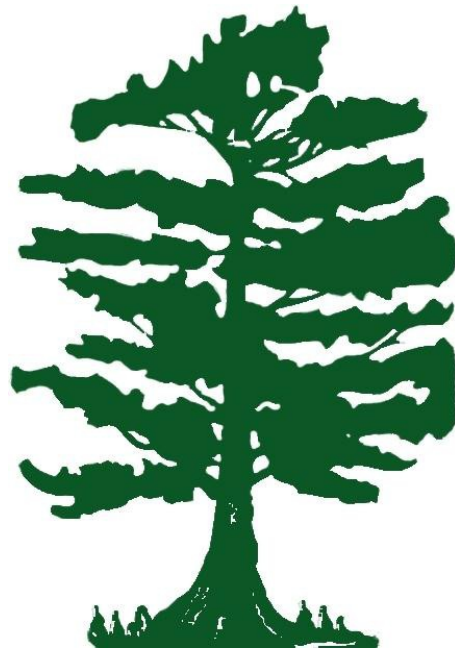


**Emergency Management and  
Business Continuity Plan**

**For**

**Lamar State College - Orange**



**Revised 2013**

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## Section I – Executive Summary

### 1.1 PURPOSE

The Emergency Management and Business Continuity Plan (EMBCP) is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the College. This plan describes the roles and responsibilities of departments, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of College and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

This EMBCP addresses each type of emergency on an individual basis, providing guidelines for the containment of the incident. Section 5.1 of this document provides emergency response information primarily for use by Faculty and other on-site personnel who may be initial responders to an emergency. Section 5.2 provides emergency instructions for the College Incident Commander.

### 1.2 SCOPE

This plan is a College-level plan that guides the emergency response of College personnel and resources. It is the official emergency response plan of the College and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal, state or local plans during a disaster declaration by those authorities. This Emergency Management and Business Continuity Plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the Incident Command System to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies.

The College will cooperate with the Office of Emergency Management, State, County and City Police and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.

### 1.3 MISSION

The College will respond to an emergency situation in a safe, effective and timely manner. College personnel and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Human Life
- Priority II: Support of Health & Safety Services
- Priority III: Protection of College Assets
- Priority IV: Maintenance of College Services
- Priority V: Assessment of Damages
- Priority VI: Restoration of General Campus Operations

## **1.4 ASSUMPTIONS**

This Emergency Management and Business Continuity Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
- Disasters may be community-wide. Therefore it is necessary for the College to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources.

## **1.5 TYPES OF EMERGENCIES**

There are three levels of emergencies:

- Level 1 – Minor Incident.
- Level 2 – Emergency.
- Level 3 – Disaster.

## **1.6 INCIDENT COMMAND SYSTEM**

The Incident Command System (ICS) is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management. Use of the Incident Command System at the College facilitates the College's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

### **Key Principles of the Incident Command System**

- Modular organization based on activating only those organizational elements required to meet current objectives.
- Common terminology applied to organization elements, position titles, facility designations and resources.
- Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
- Comprehensive resource management for coordinating and inventorying resources for field responses
- Integrated communication so that information systems operate smoothly among all response agencies involved.
- Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.
- Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels.

## **Designation of College Incident Commander**

It is essential to all emergency response planning and action that a single College Incident Commander be designated. This person must be in a position to bring the needed response to whatever incident may occur. The President or his designee, who will be at a Vice President level, is the College Incident Commander.

### **1.7 DECLARATION OF EMERGENCY**

In case of any type of campus emergency, the Security Supervisor (supervisor in charge) should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Director of Security, who should communicate with the College Incident Commander. After reviewing the emergency situation, a decision will be made by the College Incident Commander on a plan of action and whether or not to activate the Emergency Management and Business Continuity Plan.

### **1.8 OVERVIEW OF ORGANIZATION**

The College's Emergency Management and Business Continuity Plan consists of three major elements:

- Emergency Management Team
- Incident Response Team
- Units with supporting Response Plans

Coordination of various campus departments' Emergency Management and Business Continuity Plans (Unit Plans) will occur through an Incident Command Structure as described above.

#### **The Emergency Management Team (EMT) / Incident Response Team (IRT)**

The Emergency Management Team (EMT) will evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The Emergency Management Team is also responsible for the review and approval of the Emergency Management and Business Continuity Plan.

The Incident Response Team (IRT) is activated, at a level based on the type and nature of the incident, to respond to any emergency situation. The College Incident Commander heads the Incident Response Team.

#### **Units with Response Plans**

Many individual departments ("Units") of the College will develop Unit Plans to identify key personnel and define specific responsibilities (Section IV). All Unit Plans will have an identical basic format (see attachment-Unit Plan Template). As necessary Unit Plans will be augmented by Response Plans to address specific situations. Response Plans can be organized at the discretion of the Unit.

- **Primary Units**

Each area identified as part of the IRT is determined to have critical responsibilities on a College-wide basis during emergency situations. Each organizational unit identified on the Incident Response Team is to develop a Unit Plan. As necessary Unit Plans will be augmented by Response Plans to address specific situations.

- **Secondary Units**

Several Units have been determined to have critical responsibilities on an internal Unit basis during emergency situations. Each designated Secondary Unit is to develop a Unit Plan. As necessary Secondary Unit Plans will be augmented by Response Plans to address specific situations.

- **Other Units**

College departments that are not defined as a Primary Unit or Secondary Unit are considered to be an Other Unit.

## **EMERGENCY RESPONSE**

The Emergency Management and Business Continuity Plan contains the Incident Response Plan and the Incident Commander action steps.

- **Incident Response Plan (Section 5.1)**

The Incident Response Plan is organized by various emergency/disaster events and provides action steps to be taken by the initial responders. It is intended for use by to Faculty and Staff.

- **Incident Commander Action Steps (Section 5.2)**

The Incident Commander Action Steps for the College Incident Commander are identified in Section 5.2. The first checklist is for the pre-disaster alert, watch and warning periods. The second checklist is for use in the immediate post-disaster period. Various emergency/disaster events are listed and suggested response steps for the CIC and the IRT are identified.

## **INDIVIDUAL ROLES**

- **Role of the President**

This plan is promulgated under the authority of the President of the College. All decisions concerning the discontinuation of College function, cancellation of classes, or cessation of operations, rest with the President or his/her designee. After consulting with the the Emergency Management Team, the President shall be responsible for declaring a major institutional emergency.

The President of the College is the College Incident Commander and is the individual responsible for the command and control of all aspects of an emergency situation.

- **Role of Faculty and Staff**

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency and account for every student. Every member of the Faculty and Staff should read and be familiar with emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action.

All Faculty and Staff are responsible for securing their work areas. Work areas need to be secured in advance of certain weather systems (hurricanes, winter storms, floods, etc.).

- **Role of Students**

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they use frequently. Faculty, Staff and Students should also be able to execute Emergency Lockdown and other safety procedures as outlined in the Incident Response Plan. Students should be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action. They should proceed to assembly areas in an orderly manner when directed by emergency personnel or when an alarm sounds.

## Section II – Organization

The College’s Emergency Management and Business Continuity Plan consists of four major elements:

- College Incident Commander
- Emergency Management Team
- Incident Response Team
- Unit Plans with supporting Response Plans

### 2.1 COLLEGE INCIDENT COMMANDER

The College Incident Commander (CIC) is the President, or his designee. The Incident Response Team reports directly to the EMT who in turn communicates directly with the President or designated CIC.

The EMT is in charge of their respective employees of the Incident Response Team. The College Incident Commander is the individual responsible for the command and control of all aspects of the emergency response. The College Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident and assign the proper resources. The College Incident Commander must have the authority and ability to make quick decisions in an emergency situation. As necessary the Incident Commander will relinquish incident command to civil authorities. Responsibilities of the Incident Commander are referenced in 2.5.

In his/her absence, only members of the Emergency Management Team can be designated as the College Incident Commander with authorization to fully activate this Emergency Management and Business Continuity Plan. Acting College Incident Commanders are as follows:

#### College Incident Commander

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President or designee
Designee can be:
Vice President for Finance and Operations
Vice President for Academic Affairs
Vice President for Student Services and Auxiliary Enterprises

The Incident Commander designates regular personnel who are considered the first responders for the campus. See key personnel in Appendix B.

### 2.2 EMERGENCY MANAGEMENT TEAM (EMT)

#### Responsibilities

The Emergency Management Team is an assemblage of College officials appointed by the President to advise and assist in making emergency-related policy decisions. A principal responsibility of the Emergency Management Team is to keep managers focused on the right set of priorities in a crisis. Accordingly, the responsibilities of this body are referenced in 2.5:

The Emergency Management Team will be assembled should the President (or designee) determine the situation has a wide-ranging or long lasting effect. The team may consist of the following individuals:

President  
 Vice President for Academic Affairs  
 Vice President for Student Services and Auxiliary Enterprises  
 Vice President for Finance and Operations  
 Director of Security and Community Liaison  
 Director of Physical Plant  
 Director of Information Services

**2.3 INCIDENT RESPONSE TEAM (IRT)**

**Responsibilities**

At the direction of the College Incident Commander, the Incident Response Team (IRT) is responsible for Emergency Management and Business Continuity Plan (EMBCP) execution during an emergency situation. The Incident Response Team reports directly to the Emergency Management Team. The IRT is comprised of management personnel representing areas of the College that have critical EMBCP execution responsibilities and will be designated by the Emergency Management Team. They will be called upon to return to campus immediately following an emergency or they will set up temporary operations at another site.

**Membership**

The Incident Response Team includes both primary and alternate members. Primary members are management personnel who are familiar with their unit’s responsibilities. Alternate members are also management personnel who are familiar with their unit’s responsibilities. Alternate members direct and execute their Unit Plan responsibilities in the absence/unavailability of the primary member.

All primary and alternate members need to be knowledgeable of overall EMBCP operations and be available during a crisis situation. IRT Members and/or IRT Alternate Members are required to attend annual Plan Exercises organized by the Emergency Management and Business Continuity Plan Coordinator.

**Structure**

The Incident Response Team is organized under Incident Command System headed by the President.

**Incident Response Team Members**

Director of Public Relations	Director of Security & Community Liaison	Director of Physical Plant
Dean of Instruction	Lab Tech III	Director of Human Resources
Director of Information Services	Director of Accounting	Director of Purchasing and Contracts

**2.4 UNIT PLANS/RESPONSE PLANS**

Each area identified with primary or secondary responsibilities is required to develop and maintain a Unit Plan. A Unit is a department or other defined entity of the College. A Unit Plans identifies emergency preparation, coordination and response activities for the Unit. The Unit Plans address the assignment of roles described in Section IV and, as necessary, identify existing Response Plans that provide guidance and procedures for specific response activities (i.e. bomb threats, civil disturbance, winter storm, etc.). Individual departments or programs will develop a Unit Plan to identify key personnel and define specific responsibilities.



All Unit Plans have a common structure and format as defined in the Unit Plan Template. All Unit Plans are filed with and secured by the Emergency Management and Business Continuity Plan Coordinator. Unit Plans must be reviewed and updated annually or more frequently as necessary. Electronic copies are maintained on the College Intranet and hardcopies are secured at the Emergency Operations Center. Copies of supporting Response Plans are also maintained at the EOC. Each unit should also retain a copy of this plan.

Some Units have major EMBCP responsibilities and may have Unit Plans that are more detailed than other Units. Unit Plans are classified as follows:

**Primary Units**

Each area identified as part of the Incident Response Team is determined to have critical responsibilities on a College-wide basis during emergency situations and is required to develop a Unit Plan. As necessary Unit Plans will be augmented by Response Plans to address specific situations.

