

Emergency Management and Business Continuity Plan



Lamar State College
— Orange —

Revised 2024

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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 mitigation, preparedness, response, and recovery 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 provides emergency instructions for the College Incident Commander. Section 5.2 of this document provides emergency response information primarily for use by Staff, Faculty and other on-site personnel who may be initial responders to an emergency.

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 (CIC)

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 is the College Incident Commander.

1.7 DECLARATION OF EMERGENCY

In case of any type of campus emergency, the Director of Safety (supervisor in charge) should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Vice President of Finance & Business Operations, 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 IRT reports to the EMT who in turn communicates directly with the President or designated College Incident Commander (CIC).

The Emergency Management Team and the Incident Response Team will meet annually to review the plan and conduct any necessary training to ensure smooth implementation of the plan in the event of an emergency.

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.

1.9 EMERGENCY RESPONSE

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

- **Incident Commander Action Steps (Section 5.1)**

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.

- **Incident Response Plan (Section 5.2)**

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 the Faculty and Staff.

1.10 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 Emergency Management Team, the President shall be responsible for declaring a major institutional emergency.

The President of the College, or designee, 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 common sense in determining a course of action. Faculty and Staff members will be designated to serve as building liaisons. Building Liaisons will be responsible for ensuring building occupants follow emergency response plans for shelter in place or evacuation. Emergency evacuation routes for each building, including assembly areas, are identified on Appendix D and shall be utilized by the building liaison in an emergency situation requiring evacuation.

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 (CIC)
- Emergency Management Team (EMT)
- Incident Response Team (IRT)
- 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

Designee can be:

Vice President for Finance and Operations
Provost/Executive Vice President for Academic Studies & Student Services
Executive Director of Campus Safety
Director of Safety

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:

Emergency Management Team Members

President	Director of Safety	Campus Safety Officers
Provost/Executive Vice President	Director of Marketing & Communications	Physical Plant Personnel
Executive Vice President for Finance & Operations	Information Security Officer	Dean of Student Services
Dean of Institutional Effectiveness and Educational Support	Assistant Vice President for Financial Services	Dean of Nursing and Health Professions
Executive Director of Campus Safety	Director of Physical Plant	Dean of Transfer and Public Services Programs
	Assistant Vice President of Information Technology Services	Dean of Technical and Workforce Programs

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

Dean of Transfer and Public Service Programs	Assistant Vice President of Information Technology Services	Director of Physical Plant
Dean of Nursing and Health Professions	Executive Director of Human Resources	Physical Plant Personnel
Dean of Technical and Workforce Programs	Executive Director of Procurement	IT Department Personnel
Dean of Student Services	Lab Tech III	Executive Assistant
	Assistant Vice President for Financial Services	Director of Safety
		Campus Safety Officers

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 Plan 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 in the office of the Emergency Management and Business Continuity Plan Coordinator (EMBCPC). Copies of supporting Response Plans are also maintained at the EMBCPC. 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. A list of areas required to develop a Unit Plan can be found on page 66 of this manual.

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. A list of areas required to develop a Secondary Unit Plan can be found on page 66 of this manual.

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

College Incident Commander (CIC)

- Makes critical policy decisions (strategic decisions) affecting the College during an emergency
- Reviews and approves all provisions of the EMBCP
- Makes critical management decisions (tactical decisions) during an emergency
- Designates “Key Essential Personnel”

Emergency Management Team (EMT)

- Gather and analyze conditions throughout the College
- Allocate and direct distribution of resources to accomplish the purposes of this EMBCP
- Request needed resources that are unavailable internally from available outside resources
- Responsibility for final plan approval and for final policy decisions

Incident Response Team (IRT)

- Knowledgeable of overall EMBCP Operations and available during a crisis as required by EMBCP

Unit Plans

- Primary Units – Units with critical College-wide responsibilities
- Secondary Units – Units with important special responsibilities – applicable to specific units
- Other Units – All other areas of the College

Response Plans

- Procedures for specific response activities

Section III – Plan Activation & Operation

3.1 ACTIONS BY PHASES

1. Mitigation
 - a. Schedule building fire and safety inspections in coordination with the Orange Fire Department.
 - b. Conduct safety and awareness training in coordination with local, state, and national resources.
 - c. Include safety resources and orientation to new employees during their new employee orientation.
 - d. Train all employees in evacuation, shelter in place, basic fire and safety procedures.
 - e. Identify trends leading to accidents, injury, and lost time and tailor safety training programs to reverse these trends.
 - f. Test fire security alarms annually and upgrade as necessary and when budgets will allow.
2. Preparedness
 - a. Provide emergency equipment and facilities where available and ensure relationships with local emergency responders include the needed resources.
 - b. Conduct appropriate training for our emergency management team and incident response team.
 - c. At least annually, LSCO will test the Blackboard Connect messaging system and send out a TEST only emergency message.
 - d. Educate the Gator Community on ways one can prepare themselves, their families, and loved ones in the event of an emergency.
 - e. The Emergency Management Team, outside professional individuals, department supervisors, or other local emergency service entities will prepare/train the Gator Community on topics as needed or identified in order to protect lives and property.
3. Response
 - a. Determine level of response required.
 - b. Initiate Blackboard Connect emergency notification system.
 - c. Alert emergency medical services, firefighting, and law enforcement.
 - d. Initiate evacuation, shelter in place, and emergency public information.
4. Recovery
 - a. Secure the campus and determine if the environment is safe to begin recovery efforts.
 - b. Restore vital services and determine the basic needs of the students, faculty, and staff.
 - c. Initiate debris removal, restoration of utilities, and structural repair.
 - d. Sustain recovery messaging via the BlackboardConnect system.
 - e. Provide community resources as needed for students, faculty, and staff.

