



The University of Texas at Austin

Department of Marine Science

College of Natural Sciences



**SEVERE WEATHER ACTION PLAN 2018
(SWAP)**

PORT ARANSAS, TEXAS

Revised: May 22, 2018

DRAFT

**THE UNIVERSITY OF TEXAS AT AUSTIN
MARINE SCIENCE INSTITUTE, PORT ARANSAS, TEXAS
SEVERE WEATHER ACTION PLAN (SWAP)**

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ESSENTIAL PERSONNEL

Robert Dickey, Director	
Salvador Rojas, Facilities Manager	
Lee Fuiman, Assoc. Director FAML	
Georgia Neblett, Director of External Affairs	
Veril Barr, Hazardous Waste Officer	
Ryan Hladyniuk, Safety Officer	
Jim Moreno, Security	
Dean Appling, CNS Dean’s Office	
Patrick Durbin, UT Office of Risk Management	
John Santos, UT Office of Risk Management	
David Carter, Chief UT Police Department	
Nena Anderson, UT Office of Environ. Health & Safety	

The Director of UTMSI is responsible for implementing the Severe Weather Action Plan (SWAP). If the Director is unavailable, the Facility Manager will assume responsibilities for SWAP implementation. If neither is available the Associate Director for FAML will assume the duty. The Director or his/her aforementioned designee shall also determine if essential staff will be recalled if on leave or travel.

GENERAL PREPARATIONS

Hurricane season begins each year on June 1 and ends November 30. A planning meeting will be held in May of each year to review the SWAP and other safety and security concerns at UTMSI. All faculty, staff and students (employees) are required to attend this meeting. All employees must complete the attached Employee Acknowledgement Form indicating familiarity with the SWAP and assigned

individual responsibilities. The forms will be retained in personnel files. Beginning June 1, administration, security and safety personnel will monitor severe weather reports on a daily basis. All UTMSI employees and students are encouraged to monitor severe weather reports routinely. The City of Port Aransas offers a useful Emergency Notification System for email or text alerts available to all at no charge: <http://r.i-info.com/rc/cbcan>.

In the event of impending severe weather, tropical storm or hurricane in the Gulf of Mexico, it is the responsibility of the Director and his/her immediate staff to notify all employees of possible or actual implementation of the SWAP. In turn it is incumbent on all employees to contact their immediate supervisors when severe weather conditions occur to seek instructions for work reporting requirements and duties. All employees are expected to be available to report for work, including weekends and holidays, when severe weather conditions are forecast.

All faculty and laboratory managers must ensure that essential equipment in their laboratories is connected to emergency power circuits. It is the responsibility of each laboratory manager to supply power cords to connect essential equipment to emergency power circuits prior to an ordered evacuation. Please note, that it is not the responsibility of the maintenance staff to supply the power cords. When an evacuation is ordered all non-essential equipment in laboratories and offices should be powered-down and disconnected from the power grid.

The emergency power generator systems for the Channel View Drive and Port Street (FAML) campus labs serves **only** the emergency (red) outlets and equipment hard-wired to the emergency power distribution circuits. The Channel View Drive and FAML campuses have switching devices to automatically connect circuits to generators when landline power is interrupted. The unattended run time of the generator at the Channel View Drive campus is several weeks and at the FAML campus it is 3-4 days. Therefore, emergency power at the Port Street campus is not a reliable alternative power source for long duration needs (greater than 4 days) if the island is evacuated. If a high storm surge occurs during severe tropical storm or hurricane, the generators at the Channel View and FAML campuses may be inundated and become inoperative while the Institute is unattended.

Essential equipment that requires continuous power must be identified by posting power requirements and responsible personnel contact information on the unit itself and on the door to the laboratory or space in which the equipment is located. If an unanticipated need should arise that necessitates continuous power for equipment not previously connected or hardwired, it may be possible to connect it to the red emergency outlets provided in most labs. An extension cord is the responsibility of the laboratory manager and should be stored in advance and in close proximity to the equipment for connection to a red emergency power outlet. Maintenance staff will test all emergency generators routinely and prior to June 1 each year, and laboratory managers must ensure that all equipment requiring connection to emergency circuits (red outlet or hardwired) are in fact connected to emergency circuits by June 1 each year.

Laboratory managers must provide the Facilities Manager and Laboratory Safety Officer any necessary written updates or revisions to emergency procedures for laboratories under their control. Updates or revisions must include lists of hazardous materials, their locations and proposed laboratory re-entry procedures. Updated emergency procedures for laboratories must be posted on respective

laboratory doors.

Laboratory managers must ensure appropriate storage and security of hazardous materials. If hazardous materials are located in an area that may be flooded, such materials must be stored in a sealed drum or sealable cabinet with each hazardous materials item inside the enclosure clearly and individually labeled to identify the material and responsible personnel. An inventory list of items inside hazardous materials enclosures must be attached to the outside of the enclosure (e.g. drum or cabinet). Excess or expired hazardous materials must be identified, noted in inventory updates and disposed-of under the direction of the Laboratory Safety Officer and Hazardous Waste Operations and Emergency Response Official (HAZWOPER Officer) to minimize the chance of contamination in the event of an accident or storm. Materials stored in the Hazardous Waste Storage Facility will be inventoried by the HAZWOPER Officer and scheduled for contract pick-up & disposal on a regular basis. No buoyant hazardous material containers or items are to be stored on ground floors or floor level at UTMSI Channel View Drive or Port Street campuses.

The Port Aransas Office of Emergency Management and other municipalities of the Coastal Bend region have adopted a tiered re-entry plan following major events requiring evacuation. Only individuals bearing a Tier Two letter will be permitted entry ahead of general population (i.e. Tier Four) re-entry. Tier Four re-entry by non-resident UTMSI employees will require a UT identification card. Port Aransas residents or homeowners must carry proof of residency (driver's license or a utility bill with the residence address, property tax bill, etc.) in order to gain re-entry following an evacuation (www.cityofportaransas.org).

On June 1, UTMSI Administration will update and distribute a current UTMSI telephone list to be contacted in the event the SWAP is initiated. It is recommended, if your phone has the capability, to save the UTMSI telephone list into your phone. All supervisors will maintain subordinate telephone notification trees for faculty, staff and students under their supervision.

On or before June 1, administration will prepare a list of volunteers willing to drive UT vehicles during an evacuation. A decision to implement vehicle evacuation plans will be made by the Director or his/her designee during Phase I or II preparations. The hosting/advisor faculty member will coordinate plans for evacuation of visiting scientists and students with assistance by administrative office.