**Secondary Units**

Several units have been determined to have critical responsibilities on an internal unit basis during emergency situations and are required to develop a Unit Plan. As necessary Secondary Unit Plans will be augmented by Response Plans to address specific situations. Areas to complete Secondary Unit Plans are identified as follows:

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Secondary Units

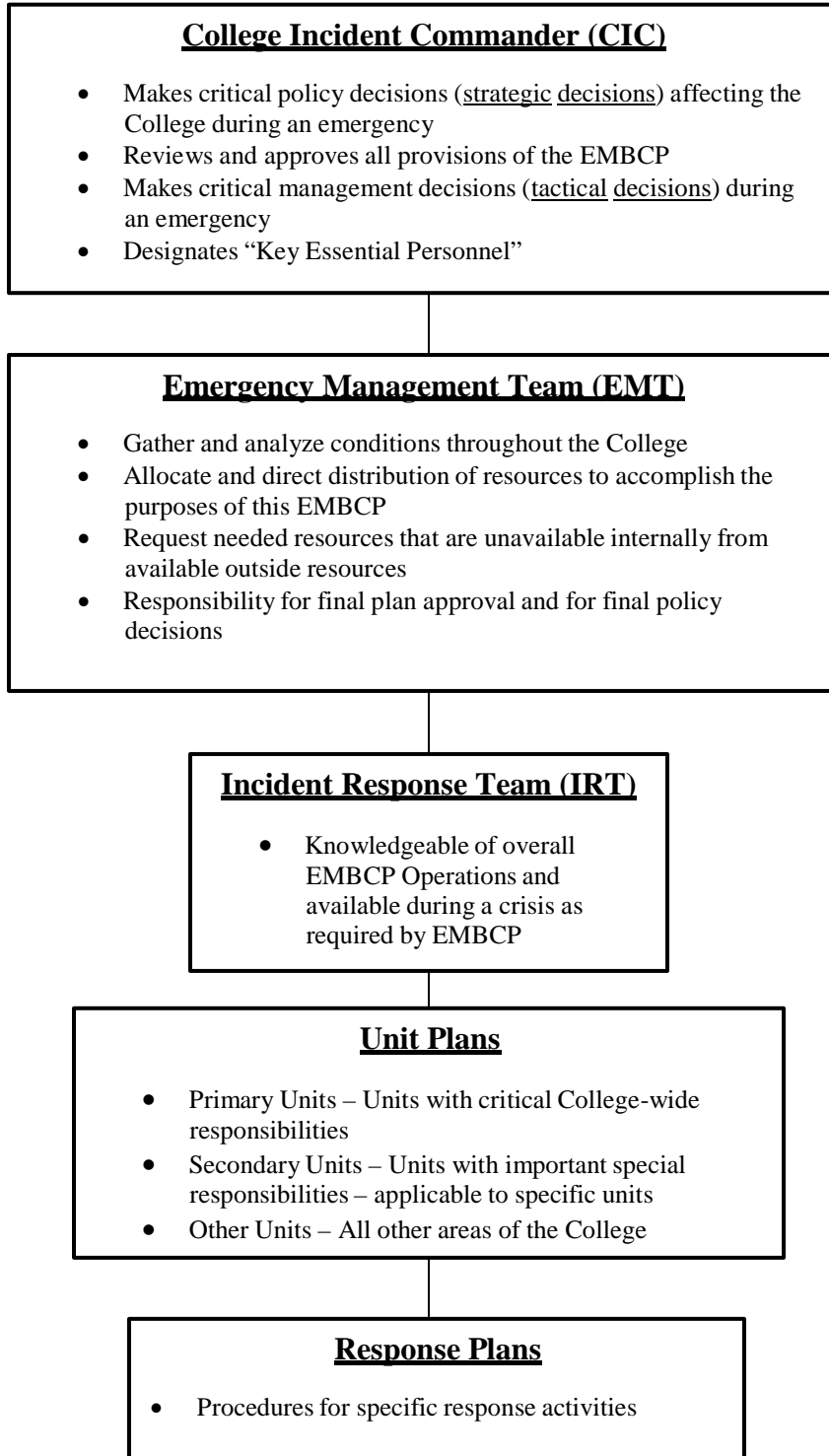
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• Laboratories	• Academic Divisions	• Records
• Library	• Advising & Counseling	• The Brown Estate
• Safety & Risk Management	• Continuing Education/ACE	• Learning Resource Center
• Testing	• Financial Aid	• Student Center

**Other Units**

College departments that are not defined as a Primary or Secondary Units are considered to be an Other Units. Other Units are encouraged, but are not required, to develop Unit Plans.

**2.5 EMBCP ORGANIZATION**  
**Relationships and Primary Responsibilities**



## Section III – Plan Activation & Operation

### 3.1 LEVEL OF RESPONSE

In responding to any emergency it is important for the CIC to classify the severity or level of the event. This plan utilizes the following definitions:

**Level 1 – Minor Incident.** A Minor Incident is defined as a local event with limited impact which does not affect the overall functioning capacity of the College. Examples would be a contained hazardous material incident or a limited power outage. The initial responders and/or Security typically handle the situation.

The CIC may be notified, but the EMBCP is not activated (neither the EMT nor the IRT respond).

**Level 2 – Emergency.** Any incident, potential or actual, which seriously disrupts the overall operation of the College. Examples would be a building fire, a civil disturbance, or a widespread power outage of extended duration. The initial responders and/or Security cannot handle the situation.

The CIC is notified and the EMBCP is activated and outside support services may be required.

A major emergency requires activation or partial activation of the EMBCP (the IRT is assembled and the EMT is consulted). Several Units respond and outside emergency services may also be involved.

**Level 3 – Disaster.** Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. Examples would be a hurricane, a damaging tornado or other community-wide emergency. The event would likely disable College operations for at least 24 hours.

In some cases large numbers of Student, Staff and Faculty casualties or severe property damage may be sustained. A Disaster requires activation of the EMBCP (the IRT is assembled and the EMT is consulted). Most if not all Units respond and outside emergency services will likely be involved.

### Expected Impact

Scope	Level – 1	Level – 2	Level – 3
College Activities	<ul style="list-style-type: none"> <li>• Minimal and localized</li> <li>• Most College activities not impacted</li> </ul>	<ul style="list-style-type: none"> <li>• Significant</li> <li>• College activities localized shutdown</li> </ul>	<ul style="list-style-type: none"> <li>• Very Significant</li> <li>• College activities shutdown for a period of time</li> </ul>
Faculty, Staff and Students	<ul style="list-style-type: none"> <li>• Site-specific localized impact</li> <li>• Injuries possible</li> </ul>	<ul style="list-style-type: none"> <li>• Site-specific or general impact with possible disruptions</li> <li>• Injuries possible</li> </ul>	<ul style="list-style-type: none"> <li>• General impact with disruptions</li> <li>• Injuries and possibly fatalities are a serious concern</li> </ul>
Media Coverage	<ul style="list-style-type: none"> <li>• None expected</li> </ul>	<ul style="list-style-type: none"> <li>• Limited local coverage</li> </ul>	<ul style="list-style-type: none"> <li>• Local, regional and possible national coverage</li> </ul>
Public & Government Concern	<ul style="list-style-type: none"> <li>• Limited</li> </ul>	<ul style="list-style-type: none"> <li>• Potential exists for government agencies to investigate</li> </ul>	<ul style="list-style-type: none"> <li>• Potential exists for government investigations or hearings</li> </ul>
IRT involvement	<ul style="list-style-type: none"> <li>• Limited or none</li> </ul>	<ul style="list-style-type: none"> <li>• Actively involved</li> </ul>	<ul style="list-style-type: none"> <li>• Actively involved</li> </ul>
EMT involvement	<ul style="list-style-type: none"> <li>• Probably none</li> </ul>	<ul style="list-style-type: none"> <li>• Consulted as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Consulted regularly and actively involved</li> </ul>

### 3.2 PLAN NOTIFICATION AND ACTIVATION

#### Monitoring Responsibilities

The primary responsibility for monitoring emergency threats and events resides with Security. Security serves on a continuous 24/7/365 basis and is always available to receive emergency communications from a variety of official and public sources, including:

- National Warning System
- National Weather Service (NWS)
- Emergency Broadcast System (EBS)
- State Police
- Local Police, Fire and Emergency Medical Services
- College communication systems
- Emergency telephone calls

Other entities, notably Facilities, will monitor developing weather systems. However such activity does not mitigate the responsibility of Security to serve as the central communications point for all campus threats including weather related emergencies which may develop slowly (severe winter storms, blizzards, hurricanes, etc.) or suddenly (tornadoes, severe thunderstorms, etc.).

## **Notification**

Security has overall responsibility for alerting the appropriate parties. Accordingly, initial responders should always contact Security immediately. First responders may also contact other appropriate entities – such as the Fire Department if a fire breaks out.

In case of any type of emergency, the Security Supervisor (supervisor in charge) should follow Security standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Director of Security, who should communicate with the CIC. No one else should attempt to contact the CIC for purposes of notification. If there is doubt that the CIC has been contacted then Security should be contacted for clarification.

Security will have a list of the EMT members and telephone contact information. If the CIC is not available, Security will have the priority list of CIC and continue to make telephone calls until contact is made.

Faculty, Staff, and Students will be notified via Connect Ed of any emergency affecting overall college activities. Notifications will be via phone, email, and text.

## **Plan Activation**

Plan activation begins at the discretion of the CIC upon the receipt of information of an emergency event or threat of an emergency. Based on the Security report, and information obtained from other appropriate entities, the CIC will declare the level of the emergency and activate the EMP to the extent necessary to control the situation.

Upon activation, the IRT will be notified and should report to the designated command center as directed. The CIC shall review the circumstances of the emergency with the EMT and determine the appropriate response. Section 5.1 provides general guidelines for responding to specific disasters.