3.2 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 Campus Safety 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 Campus Safety 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">Minimal and localizedMost College activities not impacted	<ul style="list-style-type: none">SignificantCollege activities localized shutdown	<ul style="list-style-type: none">Very SignificantCollege activities shut down for a period of time
Faculty, Staff, and Students	<ul style="list-style-type: none">Site-specific localized impactInjuries possible	<ul style="list-style-type: none">Site-specific or general impact with possible disruptionsInjuries possible	<ul style="list-style-type: none">General impact with disruptionsInjuries and possibly fatalities are a serious concern
Media Coverage	<ul style="list-style-type: none">None expected	<ul style="list-style-type: none">Limited local coverage	<ul style="list-style-type: none">Local, regional and possible national coverage
Public & Government Concern	<ul style="list-style-type: none">Limited	<ul style="list-style-type: none">Potential exists for government agencies to investigate	<ul style="list-style-type: none">Potential exists for government investigations or hearings
IRT involvement	<ul style="list-style-type: none">Limited or none	<ul style="list-style-type: none">Actively involved	<ul style="list-style-type: none">Actively involved
EMT involvement	<ul style="list-style-type: none">Probably none	<ul style="list-style-type: none">Consulted as needed	<ul style="list-style-type: none">Consulted regularly and actively involved

3.3 PLAN NOTIFICATION AND ACTIVATION

Monitoring Responsibilities

The primary responsibility for monitoring emergency threats and events resides with Campus Safety. Campus Safety 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 Physical Plant, will monitor developing weather systems. However, such activity does not mitigate the responsibility of Campus Safety 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

Campus Safety has overall responsibility for alerting the appropriate parties. Accordingly, initial responders should always contact Campus Safety 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 Director of Safety (supervisor in charge) should follow Safety standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Vice President of Finance & Business Operations, who should communicate with the College Incident Commander. No one else should attempt to contact the CIC for purposes of notification. If there is doubt that the CIC has been contacted, then Campus Safety should be contacted for clarification.

Campus Safety will have a list of the EMT members and telephone contact information. If the CIC is not available, Campus Safety 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 Blackboard Connect 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 Campus Safety 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 5.2 provides general guidelines for responding to specific disasters.

Warning

LSCO authorities will make a decision concerning issuing of a timely warning on a case-by-case basis using the following criteria:

- Nature of the crime
- Danger and continuing danger to the campus
- Risk of compromising law enforcement efforts

Should it be deemed necessary to warn the College community of an impending threat or emergency situation, Faculty, Staff, and Students will be notified via Blackboard Connect. Notifications will be via phone, email, and text. Timely Warning notices are usually written by the Director of Safety and distributed through Blackboard Connect. Warnings will contain information about the nature of the threat and allow members of the community to take protective actions. All employees and students are automatically signed up for Blackboard Connect alerts. If you are not receiving alerts, please review the “Disseminating Information on Campus Crime” section of this handout to ensure your contact information is included.

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 storm, are treated differently from emergency incidents. Campus Safety is designated to monitor these events on a 24/7/365 basis. The Director of Safety or his/her designee will contact the CIC.

3.4 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.

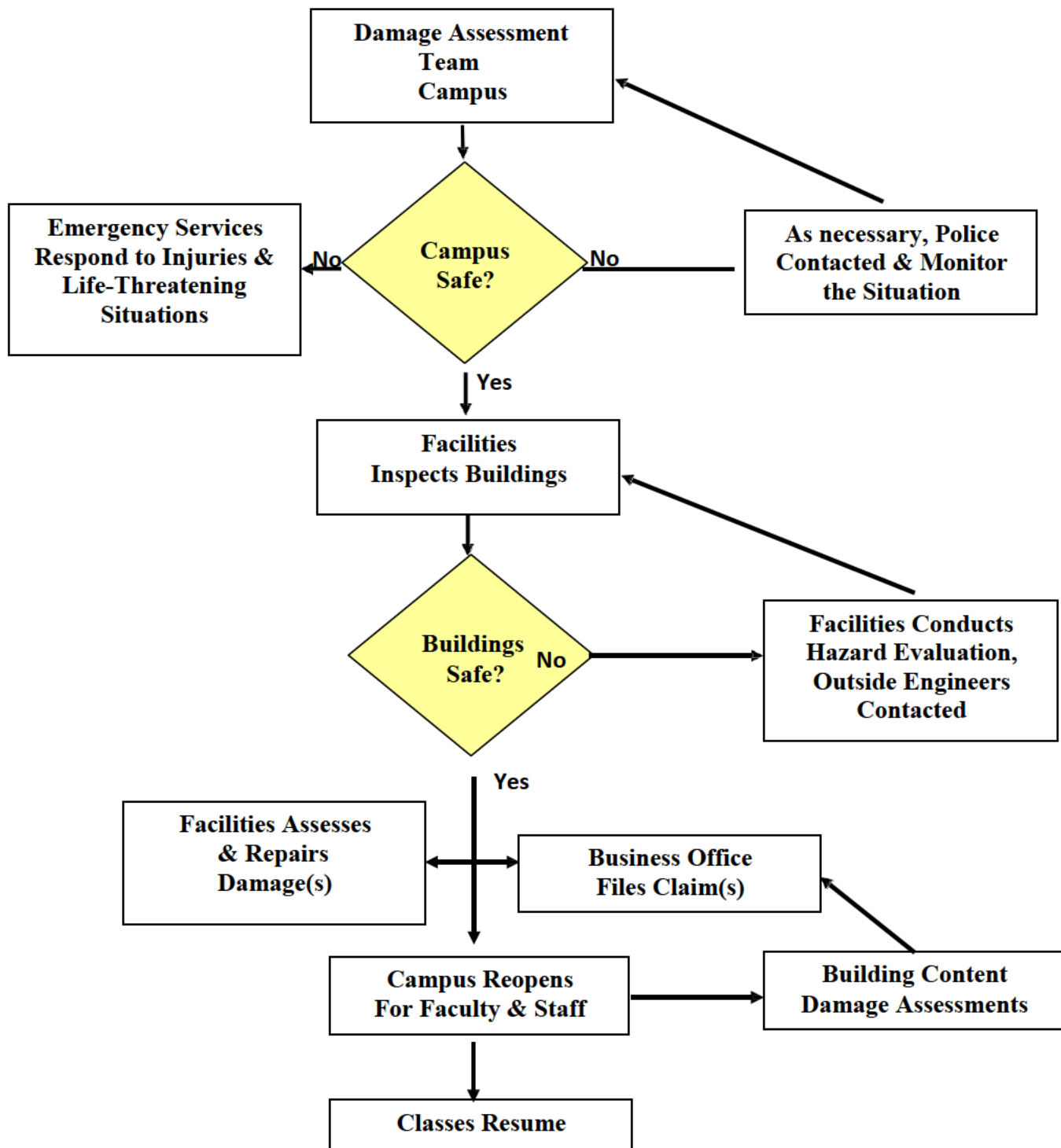
- The primary EOC is located at:
Room 103, Shahan Events Center
- If the primary EOC is inaccessible the backup EOC on campus will be located at:
Academic Center, Room 101
- If the above EOCs are inaccessible the backup EOC off campus will be located at either: The Brown Estate or Texas State University – San Marcos, TX
- The EOC could be virtual through the Teams application.

