Abbeye Zavodny	(254) 774-6038	(254) 721-7515	azavodny@brc.tamus.edu
Administration	Diane Blann	(254) 774-6007	(254) 718-1908	dblann@brc.tamus.edu
Administration	Karen Sears	(254) 774-6006	(254) 466-3837	ksears@brc.tamus.edu
AgriLife Risk and Compliance Office	Main Number Johnny Fazzino Mike McCasland Charlotte Bajoie	(979) 862-2689 (979) 845-7879 (979) 845-7879 (979) 862-9199		j-fazzino@tamu.edu m-mccasland@tamu.edu cbajoie@tamu.edu

Additional Emergency Response Numbers	
Animal Control	(254) 298-5732
Bell County Sheriff Department	(254) 933-5400
Texas Department of Public Safety	(254) 939-0677
Texas Health Department (local)	(254) 778-6744
National Center for Toxic Chemical & Oil Spills	1 (800) 424-8802
National Poison Control Hotline	1 (800) 222-1222
Scott & White Hospital	(254) 724-2111
Temple Fire Department	(254) 298-5682
Temple Police Department	(254) 298-5500

Specific duties and responsibilities of the BREC Safety Team include:

The Resident Director is responsible for:

- Overseeing the CMP to reduce physical risks to BREC personnel and minimize loss or damage to BREC facilities and resources.
- Establishing a core group of well-trained individuals capable of planning for, responding to, and acting appropriately during emergency situations.
- Insuring accurate and appropriate crisis communications and notifications within Blackland Research Center facilities including: co-located agencies USDA-ARS and NRCS, the A&M System, the surrounding community, and beyond.
- Providing an official response appropriate to the magnitude of the crisis.

The Safety Officer is responsible for:

- Periodically reviewing and updating BREC's CMP and emergency lists, diagrams, etc.
- Insuring all BREC personnel are aware of emergency procedures, prior to crises.
- Coordinating BREC Emergency Response Team members.
- Coordinating BREC emergency procedures with co-located USDA-ARS and NRCS.
- Scheduling specialized first aid and emergency response training.
- Organizing and carrying out annual evacuation drills.
- Determining when it is safe to re-enter an evacuated building or leave shelter location.
- Reviewing incidents and adapting CMP to prevent future hazards

The Safety Officer Alternates are responsible for:

- Assisting the Resident Director and Safety Officer with implementing the CMP.
- Acting in place of the Safety Officer when unavailable

The Administration Team is responsible for:

- Assisting the Resident Director and Safety Officer with implementing the CMP.
- Receiving hazard notifications from any BREC personnel.
- Monitoring hazardous situations as they develop
- Preparing and maintaining up-to-date employee lists for head counts during evacuations
- Notifying BREC personnel regarding any hazard through word-of-mouth, the intercom system, phones, email, or other means appropriate to the situation
- Notifying appropriate authorities during an emergency.
- Assisting visitors and occupants with special needs.

EVACUATION DRILL CHECKLIST

NAME OF CENTER:	
PERSON CONDUCTING DRILL:	
DATE OF DRILL:	
EVACUATION SIGNAL USED:	
NUMBER OF PEOPLE EVACUATED:	
EVACUATION START TIME:	
EVACUATION END TIME:	
Check all of the following that apply:	
<input type="checkbox"/>	The evacuation of the building was accomplished in an orderly manner.
<input type="checkbox"/>	All occupants of the building participated in the evacuation.
<input type="checkbox"/>	Persons gathered at the appropriate location after exiting the building.
<input type="checkbox"/>	All building occupants were accounted for.
<input type="checkbox"/>	Persons remained in the designated gathering location until instructed that it was safe to re-enter the building.
<input type="checkbox"/>	A person with disabilities was present at the time of the drill and was assisted from the building.
<input type="checkbox"/>	A representative from an emergency response agency was present to observe the drill.
<input type="checkbox"/>	The evacuation was accomplished according to procedure with no problems.
COMMENTS:	

The Safety Officer is to keep a copy of this completed form on file.