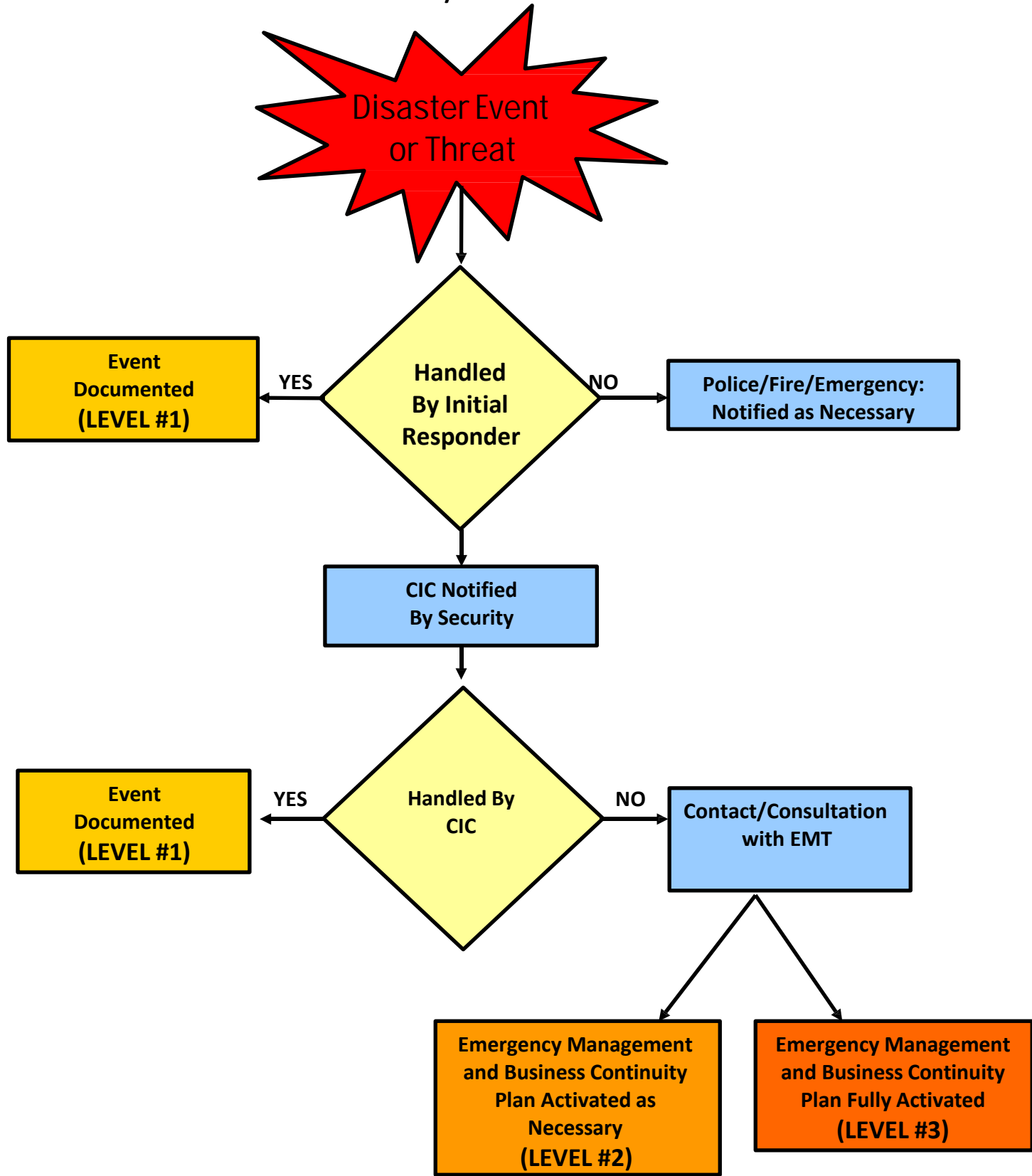
## **Warning**

Should it be deemed necessary to warn the College community of an impending threat or emergency situation, Security is designated to maintain the College Communications Center with the authority to alert warning resources and activities.

If either an Emergency or a Disaster (Level 2 or 3) is declared, the EMBCP will be activated. Upon declaration of an emergency or disaster, the IRT members needed to respond will be notified and should report immediately to the designated command center location. The EMT will also be notified and should report as needed.

Predictable events, such as a certain meteorological storms, are treated differently from emergency incidents. Security is designated to monitor these events on a 24/7/365 basis. The Director of Security and Community Liaison or his/her designee will contact the CIC.

Plan Activation / Notification



### 3.3 COMMAND POSTS

#### Emergency Command Post

In an isolated emergency (typically a Level 2 Emergency) the CIC and all summoned IRT members may report directly to the Emergency Command Post (ECP). EMT members will also be contacted and may also be present.

The ECP will be a designated area near the site of the emergency but located a safe distance from the emergency site. The CIC will determine the ECP location. The CIC will direct response activities and work assignments from the ECP.

#### Emergency Operations Center (EOC)

In a campus-wide emergency (typically a Level 3 Disaster) the CIC and all summoned IRT members may report to EOC. EMT members will also be contacted and will be present.

The primary EOC will be continuously maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location in which the IRT and the EMT may gather and assume their role. Response activities and work assignments will be planned, coordinated and delegated from the EOC.

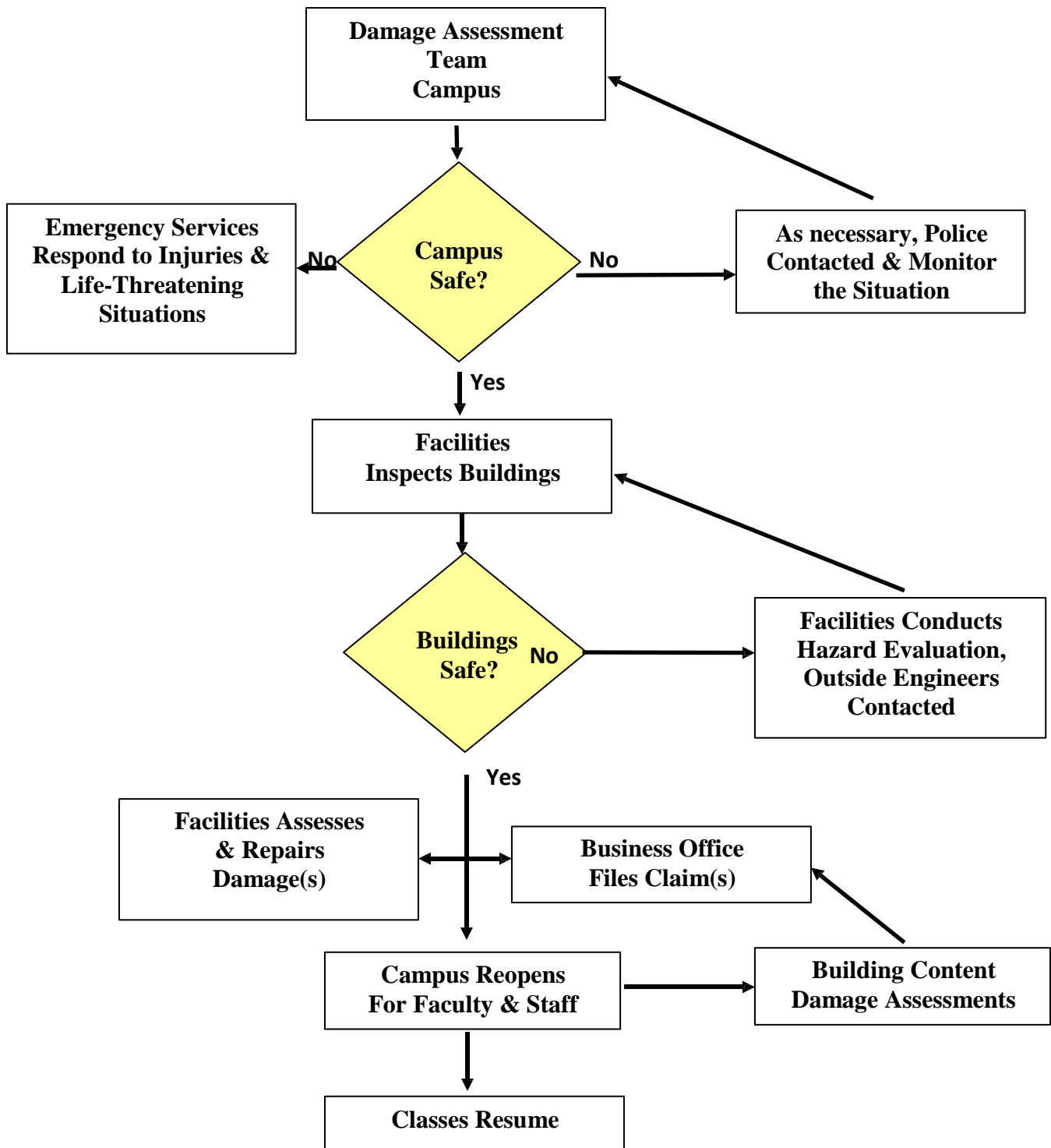
- The primary EOC is located at:  
Room 307, Ron E. Lewis Library Building
- If the primary EOC is inaccessible the backup EOC on campus will be located at:  
Wilson Building
- If the both EOCs are inaccessible the backup EOC off campus will be located at:  
The Brown Estate  
Texas State University – San Marcos, TX

### 3.4 CAMPUS RECOVERY

After a Disaster where College operations have been shut down, the entire campus environment may be dangerous. As illustrated in the following table the first recovery step is to secure the campus and then to secure all College facilities. Only after the environment is safe can restoration efforts begin followed by an orderly reopening of normal College operations.

1. Initial  
The Damage Assessment Team will conduct an initial damage assessment. Team members are the President (Incident Commander), Director of Security, Director of Physical Plant, and other designated team members. The Incident Commander will notify the Damage Assessment Team when the damage assessment will be conducted. Local authorities will restrict access to the area to those persons with the appropriate authorization including a Lamar State College-Orange essential personnel I.D. card.
2. Secondary  
Once facilities are determined to be safe, the Incident Response Team will be notified by members of the EMT that a secondary damage assessment needs to be completed. Each unit should complete a Secondary Damage Assessment Form and submit a copy to the Emergency Plan Coordinator.  
Personnel needed to assist with clean-up of the work areas will be notified by the unit. The President will make a determination as to when it is safe to re-open the campus, and local news media will be notified to make the announcement for faculty, staff, and students to return.
3. Contracts  
Contracts exist for Action Restoration and Signature Group for restorations/remediation services.

### Campus-Wide Emergency Recovery Steps





## Section IV – Role of Organizational Units

### 4.1 REQUIREMENTS OF ALL UNIT PLANS

Unit Plans prepared by all College Units shall be consistent with the guidelines established in this EMBCP. Each Unit shall, as appropriately directed, execute the portion of their Unit Plan that may be required to assure optimum endurance and rapid recovery from the effects of an emergency. Deans, directors, department heads and other responsible parties shall at a minimum develop and maintain procedures to accomplish the following:

- A. Identify the individuals and alternates to whom the specific responsibilities are assigned:
  - a. Unit Plan Execution / Emergency Response.
  - b. Unit Plan Maintenance – all Units are required to provide the Emergency Management and Business Continuity Plan Coordinator with an updated Unit Plan every year during the annual budget process.
  - c. Identify a Unit Plan Emergency Management Team.
  - d. Identify a Command Post and alternate location where everyone can meet during a crisis situation. The Command Post will need to have sufficient room, chairs, workspace, telephone access and flipchart or blackboard.
- B. Develop procedures for communicating within the Unit.
  - a. Current emergency call roster for the team members.
  - b. Contact list for all Unit Faculty and Staff.
- C. Identify all life safety threats. Be certain that all Faculty and Staff review and understand the safety procedures defined in the Incident Response Plan (i.e., Information Technology, Advising/Counseling, Learning Center/Library, Telecommunications, and Testing Center).
- D. Identify important assets and how to protect them in an emergency situation.
  - a. Assets include physical items of value and data information.
  - b. Assign individuals (or other units) to secure physical assets.
  - c. Assign individuals to be responsible for vital records.
  - d. Assist with building content damage assessments.
- E. As appropriate identify disaster-specific Response Plans to maintain and restore services that are critical to the College.
- F. Identify and document (contact names, location, telephone numbers, email address, etc.) subcontractors, suppliers and service providers that may be needed in an emergency situation.
- G. Identify critical reliance on other Units.
- H. Provide training for new hires as necessary.
- I. Communicate assignments to all employees.

The Unit Plan Template presents a standardized template for use by each Unit.

## 4.2 PRIMARY UNITS FOR RECOVERY

The following roles are assigned to organizational Units with critical or special functions:

### President

- Assimilate information received and make decisions on actions necessary.
- Disseminate action plan to employees via e-mail and/or phone.
- Disseminate information to TSUS System Office.
- Disseminate information via ConnectEd to Faculty, Staff, and Students.

### Public Information

- Coordination of all information disseminated to the press and the public.
- Provide for a consistent “one-voice” to the news media and all other interested parties.
- Provide for rumor control and emergency communications.
- Disseminate information, specify emergency response steps and maintain contact with the following:
  - News media (TV, Newspapers, etc.)
  - Government agencies and civil authorities

### Security

- Preserve law and order, and campus security
  - Monitor and disseminate warnings and threats
  - Provide traffic and crowd control
- Monitor weather conditions on a continual basis.
- Direct evacuation efforts.
- Control access to buildings and scene of the disaster.
- Interface and coordinate with Local, County and State Law Enforcement entities to implement mutual assistance agreements.
- Maintain the College Communications Center on a continuous basis.