On or before June 1, administration will test satellite phones to make sure they operational. They will also prepare re-entry waterproof box for essential personnel with the following: flashlights, batteries, hand sanitizer, fix-a-flat, meals-ready-to-eat, paper, mobile printer, mifi with instructions, paper copy of SWAP plan, paper copy of emergency communications plan, paper copies of building plans, generator instructions, charging station, power strip, camera, post-storm assessment packet, extension cord, safety materials (hardhat, vest, gloves, N95 masks), phone book, and locations of essential supplies (diesel fuel, first aid kit, defibrillator, fire extinguishers, snake bite kit, mobile wireless units, barricades).

On or before June 1, a shareable UTBOX folder, entitled "Emergency Response," will be set up and shared with UTMSI administration leads that contains disaster communications plan, images of exterior and interior spaces, UTMSI boat basin slip owner contact information, storage options and

contact information. In the event of evacuation, diagrams with hazardous materials will be uploaded to this folder.

Before June 1, faculty advisors will make plans for evacuation and/or safeguarding of intellectual property (data, records, preserved specimens, breeding stock, etc.), including reserving off-site freezer space and data storage when required.

SWAP PHASE I

SWAP Phase I signals early preparations for impending severe weather and may be initiated in one of two ways, by the Director or his/her designee, or automatically when a **Tropical Storm/Hurricane Watch** is declared for Texas Coastal Bend region. A Director's initiation may occur as early as 72 hours or more before tropical storm force winds are expected to reach UTMSI. When SWAP Phase I is initiated supervisors and essential staff will be on call 24/7 and must be available by phone. If SWAP Phase I is initiated after working hours or on the weekend supervisors and essential staff may be immediately recalled to begin emergency preparations. All other employees should be prepared for recall and otherwise comply with local jurisdictional announcements concerning personal safety and preparation.

If the Director is unavailable, the Facility Manager will assume the responsibilities. If neither are available, the Associate Director for FAML will assume the duty. The Director or his/her aforementioned designee shall also determine if supervisors and essential staff will be recalled if on leave or travel.

In the event of a lesser weather disturbance, such as significant thunderstorm, the Director may take alternate precautions and will advise essential staff and supervisors.

The UTMSI buildings and facilities are not hurricane shelters and the City of Port Aransas does not have a designated hurricane shelter. Supplies are not maintained for emergency use. In the event of a hurricane, it must be assumed that there will be no electric power, fresh water or sanitary sewer in Port Aransas. All UT employees are expected to evacuate when directed by the City of Port Aransas Office of Emergency Management or the Director.

In the event of impending severe weather or hurricane conditions all employees will be informed when the SWAP has been initiated and that they must report to work as instructed. Each organizational subunit of UTMSI is assigned a number of specific SWAP Phase I tasks to perform and then to be available to assist the Director or his/her designee(s) as needed in order to complete preparations. The Director or his/her designee(s) will inform the College of Natural Sciences Dean's office, the UT Offices of Risk Management, and the UT Offices of Environmental Health and Safety of the Institute's SWAP readiness status as preparations proceed. The following specific SWAP Phase I tasks are assigned to UTMSI organizational subunits as identified:

Undergraduate and Graduate Students – when informed that SWAP Phase I has been initiated students will convene in the Estuarine Research Center seminar room or main classroom 201C and be called upon to perform the following tasks.

1. Organize into student teams of 2 to 4 individuals that live in proximity of one another to assist each other in preparations of apartments/cottages if and when SWAP Phase II is initiated.
2. Disburse to apartments/cottages/homes and assemble Go-Bags (i.e. personal items needed for two weeks travel including any medication), fuel personal vehicles and check vehicle-operating status (e.g. tire pressure, oil, battery), obtain emergency cash. Begin developing evacuation plans to travel in groups if possible (planning to be continued in step 6 below). See <http://www.texasprepares.org/> to help you prepare.
3. Back up all computers in apartments/cottages/houses on portable computer drives and obtain sealable bags/enclosures to safeguard and add to Go-Bags if and when SWAP Phase II is initiated. Each student is responsible for the safety and security of their own back-up drive(s). Avoid the need for transporting hard copies of documents/files by digitizing and routinely saving to computers in advance.
4. Ensure that all potentially hazardous items, e.g. cleaning and chemical products in apartments/cottages/houses are secured in cabinets (elevated cabinets for ground floor units). No hazardous materials should be located in floor cabinets in ground floor units.
5. Remove all loose items from desktops, tables, countertops and open shelves and store in drawers or cabinets or waterproof container bins as appropriate.
6. Report to faculty advisors at UTMSI to assist with Phase I preparation of offices and laboratories. Complete individual or group evacuation travel plans, communicate in writing or by email evacuation plans and contact information to faculty advisor, and review re-entry procedures for Port Aransas and UTMSI laboratories and offices. Evacuation plans and contact information provided at this stage will supersede information on file at administration.
7. Update or verify student contact information at administration office via email (msi-admin@utlists.utexas.edu) or in person.

UTMSI staff will assist students at the apartments/cottages/houses when their assigned duties on campus are completed.

Administration including Fiscal Office and FAML Office - when informed that SWAP Phase I has been initiated administration staff will be called upon to report to their Administration Offices to perform the following tasks.

1. Review UTMSI vehicle and power equipment asset list disposition.

2. Back up all office computers on portable computer drives and prepare to secure in waterproof enclosures if and when SWAP Phase II is initiated. Each admin staff person is responsible for the safety and security of their respective back-up drive(s). Avoid the need for transporting hard copies of documents/files by digitizing and routinely saving to computers in advance.
3. Fiscal office will prepare to relocate computers and critical documents/files/items to second floor administration offices if and when SWAP Phase II is initiated. Do not move yet, only prepare.
4. Fiscal office will contact all boat basin (marina) slip renters to inform them that SWAP Phase I procedures have been implemented at the Institute, and that they are required to secure or remove their vessels immediately. The notification will include warning that when SWAP Phase II is implemented the 58 ft. *R/V Katy* will be moored by storm cables in the center of the marina and they may not be able to remove their vessels.
5. Fiscal office will secure emergency cash of \$1,000 for distribution to Director or his/her designee if and when SWAP Phase II is initiated.
6. Verify satellite phones are charged and functional to assign to Director and Facilities Manager or their designees.
7. Remove all loose items on desktops and shelves and store in drawers, cabinets or waterproof containers.
8. The Director, his/her Executive Assistant or the Director's designee will inform the CNS Dean and Associate Dean for Facilities and Research, the UT Office of Emergency Preparedness and Response (OEPR), and the UT Office of Risk Management that SWAP Phase I has been initiated at UTMSI. The Deans Office and OEPR will be requested to so advise the UT Environmental Health and Safety Office, and the UT Office of the Senior Vice President and Chief Financial Officer.
9. The Director's Executive Assistant will disseminate information from the Director or Facility Manager as required and receive status reports from each supervisor as preparations are completed or problems encountered.
10. The Director's Communications Coordinator will email all UTMSI staff the SWAP and reminder of emergency communication methods. Coordinator will charge camera and store in a waterproof container for re-entry.
11. If storm conditions worsen and evacuation of the City of Port Aransas is ordered during SWAP Phase I the Communications Coordinator will contact CNS to activate UTMSI homepage to an emergency information page.
12. Administration leads will print and have on-hand at least one hard copy of the SWAP.
13. Administration will supplement re-entry kits with water.