4.0 Response Plan

Response procedures for specific emergencies are covered in Appendices A-G contained in this document. Any response not covered in the appendices will be implemented by the Resident Director or 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 normal operations are resumed. Every emergency situation is unique and will require a different response. The first person having knowledge of a potentially life or property threatening situation will consider the following:

THREAT LEVEL

Minor hazard – a localized incident that can be resolved by the person(s) involved with little or no outside help. Minor hazards only require notification of the Safety Officer for evaluation and planning to prevent similar incidents in the future.

Moderate hazard – an incident of limited duration and limited effect beyond those using the space (i.e., minor chemical spill, small fire confined to a room). Moderate hazards require notification of persons in the immediate area and a member of the Safety Team to alert other BREC personnel to avoid the area. The Safety Officer and Resident Director will be notified for evaluation and planning to prevent similar incidents in the future.

Major hazard – an incident affecting multiple areas or offices, presenting potential physical hazard or threat, and triggering activation of a CMP evacuation plan procedure (i.e., Appendices A-F). Major hazards require notification of Emergency Responders (i.e. fire or police), a member of the BREC Safety Team to notify BREC Personnel of the incident, and the Safety Officer and Resident Director for evaluation, response, news releases, review, and planning to prevent similar incidents in the future.

RESPONSE TIME

Minor hazard - if the hazard is localized and has little potential to spread, time is not critical. Addressing the hazard and notifying the Safety Officer is all that is required.

Moderate hazard - If the hazard is physically threatening, persons in eminent danger will remove themselves immediately (and anyone else present) from the vicinity of the hazard and notify a member of the BREC Safety Team as soon as possible so that the hazard can be addressed and so employees can be informed to stay clear of the affected area.

Major hazard - If the hazard is life-threatening, has the potential to spread rapidly, and affects multiple locations, and warrants activation of a CMP evacuation procedure (i.e., such as response to a fire or toxic fumes), 911 Emergency Dispatch will be called before notifying a member of the BREC Safety Team. If appropriate, an alarm pull will be activated while exiting the area of immediate danger.

NOTIFICATION SEQUENCE

Anyone potentially affected by a hazard will be notified by anyone discovering a hazard by whatever means available; word of mouth, office phone network, cell phones, intercom system, etc. The notification sequence and action will depend upon the threat level and response time conditions (see previous paragraphs).

For minor and moderate hazards, notify a member of the BREC Safety team so the appropriate level of notification and response can be initiated.

For major hazards, exercise judgement when deciding the order in which to inform Emergency Dispatch services (i.e., 911), activate an alarm pull, or contact a member of the BREC Safety Team.

Once an incident has started, regardless of the threat level, make sure a member of the BREC Safety Team is notified. During business hours, someone is usually available by dialing the main number “6000”. If no one is available, the person discovering the hazard may issue notification to all employees by dialing “66” on any AgriLife office phone. The intercom system will broadcast to the AgriLife main and annex buildings.

Because AgriLife has personnel assigned to USDA-ARS facilities and USDA-ARS personnel frequently use the AgriLife facilities, USDA-ARS management and personnel must be notified of any developing hazardous situations in AgriLife spaces to prevent others from entering the area. As soon as a hazardous situation develops in any AgriLife space, a member of the AgriLife Safety Team will call and inform co-located agencies. The USDA-ARS main telephone number is (254) 770-6500 and the Safety Officer is Mr. Joseph Cortese. Appendix H lists all USDA-ARS Emergency Management Safety Committee members and contact information.

5.0 Recovery Plan

Following any emergency situation or incident, news release statements relating to the situation will be made by the Resident Director. No other personnel will contact or talk to news media.

As soon as practical, the Resident Director will notify the Texas A&M AgriLife Research Director and Texas A&M AgriLife Research Administrative Services Office. If appropriate, the Agricultural Communications Office also will be notified and they will coordinate information with The Texas A&M System Director of Communications. Information that all personnel at the location are safe and accounted for may be released as soon as that has been determined.