### Physical Plant

- Provide for the structural integrity of buildings.
- Provide utility services and, as necessary, shut down utility services.
- Provide for emergency water and sanitation.
- In the event of a pending emergency, secure the campus grounds and buildings.
- Distribute supplies to Faculty and Staff to secure building contents.
- Clearance and debris removal of debris.
- Conduct building damage assessments / determine if buildings are safe / repair buildings if applicable.
- Maintain the Emergency Operations Center.
- Provide for emergency transportation and/or parking for essential personnel.
- Secure vehicles.

### Finance and Operations

- Together with Human Resources, maintain the continuity of Payroll Processing Services.
- Ensure that emergency funds are available for expenditure as College priorities change during periods of crisis.

- Provide access to TSUS legal advice.
- Together with Academic Affairs develop plans to reschedule classes.
- Maintain accurate financial and administrative records in periods of changing priorities and emergency decisions.
- Together with Physical Plant facilitate emergency procurement of goods and services.
- Provide for emergency food service operations.
- Assess the value of College property – buildings, building contents and other College assets.
- Contact SORM representative and insurance adjuster.
- Contact FEMA and complete Request Application.
- Collect and analyze damage assessment reports.
- Evaluation of damaged assets.
- Ensure that critical disbursements are made.
- Document and submit claims for insurance and FEMA.

### **Information Technology (IT)**

- Maintain the operation of voice, intranet, data, video and wireless communications services.
- Develop policy to provide for the coordination of radio and telephone systems.
- Implement proper backup controls and redundancies to maintain critical services.
- Properly document all hardware and its configuration; develop a plan for hardware replacement and setup.
- Develop adequate information security controls.
- Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location (Texas State University, San Marcos).
- As necessary develop and maintain a plan to perform critical applications at a remote site.
- Maintain Mail Service operations.
- College Emergency Website content.

### **Human Resources (HR)**

- Together with Finance and Operations, maintain the continuity of Payroll Processing Services.
- Maintain the continuity of critical Employee Benefit Services.
- Provide for employee counseling.
- In a post disaster community-wide disaster:
  - Assess Faculty and Staff availability.
  - Assist with the appropriation of personnel.
  - Assist employees with work recovery needs – psychological help, day care center, local transportation, time off for personal needs, etc.
- Process work related accident claims.

## **4.3 SECONDARY UNITS FOR RECOVERY**

### **Laboratories**

- Assist in damage assessment and building condition reports.
- Maintain information on the content and location of radiological, chemical, biological and fire safety hazards.
- Provide for emergency response to HAZMAT release.

### **Academic Affairs**

- Develop procedures to communicate with and account for teaching faculty in emergency situations.
- Develop plans to identify alternate facilities where College activities can be conducted in the event of the destruction, disablement or denial of access to existing facilities.
- Identify and prioritize critical support services and systems.
- Identify and ensure recovery of critical assets.
- Assess faculty availability.
- Develop procedures to account for students in emergencies.

### **Student Affairs**

- Develop procedures to coordinate with the President communication through Connect Ed and to account for students in emergency situations.
- Provide for emergency transportation of students.
- Develop emergency plan to use the student center as a shelter during and after an emergency.

### **Library**

- Identify and assist with the evaluation of library assets – books, collections, etc.
- Develop plans and procedures to protect critical library assets.

### **Advising and Counseling**

- Assist students with educational recovery needs.

### **Records**

- Admit students.
- Student records maintenance.
- Recruit students.

### **Safety**

- Develop and maintain building evacuation plans.
- Develop and maintain shelter in place procedures.
- Develop and maintain standard operating procedures.
- Maintain information on safety hazards.
- Maintain emergency procedures plans.

### **Continuing Education/ACE**

- Contact instructors.
- Contact students.
- Room assignments.
- Resume classes.

**The Brown Estate**

- Secure building and building contents.
- Maintain communication with customers, vendors and part time employees.
- Identify alternate facilities where events can be held in case of destruction, disablement or denial of access to existing facilities.

**Learning Resource Center**

- Remove hard drives.

**Testing**

- Secure test inventory, records.
- Protect computer equipment.
- Inventory secure test materials and records following a disaster.
- Notify testing companies of damage.
- Order testing inventory needed.
- Restore environment for testing.

**Financial Aid**

- Back up forms.
- Back up EdExpress database.

## **Section V – Incident Response**

### **5.1 INCIDENT RESPONSE PLAN**

#### **Purpose**

The purpose of this Incident Response Plan is to provide important information in the event an emergency or natural disaster occurs within the Lamar State College-Orange campus or the general area that impacts academic and other operations. This plan will assist in anticipating emergencies and help initiate the appropriate response to greatly lessen the extent of injuries and limit equipment, material, and property damage.

This Incident Response Plan is designed for use by faculty, staff and other early responders.

### **Bomb Threat or Suspicious package**

- If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact Security at 883-3092 and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package, the location, and any specific characteristics.
- If a telephone call or information is received stating a bomb is on the campus:
  - Recipient will write down the call as precisely as possible, noting time of call, length of call, and any distinguishing characteristics of the caller's voice (including male/female, accent, age, etc.) and the possible location. (Note: Use the attached checklist for bomb threats.)
  - Recipient should not hang up the phone when the call is completed. Keep the line open or place it on "hold".
  - Recipient immediately contacts Security and advises them of the call, and provides a detailed written text.
- In addition to contacting the Incident Commander, Security will call 911 advising local emergency service authorities of the situation (bomb threat or suspicious package) and request local emergency service assistance. Local emergency service authorities should be provided any updated information upon arrival.
- Security will be posted to ensure no one enters the building(s) until emergency personnel arrive and the area is determined to be safe.
- All students, faculty, and staff will vacate the affected buildings, and move to a safe location as designated by officials on site, staying at least 300 feet from the nearest affected building.
- Once local emergency service authorities arrive, the Incident Commander will coordinate and assist them. Only trained personnel should attempt to perform a methodical search of the buildings.
- The local emergency services authorities will notify the Incident Commander when reentry to the building is allowed.

## Bomb Threat Checklist & Telephone Procedure

Instructions: Be calm, be courteous, and listen. Do not interrupt the caller. Notify supervisor or security officer (883-3092) by pre-arranged plan while caller is on the line. **Do not hang up phone when call is completed.**

Name of Individual who receives call: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

Pretend difficulty with hearing, keep caller talking. Questions to ask:

- When will it go off? \_\_\_\_\_
- Where is it located? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_
- What is your name and address? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Action to take immediately after receiving call:

- Write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the callers voice, to include male/female, accent, age, etc. and the possible location.
- Do not hang up the phone when the call is completed. Keep the line open or place it on "HOLD".
- Immediately contact Security at 883-3092 and advise them of the call.
- Write out the message in its entirety with any other comments.

<p style="text-align: center;"><b>CALLER'S IDENTITY</b></p> <p><input type="checkbox"/> Male                      <input type="checkbox"/> Female</p> <p><input type="checkbox"/> Adult                        <input type="checkbox"/> Juvenile</p> <p>Approximate age: _____</p>	<p style="text-align: center;"><b>LENGTH OF CALL:</b></p> <p>_____</p>	<p style="text-align: center;"><b>ORIGIN OF CALL:</b></p> <p><input type="checkbox"/> Long Distance            <input type="checkbox"/> Local</p> <p><input type="checkbox"/> Internal                      <input type="checkbox"/> Cellular</p>
<p style="text-align: center;"><b>VOICE CHARACTERISTICS:</b></p> <p><input type="checkbox"/> Loud                         <input type="checkbox"/> Soft</p> <p><input type="checkbox"/> High Pitch                 <input type="checkbox"/> Deep</p> <p><input type="checkbox"/> Raspy                        <input type="checkbox"/> Pleasant</p> <p><input type="checkbox"/> Intoxicated                <input type="checkbox"/> Other</p>	<p style="text-align: center;"><b>LANGUAGE:</b></p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Fair</p> <p><input type="checkbox"/> Poor</p> <p><input type="checkbox"/> Foul</p> <p><input type="checkbox"/> Other</p>	<p style="text-align: center;"><b>MANNER:</b></p> <p><input type="checkbox"/> Calm                         <input type="checkbox"/> Angry</p> <p><input type="checkbox"/> Rational                    <input type="checkbox"/> Irrational</p> <p><input type="checkbox"/> Coherent                   <input type="checkbox"/> Incoherent</p> <p><input type="checkbox"/> Deliberate                <input type="checkbox"/> Emotional</p> <p><input type="checkbox"/> Righteous                 <input type="checkbox"/> Laughing</p>
<p style="text-align: center;"><b>SPEECH PATTERN:</b></p> <p><input type="checkbox"/> Fast                         <input type="checkbox"/> Slow</p> <p><input type="checkbox"/> Distinct                    <input type="checkbox"/> Distorted</p> <p><input type="checkbox"/> Stutter                     <input type="checkbox"/> Nasal</p> <p><input type="checkbox"/> Slurred                     <input type="checkbox"/> Lisp</p>	<p style="text-align: center;"><b>ACCENT:</b></p> <p><input type="checkbox"/> Local</p> <p><input type="checkbox"/> Not Local</p> <p><input type="checkbox"/> Foreign</p> <p><input type="checkbox"/> Race</p>	<p style="text-align: center;"><b>BACKGROUND NOISES:</b></p> <p><input type="checkbox"/> Factory Machines        <input type="checkbox"/> Trains</p> <p><input type="checkbox"/> Uproar                      <input type="checkbox"/> Animals</p> <p><input type="checkbox"/> Music                        <input type="checkbox"/> Quiet</p> <p><input type="checkbox"/> Office Machines         <input type="checkbox"/> Voices</p> <p><input type="checkbox"/> Mixed                       <input type="checkbox"/> Airplanes</p> <p><input type="checkbox"/> Street Traffic             <input type="checkbox"/> Party</p>



## Suspicious Package Checklist

When dealing with a suspicious package note the following:

- Grease stains or discoloration.
- Odors.
- Protruding wires or metal.
- Excessive weight/postage/securing materials (tape, string, etc.).
- Lopsided/uneven.
- Hand written address.
- No return address.
- Misspelled words.
- Confidential, personal, open only by , etc.
- Foreign mail.

**Opened Package** – If an open package contains an unknown substance:

- Place it down immediately and gently.
- Do not shake, empty or do anything that would make the substance airborne.
- If available secure the package in a plastic bag.
- Do not move the package.
- Close doors, windows and (if possible) shutdown ventilation systems.
- Do not allow others to enter the area.
- Leave the room and quarantine yourself.
- Notify Security (or designated college official):
  - Take all instances seriously.
  - Isolate the area.
  - Quarantine any affected individuals.
  - Contact a qualified HAZMAT service to address the situation.
- Try to remain calm.

## **Campus Disturbance or Demonstration**

### **Policy**

Generally, peaceful, non-obstructive demonstrations should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct College business normally.

### **General Guidance**

A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- Interference with normal operations of the College
- Prevention of access to office, building, or other College facilities
- Threat of physical harm to people
- Threat or actual damage to College property

If any of these conditions exist, the Incident Commander with assistance from Security will ask the demonstrators to terminate the disruptive activity and inform them that failure to discontinue the specified action will result in disciplinary action and intervention by civil authorities. If the disruptive activity does not cease immediately, local civil authorities should be called for assistance.

If demonstrators are asked to leave, but refuse to leave by regular facility closing time:

- Arrangements should be made for Security to closely monitor the situation during non-business hours, or
  - A decision will be made to treat the violation of regular closing hours as a disruptive demonstration.
- If there is an immediate threat of bodily harm or damage to property, Security will dial 911 for assistance and contact the Incident Commander with an update of the situation.
  - The local emergency services authorities will notify the College when normal operations can resume. Safety and security of innocent bystanders or occupants are the primary concerns.