Information Technology (IT) – when informed that SWAP Phase I has been initiated IT staff will be called upon to report to the IT Offices to perform the following tasks.

1. Back-up all appropriate servers/data under IT responsibility to UT systems in Austin. Back up all other critical IT computers on portable computer drives and prepare to secure in waterproof enclosures. Each IT staff person is responsible for the safety and security of their respective back-up drive(s). Avoid the need for transporting hard copies of documents/files by digitizing and routinely saving to computers.
2. Remove all loose items on IT office desktops, benchtops and shelves and store in drawers, cabinets, or waterproof containers.
3. Assist students, faculty, staff and administration in backing-up data and completing office/laboratory preparations as needed.
4. Procure list of contact information for internet providers to the City of Port Aransas and the City of Rockport, including after-hours point of contacts.
5. Store mobile hotspot units in an accessible and watertight container with operation instructions.

Faculty, Science Staff and Students (including NERR, Library and ARK staff) – when informed that SWAP Phase I has been initiated all faculty, science staff, students, NERR, library and ARK staff must report to work as instructed. All supervisors will meet with their staff and students at a predetermined location to inform and implement actions that must be completed, which will include:

1. Back up all critical computers on portable computer hard drives and prepare to secure in waterproof containers. Each faculty, staff and student is responsible for the safety and security of their respective back-up drive(s). Avoid the need for transporting hard copies of files by digitizing and electronic storage on portable back-up drives.
2. Prepare to suspend or terminate all experiments involving cultures, radioactive agents and hazardous chemicals. Ensure the safe and appropriate disposition of all hazardous and biotic materials.
3. Ensure that all hazardous solvents, acids, bases and chemicals are secured in appropriately marked cabinets or enclosures. No hazardous materials should be located on ground floors of Institute buildings. Post updated hazardous solvent and chemical inventory on storage enclosures and laboratory doors as required.
4. FAML faculty, staff and students will take appropriate precautionary measures to safeguard aquaculture systems and fish stocks. The Director or Facilities Manager will designate technical trades or grounds staff to assist in FAML preparations as needed.
5. Remove all loose items from desktops, bench tops and open shelves and store in drawers, cabinets,

or waterproof containers.

6. Critical information on potential hazards on return to labs after storm damage should be reviewed in detail. Faculty need to maintain an accurate chemical inventory on EHS Assistant, this will not only expedite the process, but can be done ahead of hurricane season. Preparations to minimize damage, spills, and/or contamination should be completed. Primary contact information for laboratory managers should be verified with the Director's Administrative office. Copies of emergency plans and hazardous materials contained within laboratories must be updated and posted on each hazardous materials enclosure and on respective laboratory doors.
7. Advance preparations for evacuation and/or safeguarding of intellectual property (data, records, preserved specimens, breeding stock, etc.) should be made, including reserving off-site freezer space and data storage when required.
8. ARK staff must secure all miscellaneous outdoor items. Take appropriate precautionary measures to safeguard animal keep systems and animals. As appropriate and feasible relocate animals to mainland animal rehabilitation facilities. The Director or Facilities Manager will designate technical trades or grounds staff to assist in ARK preparations as needed.
9. Lab managers must insure that all subordinate staff and students provide their contact information, communicate their evacuation plans and to report as feasible with physical locations and safety status during and after evacuation.
10. Faculty and supervisors to review SWAP and prioritize needs for efficient work flow for personnel, in the event of rapid intensification of a storm or arrival over a weekend, faculty need to prioritize SWAP tasking.

Technical Trades and Grounds Staff – when informed that SWAP Phase I has been initiated all Technical Trades and Grounds staff must report to work as instructed. All supervisors will meet with their staff at the maintenance compound to inform and implement actions that must be completed, which will include Phase I duties to secure all UTMSI facilities and grounds.

1. Secure physical plant buildings and shops by relocating all loose materials, implements, equipment, etc. to garages, storage rooms or buildings.
2. Remove all loose items from desktops, bench tops and open shelves and store in drawers, cabinets or waterproof containers.

3. Distribute and install storm shutters on all dormitories, apartments, and buildings equipped for storm shutters.
4. Check emergency generators and smaller generators for operation and top-off the fuel supply, oil and coolant. Move smaller generators from the ground floor to second floor staging areas
5. Fuel all vehicles and park ready for use in assigned garages.
6. Move tractors and trailers to assigned garages or warehouse.
7. Assist where and when possible all emergency procedures required by students and scientific staff at the Channel View and FAML campuses.
8. Fill seawater clarifier's reservoirs.
9. Secure any loose materials on UTMSI grounds and around buildings that may become airborne under high wind conditions.
10. Secure lids/tops and label all hazardous material (diesel, gasoline, waste oil) and relocate them to the hazardous waste storage building. Coordinate this relocation with the hazardous waste officer or safety officer. No hazardous materials should be located on ground floors of Institute buildings.

Marine Operations Staff – when informed that SWAP Phase I has been initiated the Marine Operations staff must report to work as directed. Supervisor will meet with their staff at a predetermined location to inform and implement actions that must be completed, which will include SWAP Phase I duties securing of all boats. Marine Operations hourly or part-time staff may be contacted to assist in the following preparations. Other available staff may also be reassigned to assist as needed.