3.5 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 (College Incident Commander), Director of Safety , Director of Physical Plant, and other designated team members. The Incident CIC will notify the Damage Assessment Team when the damage assessment will be conducted. Campus Safety 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 Management and Business Continuity 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 Cotton and Belfor 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 (see page 65).
 - 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 (Texas State University System).

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 notifications.
- Disseminate information, specify emergency response steps and maintain contact with the following:
 - News media (TV, Newspapers, etc.)
 - Government agencies and civil authorities
 - Disseminate information via Blackboard Connect to Faculty, Staff, and Students.

Campus Safety

- Preserve law and order, and campus safety
 - 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.
- Maintain the Emergency Operations Center
- Work closely with Public Information to ensure communications concerning the campus are consistent.
- Contact insurance representative and insurance adjuster.
- 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.
-

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 removal of debris.
- Conduct building damage assessments / determine if buildings are safe / repair buildings if applicable.
- 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 Studies and Allied Health, Workforce, and Technical Studies 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 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; contingent on available resources.
- Assess availability and integrity of critical services; perform restoration as needed
- Properly document all hardware physical conditions develop a plan for hardware replacement as needed.
- Implement adequate information campus safety controls for personnel accessing sensitive/confidential data during the recovery period.
- Maintain a records management strategy that duplicates data on a regular basis and secures this information at remote locations.
- As necessary develop and implement a method to access critical applications from a remote site, during recovery period.
- Assess mail service operations and determine alternatives.
- Maintain College Emergency Website content; as received from Public Information Office.

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.

Student Services

- Develop procedures to coordinate with the President to provide communication through Blackboard Connect 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.

Transfer, Public Service, Health, Workforce, & Technical Studies

- 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.

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.
- Coordinate with the EHS Specialist for any unmet needs.

Library

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

Advising, Counseling, and Recruiting

- Assist students with educational recovery needs.
- Recruit students.

Registrar and Student Records

- Admit students.
- Student records maintenance.

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.

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 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 via Teams.
- 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 Campus Safety contact the EMT and IRT as necessary.
- Conduct meetings as frequently as necessary. (Meetings may be conducted virtually).
- In the event of any pending threat, post observers and/or alert civil authorities as necessary.
- Be prepared to update the College Emergency Website 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 Campus Safety contact needed IRT resources, EMT members, and IRT members.
- Have Campus Safety contact all EMT members.
- Have Campus Safety 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 Blackboard Connect 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.

5.2 INCIDENT RESPONSE ACTION PLANS

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.

5.2.1 Bomb Threat or Suspicious Package

- If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact Campus Safety at 670-0789 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 Campus Safety and advises them of the call and provides a detailed written text.
- In addition to contacting the Incident Commander, Campus Safety 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.
- Campus Safety 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 Campus Safety (670-0789) 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 caller's 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 Campus Safety at 670-0789 and advise them of the call.
- Write out the message in its entirety with any other comments.

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

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 Campus safety (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

5.2.2 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 Campus Safety 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 Campus Safety 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, Campus Safety 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.

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:
 - Campus Safety
 - Public Relations
 - Student Services

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
- Campus Safety is instructed to disperse the demonstrators
- All entrances closed
- Most Critical Plans / Resources:
 - Campus safety
 - Public Relations
 - Student Services

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:
 - Campus

safety

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:
 - Campus Safety
 - Public Relations
 - Student Services

5.2.3 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. Building Liaisons should be the last occupants to leave the building to ensure everyone has exited the building. A Building Liaison for each building will be appointed.
- Should a person have to remain in the building due to circumstances beyond his/her control, the Building Liaison 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. Campus Safety will immediately contact the Incident Commander and inform him/her of the situation.
- When feasible, Campus Safety will respond to the alarm panel of the building that has been activated and determine the exact location of the activation. Campus Safety 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 the Emergency Management and Business Continuity Plan Coordinator. Evacuation orders may be given for multiple purposes. Building Liaisons will be responsible for notifying building occupants where the assemble area is. Emergency evacuation routes for each building, including assembly areas, are identified on Appendix D and shall be utilized by the building liaison in an emergency situation requiring evacuation.

Building Liaisons are the safety committee members and other designated personnel for each building.

Building Liaisons:

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 requires 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. See Appendix D for evacuation routes and designated areas for assembly.

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 Campus 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.

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
 - EH&S

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
 - Campus Safety

- 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 shut down.