## **Fire and Facility Evacuation**

### **Procedures to be followed:**

- If a fire is discovered in any building on campus, the individual shall immediately pull the closest fire alarm switch.
- When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner. Fire Deputies should be the last occupants to leave the building to ensure everyone has exited the building.
- Should a person have to remain in the building due to circumstances beyond his/her control, the Fire Deputy will notify the arriving fire officials of the person's location and the condition of the individual (i.e., handicapped, wheelchair bound, injured, etc).
- The alarm systems should be designed to notify the monitoring company of a fire at the location in which the alarm was activated. Security will immediately contact the Incident Commander and inform him/her of the situation.
- When feasible, Security will respond to the alarm panel of the building that has been activated and determine the exact location of the activation. Security will go to that location to determine the response needed and will inform the arriving emergency personnel of their findings and will assist with traffic and crowd control.

### **Evacuation:**

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff and students are to assemble in areas designated by Physical Plant. Evacuation orders may be given for multiple purposes.

Fire Deputies are the safety committee members and other designated personnel for each building.

### **Fire Deputies:**

1. Initiate evacuation procedures.
2. Conduct a sweep of his/her assigned area - be certain that everyone has evacuated.
3. Close doors as areas are evacuated.
4. Assist with the extraction of any physically challenged individuals. If necessary, record the location of any individual who require emergency personnel to perform the extraction.
5. Be the last one out.
6. Maintain an orderly evacuation.
7. Record inappropriate actions (panic, use of elevators, etc.).
8. Assemble and account for individuals at a designated safe location.
9. Record any missing individuals and their last known location.
10. Document evacuation time.
11. In the most minor of incidents, only Faculty and Staff with training in the use of fire extinguishers are permitted to actually fight a fire.

## Evacuation Procedures

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff and students are to assemble in designated areas. Evacuation orders may be given for multiple purposes.

1. Know where all emergency exits, alarm pulls and fire extinguishers are located.
2. Never assume the alarm is only a drill.
3. When the alarm sounds, remain calm.
4. Make sure employees/students in your area have heard the alarm and know to evacuate immediately.
5. Turn off all equipment.
6. Shut the door as you exit.
7. Check restrooms and workrooms as you exit the building.
8. Use exits away from any visible smoke or fire.
9. Do **not** use the elevator.
10. Anyone who is unable to exit on his or her own should be assisted to an area at the top of the stairs to await evacuation by the fire department. Do **not** block the stairs.
11. Proceed to a previously designated area away from the building. Check class roll or have all students/employees sign a list so everyone is accounted for.
12. Do not try to leave the parking area. Streets must remain clear to allow emergency vehicles access to the building.
13. Do not return to the building until the Director of Safety or Director of Physical Plant gives instructions to do so.

Procedures for evacuation and location of fire extinguishers and alarm pulls are posted in each classroom.

## Hazardous Release

### Procedures to be followed:

- If a hazardous substance is discovered on the campus, the individual shall immediately contact Security at 883-3092 and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Exposed individuals should quarantine themselves at a safe location.
- If a telephone call or information is received stating HAZMAT material is somewhere on the campus:
  - Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice, to include male/female, accent, age, etc., and the possible location.
  - Recipient does not hang up the phone when the call is completed. Keep the line open or place it on "hold".
  - Recipient immediately contacts security and advises him/her of the call, and provides a detailed written text.
- In addition to contacting the Incident Commander, Security will call 911 advising local fire/HAZMAT authorities of the situation and request local emergency services assistance. Fire/HAZMAT authorities should be updated of the situation upon their arrival. Law enforcement officials should be sent to initiate any police actions.
- The Incident Commander will direct that the affected area be evacuated and isolated.
  - When necessary and as directed, Faculty and Staff will inform students of the situation and ask them to leave all personal belongings, to include books, backpacks and coats in the isolated area and evacuate the room or area that is potentially affected. They will move into a safe location as designated by officials on site.
  - Faculty and office staff should be the last to leave the area/classroom and should conduct a quick review to assure the isolated area is evacuated.
- Security will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.
- All students, faculty, and staff will vacate all affected areas and move into a safe location as designated by officials on site.
- When necessary, Facilities will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.
- Once fire/HAZMAT authorities arrive, the Incident Commander will assist them. Only trained personnel should attempt to perform a methodical search of the buildings.
- The fire/HAZMAT authorities will notify the Incident Commander when reentry to the isolated area can be made.
- If a hazardous release occurs outdoors on the campus grounds or at a nearby location that may affect the campus, the following procedures will be taken:
  - A Shelter-in-Place order will be issued.
  - Facilities will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.

## Hostile Intruder Incident

- If a Hostile Intruder is discovered on the campus, the individual making the discovery shall immediately contact Security and 911 and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s) if any.
- If gunshots are heard within a building, individuals in hallways will immediately seek shelter in classrooms. Faculty will close and lock or barricade room doors, close windows and window treatments, and turn off the lights to that area. Faculty should try to calm student fears and keep them as quiet as possible and out-of-sight. Faculty will stay in the locked/barricaded room until informed by Police/Security personnel that it is safe to come out of the area. Faculty should use cell phones to call 911 and notify Security personnel of the situation.
- Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate the building.
- Office personnel in the affected building will close and secure their office areas and immediately call 911 and Security at 883-3092.
- Security will be posted to ensure no one enters the building(s) until local emergency services personnel arrive and the area is determined to be safe. The ConnectEd broadcast system will be activated to inform the campus of the threat and to provide instructions on precautions to be taken.
- Once local emergency service authorities arrive, the Incident Commander will coordinate any information or assistance with them. Only trained law enforcement personnel should attempt to perform a methodical search of the buildings in which the hostile intruder is located.
- A senior law enforcement officer on scene will notify the Incident Commander when reentry to the building can be made and the classes and office areas are safe to open.

# Natural Disasters

## General Guidance

The Emergency Management and Business Continuity Plan defines weather monitoring and College overall response to weather related threats. Faculty and Staff activities focus on safety issues and, in certain cases, the protection of College assets. Faculty and Staff are responsible for securing work area assets and for conducting preliminary damage assessments of work areas (see checklists).

## Procedures to be followed by Faculty and Staff:

### Hurricanes, Tropical Storms and Floods

- The College will be closed before travel conditions become dangerous and will not reopen until the environment is safe. There are no special on-campus safety guidelines for non-storm personnel and students.
- Faculty and Staff are required to secure their work areas for wind and flooding prior to being released.

### Winter Storms

- The College will be closed before travel conditions become dangerous and will not reopen until the environment is safe. There are no special on-campus safety guidelines for non-storm personnel and students.
- Since no building or building content damage is expected, Faculty and Staff are not required to secure their work areas prior to being released.

### Thunderstorms

- Observe the following rules if lightning is occurring or is about to commence:
  - If outdoors, do not take shelter under a tree.
  - Avoid water fixtures, telephone lines, and any electrical conducting materials.
  - Stay inside buildings and off campus grounds.

### Tornadoes

- If a tornado is spotted or imminent take the following steps immediately:
  - Notification of a pending disaster will be announced (*via ConnectEd*) - fire/evacuation alarms are not to be activated.
  - Evacuate all trailers and temporary structures. Proceed immediately to a structurally secure building.
  - Go to the interior area of a building.
  - Do not seek shelter in gyms, auditoriums, and other large open areas.
  - Take cover under a sturdy object.
  - Protect your head, neck, and face.
  - Stay away from windows and items that might fall.
- There is not a sufficient warning period to close the College or to effectively protect College assets. Therefore no special effort should be made to protect College assets; all attention should be directed towards life safety procedures.

### Earthquakes

- If an earthquake strikes while you are in a building, take cover immediately under a sturdy object covering your head, neck and face. Be prepared to move with the object. To the extent possible, stay away from windows and items that might fall.
- Do not attempt an evacuation during the earthquake. Also be prepared for aftershocks.
- In outdoor areas, stay away from power lines, buildings, and any objects that might fall. In an automobile, pull off the road away from overpasses, bridges, and large structures that might fall.
- There is no warning period therefore all attention should be directed towards life safety procedures.

## Campus Closing Checklist – Flood Threat

In the event that the College suspends normal operations in response to the threat of a tropical storm or other rain/flood event, the following activities should be carried out in each unit prior to Faculty and Staff being released.

- Back-up critical documents on computer hard drives. Secure diskettes and CD's in zip-lock bags and take duplicate copies off site.
- Unplug computers, printers and other electrical appliances.
- Ground floor occupants in buildings subject to flooding:
  - Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
  - Move all equipment, books, papers and other valuables off the floor to locations safe from flooding.
  - If necessary, relocate equipment and other valuables to a higher floor. *(Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).*
  - Cover and secure or encase and seal equipment and other valuables with plastic.
- In lab areas:
  - In lab areas subject to flooding, store sensitive apparatus and glassware in areas not likely to flood.
  - Attend to critical utility-dependent processes and make arrangements for back-up supply.
  - Assure all hazardous and biohazard materials and wastes are properly protected.
- Check contents of refrigerators and set to coldest setting.
- Empty trash receptacles of items likely to rot.
- Take home all personal items of value.
- Close and latch all windows. Close and lock all doors.
- Stay tuned to the radio/television for additional information. ConnectEd will be used to communicate updates to Faculty, Staff, and Students.
- Place sand bags in front of buildings know to flood.



## Campus Closing Checklist – Wind & Flood (Hurricane) Threat

In the event that the College suspends normal operations in response to the threat of a hurricane or other severe wind and/or flood event the following activities should be carried out in each unit prior to Faculty and Staff being released.

- Back-up critical documents on computer hard drives. Secure diskettes and CD's in zip-lock bags and take duplicate copies off site.
- Unplug computers, printers and other electrical appliances.
- All occupants:
  - Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
  - Move all equipment, books, papers and other valuables away from windows, off the floor, and to interior areas of the building. *(Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).*
  - For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. *(Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).*
  - Cover and secure or encase and seal equipment and other valuables with plastic.
  - Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
  - Close and latch (or secure with tape) all filing cabinets.
  - To the extent possible, turn bookcases, shelving units, etc. around to face walls.
  - Place telephones in desk drawers. Leave telephones plugged in *(you will be able to receive emergency messages).*
- In lab areas:
  - Store sensitive apparatus and glassware in areas safe from flooding and wind damage.
  - Attend to critical utility-dependent processes and make arrangements for back-up supply.
  - Assure all hazardous and biohazard materials and wastes are properly protected.
- Check contents of refrigerators and set to coldest setting.
- Empty trash receptacles of items likely to rot.
- Take home all personal items of value.
- Close and latch all windows. Close and lock all doors.
- Stay tuned to the radio/television for additional information. ConnectEd will be used to communicate updates to Faculty, Staff, and Students.
- Place sand bags in front of buildings known to flood.

**Work Area Damage Assessment - Checklist  
Offices, Rooms, etc.**

Building \_\_\_\_\_ Room \_\_\_\_\_ Inspected By \_\_\_\_\_ Date \_\_\_\_\_

<b>Category</b>	<b>Condition</b>	<b>Priority</b>
Electrical Equip.		
Computers		
Printers		
Monitors		
Peripherals		
Copiers		
Calculators		
Other		
Communications		
Telephones		
Cellular Phones		
Two-way Radios		
Fax Machines		
Switchboard		
E-mail		
Other		
Supplies		
Paper		
Forms		
Other		
Furniture		
Chairs		
Desks		
Credenzas		
Tables		
Other		

**Work Area Assessment – Checklist  
Labs**

Building \_\_\_\_\_ Lab \_\_\_\_\_ Inspected By \_\_\_\_\_ Date \_\_\_\_\_

<b>Category</b>	<b>Condition</b>	<b>Priority</b>
Critical Substances		
Radioactive		
Gasses		
Flammable Materials		
Biological		
Spills		
Power		
Temperature Sensitive		
Ventilation Control		
Laser		
Life Support		
Animals		
Other		
Other		
Other		

## Terrorist Attack

### Weapon of Mass Destruction

A Weapon of Mass Destruction includes biological, chemical, nuclear, incendiary or highly explosive material and any combination thereof.