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.

Personnel counseling, or other assistance, will be coordinated by the Business Administrator and the Texas A&M AgriLife Research Human Resources Office.

A review of all procedures and events will follow any crisis or disaster that required implementation of the CMP. The CMP will be modified as necessary to correct any deficiencies that have been identified. A post-incident report will be prepared by the Safety Officer and submitted to Texas A&M AgriLife Research administration.

Appendix A – Emergency evacuation procedures

- 1) Immediately upon hearing of an evacuation situation through an audible alarm or over the public address system *all employees* will immediately vacate the buildings quickly, in an orderly fashion, through the closest exit, if possible following posted evacuation routes. The immediate supervisor or host of any visitor or person with special needs is responsible for the safe evacuation of this person (See Appendix F). For evacuations, other than severe weather (Appendix C) or violent threat (Appendix E), *all personnel will proceed to the designated muster point located at west end of the Multipurpose Building* (i.e., parking garage), wait further instruction, and assist BREC Safety Team members with head counting procedures.
- 2) Following the evacuation and assembly at the muster point (i.e., the west end of the Multipurpose Building), the Safety Officer, assisted by Safety Team members will conduct a head count to insure all persons have been safely evacuated. If any employee or visitor is unaccounted for after conducting the head count, the Safety Officer, or a Safety Team Member, will inform emergency responders (Fire or Police, etc.). Supervisors are responsible for knowing the location of visitors and employees that are out of the office, on leave, or traveling.
- 3) The Multipurpose Building has been deemed the best muster point because it is a safe distance from other buildings, provides shelter from the elements, does not block Emergency Responder vehicle access, and can be easily evacuated if conditions warrant. If the muster point is determined to be unsafe or threatened by the hazard, an alternate location will be designated such that it is upwind from the hazard and out of the way of Emergency Response crews. A likely secondary muster point is the large open area to the west of the AgriLife Main Building.
- 4) If a severe storm WARNING has been announced and “take shelter” instructions have been issued, all personnel will proceed immediately to an interior room or bathroom within the building they are located. Severe weather procedures in Appendix C will be followed.
- 5) If a violent threat has been announced, procedures in Appendix E will be followed.
- 6) No one will re-enter an evacuated building until the Fire Department, Police, Resident Director, Safety Officer, or designated Safety Team Member has indicated that it is safe to do so.

Appendix B – Smoke and fire conditions

Any employee becoming aware of a smoke or fire issue will report the condition to a member of the BREC Safety Team (i.e., Administration Team, Safety Officer or Alternate, Resident Director). If a fire emergency develops rapidly and time is critical, anyone has the authority to act in their best judgement and contact 911 Emergency Dispatch prior to notifying BREC personnel through established protocols (See Section 4 – Response plan).

Portable fire extinguisher use is allowed if:

- Fire is small and contained (e.g. wastebasket)
- Fire can extinguished within 15 seconds; evacuate and alarm if it takes longer

If necessary, BREC personnel will evacuate (See Appendix A – Emergency evacuation procedures) and remain at a sufficient upwind distance to insure:

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

During an evacuation, the Emergency Dispatcher (i.e., 911) will be supplied with the following information:

- Nature of fire/smoke and exact location
- Name and location of person supplying information

The Safety Officer will gather the following information to prepare the incident report:

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

Appendix C – Severe weather conditions

The most likely severe weather conditions that will affect BREC involve thunderstorms which produce high winds, hail, and tornados. The National Weather Service issues severe storm watches and warnings. A severe storm WATCH indicates there is a chance that a condition will happen and usually covers a large geographical area for a lengthy time period. A severe storm WARNING indicates the condition is eminent or already in progress and protective action will be taken. Warnings are issued for smaller geographical areas and shorter time periods.

Any employee becoming aware of a severe weather WATCH issued through public media (e.g. radio and television) that involves area near BREC will immediately report the condition to a member of the BREC Safety Team (i.e., Administration Team, Safety Officer or Alternate, Resident Director). The Safety Team will monitor local media sources and other incoming reports for weather-related information and relay pertinent details to BREC staff at the appropriate time.