1. Fuel small boats and relocate to secure storage areas in garages or warehouse.
2. Back-up computer(s) in boathouse on portable computer drives and prepare to secure in waterproof containers. The marine operations supervisor is responsible for the safety and security of back-up drives. Avoid the need for transporting hard copy documents/files by digitizing and routinely saving to computers.
3. Remove all loose items from desktops, bench tops and open shelves and store in drawers or cabinets.
4. Relocate valuable parts, supplies and appropriate equipment from the lower floor of the Marine Operations building to physical plant storerooms or the warehouse.
5. Ground tackle, mooring lines and/or storm mooring lines for R/V KATY will be staged and ready for deployment on instruction from the Director or his/her designee.

6. Secure any loose materials on marina grounds and around buildings that may become airborne under high wind conditions.
7. Assist students and scientific staff at the Channel View campus with all required emergency procedures where and when possible.
8. Verify with Fiscal Office that all marina slip renters have been notified that SWAP Phase I has been initiated at UTMSI marina. Assist marina slip renters as appropriate and as time permits.
9. Secure lids/tops and label all hazardous material (diesel, gasoline, waste oil) and relocate them to the hazardous waste storage building. Coordinate this relocation with the hazardous waste officer or safety officer. No hazardous materials should be located on ground floors of Institute buildings.

Custodial Staff, including Cafeteria - when informed that SWAP Phase I has been initiated Custodial Staff must report to work as directed. Supervisors will meet with their staff at a predetermined location to inform and implement actions that must be completed, which will include the following Phase I duties.

1. Back up all critical computers on portable computer drives and prepare to secure in water-proof containers. Custodial supervisors are responsible for the safety and security of their respective back-up drive(s). Avoid the need for transporting hard copies of documents/files by digitizing and routinely saving to computers.
2. Relocate all hazardous cleaning solvents and chemicals from the ground floor to the wet-lab area of the research wing. No hazardous materials should be located on ground floors of Institute buildings.
3. Remove all loose items from desktops, benches and open shelves and store in drawers or cabinets.
4. Ensure that all potentially hazardous items, e.g. cleaning solvents and chemicals in dormitories and Lund House are secured in cabinets (elevated cabinets for ground floor units). No hazardous materials should be located in floor cabinets in ground floor units.
5. In dormitories and Lund House remove all loose items from desktops, tables, countertops and open shelves and store in drawers, cabinets or waterproof containers.

Security Staff - when informed that SWAP Phase I has been initiated all Security Staff must report to work as directed. The security supervisor will meet with staff at the Security Office to inform and implement actions that must be completed, which will include the following Phase I duties.

1. Notify UTPD that UTMSI SWAP Phase I preparations have been initiated, and verify radio contact

and coordination with Port Aransas Police Department, EMS and Fire Department.

2. Perform security patrol duties with heightened vigilance until relieved by the Director or the Director's designee. Do not interrupt security patrol duties to assist others unless requested assistance can be rendered quickly or unsafe circumstances are encountered. Report to the Director, Facilities Manager or their designees any difficulties, circumstances or events bearing on the safety and security of UTMSI students, employees, and facilities.
3. Back up all Security Office computers on portable computer drives and prepare to secure in waterproof containers. The Security supervisor is responsible for the safety and security of back-up drive(s). Avoid the need for transporting hard copies of documents/files by digitizing and routinely saving to computers.
4. Remove all unnecessary loose items from desktops, benches and open shelves and store in drawers or cabinets. Prepare to lock or tape shut all easily opened drawers and cabinet doors, and stage sheet plastic to cover desks/computers/cabinets, benches and file cabinets in Security Office to protect from water penetration of the building in the event that evacuation of UTMSI is ordered. An emergency box with plastic and tape will be supplied.
5. In the event the Director or his/her designee orders evacuation of UTMSI be prepared to relocate all essential security equipment to the administrative office on the second floor of the administration building.
6. Assist the Port Aransas Police Department with pre-positioning of emergency rations, water and supplies in the Estuarine Research Center for use following storm passage.
7. As conditions may dictate secure the UTMSI security vehicle under the ERC building and prepare to initiate volunteer vehicle evacuation if instructed by the Director or his/her designee.

Safety Staff - when informed that SWAP Phase I has been initiated all Safety Staff members must report to work as directed. The safety officer will meet with staff to inform and implement actions that must be completed, which will include the following Phase I duties.

1. Report to UT-EHS staff that SWAP Phase I has been initiated.
2. Aid the scientific staff, where needed, to ensure that all hazardous solvents, acids, bases and chemicals are secured in appropriately marked cabinets or enclosures. No hazardous materials should be located on ground floors of Institute buildings. Post updated hazardous solvent and chemical inventory on storage enclosures and laboratory doors as required.
3. Mark areas of large volumes of hazardous material storage on the building schematic diagrams. Take pictures of these diagrams and send it to [REDACTED] and upload it to the UTbox entitled "Emergency Response".
4. Lab-pack hazardous waste (seal in 30 gallon drums containing chemical absorbent) that is located

in the hazardous waste storage building and radiological storage building. Mark the sealed drums with bold lettering “UTMSI Hazardous Waste” and, if possible, elevate off of the ground.

5. Check the status of the Maintenance, Grounds and Marine staff to ensure their hazardous materials have been moved to the designated storage area (Hazardous Waste Storage Building).

Each UTMSI unit supervisor will inform the Director or his designee as SWAP Phase I preparations are completed or if any unexpected difficulties are encountered and be available to assist other departments as needed.

When the Director, Facility Manager or Directors designee have determined that all SWAP Phase I preparations are completed, the Director or his/her designee will instruct employees and students to attend to their personal/family preparations and await further instructions for either stand-down or escalation to SWAP Phase II Tasking.

SWAP PHASE II

SWAP Phase II will be declared when evacuation notification is imminent or tropical storm force winds are projected to reach UTMSI within 54 hours or more if conditions dictate, such as the issuance of a Tropical Storm/Hurricane Warning covering Port Aransas. If SWAP Phase II is declared after working hours or on the weekend, the Director or his/her designee will recall vehicle transport volunteers and essential staff needed to complete any SWAP Phase I preparations that have not already been completed. All others should comply with local jurisdictional directives concerning personal preparation or evacuation.

As each UTMSI unit completes their assigned SWAP Phase II tasking and report their status to the Director or his designee, they will be released in order to complete personal/family preparations for evacuation. It is intended that all SWAP Phase I & II tasks will be completed and personnel released prior to issuance of an Evacuation notice by the City of Port Aransas or Nueces County.