### General Guidelines

Emergency action steps will depend upon the type of device and/or agent used and whether it is used on-campus, in a campus building or off-campus. The College has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.

### Action Steps

1. Notify Security at 883-3092, who will:
  - a. Call 911 to dispatch police/bomb-squad and fire/hazmat
  - b. Contact the Incident Commander
  - c. Contact the FBI
  - d. Contact the Local/Regional Office of Emergency Management
  - e. Contact the Local Health Department
2. In most cases authorities will set-up an Incident Command Center upwind of the hazard.
3. Avoid contamination:
  - a. At the point of the release
  - b. By exposed individuals
  - c. Limit access in the area to those responsible for rescue or material/device analysis
4. Do not touch or move any suspicious object:
  - a. Do not use radios, cell phones, etc. that may trigger detonation
  - b. Evacuate the area
5. If an unknown material has been released:
  - a. Facilities will shut down ventilation systems
  - b. If the release is internal, secure the affected area and evacuate
  - c. Affected individuals should quarantine themselves at a safe location
  - d. If the release is external, secure the perimeter and execute a Shelter-in-Place
6. If a hazardous release occurs off-campus:
  - a. And contamination is expected to affect the campus, you will be given instructions to remain indoors
  - b. And contamination is not expected to affect the campus, you will be given instructions on avoiding any contaminated areas.

## **Shelter-in-Place**

There are a number of emergency situations where an evacuation of a building and/or classroom is not advisable – tornadoes, hostile intruder, hazardous release outside, terrorist attack, etc.

### **Communications**

- A “Shelter-in-Place” will be announced via ConnectEd.
- If a situation that may require a Shelter-in-Place is discovered, the individual making the discovery shall immediately contact Security who will advise the Incident Commander and provide as much information as possible.
- Fire evacuation alarms are not to be sounded.

### **Procedures**

- Lock classroom and other doors.
- Close windows & window treatments.
- Turn off lights.
- Everyone is to remain quiet and not enter hallways.
- Should the fire alarm sound, do not evacuate the building unless:
  - You have firsthand knowledge that there is a fire in the building, or
  - You have been advised by Police/Security to evacuate the building
- Crouch down in areas that are out of sight from doors and windows.
- Students in hallways are to seek shelter in the nearest classroom.
- Students in outdoor areas should immediately take cover.

## 5.2 INCIDENT COMMANDER ACTION STEPS

### General Disaster Action Steps

#### Pre-Disaster

- Conduct an emergency meeting of the EMT for all serious threats. (This meeting may be conducted by telephone).
- The CIC will determine if the event or the threat is of sufficient magnitude to warrant the opening of the EOC and the overall activation of this EMBCP.
- The CIC will have Security contact the EMT and IRT as necessary.
- Conduct meetings as frequently as necessary. (Meetings may be conducted by telephone).
- In the event of any pending threat, post observers and/or alert civil authorities as necessary.
- Be prepared to open the College Emergency Hotline.
- Be prepared to update the College Emergency Hotline at 6:00AM and at 6:00PM or more frequently as necessary.
- Consult with legal counsel.
- Keep all personnel informed of any danger and provide any special instructions.
- Secure the campus grounds and building envelopes.
- Secure building contents.
- Discontinue normal College operations and release or close classes before the situation becomes dangerous.
- Identify essential personnel who will remain on campus during the disaster event.
- If appropriate, implement evacuation and safety plans.

#### Disaster Impact

- All normal academic and research activities are discontinued.
- If appropriate, implement evacuation, emergency lockdown and other safety plans.
- Focus on life safety issues first. In a crisis situation where life safety is a concern: turn authority over to the proper civil authorities as soon as possible.

#### Post-Disaster Activities

- Have security contact needed IRT resources, EMT members, and IRT members.
- Have security contact all EMT members.
- Have security contact all IRT members.
- Establish the EOC or ECP.
- Establish lines of communication.
- Secure the Campus.
- Address all life threatening and dangerous situations.
- Assess the status of the following:
  - Campus damage
  - Building damage

- Building content damage
  - Workforce capabilities
- Develop a recovery strategy, consider the following:
  - Basic services and backup alternatives
  - Available resources
  - Regulatory requirements
- Send updates via ConnectEd as needed.
- Continue to take steps to mitigate future damages.
- Consult with legal counsel to investigate legal matters.
- Hold a debriefing meeting, review the actions taken and make appropriate updates to the EMBCP.

## **GENERAL CRISIS MANAGEMENT PROCEDURES**

For our purposes a "crisis situation" represents an extraordinary and unpredictable disastrous event such as a dangerous (possibly armed) intruder, death of an individual, criminal activity, fire, etc.

### **Initial Response**

- Contact police, fire, or rescue agencies. Turn decisions over to the appropriate government agency as soon as possible.
- Address life safety issues first.
- Determine if an evacuation or an emergency lockdown is advisable.
- Conduct an emergency meeting of the EMT and IRT.
- Assign a liaison person to gather information and interface with government agencies.
- Keep the organization's spokesperson advised of the situation.

### **During the Crisis**

- Disseminate information to the EMT and IRT preferably by meeting rather than by memo.
- Supply management team with written material to assist with the dissemination of information to all employees.
- Supply telephone operators with a brief statement to handle incoming telephone calls. Be sure that only one person is authorized to speak with the media and that all other employees are instructed not to speak with the media. Consider establishing a voice-mail information box to provide consistent information to all callers.
- Maintain close contact with government agencies.
- Have the spokesperson handle all media contact.

### **Debriefing**

- Meet with members of the EMT & IRT and allow each individual time to express themselves. This is useful for fact-finding and physiological healing.
- Reconstruct the College's response process and reevaluate the steps taken.



## **SEVERE WINTER STORM**

### Expected Impact:

- Some wind damage likely, possibly trees down.
- Some buildings may be breached and frozen pipes possible.
- Utility disruptions (especially electric) possible.

### Expected Consequences:

- College activities closed beginning 2-3 hours pre-strike.
- College activities likely closed for one day post strike.
- Government authorities may commandeer College resources.

### Suggested Action Steps:

- At the alert (48-HR) point:
  - EMBCP activated.
  - IRT contacted.
  - EMT notified.
- Within the Watch (36-HR) point:
  - Secure the campus.
  - Test all backup environment.
- Within the Warning (24-HR) point:
  - If not already accomplished, activate the EOC.
  - Close the College before travel conditions become dangerous.
  - Security and essential personnel take cover at a secure location before the situation becomes dangerous.
- Most Critical Plans/Resources:
  - Facilities.
  - Security.
  - Public relations.
  - Business services.

## **WIND AND RAIN STORM**

### **Category 1 & 2 Hurricane**

#### Expected Impact:

- Some panic possible.
- Some wind damage likely.
- Trees down.
- Some buildings breached (building content damage).
- Utility disruptions (especially electric) likely.

- Flooding & storm surge possible.
- Tornadoes possible.
- Travel conditions will become impossible.

Expected Consequences:

- College activities closed beginning about 12 – 24 hours pre-strike.
- College activities likely closed for a few days post-strike.
- Government authorities may commandeer College Resources.

**Category 3, 4 & 5 Major Hurricane**

Expected Impact:

- Panic possible.
- Severe wind damage likely.
- Many trees down.
- Many buildings breached (building content damage).
- Utility disruptions (especially electric) almost certain.
- Flooding & storm surge possible.
- Tornadoes possible.
- Travel conditions will become Impossible.

Expected Consequences:

- College activities closed beginning about 24 – 36 hours pre-strike.
- College activities likely closed for at least several days post-strike.
- In an extreme case a semester might be cancelled.
- Government Authorities may commandeer College Resources.

Suggested Action Steps:

- At the Alert (72-HR) Point:
  - EMBCP activated
  - IRT contacted
  - EMT notified
- Within the Watch (36-HR) Point:
  - Activate the EOC
  - Secure the campus
  - Secure building structures
  - Secure building contents (wind & flood damage)
  - Test all backup environmental equipment
- Within the Warning (24-HR) Point:
  - Close the College before travel conditions become dangerous

- All preparations should be completed ASAP
- Security and Essential Personnel take cover at a secure location before the situation becomes dangerous
- Most Critical Plans / Resources:
  - Facilities
  - Security
  - Public Relations
  - Business Services
  - Nearly all Resources Critical

### **Tropical Storms and Severe Mid-Latitude Storms**

#### Expected Impact:

- Some wind damage possible.
- Trees down (possibly).
- Utility disruptions (especially electric) possible.
- Some flooding possible.
- Travel conditions may become dangerous.

#### Expected Consequences:

- College activities may be closed beginning about 2 – 3 hours pre-strike.
- College activities will likely reopen within a day.

#### Suggested Action Steps:

- At the Alert (48-HR) Point
  - EMBCP activated
  - IRT contacted
  - EMT notified
- Within the Watch (36-HR) Point
  - Secure the campus
  - Secure building contents (flood damage)
  - Test all backup environmental equipment
- Within the Warning (24-HR) Point
  - If not already accomplished, Activate the EOC
  - If travel condition are expected to become dangerous close the College
  - Security and Essential Personnel take cover at a secure location before the situation becomes dangerous
- Most Critical Plans / Resources:
  - Facilities
  - Security
  - Public Relations

- Business Services

## **TORNADO**

### Expected Impact:

- Some panic possible.
- Wind damage likely.
- Trees down.
- Building and building content damage.
- Utility disruptions (especially electric) likely.
- Injuries likely.
- Fatalities possible.
- Potential life-threatening event.

### Expected Consequences:

- College activities possibly closed for a few days post-strike.
- Government authorities may commandeer College resources.
- Activities scheduled for destroyed & severely damaged buildings will need to be relocated.

### Suggested Action Steps:

- At the Watch Point
  - Facilities assigns someone to continually monitor weather reports
- At the Warning Point
  - Weather reports continually monitored
  - Facilities assigns someone with communication equipment to observe weather conditions
- After the Storm
  - EMBCP activated
  - IRT contacted
  - EMT notified
  - Activate the EOC
- Most Critical Plans / Resources:
  - Facilities
  - Security
  - Public Relations
  - EH&S
  - Student Affairs
  - Nearly all Resources Critical

## **EARTHQUAKE**

### **Magnitude 4.0 or less Earthquake**

#### Expected Impact

- No serious impact expected.

#### Expected Consequences

- No serious impact expected.

#### **Magnitude 4.1 to 5.9 Earthquake**

##### Expected Impact

- Some panic likely.
- Some building and building content damage possible.
- Utility disruptions almost certain.
- Injuries possible.

##### Expected Consequences

- Activities scheduled for damaged buildings will need to be relocated.
- The College may be closed for several days.

#### **Magnitude 6.0 or more Earthquake**

##### Expected Impact

- Panic certain.
- Widespread building and building content damage.
- Utility disruptions certain.
- Injuries and fatalities likely.
- Serious life-threatening event.

##### Expected Consequences

- Government authorities may commandeer College resources.
- Activities scheduled for destroyed & severely damaged buildings will need to be relocated.
- The College will likely be closed for several days.
- In an extreme situation, the College may be closed for a semester.

##### Suggested Action Steps

- After the event
- EMBCP activated
- IRT contacted
- EMT notified
- Activate the EOC
- Most Critical Plans / Resources:
  - Facilities
  - Security
  - Public Relations
  - EH&S

- Student Affairs
- Student Health Services
- Nearly all Resources Critical

## **AIRPLANE CRASH**

### Expected Impact

- Panic certain.
- Widespread building and building content damage.
- Injuries and fatalities likely.
- Serious life-threatening event.