Any employee becoming aware of a severe weather WARNING issued through public media (e.g. radio and television) that involves area near BREC will immediately report the condition to a member of the BREC Safety Team (i.e., Administration Team, Safety Officer or Alternate, Resident Director). A member of the Safety Team will announce that a severe weather warning has been issued and will instruct BREC personnel to take proper action, typically sheltering.

Taking shelter: When it is confirmed that severe weather is approaching BREC premises with possible tornado activity, the Safety Officer, Alternate, or Business Administrator will inform employees through the public address system. Personnel will proceed immediately to an interior room or bathroom. Avoid using hallways because they provide a path for flying debris.

All personnel will remain within the interior room or bathroom until the Safety Officer or member of the BREC Safety Team issues an "all clear" to return to work stations.

Appendix D – Toxic chemical spill or release

Any employee becoming aware of toxic solids, liquids, or vapors unintentionally released on BREC property will be reported to the Safety Officer. If a toxic emergency develops rapidly and time is critical, anyone has the authority to act in their best judgement and contact 911 Emergency Dispatch prior to notifying BREC personnel through established protocols (See Appendix A – Emergency Evacuation Procedures). Every effort shall be made to protect students, employees, visitors, and members of Emergency Response units assisting at the incident site. Following the event, an accident report will be prepared by the Safety Officer and submitted Texas A&M AgriLife Research administration.

Minor Chemical Release: Each project or unit that works with chemicals will employ its own containment/spill procedures in the event of a small unintentional non-toxic release of less than 1 liter. If the 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 or Safety Officer will determine whether to evacuate and/or request off-station emergency response, as necessary.

Major Chemical Release: If chemical release is extremely toxic or in an amount larger than can be contained locally, the person first aware of the hazard will follow the evacuation procedures described in Appendix A. The following information will be provided to Emergency Dispatch:

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

If an evacuation is deemed appropriate by the first person aware of the hazard or member of the BREC Safety Team, building occupants will proceed to the designated assembly location (i.e., Multipurpose Building – parking garage) until:

- Chemical release containment and cleanup have been resolved
- Persons who have been exposed or injured have been removed
- The Emergency Responders or Safety Officer declares the building safe to reenter.

Appendix E – Violent threats (physical assault, bomb, etc.)

Precautions must be taken with *all violent threats*, including but not limited to: physical assault, guns, knives, bombs, or weapons of any kind.

Violent threat is defined as:

- Any situation causing psychological trauma, physical injury, or death of an employee
- Any situation that seriously interferes with continuous operation of business functions
- Any situation that attracts unusual attention from the news/media

If *any employee* receives a threat of any type, or suspects any person, or object, to be eminently dangerous, they will *in no way confront the offender or handle the object*. Cell phones (i.e., radios) *will not* be used in the vicinity of suspected bombs or explosive devices.

All violent threats will be reported to the Resident Director and local law-enforcement;

- Emergency Dispatch - 911
- Temple Police- (254) 298-5500,
- Bell County Sheriff – (254) 933-5400

Provide the following information:

- Description of the threat; person(s) or object(s)
- Location of the threat in question
- Name and location of person supplying information

Workplace violent threats, unlike other hazards or disasters, involve a thinking, mobile, and dangerous human being. It may be necessary to evacuate people in one location, have people stay put and lock down their facilities in another, and inform yet another group of individuals to stay away from the location where the problem is occurring. As specific event details cannot be completely anticipated, flexibility must be employed. In order to avoid confusion causing additional employees to be in harm's way emergency notification will be distributed through whatever means best fits the situation. These include but are not limited to word-of-mouth, the intercom system (i.e., 66), office phones, cell phones, text messages, email, etc.