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
 - Campus Safety
 - Public Relations
 - EH&S
 - [Student Health Services](#)

5.2.4 Hazardous Release

Procedures to be followed:

- If a hazardous substance is discovered on the campus, the individual shall immediately contact Campus Safety at 670-0789 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.
 - The recipient does not hang up the phone when the call is completed. Keep the line open or place it on "hold".
 - Recipient immediately contacts Campus Safety and advises him/her of the call and provides a detailed written text.
- In addition to contacting the Incident Commander, Campus Safety 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 ensure the isolated area is evacuated.
- Campus Safety 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, Physical Plant 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.
 - Physical Plant will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.

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.
- Lawsuits.
- 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
 - Physical Plant
 - Campus safety
 - 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

- College operations will likely be shutdown.
- Government authorities assume incident command & may commandeer College resources.
- Violation penalties from regulatory agencies if campus responsible.
- PR exposure

Suggested Action Steps

- 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
 - Physical Plant
 - Campus safety
 - 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
 - Campus Safety
 - 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.

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
 - Campus Safety
 - EH&S

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."

5.2.5 Unarmed Hostile Intruder Incident

- If an unarmed Hostile Intruder is discovered on the campus, the individual making the discovery shall immediately contact Campus Safety 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.
- Office personnel in the affected building will close and secure their office areas and immediately call 911 and Campus Safety at 670-0789.
- Campus Safety 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 BlackboardConnect 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.

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 shut down.

Suggested Action Steps

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

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.

5.2.6 Active Attack Response and Training Plan

I. Introduction

Effective response to an Active Attack event requires effective planning and role reinforcement through training for personnel caught in the incident, as well as for leaders coordinating the response to the incident.

Personnel in the vicinity of an Active Attacker may need to evacuate or shelter in place depending upon circumstances unique to that incident.

Organization leadership coordinating the response to an active attacker incident need to be able to provide effective direction to personnel in the vicinity of the Active Attacker, provide clear situation information to first responders, and inform the public.

II. Purpose

This Active Attacker Response and Training Plan provides instructions and guidance to effectively address the response of Lamar State College Orange to an Active Attacker or Hostile Intruder incident.

This Active Attacker Response and Training Plan was prepared by the Director of Safety.

III. Preparedness

An Active Attacker is an individual actively engaged in killing or attempting to kill people in a confined and populated place; in most cases, active attackers use firearms and there is no pattern or method to their selection of victims. Active attacker situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active attacker situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active attacker situation.

IV. Command Structure/Response Organization

The initial Incident Command Structure will be led by the Incident Commander and likely include full cooperation with other responding law enforcement agencies. The location of this command structure will be decided upon at the time and will be close to the incident. The Incident Commander and LSCO's Director of Safety & Campus Safety will communicate with outside law enforcement agencies regarding response, meeting locations, crime scene details, and other needed resources. The Incident Commander (IC) will communicate with the LSCO Emergency Response Team if activated.

An Emergency Operations Center (EOC) and Emergency Management Team will be activated (if needed) as soon as possible in areas designated by the LSCO Emergency Management and Business Continuity Plan (EMBCP). Their function will be of support and assistance to the Incident Commander. Also, to make high level decisions about school closure and management of the media and so forth.

V. Pre-Incident Planning

Active attacker incidents often begin and conclude quickly, leaving college leadership and Campus Safety little to no time to coordinate response procedures with employees. College readiness requires that leadership develop and exercise response plans that apply general preparedness and response

protocols. Training and exercising the plan allows the college to identify gaps, correct weaknesses, and validate the plan.

A. Training and Awareness

LSCO has adopted the Civilian Response to Active Shooter Events (CRASE) training program for our campus. LSCO's Emergency Management Coordinator and the Director of Safety have been trained in the Active Attack Event Response Leadership Training and an experienced active attack Campus Safety Officers have been trained in the CRASE Instructor Train the Trainer program.

- CRASE face to face training is available throughout the year at scheduled events and is available online.
- CRASE training videos are available on the Emergency/RiskManagement website:
<https://www.lSCO.edu/risk-management/embcP-active-attack-response-and-training-plan.asp>
Faculty can request training for their students by contacting the Director of Safety and Campus Safety at 409.882.3910.

B. Prepare for an Incident

- Learn how to recognize potential workplace violence and suspicious behavior.
- Identify the location of the nearest exits in a room, office or building, identify potential safe hideouts.
- Become familiar with what to expect from law enforcement during an Active Attacker incident.
- Know who to call to report an incident and what information to provide about the situation.
 - Call 911: Notifies Orange Police Department
 - Call (409) 670-0789 or pick up any Emergency Telephone located in campus buildings: Notifies LSCO Campus Safety Team (who will respond and notify Orange Police Dispatch)
- Know who to call to report suspicious behavior, a person acting strangely or someone making statements that cause concern.
 - Call extension 3910: Tip line, to alert the campus of suspicious behavior of a student, employee, or visitor on campus

C. Exercise Emergency Plans Regularly and Repeatedly

- Schedule regular training, drills, tabletop and functional exercises.
- Assess gaps in plans, exercises and training

D. Establish a Relationship with Emergency Responders

- Involve emergency services responders from multiple agencies in training and exercises.
- Invite all emergency services responders to tour your site and provide details about the facility that will help responders to adjust their protocols if necessary,

VI. Incident Response Considerations

Active attacker incidents often begin and conclude quickly, and the incident may be at any location. This leaves campus Campus Safety personnel very little time to coordinate response procedures with off campus law enforcement and students, faculty and staff. The response to a specific incident will depend on the circumstances unique to that incident. However, there are general procedures that apply to all active attacker incidents.