Alternate and lesser precautions may be taken, as approved by the Director or his/her designee in the event of lesser weather disturbances. In the event the Director is unavailable, the Facility Manager will assume these responsibilities. If the Director and Facility Manager are unavailable, the Associate Director for FAML will assume responsibility.

Undergraduate and Graduate Students – SWAP Phase II Tasks:

1. Disperse in pre-established teams to complete preparations at apartments/cottages/houses.
2. Congregate and securely cover in sheet-plastic all furnishings to protect from water penetration of the housing unit. An emergency box with plastic and tape will be supplied in each unit.
3. Back up all computers in apartments/cottages/houses on portable computer drives and secure in

waterproof enclosures. Each student is responsible for the safety and security of their own back-up drive(s).

4. Take photographs of the items in your apartment/cottage/house drawers and cabinets.
5. Lock or tape shut all easily opened drawers and cabinet doors. Make sure you take the key with you.
6. Report to faculty advisors at UTMSI to continue emergency preparation of offices and laboratories
7. Confirm your evacuation plans with your faculty advisor.
8. Secure your go-bag for evacuation including all personal items from your office/laboratory.

Administration including Fiscal Office and FAML Office – SWAP Phase II tasks:

1. Notify all staff and students that SWAP Phase II has been initiated and convey any information from the Director as instructed.
2. Activate Satellite phones and assign to Director and Facilities Manager or their designees.
3. Finalize vehicle and power equipment asset list (vehicles, boats, trailers, tractors, mowers, etc.)
4. Notify the CNS Dean and Associate Dean for Facilities and Research in Austin and the UT Office of Emergency Preparedness and Response (OEPR) in Austin that SWAP Phase II preparations have been initiated at UTMSI and that evacuation is imminent. The Deans Office and OEPR will be requested to so advise the UT Environmental Health and Safety Office, and the UT Vice President's Office.
5. Assimilate all SWAP Phase I and II status reports from all unit supervisors as preparations are completed. Reports must be transmitted by email if possible or by phone/verbal transcript or written document as conditions dictate.
6. Verify that faculty advisors and the administration staff have records of student and staff emergency contact information and evacuation plans. Updated records will be transmitted by email if possible or by phone/verbal transcript or written document as conditions dictate.
7. Verify that the UTMSI Emergency 800 number is updated, activated and disseminated to all staff.
8. Verify with Facility Manager that all vehicles are secured in the garages or that volunteer drivers to evacuate vehicles have been engaged and given possession of vehicles.
9. Verify with boat operations supervisor that all small boats have been relocated to the warehouse, and that R/V KATY has been secured with storm moorings. Obtain a written or verbal transcript status report on marina slip renter preparedness from boat operations supervisor.

10. Verify with security supervisor that all exterior doors to Institute buildings are locked and that the magnetic door lock system for the Estuarine Research Center has been disabled.
11. Back up all office computers on portable computer drives and secure in waterproof enclosures. Each employee is responsible for the safety and security of their own back-up drive(s).
12. Take photographs of the items in your office drawers and cabinets. Lock or tape shut all easily opened drawers and cabinet doors. Take the key with you. Securely cover in sheet plastic all equipment, desks/computers/cabinets and file cabinets in the Administrative Offices, Fiscal Offices and central files room to protect from water penetration of the building. An emergency box with plastic and tape will be supplied.
13. Fiscal office will relocate computers and critical documents/files/items to second floor administration offices.
14. Fiscal office will disburse emergency cash of \$1,000 to Director or his/her designee.
15. HR to work with CNS, to create and approve assignment and payroll documents and fellowship and/or tuition payments in the event that we can't get back online in a timely manner.

Information Technology – SWAP Phase II Tasks:

1. Any remaining Phase I preparations must be completed.
2. Verify that emergency web site information with CNS is active.
3. Back up all critical IT computers on portable computer drives and secure in waterproof enclosures. Each employee is responsible for the safety and security of their own back-up drive(s).
4. Take photographs of the items in your office drawers and cabinets. Lock or tape shut all easily opened drawers and cabinet doors. Take the key with you. Securely cover in sheet plastic all equipment, desks/computers/cabinets and file cabinets in the IT office to protect from water penetration of the building. An emergency box with plastic and tape will be supplied.
5. Assist with the relocation of all ground floor computers that are not being evacuated to second floor, fiscal office computers to administrative office and all others to classroom M201. Ensure computers are labeled with owner name or location.

Faculty, Science Staff and Students (including NERR, Library and ARK staff) – SWAP Phase II Tasks:

1. Any remaining SWAP Phase I preparations must be completed.

2. Back up all critical computers on portable computer hard drives and secure in waterproof containers. Each employee is responsible for the safety and security of their own back-up drive(s).
3. Take photographs of the items in your office drawers and cabinets. Lock or tape shut all easily opened drawers and cabinet doors. Take the key with you. Securely cover in sheet plastic all equipment, desks/computers/cabinets, lab benches and file cabinets in offices and laboratories to protect from water penetration of the building. Emergency box with plastic and tape will be supplied.
4. Terminate all experiments involving cultures, radioactive agents and hazardous chemicals. Ensure the safe and appropriate disposition of all hazardous and biotic materials.
5. Forward by email to [REDACTED] final emergency contact information and evacuation plans for students, staff and faculty members.
6. Seawater tanks should be set to recirculation rather than flow-through. Implement any remaining lab specific internal emergency procedures.
7. Power down all non-essential equipment and disconnect from the power grid.
8. Shut off all gas supplies to instrumentation. Ensure that all gas cylinders are secured. Remove regulators and install transport caps where possible.
9. Close sash on all chemical and biological fume hoods.
10. Verify that ALL SWAP Phase I & II preparations are complete and that laboratories and offices are ready to be vacated.
11. Each faculty and supervisor should take pictures or a video of their lab after final preparations and send to Administration, [REDACTED]

Any remaining SWAP tasks to prepare all UTMSI facilities for evacuation must be completed. Final information about planned evacuation locations for staff should be collected and delivered/emailed to administration staff. All information on SWAP preparations status will then be forwarded to the Director. Once duties have been completed, supervisors must inform the Director to confirm that staff can be released.

Technical Trades and Grounds Staff – Phase II Tasks:

1. Any remaining SWAP Phase I preparations must be completed with heightened sense of urgency.
2. Take photographs of the items in your office drawers and cabinets. Lock or tape shut all easily opened drawers and cabinet doors. Take the key with you. Securely cover in sheet plastic all equipment, desks/computers/cabinets, benches and file cabinets in offices and shops to protect from water penetration of the building. An emergency box with plastic and tape will be supplied.

