



Texas Southern University
THURGOOD MARSHALL SCHOOL OF LAW

DISASTER PROTOCOL

In the event of a disaster or tragic situations such as hurricanes, tornados, fires, hazardous material accidents, civil disorders, flash flooding, terrorist threats, civil disorders, and resource shortages, the following protocol has been established for law school constituents.

- If the disaster occurs after hours the Dean of the law school will notify TSU's Department of Public Safety regarding the status of classes. During regularly scheduled hours while the University is in session, the University President or Provost will make a decision to postpone or cancel classes.
- The decision to evacuate the law school during classes will be made by the Dean of the law school in conjunction with the University President or Provost.
- Law school faculty, staff, and students should contact the Department of Public Safety at 713-313-7000 for information regarding the status of classes after hours when school is not in session.
- The Director of Communications will work cooperatively with the University's Office of Media Relations & Communications to disseminate announcements to the media (radio, television, and newspapers) regarding the status and conditions of the law school when school is not in session. The Director of Communications will make announcements via the law school's public address system and post pertinent information regarding school closing or class cancellations via the law school's television monitor if the disaster occurs during regularly scheduled hours.
- In accordance with the University's policy, only certain administrators may speak to the media on behalf of the University. These spokespersons include the President, Chief of Staff, University Provost, and the Director of Media Relations. The Dean will serve as the official spokesperson for the law school. If the Dean is not available, he may assign a designee. Only the SBA President or other designee will speak to the media on behalf of the students.
- The Dean will notify the Director of Technology to disseminate a mass electronic mail message to the entire law school regarding the status of classes and condition of the law school during regularly scheduled hours. The Director of Technology will work with the University's Technology Department to provide alternate voice and data communications in the event normal telecommunication lines and equipment are disrupted by the disaster.
- Personal items lost due to the disaster or tragic situation should be reported to the Vice President of Risk Management within 24 hours.