A. Students, Faculty, and Staff - AVOID / DENY / DEFEND:

- **AVOID** if possible:
 - Determine an escape route based on where an active attacker may be located. If it is unclear where the attacker is, hide/barricade in a room before running into a hallway where the attacker may be.
 - Leave your belongings behind. Keep your hands empty and visible at all times.
 - Help others run away, if possible, but do not attempt to move the wounded. Run-away even if others do not agree to follow.
 - Be Aware of those with accessibility and functional needs:
 - This group of people may need extra assistance to Avoid or Deny.
 - They may be very disoriented or scared if they cannot hear or see.
 - Move quickly to a safe place far from the attacker and take cover. Remain there until police arrive and give instructions.
 - Remain calm. Avoid screaming or yelling as you run away.
 - Follow all instructions of law enforcement.
 - When and only if it is safe call 911.
- **DENY** when getting away is difficult or maybe impossible:
 - Go to the nearest room, office, or classroom and lock the door(s). If the door does not lock, wedge the door shut or use heavy furniture to barricade it.
 - Identify an escape route in the event you are directed to evacuate.
 - Close blinds, turn off lights, and cover windows.
 - Silence all noise, including cell phones, radios, and computers.
 1. Have one person call 911, if it is safe to do so. Be prepared to answer the dispatcher's questions.
 - If it is not safe to talk, keep the phone on so it can be monitored by the dispatcher.
 - Stay out of sight and take cover behind large, thick items or furniture.
 - Do not open the door until the person can provide an identification badge.
 - Remain under cover until law enforcement advises it is safe to evacuate.
 1. Positively verify the identity of law enforcement as an unfamiliar voice may be the attacker attempting to lure victims from a safe place.
- **DEFEND**, if you must, because you have the right to protect yourself:
 - If there is no opportunity to avoid or deny, as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active attacker.
 - Use any object in the vicinity to throw at and disorient the attacker, even a couple of seconds of disruption could cause less shooting.
 - Be aggressive and committed to your actions.
 - Do not fight fairly – this is about SURVIVAL.
- **Respond Appropriately When Law Enforcement Arrives:**
 - Remain calm and follow officers' instructions.
 - Raise your hands, spread your fingers, and keep hands visible at all times.
 - Do not run when police enter the vicinity. Drop to the floor, if you are told to do so, or move calmly out of the area or building.
 - Do not make quick moves toward officers or hold on to them for safety.
 - Avoid pointing, screaming, or yelling.
 - Do not stop officers to ask for help or directions. Evacuate the building in the direction

the officers arrived while keeping your hands above your head.

- For your own safety, do not get upset or argue if an officer questions whether you are an attacker or a victim. Do not resist, even if you are handcuffed and searched.
- If you are a witness you will be asked to give a statement to the police.

- **When is it safe to come out of hiding or return to the building?**

- Stay hidden and quiet until a law enforcement officer tells you it is safe or you receive other valid information that lets you know the incident has ended.
- Law enforcement may enter the room with keys and give instructions regarding evacuation.
- A mass text notification may be sent indicating it is safe and clear.
- Other forms of communication may be used to let people know it is safe and clear.

B. College Campus Safety Department:

- Identifying Secondary Impacts
 - Identify additional attackers or other threats
- Establish a safe location to stage evacuees/injured
- Assist Emergency Medical Services (EMS) and other law enforcement agencies
- Manage the crime scene
- Conduct interviews
- Consider a family reunification area (work with EOC to establish)
- Manage the perimeter
- Control or prevent the entrance of the media into secure or sensitive areas

C. Warnings, Messages, and Signage

In order to notify students, faculty and staff of the incidents happening on campus, Emergency Notification Messages need to be pre-scripted. This section includes information related to how messages will reach the students, faculty, and staff. Including location and method of communicating warnings and messages.

- Mass Text Notification: a text message will be sent as soon as possible to those who are in the database.
 - Opt-Out Program (phone numbers are automatically added to service. If one would like to remove their number they may do so).
- BrightAuthor: a system that displays information on hallway televisions located throughout campus.
- LSCO email: as possible information will be sent through this resource.
- LSCO Social Media: as possible information will be sent through these resources.

D. Activation, Staging, and Mobilization

- **Emergency Medical Support Staging**

The Emergency Management Coordinator or Incident Commander will select, with coordination from EMS, a location secure and close to the location of the incident. This location is where the injured will be taken as soon as possible for medical treatment, triage, and transport. Selection of the staging area will be dependent on the location of the incident.

- **Family Reunification Assistance**

The Emergency Management Coordinator will set up an appropriate location for family reunification. This area will allow those involved in the incident a location to be reunited with friends and family.

Considerations should be made for food services, mental health services, easy public access. (note: this area needs to be away from the media).

- Possible locations to consider:
 - 1 . Student Center
 - 2 . Shahan Events Center

- **Crime Scene/Interview Staging**

The Incident Commander or Emergency Management Coordinator will select an area to conduct interviews for those who were close to, involved with, or have information regarding the incident.

Considerations should be taken to:

- Select an area large enough to provide privacy and discourage witnesses from talking to each other
- Provide snacks/water for witnesses
- Paper and pens to allow for written statements
- Provide mental health services

E. Incident Recovery Considerations

- **Address Victims and Families**

- Established a hotline early on for family and friends to call who are looking for information.
- Publish information quickly to main LSCO website.
- Gather information related to victim identities, extent of injuries, and what hospitals are being utilized.
- Coordinating with the Emergency Command Center, notify the family members
 - 1 . Use personnel who are specifically trained for this responsibility
- Procure mental health counselors for employees and families
- Develop an action plan to handle concerns about returning to work/school.

- **Consideration for students, faculty, and staff**

- Consider:
 - 1 . Returning to work may be difficult for some. An assessment for time off may need to occur on a case by case basis.
 - 2 . Returning to class may be difficult for some. An assessment for time off may need to occur on a case by case basis.
 - 3 . Mental health services, short-term and long-term should be offered.
 - 4 . Funeral leave accommodations
 - 5 . Overwork, burnout: the first few days directly after an incident may have many employees working more than usual to cover for absent employees. Consider options for alternate work schedules.