3. Turn all natural gas supplies off, including FAML.
4. Turn off water to the older buildings (cafeteria, old dorms, pond area and pier). All other water will be left on.
5. DO NOT shut down electric power at UTMSI and FAML.
6. Secure all seawater pumps after insuring that tanks are full (UTMSI and FAML).
7. Where feasible, remove pumps from the pond area and take to the maintenance area.
8. Remove 1 pier pump at main lab and at FAML and secure in nearest machine room on site.
9. Transfer all chiller acid chemicals to main lab 2nd floor chiller chambers.
10. Secure all picnic tables upside down and anchor/chain to floor level concrete slab/pillar.
11. Verify fuel in vehicles that will be preposition at the Command Center in Robstown or driven by volunteers. Fill 4 or 5 gas cans for each vehicle and load along with tools, fix-a-flat, etc., and one case of MRE's and several cases of bottled water.

Any remaining SWAP tasks to prepare all UTMSI facilities for evacuation must be completed. Final information about planned evacuation locations for staff should be collected and delivered/emailed to administration staff. All information on SWAP preparations status will then be forwarded to the Director. Once duties have been completed, supervisors must inform the Director to confirm that staff can be released.

Marine Operations Staff – SWAP Phase II Tasks:

1. Any remaining SWAP Phase I preparations must be completed.
2. Back-up computer(s) in boathouse on portable computer drives and secure in waterproof containers. Each employee is responsible for the safety and security of their own back-up drive(s).
3. Take photographs of the items in your office drawers and cabinets. Lock or tape shut all easily opened drawers and cabinet doors. Take the key with you. Securely cover in sheet plastic all equipment, desks/computers/cabinets, benches and file cabinets in offices and shops to protect from water penetration of the building. Emergency box with plastic and tape will be supplied.
4. Relocate *R/V KATY* to the center of the marina and moor with storm lines to the four hurricane bollards.
5. Secure picnic tables and benches in the *KATY* pavilion by turning upside down.

Any remaining SWAP tasks to prepare all UTMSI facilities for evacuation must be completed. Final information about planned evacuation locations for staff should be collected and delivered/mailed to administration staff. All information on SWAP preparations status will then be forwarded to the Director. Once duties have been completed, supervisors must inform the Director to confirm that staff can be released.

Custodial Staff including Cafeteria – Phase II Tasks

1. Any remaining Phase I preparations must be completed.
2. Back up all critical computers on portable computer drives and secure in water-proof containers. Each employee is responsible for the safety and security of their own back-up drive(s).
3. Take photographs of the items in your office drawers and cabinets. Lock or tape shut all easily opened drawers and cabinet doors. Take the key with you. Securely cover in plastic all equipment, desks/computers/cabinets, benches and file cabinets in offices and storage rooms to protect from water penetration of the building. An emergency box with plastic and tape will be supplied.
4. Elevate, secure and cover in sheet plastic all other non-hazardous supplies and equipment in-place to protect from water penetration or ground level flooding of building. An emergency box with plastic and tape will be supplied.
5. Verify emergency power is connected to the cafeteria freezers and refrigerators.
6. Dispose of perishable foodstuffs in cafeteria that cannot be saved.
7. Relocate computers, register and critical records to the second floor video classroom, room M201 of the administration building.
8. Secure all picnic tables and benches by turning upside down.
9. In the Lund House, lock or tape shut all easily opened drawers and cabinet doors. Congregate and securely cover in sheet-plastic all furnishings to protect from water penetration of the housing unit. Emergency box with plastic and tape will be supplied.

Any remaining SWAP tasks to prepare all UTMSI facilities for evacuation must be completed. Final information about planned evacuation locations for staff should be collected and delivered/mailed to administration staff. All information on SWAP preparations status will then be forwarded to the Director. Once duties have been completed, supervisors must inform the Director to confirm that staff can be released.

Security Staff – SWAP Phase II Tasks

1. Any remaining SWAP Phase I preparations must be completed.
2. Back up all Security Office computers on portable computer drives and secure in waterproof containers. Each employee is responsible for the safety and security of their own back-up drive(s).
3. Relocate all essential security computers and equipment to the administrative office on the second floor of the administration building.
4. Take photographs of the items in your office drawers and cabinets. Lock or tape shut all easily opened drawers and cabinet doors in security office. Take the key with you. Cover cabinets, benches and file cabinets in Security Office with sheet plastic to protect from water penetration of the building. An emergency box with plastic and tape will be supplied.
5. Stage road barricades in a location that is sheltered yet easily accessible if needed during recovery phase.
6. Make final patrol of facilities to insure all buildings are properly locked and secured prior to evacuation.
7. Secure security patrol vehicle below the ERC building or engage volunteer transport for evacuation as instructed by the Director or his/her designee.

Safety Staff – SWAP Phase II Tasks

1. Any remaining SWAP Phase I preparations must be completed.
2. Report to UT-EHS staff that SWAP Phase II has been initiated.
3. Take pictures of the hazardous waste storage building and radiological material storage building. In addition, take pictures of areas of large volumes of hazardous materials around the Institute.

Any remaining SWAP tasks to prepare all UTMSI facilities for evacuation must be completed. Final information about planned evacuation locations for staff should be collected and delivered/emailed to administration staff. All information on SWAP preparations status will then be forwarded to the Director. Once duties have been completed, supervisors must inform the Director to confirm that staff can be released.

ALL PERSONNEL MUST EVACUATE UTMSI FACILITIES, INCLUDING ALL HOUSING UNITS, WHEN NOTIFIED BY THE DIRECTOR OR HIS/HER DESIGNEE.

ALL STAFF AND STUDENTS - Final information on evacuation plans, routes and destinations for staff and students should be reported to supervisors and then [REDACTED] Upon arrival at planned or unplanned evacuation destination all employees and students are requested and strongly encouraged to notify their immediate supervisor/advisor of their location and physical condition, and to update any changes to emergency contact information.

INFORMATION SOURCES AFTER EVACUATION OF UTMSI AND PORT ARANSAS
Emergency Communications - 1-800-689-0743, Internet: www.utmsi.utexas.edu

1. All staff and students should check the UTMSI homepage or call the UTMSI Emergency 800 number (1-800-689-0743) to determine when it is safe to return to Port Aransas and report to work. Conditions in Port Aransas will be obtained from local authorities by the Director and Administration Staff. Advisories about returning to the island will be updated periodically on the Emergency number. Messages can be left and will be collected periodically.
2. The first attempt to contact the emergency 800 number should be made 24 hours after evacuation. Staff should leave a number where they can be contacted and continue to check the voice mail every 12 hours in regards to instructions to return to work. Information will also be posted on the UTMSI web site (www.utmsi.utexas.edu).
3. Mobile phone numbers are also available for emergency communications with supervisors and advisors. The numbers are listed below.