### Expected Consequences

- Government authorities may commandeer College resources.
- Government authorities assume incident command and will likely limit access to the area.
- Activities scheduled for destroyed & severely damaged buildings will need to be relocated.
- The campus will likely be closed for several days.

### Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- EOC activated
- Most Critical Plans / Resources:
  - Facilities
  - Security
  - Public Relations
  - Nearly all Resources Critical

## **CIVIL DISTURBANCE – ON CAMPUS**

### **Peaceful Demonstration**

#### Expected Impact

- General distraction.

#### Expected Consequences

- Some disruption of College activities possible.
- Escalation possible.

#### Suggested Action Steps

- EMBCP may not be activated
- IRT contacted

- EMT notified
- Situation monitored closely
- Most Critical Plans / Resources:
  - Security
  - Public Relations
  - Student Affairs

**Violent Demonstration**

Expected Impact

- General panic.
- Injuries possible.
- Physical damage possible.

Expected Consequences

- College activities closed until the situation stabilizes.
- Law suits.
- Serious PR exposure.

Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- Activate the EOC
- Campus closed
- Security is instructed to disperse the demonstrators
- All entrances closed
- Most Critical Plans / Resources:
  - Security
  - Public Relations
  - Student Affairs

**CIVIL DISTURBANCE – OFF CAMPUS**

**Peaceful Demonstration**

Expected Impact

- Little if any Impact.

Expected Consequences

- College activities unaffected.

- Could spread to campus.

#### Suggested Action Steps

- EMBCP not Activated
- IRT not Contacted
- EMT may be Notified
- Situation Monitored Closely
- Most Critical Plans / Resources:
  - Security

#### **Violent Demonstration**

##### Expected Impact

- Serious Distraction.

##### Expected Consequences

- College activities may be affected.
- Could spread to campus.

##### Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- The EOC may be activated
- All entrances monitored
- Is this the type of political demonstration that could spread to campus? If so, consider closing the Campus
- Situation monitored closely
- Individuals leaving the Campus are routed out of harm's way.
- Most Critical Plans / Resources:
  - Security
  - Public Relations
  - Student Affairs

#### **HAZARDOUS RELEASE – ON CAMPUS**

##### **Chemical, Radiation or Biological Release (Inside a Building)**

##### Expected Impact

- General panic.
- Injuries (chemical) or sickness
- Immediate fatalities and/or fatal exposures possible.

##### Expected Consequences

- College operations in the affected building(s) are shutdown.



- Government authorities assume incident command & may commandeer College resources.
- Violation penalties from regulatory agencies.
- Law suits.
- Serious PR exposure.

#### Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- Activate the EOC
- Eliminate a terrorist attack as a possibility
- Consider evacuating the campus
- All entrances closed
- Ventilation systems in affected building(s) shutdown
- Personnel in affected building(s) are quarantined
- Most Critical Plans / Resources:
  - Public Relations
  - Facilities
  - Security
  - EH&S
  - Student Health Services

#### **Chemical, Radiation or Biological Release (Outside on Campus)**

##### Expected Impact

- General panic.
- Injuries (chemical) or sickness
- Immediate fatalities and/or fatal exposures possible.

##### Expected Consequences

- EMBCP activated
- IRT contacted
- EMT notified
- Activate the EOC (if travel to the EOC possible)
- Eliminate a terrorist attack as a possibility
- Campus not evacuated/everyone remains indoors
- All ventilation systems shut down
- Personnel in affected areas are quarantined
- All entrances closed

- Most Critical Plans / Resources:
  - Public Relations
  - Facilities
  - Security
  - EH&S
  - Nearly all Resources Critical

## **HAZARDOUS RELEASE – OFF CAMPUS**

### **Chemical Release**

#### Expected Impact

- Probable panic.
- College activities probably not directly affected.
- Indirect impact such as the loss of utility services is possible.

#### Expected Consequences

- Once the situation becomes known it will be impossible to concentrate on normal activities.
- College effectively paralyzed.
- Government authorities may commandeer College resources.

#### Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- Activate the EOC
- Be prepared to shut down all ventilation systems
- Eliminate a terrorist attack as a possibility
- All campus entrances & exits closed
- All individuals may be instructed to leave the Campus grounds and to seek shelter inside buildings
- Most Critical Plans / Resources:
  - Public Relations
  - Security
  - EH&S

### **Biological or Radiation Release**

#### Expected Impact

- Panic almost certain.
- College activities probably not directly affected.
- Indirect impact such as the loss of utility services is unlikely but possible.

## Expected Consequences

- Once the situation becomes known it will be impossible to concentrate on normal activities.
- College effectively paralyzed.
- Government authorities may commandeer College Resources.

## Notes on Hazardous Releases:

- We are assuming that this is an accidental non-terrorist event.
- A chemical release will likely affect a limited area; individuals can be routed out of harm's way. A shut down of College operations will likely be of a short duration unless the release is on or very near Campus.
- A biological or radiation release may directly impact the Campus even if the point of release is off-Campus.
- An accidental release is most likely a chemical release.
- For a chemical release it may be necessary for individuals on lower floors to move to upper floors; conducting a "vertical evacuation."

## **HOSTILE INTRUDER**

### **Unarmed**

#### Expected Impact

- Panic possible.
- Psychological trauma.
- Injuries possible.

#### Expected Consequences

- Government authorities may assume incident command and may limit access to the area.
- College operations in the affected areas are shutdown.

#### Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- EOC activated
- Eliminate a terrorist attack as a possibility
- Security confronts the intruder
- Consider an evacuation of the immediate area
- If the threat is outside, cancel all outdoor events
- ConnectEd alert broadcast if deemed necessary
- Most Critical Plans / Resources:
  - Security
  - Public relations

### **Armed**

#### Expected Impact

- Panic certain.
- Psychological trauma.
- Injuries and fatalities possible.
- Serious life-threatening event.

#### Expected Consequences

- Government authorities assume incident command and will likely limit access to the area.
- College operations are shutdown.

- If fatalities occur, the Campus will likely be closed temporarily.

#### Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- ConnectEd Alert broadcast
- EOC activated
- Eliminate a terrorist attack as a possibility
- Security establishes a perimeter around the affected areas
- Consider an Emergency Lockdown of the immediate area
- If the threat is outside, cancel all outdoor events
- Most Critical Plans / Resources:
  - Security
  - Public Relations
  - Student Affairs

Police will likely set up a building perimeter and probably a closer inner perimeter. If the subject or subjects have injured anyone, arriving officers will take actions to prevent further harm. If the subject or subjects have only threatened harm then a negotiating team will be set up.

### **TERRORIST ACTIVITY – ON CAMPUS**

#### **Bomb Detonation, Chemical, Radiation or Biological Release (Inside a Building)**

##### Expected Impact

- General panic.
- Additional detonations or releases possible.
- Immediate fatalities and/or fatal exposures possible.
- Injuries or sickness.
- Psychological trauma.
- Physical damage.
- Utility interruption.
- Environmental contamination.

##### Expected Consequences

- College activities suspended until the situation stabilizes.
- Government authorities assume incident command & may commandeer College resources.
- Increased scrutiny from regulatory agencies.

##### Suggested Action Steps

- EMBCP activated

- IRT contacted
- EMT notified
- Activate the EOC
- Eliminate hoax as a possibility
- Affected buildings evacuated
- Consider a campus-wide evacuation
- All entrances closed
- Ventilation systems in affected building(s) shutdown
- Personnel from affected building(s) are quarantined
- Most Critical Plans / Resources:
  - Security
  - Facilities
  - Public Relations
  - EH&S
  - Student Health Services

**Bomb Detonation, Chemical, Radiation or Biological Release (Outside on Campus)**

Expected Impact

- General panic.
- Additional detonations or releases possible.
- Immediate fatalities and/or fatal exposures possible.
- Injuries or sickness.
- Psychological trauma.
- Physical damage.
- Utility interruption.
- Environmental contamination.

Expected Consequences

- College activities suspended until the situation stabilizes.
- Government authorities assume incident command & may commandeer College resources.
- Increased scrutiny from regulatory agencies.

Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- Activate the EOC

- Eliminate hoax as a possibility
- Campus not evacuated/everyone remains indoors
- All ventilation systems shut down
- Personnel in affected areas are quarantined
- All entrances closed
- Most Critical Plans / Resources:
  - Security
  - Facilities
  - Public Relations
  - EH&S
  - Nearly all Resources Critical

## **TERRORIST ACTIVITY – OFF CAMPUS (IN THE GENERAL AREA)**

### **Bomb Detonation**

#### Expected Impact

- High anxiety levels.
- Possible panic.
- College activities probably not directly affected.
- Indirect impact such as the loss of utility services is possible.

#### Expected Consequences

- Once the situation becomes known it will be difficult to concentrate on normal activities.
- College effectively paralyzed.
- Government authorities may commandeer College resources.

#### Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- Activate the EOC
- Eliminate hoax as a possibility
- All entrances & exits closed
- Most Critical Plans / Resources:
  - Security
  - Public Relations
  - EH&S

### **Chemical, Biological or Radiation Release**

#### Expected Impact

- High anxiety levels.
- Probable panic.
- College activities probably not directly affected.
- Indirect impact such as the loss of utility services is possible.

#### Expected Consequences

- Once the situation becomes known it will be difficult to concentrate on normal activities.
- College effectively paralyzed.
- Government Authorities may commandeer College resources.

#### Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- Activate the EOC
- Eliminate hoax as a possibility
- All entrances & exits closed
- All individuals are instructed to leave the grounds and to seek shelter inside buildings.
- Shut down all ventilation systems
- Most Critical Plans / Resources:
  - Security
  - Public Relations
  - EH&S

#### Notes on Weapons of Mass Destruction (WMD):

- There are important differences between radiation, biological and chemical releases. This table assumes that a biological or radiation release is detected at the time of release and that may not be the case. If a biological or radiation release remains undetected for a period of time all opportunities for initial action steps will be lost. Biological or radiation release could impact the entire region where, due to a required mass, a chemical release will likely impact a more limited area.
- This table does not address a technology attack. Although important university activities could be disabled it is unlikely that there would be life-threatening situations. The response will have to be handled by the technology department; there would be very little that anyone else could do.
- Since a bomb detonation or chemical release will likely impact a limited area, individuals can be routed out of harm's way. A shut down of College operations will likely be of a short duration.
- For a chemical release it may be necessary for individuals on lower floors to move to upper floors; conducting a "vertical evacuation."
- A biological or radiation release may directly impact the campus even if the point of release is off-campus.
- Longer-term considerations include the possible relocation of resident students and the evaluation of the personal lives of displaced employees.



## **Bomb Threat**

- Since this is only a threat there is assumed to be no injuries or damages
- Contact security
- Evacuate building(s) if the threat is real
- Prosecute all hoaxes

## **Anthrax**

- Take all instances seriously
- Isolate the area
- Quarantine any affected individuals

Contact a qualified HAZMAT service to address the situation

## **FIRE**

### **Minor Fire**

Expected Impact

- Building lighting, HVAC, possibly shut down.
- Some immediate danger.
- Some panic possible.

Expected Consequences

- College operations in the affected building are shutdown.
- Restricted areas.

Suggested Action Steps

- EMBCP probably not activated
- IRT probably not contacted
- EMT notified at a later date
- Building is evacuated (this should occur automatically)
- Fire Department contacted
- Building occupants gather a safe distance away – names are recorded and information is collected
- Shut down utilities once the building is evacuated
- Most Critical Plans / Resources:
  - Facilities

### **Major Fire**

Expected Impact

- Building lighting, HVAC, probably shut down.

- Immediate danger.
- Some panic probable.

#### Expected Consequences

- College operations in the affected building are immediately shutdown.
- College operations in the general area are shutdown.
- Building contamination may prevent immediate re-occupancy.

#### Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- The EOC may be activated
- Building is evacuated (this should occur automatically)
- Fire Department contacted
- Building occupants gather a safe distance away – names are recorded and information is collected
- Shut down utilities once the building is evacuated
- Most Critical Plans / Resources:
  - Facilities
  - Security
  - Public Relations
  - EH&S

### **Fire accompanied with an Explosion**

#### Expected Impact

- Building lighting, HVAC, probably shut down.
- Immediate danger.
- General panic.
- Injuries likely.
- Fatalities possible. Expected

#### Consequences

- College operations in the affected building are immediately shutdown.
- College operations in the general area are shutdown.
- Building contamination may prevent immediate re-occupancy.
- All campus operations may be shutdown.

#### Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- Activate the EOC
- Building is evacuated (this should occur automatically)
- Fire Department contacted
- Building occupants gather a safe distance away – names are recorded and information is collected
- Shut down utilities once the building is evacuated
- Eliminate a terrorist attack as a possibility
- Consider closing the campus
- Most Critical Plans / Resources:
  - Facilities
  - Security
  - Public Relations
  - EH&S
  - Student Health Services

## **TECHNOLOGY DISASTER**

### **Software Failure**

#### Expected Impact

- No damages likely.
- Not life-threatening.
- Services should be restored within 48-hours.

#### Expected Consequences

- Degradation of college activities.
- College should remain open.

#### Suggested Action Steps

- EMBCP may be activated
- IRT may be contacted
- EMT notified
- IT works to restore services
- Most Critical Plans / Resources:
  - IT

### **Hardware Failure**

#### Expected Impact

- No damages likely.
- Not life-threatening.
- Services may not be restored for several days.

#### Expected Consequences

- Serious degradation of college activities.
- College should remain open.

#### Suggested Action Steps

- EMBCP may be activated
- IRT may be contacted
- EMT notified
- IT works to restore services
- Alternate site plan possibly activated
- Most Critical Plans / Resources:
  - IT

### **UTILITY OUTAGE – ELECTRICAL**

#### **Outage of Short Duration (<15 min.)**

#### Expected Impact

- Most lighting, HVAC, shut down.
- Little immediate danger.
- Little panic.
- Fire detection, notification and suppression systems may be affected.

#### Expected Consequences

- College operations in the affected areas are shutdown.

#### Suggested Action Steps

- EMBCP not activated
- IRT not contacted
- EMT not notified
- Utility authorities contacted
- This situation does not meet the definition of a disaster
- Facilities needs to monitor
- Most Critical Plans / Resources:
  - Facilities

#### **Outage expected to be of Moderate Duration (>15 minutes, but <4 hours).**

#### Expected Impact

- Most lighting, HVAC, shut down.
- Little immediate danger.
- Little panic.
- Fire detection, notification and suppression systems may be affected.

#### Expected Consequences

- College operations in the affected areas are shutdown.
- Research assets could be in jeopardy.

#### Suggested Action Steps

- EMBCP may be activated
- IRT may be contacted
- EMT notified at a later date
- Utility authorities contacted
- Affected areas are evacuated
- Some rescheduling of classes likely
- Most Critical Plans / Resources:
  - Facilities
  - Security
  - Public Relations

### **Outage of Extended Duration (>4 hours)**

#### Expected Impact

- Most lighting, HVAC, shut down.
- Little immediate danger.
- Little panic.
- Fire detection, notification and suppression systems may be affected.

#### Expected Consequences

- College operations in the affected areas are shutdown.
- Research assets could be in jeopardy.
- Building air quality issues may prevent immediate re-occupancy.

#### Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- Activate the EOC
- Utility authorities contacted
- Affected areas are evacuated

- Rescheduling of classes will be necessary
- If the outage is widespread:
  - Classes canceled
  - Entrances closed
- Most Critical Plans / Resources:
  - Facilities
  - Security
  - Public Relations
  - Student Affairs

Notes:

- Probably the most critical factor and the most difficult factor to determine is the expected duration of the outage.
- Generators will supply power to several critical operations.
- UPS units will supply temporary power and electrical-spike suppression to central data centers.

**UTILITY OUTAGE – WATER & SEWER**

**Water Contamination**

Expected Impact

- Immediate danger.
- Probable panic.
- Clear Life-threatening Hazard.

Expected Consequences

- College activities suspended until the situation stabilizes.
- Threat could go undetected initially.
- Law suits.
- Severe PR exposure.

Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- Activate the EOC
- Water system shut down
- Water authorities contacted
- Determine if this is a terror-related event. If necessary follow “Terror Activity” guidelines.
- Arrange for medical evaluations

- Immediate communicate this information utilizing:
  - Telephone
  - Speaker systems
  - Loud speakers
  - Printed warnings at water consumption areas
  - Close the College
- Most Critical Plans / Resources:
  - Public Relations
  - Facilities
  - Security
  - EH&S
  - Student Affairs
  - Student Health Services

### **Water Unavailable**

#### Expected Impact

- Little immediate danger
- Little panic

#### Expected Consequences

- Certain College operations are affected.
- Most College operations can continue for a few hours.

#### Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- The EOC may be activated
- Water authorities contacted
- Consider impact on resident students
- If the outage extends beyond a few hours consider:
  - Portable toilets
  - Bottled water
  - Temporarily closing the College
- Most Critical Plans / Resources:
  - Facilities
  - Public Relations

### **Sewer**

#### Expected Impact

- Health hazard
- Little panic

#### Expected Consequences

- Certain College operations are affected.
- Most College operations can continue for a few hours.

#### Suggested Action Steps

- EMBCP activated
- IRT contacted
- EMT notified
- The EOC may be activated
- Shut down system
- Sewer authorities contacted
- Cordon off the affected area
- Arrange for medical evaluations
- Most Critical Plans / Resources:
  - Public Relations
  - Facilities
  - Security
  - EH&S
  - Student Health Services

Policy: Emergency Management Business Continuity Plan  
Scope: Faculty and Staff  
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#### CERTIFICATION STATEMENT

This Policy and Procedure Manual has been approved by the following individuals in their official capacities and represents Lamar State College – Orange policy and procedure for the date of the this document until superseded.

Vice President for Finance and Operations, senior reviewer of this Policy and Procedure  
President

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## Appendix A

### Glossary

**College Emergency Website.** A website where Faculty, Staff, Students and other interested parties can access emergency information. [www.lsc911.com](http://www.lsc911.com)

**College Incident Commander.** The College Incident Commander is a senior member of the Emergency Management Team and is in charge of the Incident Response Team. The College Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation. (a/k/a Director of Emergency Management, Chairman of the Incident Response Team). CIC: President.

**Connect Ed System.** A system that can be utilized to provide notification to Faculty, Staff, and Students regarding emergency situations. Connect Ed messages can be sent via phone, email, and text.

**Emergency Command Post (ECP).** The ECP is a designated area near the site of the emergency in which the Incident Response Team and the Emergency Management Team may gather and assume their role.

**Emergency Management and Business Continuity Plan (EMBCP).** The EMBCP is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the College. (a/k/a Emergency Preparedness Plan, Disaster Response Plan, Disaster Recovery Plan, Business Continuity Plan, Business Continuation Plan).

**Emergency Management and Business Continuity Plan Coordinator.** The Emergency Management and Business Continuity Plan Coordinator is a member of the Emergency Management Team who is responsible for the maintenance of the Emergency Management and Business Continuity Plan. The Emergency Management and Business Continuity Plan Coordinator consults directly with the College Incident Commander during an actual emergency. EMBCP Coordinator: Vice President for Finance and Operations.

**Emergency Management Team (EMT).** The EMT is an assemblage of College officials appointed by the President to advise and assist in making emergency-related policy decisions. The EMT is also responsible for the review and approval of the Emergency Management and Business Continuity Plan.

**Emergency Operations Center (EOC).** The EOC serves as the centralized, well-supported location in which the Incident Response Team and the Emergency Management Team may gather and assume their role.

**Incident Command System (ICS).** The ICS is a modular emergency management system designed for all hazards and levels of emergency response. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management.

**Incident Response Team (IRT).** The IRT is comprised of senior level management representing areas of the College that have critical EMBCP execution responsibilities. At the direction of the College Incident Commander, the IRT executes the Emergency Management and Business Continuity Plan during an emergency. (a/k/a Emergency Response Team, Disaster Response Team, Crisis Response Team).

**Response Plans.** Response Plans are attached to Unit Plans to address specific situations where the Unit has important functions. Response Plans can be organized at the discretion of the Unit.

**Unit.** A Unit is a department, school or other defined entity of the College.

**Unit Plan.** A Unit Plan identifies emergency preparation, coordination and response activities for the Unit. Each area identified with critical or special responsibilities is required to develop and maintain a Unit Plan.

## Appendix B

### EMERGENCY MANAGEMENT CONTACT LIST 2013-2014

#### EMERGENCY MANAGEMENT TEAM

<b>TITLE:</b>	<b>NAME:</b>
* President	Dr. Mike Shahan
* VP for Academic Affairs	Dr. Joe Kirkland
* VP for Finance & Operations	Dana N. Rogers
* VP for Student Services	Michael Yeater

#### INCIDENT RESPONSE TEAM

* Director of Security & Community Liaison	Butch Campbell
* Director of Physical Plant	David Goins
* Director of Information Services	Linda Burnett
(Interim) Director of Public Relations	Cindy Wyles
Lab Tech III	Carol Gaspard
Director of Human Resources	Alicia Gray
Director of Purchasing and Contracts	Tabitha Evans
Dean of Instruction	Carla Dando
Director of Accounting	Brenda Bedair

#### ALTERNATE INCIDENT RESPONSE TEAM

Executive Assistant	Phyllis Ford
Coordinator of Security	Mike Knox
Utility Mechanic II	Charles Mitchell
Director of Allied Health	Gina Simar
Director of Financial Aid	Kerry Olson
Registrar	Becky McAnelley
Network Analyst Senior	Dave Johnson
Director of Finance	Jamie Simmons
Administrative Assistant II	Sherrie Willoughby

**SATELLITE PHONES**

President	Dr. Mike Shahan	8816-414-22458
Director of Physical Plant	David Goins	8816-414-22459
Director of Information Services	Linda Burnett	8816-414-22461
VP for Finance & Operations	Dana Rogers	8816-414-22462

**DISASTER RESOURCES**

Emergencies	911
Security Department	(409) 670-0789
Emergency Website	<a href="http://www.lsc0911.com">www.lsc0911.com</a>
Acadian Ambulance Service	(800) 859-1111
Texas Department of Public Safety	(409) 898-0770
Orange County Emergency Management	(409) 882-7895
Orange Police Department	(409) 883-5654
Orange County Sheriff's Department	(409) 883-2612
FBI	(409) 832-8571
Orange Fire Department	(409) 886-7431
American Red Cross	(409) 883-2322
Entergy	(800) 368-3749
CenterPoint Energy Gas	(800) 376-9663
City of Orange Water Department	(409) 883-1081
Hazardous Chemical Spills	(800) 424-8802
Herman Memorial Baptist – Orange	(409) 883-9361

\*Key Essential Personnel

## Appendix C

### Departmental Emergency Management & Business Continuity Plans

Due to the confidentiality of the data, this information is available upon request only.

#### EMERGENCY MANAGEMENT BUSINESS CONTINUITY UNIT PLANS

**Unit plans identified below were developed and are maintained in the department having the primary recovery responsibilities. The Plan is reviewed on an annual basis, as part of the budget process.**

Accounts Payable/Payroll	Financial Aid	Risk Management
Advising, Counseling, and Testing	Human Resources	Security
Allied Health	Learning Resource Center	Telecommunications
Brown Estate	Library	
Business & Technology, Liberal Arts, Math & Science	Physical Plant	
Cash Management/Cashiering	Public Information	
Computer Center	Purchasing	
College Success Initiative & Education Division	Registrar and Student Records	