Appendix F – Evacuation of persons with special needs or disabilities

The immediate supervisor or host of any visitor or person with special needs or disabilities is responsible for the safe evacuation of this person. Special needs or disabilities cover a wide range of conditions and accommodations will be made for all types including: mobility, hearing, and visual impairment. Evacuation routes will be considered for persons confined to wheelchairs, conditions that require the use of crutches, canes, walkers, people with motor dysfunction, and any other health problem that limits mobility. Emergency alarms will incorporate a visual signal (i.e., flashing lights) as well as audible signal to alert persons with hearing difficulties. Physical assistance and familiarity training will be employed to help any person with visual impairment.

Appendix G – Vehicle emergency procedures

ADMINISTRATIVE SERVICES
Property and Fleet Management



Note: Keep a copy of this guide, a copy of The Texas A&M University System (A&M System) Auto Plan Certificate, a copy of the Financial Responsibility for State Vehicles Letter from the Attorney General of Texas, and a copy of the Motor Vehicle Accident Report Form in your vehicle (Texas A&M AgriLife-owned vehicles, rental vehicles, or personal vehicles being used to conduct TAMU System business) or vehicle packet at all times.

! If you are involved in a motor vehicle accident:

1. Stop At Once! Take necessary steps to prevent another accident. Check for personal injuries and send for an ambulance, doctor, or emergency medical team if needed. Do not leave the scene, ask assistance of a bystander.
2. Protect the Scene. Do not move vehicles unless told to do so by local law enforcement authorities, or if leaving your vehicle in its location would subject you or others to greater harm. Notify the Texas Department of Public Safety or local law enforcement authorities so an official report can document the accident. Record names of responding law enforcement officers. Make arrangements to obtain a copy of the report.
3. Do Not Argue. Make no statements-oral or written-as to WHO was at fault, since any admission may impair our ability to defend a case of questionable legal liability. Fault or liability will be decided by appropriate legal authority. While your signature is required, if a traffic citation is issued to you, your signature does not constitute an admission of guilt.
4. Most importantly, record names and addresses of all witnesses and occupants of involved vehicles, each vehicle license plate number, and take 3 to 4 digital photos, if possible, of each vehicle involved.
5. While at the scene of the accident, secure information needed to complete the A&M System Form #9, Motor Vehicle Accident Report, located in the vehicle packet or here. An accident report must be completed and submitted if you are driving an AgriLife owned vehicle, rental car, or your personal vehicle if you are conducting A&M System business.
6. Exchange insurance information with other involved parties. Include the contact information for the A&M System Risk Management along with the A&M System Auto Plan information. If hostility is indicated by other parties on the scene, do not attempt to communicate with them. Move a safe distance away to a safe location, and wait for law enforcement authorities to arrive.
7. If the vehicle is inoperable and within the Bryan/College Station area, call the TAMU Transportation Center at 979-845-5846 for wrecker service. If outside the local area, have the vehicle towed to the nearest dealer of the make of the vehicle involved. In the event more than one AgriLife vehicle is involved and both are inoperable, they should be towed to the same location.

8. Remove and secure credit cards, log book, keys, and all property which may be easily stolen. Secure the vehicle by locking. Deposit the keys with the shop manager of the dealership or garage.
9. Immediately report the accident to the appropriate Administrator or Unit Supervisor*. You must notify AgriLife Property & Fleet Management via phone at 979-845-4791 or 979-845-6472, or via email at accidents@ag.tamu.edu within 24 hours of the accident occurring and for any assistance you may need in completing your Motor Vehicle Accident Report. In making your report:
 - report on the extent of personal injuries to AgriLife personnel and/or others;
 - provide information on the location of the injured (name, address, and phone number of hospital);
 - give the extent of damage to vehicle(s);
 - if the AgriLife vehicle(s) is/are inoperable, state location of the vehicle(s) and property; and
 - communicate your intentions to continue or return to your headquarters.
10. Drivers of state-owned vehicles that are involved in a motor vehicle accident will call 911 to report the accident so that a local law enforcement officer will respond to the scene and prepare an accident report. This report is important to help protect the AgriLife agencies in any resulting injury and damage claims.
11. When an AgriLife employee is injured in a motor vehicle accident, the Worker's Compensation Insurance Form (DWC Form-001) must be filled out and submitted to the AgriLife Risk & Compliance Office by scanning the form into the Work in Progress – WCI folder in Laserfiche.
12. Complete and submit ALL required written reports and photos to AgriLife Property & Fleet Management via email at accidents@ag.tamu.edu or fax at (979) 845-6613, within 24 hours of the accident occurring. The reports will be reviewed and forwarded on to the A&M System Office of Risk Management.