Mobile Phone Numbers:

Robert Dickey	[REDACTED]	Brett Baker	[REDACTED]
Salvador Rojas	[REDACTED]	Bryan Black	[REDACTED]
Lee Fuiman	[REDACTED]	Ed Buskey	[REDACTED]
Veril Barr	[REDACTED]	Ken Dunton	[REDACTED]
Ryan Hladyniuk	[REDACTED]	Deana Erdner	[REDACTED]
Jim Moreno	[REDACTED]	Brad Erisman	[REDACTED]
Patty Webb	[REDACTED]	Andrew Esbaugh	[REDACTED]
Georgia Neblett	[REDACTED]	Amber Hardison	[REDACTED]
Sally Palmer	[REDACTED]	Zhanfei Liu	[REDACTED]
Security Duty Officer	[REDACTED]	Jim McClelland	[REDACTED]
	[REDACTED]	Chris Shank	[REDACTED]
Jim Aschmutat	[REDACTED]	Peter Thomas	[REDACTED]
Liz DeHart	[REDACTED]	Tracy Villareal	[REDACTED]
Stanley Dignum	[REDACTED]	Lauren Yeager	[REDACTED]
Frank Ernst	[REDACTED]		[REDACTED]
Sarah Durand	[REDACTED]		[REDACTED]
Jace Tunnell	[REDACTED]		[REDACTED]

If for some reason the emergency number is not working, please use these alternate numbers to receive information about returning to UTMSI:

College of Natural Sciences (Monday-Friday, 8 a.m.-5 p.m.) 1-512-471-3285

Marine Science Office in Austin (Monday-Friday, 8 a.m.-5 p.m.) 1-512-232-5696

Corpus Christi Regional Emergency Operations Center (24 hours daily when activated) 1-361-826-1100

Other Local Numbers

U.S. Coast Guard, Port Aransas -361-749-5217
Port Aransas Police -361-749-6241
Aransas Pass Police Dept. -361-758-5224
Nueces County Constables Office -361-749-5212

Office of Risk Management

Patrick Durbin - [REDACTED]
Assistant Director of Risk Control

John Santos (Claims Coordinator) - [REDACTED]

BMS Catastrophe - 877-730-1948

ccoulson@bmsmanagement.com mdugan@bmsmanagement.com
tdraney@bmscat.com

Other Key Numbers

Environmental Health & Safety (EH&S) Cellular [REDACTED]
EH&S Pager [REDACTED]
Comptroller/Insurance [REDACTED]
Campus Police [REDACTED]

Key Preparation Websites

<http://www.texasprepares.org/>
<https://www.nhc.noaa.gov/>
Facebook NWSCorpus
Twitter @NWSCorpus
Texas Health and Human Services: Dial 2-1-1
This service connects citizens with the services they need.

Glossary

Tropical Depression: A tropical cyclone with maximum sustained winds of 38mph (33 knots) or less.

Tropical Storm: A tropical cyclone with maximum sustained winds of 39 -73mph (34-63 knots).

Hurricane: A tropical cyclone with maximum sustained winds of 74mph (64 knots) or higher.

Major Hurricane: A tropical cyclone with maximum sustained winds of 111mph (96 knots) or higher.

Tropical Storm Watch: An announcement that tropical storm conditions are possible within a specified area within 48 hours.

Tropical Storm Warning: An announcement that tropical storm conditions are expected within a specified area within 36 hours in association with a tropical, subtropical or post-tropical cyclone.

Hurricane Watch: An announcement that hurricane conditions are possible within a specified area.

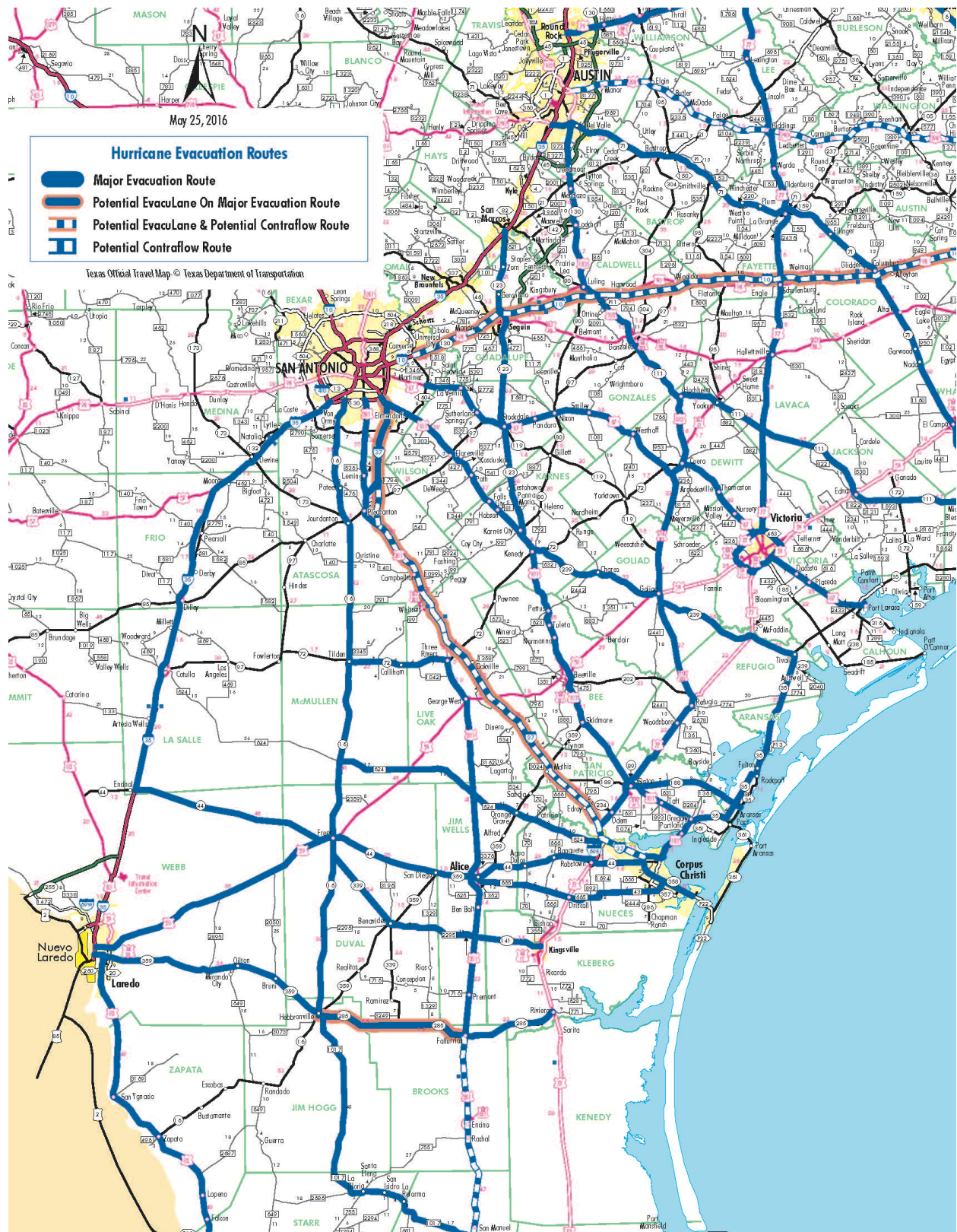
Because outside preparedness activities become more difficult once winds reach tropical storm force, **watches are issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.**