- **Communicate Internally**

- After the initial emergency communications, continue to give updates to student, faculty, and staff regarding the situation.
- When to return to normal business operations.
- Where to obtain mental health services if needed.
- Identify work location if it has changed.

- **Communicate Externally**
 - Contact Chancellor and Office of General Counsel.
 - Identify the designated official for responding to media inquiries.
 - Determine what information and details the College will provide to the media that will ease community concerns without inciting panic or hindering the investigation.
 - Continue to provide updates for several days.
- **Continue Business Operations**
 - Implement business recovery/continuity plans: which business operations will stay open, which will close temporarily, if any.
 - Make re-entry decisions after site is released by law enforcement.
 - Provide safety debriefings.
 - Fill positions of deceased and injured employees.
 - Take actions to ensure employees feel safe. This may include more campus safety/police officers that are visible for a period of time.
 - Determine how the institution will continue operating with limited business operations or with certain areas of the institution designated a crime scene.
 - Depending on the location of the incident some business operations may need to be moved to another location temporarily.

VII. Post Incident Review / Debriefing

A post incident review / debriefing should be conducted immediately following an exercise or incident and should involve representatives from each participating agency/organization. Members of the Emergency Response Team, Incident Response Team, and local law enforcement agencies should be included in this meeting. This should include information on the major events, all lessons learned, and review any new initiatives developed or identified during the exercise or incident.

The post incident review should also include a discussion of all techniques, tactics, and procedures utilized during the exercise or incident to include what went right and what went wrong. It should identify any issues and the consequences resulting from the potential or actual outcomes of those issues.

Following the post incident review meetings and discussion, an After Action Report and Improvement Plan (AAR/IP) should be written which identifies areas that require improvements, the actions required, the timelines for implementing those improvements, and the organization and party responsible for this action.

The AAR/IP should be shared with all stakeholders, and used to further define the plans and procedures related to incidents at the college.

5.2.7 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. Standard Operating Procedures for each building on campus have been developed. Please refer to the Shelter in Place document found on Blackboard under the Employee Resources/Work Life tab in the Safety Section.

What it Means to “Shelter-in-Place”

If an incident occurs and you are told to “shelter-in-place,” it means finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate by authorities. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Communications

- A “Shelter-in-Place” will be announced via BlackboardConnect.
- If a situation that may require a Shelter-in-Place is discovered, the individual making the discovery shall immediately contact Campus Safety 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/Campus Safety 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.

5.2.8 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

Severe weather happens frequently in Southeast Texas. Texas thunderstorms are common and often bring the threat of tornadoes. Though tornadoes can happen at any time of the year, they mostly occur during spring and summer.

A tornado is a violently rotating column of air extending from a thunderstorm to the ground. Tornadoes strike with incredible velocity, with winds that can approach over 200 miles per hour. These winds are capable of uprooting trees and structures, and can also turn harmless objects into dangerous projectiles in just a few seconds.

This document is intended to provide you steps to take to keep you safe when a tornado threatens. If you know what to do before, during, and after a tornado, you will minimize your risk of injury.

Tornado Watch vs. Warning

- A **tornado watch** means that a tornado is possible, be prepared. Tornadoes are possible in and near the watch area. Be sure you have reviewed the emergency plans and know where your safe room/area will be. Be ready to act quickly if a warning is issued or you suspect a tornado is approaching. Acting early helps to save lives. Watches are issued by the National Oceanic and Atmospheric Administration (NOAA) [Storm Prediction Center](#) for counties where tornadoes may occur. The watch area is typically large, covering numerous counties.

- A **tornado warning** means a tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Warnings are issued by your [local forecast office](#). Warnings typically encompass a much smaller area (around the size of a city or small county) that may be impacted by a tornado identified by a forecaster on radar or by a trained spotter/law enforcement officer who is watching the storm.

Steps to Protect Yourself

- When a **tornado watch** is issued:
 - Review your emergency plan and identify your safe room;
 - If you are in a temporary structure, move to a permanent building structure;
 - Continue to monitor your email, LSCO's social media pages, and your cell phone for further instructions; and
 - If available, monitor local radio or television stations for emergency information and the potential of additional storms.
- When a **tornado warning** is issued:
 - [Shelter in place](#);
 - Move to an interior room on the lowest floor of the building;
 - Stay away from windows, doors, and outside walls; and
 - Be aware of possible falling and flying debris – use your arms to cover your head and face.
- 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 removable media 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. BlackboardConnect will be used to communicate updates to Faculty, Staff, and Students.
- ☐ Place sandbags in front of buildings known 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 removable media 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.
- ☐ 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. BlackboardConnect will be used to communicate updates to Faculty, Staff, and Students.
- ☐ Place sandbags in front of buildings known to flood.

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

Building _____ Room _____ Inspected By _____ Date _____

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

**Work Area Damage Assessment –
Checklist Labs**

Building _____ Lab _____ Inspected By _____ Date _____

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

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.
 - Campus Safety and essential personnel take cover at a secure location before the situation becomes dangerous.
- Most Critical Plans/Resources
 - Facilities.
 - Campus Safety.
 - Public relations.
 - Business services.

TROPICAL STORM SEASON

Campus Closure

In the event of a tropical storm, the campus may close until all threats to the community disappear. The decision to close the campus will be made by the President following an evaluation of the prevailing weather reports, city disaster declarations, county disaster declarations, and other relevant information.

Notices of campus closure should include the date of closure, how to monitor updates about the closure, extent of classes that will not be taught (online classes may continue being taught), and other significant information. See Appendix Hurricane Preparedness Plan for a complete preparation plan.

Communication between the Campus, Students, and Community

The College will communicate with the campus and community via email, blackboard connect, social media, and updates on the College website. Messages will be generated by the President through the Director of Marketing & Communication.