Texas A&M AgriLife Administrative Services
Property and Fleet Management
2147 TAMU
College Station, Texas 77843
Phone: 979-845-4791
Fax: 979-845-6613
Email: accidents@ag.tamu.edu

*Notify: Administrators: Abbeye Zavodny or Karen Sears and Unit Head – Dr. Raghavan Srinivasan



MOTOR VEHICLE ACCIDENT REPORT

Texas A&M AgriLife Research and Extension Service
 Please email this form to accidents@ag.tamu.edu or
 Fax to (979) 845-6613

Questions call (979)845-4791

DATE	Date Of Accident _____ Day of Week _____ Hour _____ AM <input type="checkbox"/> PM <input type="checkbox"/>						
LOCATION OF ACCIDENT	Highway/Street/Road on which Accident Occurred _____ Under Construction Yes <input type="checkbox"/> No <input type="checkbox"/>						
	County _____ City or Town _____ State _____						
	<input type="checkbox"/> AT ITS INTERSECTION WITH _____ <input type="checkbox"/> IF NOT INTERSECTION _____ FEET <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> OF _____ <small style="display: block; text-align: center;">N S E W Show intersecting street or highway, house no., bridge, RR crossing, alley, driveway, culvert, milepost, underpass, or other landmark.</small>						
SYSTEM VEHICLE DRIVER INFORMATION	Year _____ Make/ Model _____ Plate No. _____						
	V.I.N.: _____ Unit Number _____ Seat Belts In Use Yes <input type="checkbox"/> No <input type="checkbox"/>						
	System Member _____ Department _____						
	Driver _____ System Employee? (Yes or No) _____						
	Towing Trailer Yes <input type="checkbox"/> No <input type="checkbox"/> Residence Phone _____ Business Phone _____						
	Description of Trailer _____ Owner _____						
	Driver's Occupation _____ Driver's License No. _____ Driving Experience (yrs) _____ Approximate Damage _____						
	Date of Birth _____ Speed You Were traveling _____ mph Type of License <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> Com. Op						
	OTHER VEHICLE / PROPERTY DRIVER INFORMATION	Year Model _____ Type & Make Vehicle _____ Vehicle License No. _____					
		Driver _____ Address _____ Phone _____ <small>(include City and State)</small>					
Owner _____ Address _____ Phone _____ <small>(include City and State)</small>							
Driver's Date of Birth _____ Driver's License Number _____							
Insurance Company _____ Policy Number _____							
Agent _____ Address _____ Phone _____							
PROPERTY DAMAGE	Describe Property _____						
	Owner _____ Address _____ Phone _____						
	Describe Damage _____ Estimate Damage _____						
INJURED	Name & Address _____ Phone _____		PED	SYS Veh	Other Veh	Age	EXTENT OF INJURY
	Name & Address _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Name & Address _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Name & Address _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Name & Address _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

System Form 9

Complete Information on Back Side

WITNESSES OR PASSENGERS	Name & Address	Phone	<input type="checkbox"/> SYS Veh	<input type="checkbox"/> Other Veh	OTHER (SPECIFY)
	Name & Address		<input type="checkbox"/>	<input type="checkbox"/>	
	Name & Address		<input type="checkbox"/>	<input type="checkbox"/>	
	Name & Address		<input type="checkbox"/>	<input type="checkbox"/>	

POLICE REPORT	Police Report	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state which agency _____	
	CITATION ISSUED	Case No. _____	Phone Number _____
		Officer Name _____	Charge(s) _____