Hurricane Warning: An announcement that sustained winds of 74 mph (64 knots) or higher are expected somewhere within the specified area in association with a tropical, subtropical or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the warning is issued 36 hours in advance of the anticipated onset of tropical storm force winds.

Saffir-Simpson Hurricane Wind Scale

<i>Category 1</i>	74-95 mph (64-82 kt)
<i>Category 2</i>	96-110 mph (83-95 kt)
<i>Category 3</i>	111-129 mph (96-112 kt)
<i>Category 4</i>	130-156 mph (113-136 kt)
<i>Category 5</i>	157 mph (137 kt) or higher

EVACUATION MAP



RETURNING TO UTMSI

The regional Emergency Management Plan specifies four tiers of re-entry to Mustang island following a storm:

1. First responders (search and rescue personnel); essential public employees.
2. Immediate mass care and assessment (must travel in marked vehicles and possess valid regional agency credentials).
3. Restoration of essential services, point of distribution and other support operations.
4. Business operators and residents of the impacted areas.

Only individuals possessing a letter of authorization will be allowed to return prior to Tier Four general re-population. In addition, all persons should have in their possession an official government agency identification card (i.e., driver's license) or utility bill showing the individual's name and local address. UTMSI non-resident employees' and students' should have in their possession UT identification card. These will be required to obtain re-entry to the area. There will be layers of security through which residents must pass, and it should be anticipated that Federal, State and local authorities will restrict passage to those without proper identification.

DO NOT ATTEMPT TO RETURN TO PORT ARANSAS OR UTMSI UNTIL SPECIFIC INSTRUCTIONS TO DO SO HAVE BEEN ANNOUNCED ON TELEVISION OR RADIO, POSTED ON THE CITY'S WEB SITE (www.cityofportaransas.org), POSTED ON THE PORT ARANSAS SOUTH JETTY WEB SITE (www.portasouthjetty.com), OR POSTED ON THE UTMSI EMERGENCY WEB SITE OR 800 EMERGENCY CONTACT LINE, OR FACEBOOK PAGE (@UTMSI).

The Director or his/her designee will relocate to the Nueces County Emergency Command Center as long as disaster conditions exist.

All Staff - When return access authorization is received by the Director or his designee, the recorded message on the emergency 1-800 voice mail will be changed accordingly. Those individuals who are determined to be required will be notified directly, if possible, or through emergency web site or 800 emergency contact number.

The Director, Director of External Affairs and Communications Coordinator will develop any public information releases to regional news media or the City so that radio and television broadcasts can keep UTMSI status current.

When it is safe and appropriate to do so, the Director will call an all-hands meeting to inform staff of the status of recovery operations.

Damage Assessment - It is anticipated that the Director and his critical response team will be permitted access to the island to conduct a damage assessment of UTMSI. He/she will survey all buildings and rooms and make an initial assessment to the County Judge, Mayor, the Chief of Police, and Nueces County Emergency Command Center. The Director or his designee will establish contact with CNS Dean and Associate Dean for Facilities and Research, UT Office of Emergency Preparedness and Response (OEPR), and the UT Comptroller's Office Insurance Specialists in Austin. The Laboratory Safety Officer will establish contact with the UT Office of Environmental Health and Safety to discuss activating the Emergency Response Deployment Team as required, and the Security Supervisor will establish contact with UTPD regarding additional security measures for the campus as required.

CAMPUS CLOSURE AND RECOVERY

Undergraduate and Graduate Students

1. Update [REDACTED] and your supervisor if your whereabouts and contact number change.
2. Monitor the UTMSI website and your email for updates about campus closure and return.

Administration including Fiscal Office and FAML Office

1. Immediately upon re-entry, take photos of every exterior building and room on campus. Coordinate with NERR staff to take photos of Bay Education Center, Fennessey Ranch and System-wide Program Monitoring stations.
2. Communications on recovery operations will be distributed through email and the UTMSI website.
3. Communicate with those that evacuated vehicles.
4. Notify all boat basin (marina) slip owners of recovery and return procedures.
5. Director and Facility manager will identify and coordinate leads (FAML, ARK, NERR, Marine Operations) to work with disaster response team to take photos and make decisions about damage assessments.

Information Technology (IT)

1. IT will set up mobile internet devices.

Faculty, Science Staff and Students (including NERR, Library and ARK staff)

1. Monitor the UTMSI website and your email for updates about campus closure and return.
2. Faculty to ensure that essential equipment that requires emergency power is properly, labeled and plugged into emergency circuits.

Technical Trades and Grounds Staff

1. Upon coordinating with Facility manager, check emergency generators for operation and top-off the fuel supply, oil and water.
2. Upon coordinating with Facility manager, begin debris removal.
3. Develop plan for conditioned and non-conditioned storage.

Marine Operations Staff

1. Unmoor R/V Katy
2. Assist faculty and NERR staff with marine equipment assessment

Custodial Staff, including Cafeteria

Security Staff

1. Place barricade and campus closure signs.
2. Assist Environmental Health and Safety during damage assessments.
3. Coordinate with campus police to patrol campus and buildings.

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