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
 - Campus Safety assigns someone to continually monitor weather reports
- At the Warning Point
 - Weather reports continually monitored
 - Campus Safety 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
 - Campus Safety
 - Public Relations
 - EH&S
 - Student Services
 - 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
 - Campus Safety
 - Public Relations
 - EH&S
 - Student Services
 - 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
 - Campus safety
 - Public Relations
 - Nearly all Resources Critical

5.2.9 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 Campus Safety at 409 670-0789, 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.

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:
 - Campus Safety
 - 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:
 - Campus Safety
 - 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:
 - Campus Safety

- 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:
 - Campus Safety
 - 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 Campus Safety
- 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

5.2.10 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
- IS 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
- IS works to restore services
- Alternate site plan possibly activated
- Most Critical Plans / Resources:
 - IT

5.2.11 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 shut down.
- 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
 - Campus Safety
 - 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 shut down.
- 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
 - Campus Safety
 - Public Relations
 - Student Services

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
 - Campus safety
 - EH&S
 - Student Services
 - 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
 - Campus Safety
 - EH&S
 - Student Health Services

Section VI – Training and Campus Drills

6.1 Training

The National Incident Management System (NIMS) guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. NIMS defines operational systems that guide how personnel work together during incidents.

The training of employees is an integral part of achieving the capabilities described in the National Preparedness System. The Executive Director of Campus Safety (Shared Services) is, therefore, responsible for:

1. Annual training of employees in responding to an emergency.
2. Mandatory drill to prepare students, faculty, and employees in responding to an emergency.
3. Training to ensure coordination with the Department of State Health Services, local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency.
4. A safety and security audit of the Institution's facilities at least once every 3 years that shall follow safety and security audit procedures developed in consultation with the Texas Division of Emergency Management. The Executive Director of Campus Safety will conduct a safety and security audit during the Fall 2023 Semester and repeat it every 3 years.

Training is required for the Emergency Management Team and the Incident Response Team. Training requirements are listed below.

Training Requirements

Position	Name	IS 100 Online	IS 200 Online	IS 700 Online	IS 800 Online	ICS300	ICS400	Type 3 Course for Designated Position	G367 Emergency Planning for Campus Executives
President	Dr. Thomas Johnson	X	X	X	X	X	X		X
Executive Assistant	Stephanie Johnson	X	X	X	X				
Executive Vice President for Finance and Operations	Mary Wickland	X	X	X	X	X	X		X
Provost/Executive Vice President	Dr. Wendy Elmore	X	X	X	X	X	X		X
Dean of Student Services	Brian Hull	X	X	X	X				
Dean of Nursing and Health Professions	Mande Tucker	X	X	X	X				
Dean of Transfer and Public Services Programs	Robyn Burdette	X	X	X	X				
Dean of Technical and Workforce Programs	R.E. Davis	X	X	X	X				
Director of Marketing and Communications	Daniel McLemore	X	X	X	X	X	X		
Director of Physical Plant	Marlin McMullen	X	X	X	X	X	X	X	

Position	Name	IS 100 Online	IS 200 Online	IS 700 Online	IS 800 Online	ICS300	ICS400	Type 3 Course for Designated Position	G367 Emergency Planning for Campus Executives
Physical Plant Personnel		X	X	X	X				
Assistant Vice President of Information Technology Services	Kash Cox	X	X	X	X	X	X	X	
IT Department Personnel		X	X	X	X				
Assistant Vice President for Financial Services	Jamie Oltz	X	X	X	X				
Dean of Institutional Effectiveness and Educational Support	Patty Collins	X	X	X	X				
Director of Safety	Joseph Hargrave	X	X	X	X	X	X	X	
Lab Tech III	Carol Gaspard	X	X	X	X				
EHS Specialist	Tracielynn Boles	X	X	X	X				
Campus Safety Officers		X	X	X	X				
Information Security Officer	Darren McIntire	X	X	X	X				
Executive Director for Campus Safety	Gary Rash	X	X	X	X	X	X	0958-NIMS ICS All-Hazards Operations Section Chief	
Executive Director of Procurement	Amberr Melo	X	X	X	X				
Purchasing Coordinator	Jessica Jaeger	X	X	X	X				
Executive Director of Human Resources	Beth Knappe	X	X	X	X				

6.2 Campus Drills

Campus drills should promote preparedness, improve the response capability of individuals, validate plans, policies, procedures and systems, and verify the effectiveness of command, control, and communication functions. Drills will vary in size and complexity to achieve different operational objectives. The following types of drills can be used:

- Tabletop Drills simulate an activation of the EMBCP in an informal, stress-free environment. They are designed to promote constructive discussion as participants examine and resolve potential problems based on the plan. The drill success depends on the group identifying potential problem areas, and offering constructive resolution alternatives. This format exposes personnel to new or unfamiliar concepts, plans, policies, and procedures.
- Functional Drills are interactive drills performed in real time that test the capability of the agency to respond to simulated continuity activation. One or more functions are tested and the focus is usually placed on procedures, roles, and responsibilities before, during or after an event.

- Full-Scale Drills simulate continuity activation through field exercises designed to evaluate the executive of the plan in a highly stressful environment. This realism is accomplished through mobilization of agency personnel, equipment, and resources.

Drills are conducted to validate elements of the EMBCP, both individually and collectively. LSCO is committed to ensuring that realistic exercises are conducted, during which individuals and business units perform the tasks that are expected of them in a real event. Drills should be conducted on an annual basis.

Each drill activity, as well as actual events, will be evaluated and an After Drill Report and Improvement Plan should be completed. The evaluation will identify strengths and weaknesses and suggest areas for improvement that will enhance LSCO's preparedness. The information will be collected and prepared by the EMBCP Coordinator, and reviewed and approved by the Emergency Response Team. Once approved, the EMBCP Coordinator will incorporate applicable lessons learned into the EMBCP.