PURPOSE OF TRIP	Was System Vehicle in Emergency Response? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Brief Explanation of <u>Trip Purpose</u> : _____

NARRATIVE OF ACCIDENT	Briefly describe how accident occurred

DIAGRAM
Indicate North _____

**C
O
M
P
L
E
T
E**

ACCIDENT TYPE
Check Applicable Box
<input type="checkbox"/> Head-on Collision
<input type="checkbox"/> Collision with Fixed Object
<input type="checkbox"/> Rear-End Collision
<input type="checkbox"/> Ran Red Light/Stop Sign
<input type="checkbox"/> Hit and Run Collision
<input type="checkbox"/> Collision with Pedestrian
<input type="checkbox"/> Collision with Bicyclist or Motorcycle
<input type="checkbox"/> Backed without Safety
<input type="checkbox"/> Vehicle Roll Over/Jackknife
<input type="checkbox"/> Changing Lanes Collision
<input type="checkbox"/> Passing and/or Turning Collision
<input type="checkbox"/> Collision between two State Vehicles/Equipment
<input type="checkbox"/> Collision with Parked Vehicle
<input type="checkbox"/> Object Thrown from/by State Vehicle
<input type="checkbox"/> Hit in Side by Other Vehicle
<input type="checkbox"/> Struck by Falling or Flying Objects
<input type="checkbox"/> Collision with Animal (wild or domestic)
<input type="checkbox"/> Fire <input type="checkbox"/> Theft <input type="checkbox"/> Vandalism <input type="checkbox"/> Windshield
<input type="checkbox"/> Failed to Yield Right of Way
<input type="checkbox"/> Other

Supervisor's Name _____	Title _____	Phone # _____
Driver's Signature _____	Date _____	

PLEASE NOTE: You must notify Risk Management within **24 hours** of an automobile accident. In addition, you must furnish a completed MVAR within **48 hours** to Risk Management either by fax (979)458-6247 or email to RMS-insurance@tamus.edu.

For further information or support, please contact your Vehicle Coordinator or System Risk Management. You can also visit System Risk Management's web site <http://www.tamus.edu/business/risk-management/>

Appendix H – USDA-ARS Emergency Management

LOCATION SAFETY and HEALTH and/or EMS COMMITTEE Check appropriate box: <input type="checkbox"/> Safety & Health <input checked="" type="checkbox"/> EMS <input type="checkbox"/> Joint		FISCAL YEAR 2019 <small>No. of permanent full-time employees at location: 75</small>	AREA: WBSC-Plains Area BUSINESS CENTER: LOCATION NAME AND ADDRESS: Grassland, Soil & Water Research Laboratory
COMMITTEE MEMBERS/REPRESENTATIVES			
NAME Wayne Polley	JOB TITLE/FUNCTIONAL EXPERTISE Chairperson	PHONE 254-770-6629	EMAIL ADDRESS wayne.polley@ars.usda.gov
Douglas Smith	Research Leader	254-770-6562	Douglas.R.Smith@ars.usda.gov
Janice Brown	Administrative Officer	254-770-6543	janice.brown@ars.usda.gov
Joseph Cortese	Safety Officer	254-770-6558	joseph.cortese@ars.usda.gov
Harold Collins	Chemical Hygiene Officer	254-770-6566	hal.collins@ars.usda.gov
Anne Gibson	Radiation Safety Officer	254-770-6534	anne.gibson@ars.usda.gov
Kendall Dodge	Location Maintenance	254-770-6541	kendall.dodge@ars.usda.gov
Martin Lopez	Vehicle Technician	254-770-6614	martin.lopez@ars.usda.gov
LOCATION COORDINATOR Name: Douglas Smith Phone: (254) 770-6562 Email: Douglas.R.Smith@ars.usda.gov		ADMINISTRATIVE OFFICER Name: Janice Brown Phone: (254) 770-6543 Email: Janice.Brown@ars.usda.gov	
COOPERATOR/UNIVERSITY SAFETY OFFICE SERVICING LOCATION (if applicable) Name: Phone: Email:			