Policy:	Emergency Management Business Continuity Plan
Scope:	Faculty and Staff
Draft Date:	6/2006
Approval Date:	6/2006
Effective Date:	6/2006
Revised Date:	4/2023
Next Review Date:	2/2024

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 this document until superseded.

Director of Safety & Campus safety, senior reviewer of this Policy and Procedure
President

Appendix A

Glossary

BlackboardConnect. 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.

College Emergency Website. A website where Faculty, Staff, Students and other interested parties can access emergency information. <http://lsc.edu/>

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.

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: Director of Safety .

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. (See page 68 for list of members).

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. (See page 68 for list of members).

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

EMERGENCY MANAGEMENT TEAM

President	Dr. Thomas A. Johnson
Provost/Executive Vice President	Dr. Wendy Elmore
Executive VP for Finance & Operations	Mary Wickland
Dean of Institutional Effectiveness and Educational Support	Patty Collins
Director of Marketing & Communications	Daniel McLemore
Director of Safety	Joey Hargrave
Director of Physical Plant	Marlin McMullen
AVP of Information Technology Services	Kash Cox
Dean of Transfer & Public Service Programs	Robyn Burdette
Dean of Student Services	Brian Hull
Dean of Nursing and Health Professions	Mandee Tucker
Dean of Technical & Workforce Programs	R.E. Davis
Executive Director of Campus Safety	Gary Rash
Physical Plant Personnel	
Campus Safety Officers	

INCIDENT RESPONSE TEAM

Director of Safety	Joey Hargrave
Dean of Institutional Effectiveness and Educational Support	Patty Collins
Executive Assistant	Stephanie Jones
AVP of Financial Services	Jamie Oltz
Executive Director of Campus Safety	Gary Rash
Director of Physical Plant	Marlin McMullen
AVP of Information Technology Services	Kash Cox
Director of Marketing & Communications	Daniel McLemore
Executive Director of Human Resources	Beth Knappe
Purchasing Coordinator	Jessica Jaeger
Dean of Transfer & Public Service Programs	Robyn Burdette
Dean of Technical and Workforce Programs	R.E. Davis
Dean of Student Services	Brian Hull
Lab Tech III	Carol Gaspard
Physical Plant Personnel	
Campus safety Officers	
IT Department Staff	

ALTERNATE INCIDENT RESPONSE TEAM

Executive Director of Financial Services	Carissa Saenz
Chief Information Security Officer	Darren McIntire
Human Resources Manager	Kim Hagler
Dean of Nursing and Health Professions	Mandee Tucker
Associate Dean of Workforce Programs	Faith Hooks
Director of Admissions and Registrar	Summer Rather

*Emergency Management Team and Incident Response Team are identified as Essential Personnel

Emergency Management Team Call List

Name	Contact Number
Dr. Thomas A. Johnson	
Dr. Wendy Elmore	
Mary Wickland	
Patty Collins	
Daniel McLemore	
Gary Rash	
Robyn Burdette	
R.E. Davis	
Brian Hull	
Mandee Tucker	
Joey Hargrave	
Marlin McMullen	
Kash Cox	
Amy Moore	
Tim Dowden	
Josh Adair	
Joey Vance	
Leah Weaver	
Mike Dempsey	
Brad Slaughter	

Incident Response Team Call List

Name	Contact Number
Patty Collins	
Daniel McLemore	
Gary Rash	
Robyn Burdette	
R.E. Davis	
Brian Hull	
Mandee Tucker	
Faith Hooks	
Summer Rather	

Jamie Oltz		
Stephanie Jones		
Joey Hargrave		
Mike Dempsey		
Leah Weaver		
Marlin McMullen		
Brad Slaughter		

Incident Response Team Call List

Tim Dowden		
Joey Vance		
Josh Adair		
Kim Hagler		
Jessica Jaeger		
Carol Gaspard		
Kash Cox		
Tara Lanphar		
Chris Chambless		
Tim Hanson		
Matt Guidry		
David Simar		
Darren McIntire		

CONFERENCE CALLING

Participant Instructions

- Dial the toll-free Reservation less Conferencing access number: 1 877 820 7831
- Dial the Passcode: 530803#
 - Note: the pound key must be pressed after your passcode is entered
- Wait to be added to the conference
- If the designated Chair or their delegate does not connect to conference within 5 minutes disconnect from the call

DISASTER RESOURCES

Emergencies	911
Campus Safety Department	(409) 670-0789
Emergency Website	http://lsco.edu/
Acadian Ambulance Service	(800) 259-3333
Texas Department of Public Safety	(409) 883-0273
Orange County Emergency Management	(409) 882-7895
Orange Police Department	(409) 883-1026
Orange County Sheriff's Department	(409) 883-2612
FBI	(409) 832-8571
Orange Fire Department	(409) 883-1050
American Red Cross	(409) 883-2322
Entergy	(800) 368-3749
CenterPoint Energy Gas	(800) 752-8036
City of Orange Water Department	(409) 883-1081
Hazardous Chemical Spills – National Response Center	(800) 424-8802
Orange County Urgent Care	(409) 330-4707
Exceptional Emergency Center	(409) 420-1018
Golden Triangle Emergency Center	(409) 920-4470

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.

Primary Units

Accounts Payable / Payroll	Contracts & Purchasing	Marketing & Communications
Transfer & Public Service Programs	Human Resources	Campus Safety
Nursing and Health Professions	Information Technology	Student Services
Workforce & Technical Studies	Institutional Effectiveness & Educational Support	Telecommunications
Cash Management / Cashiering	Physical Plant	

Secondary Units

Advising, Counseling, Testing, and Recruiting	Academic Support & Instructional Services	Risk Management
Brown Estate		Testing Center
Financial Aid	Print Shop	
Laboratories	Registrar and Student Records	

Appendix D

Recommended Evacuation Routes and Assembly Points

Ron Lewis Library Building

1st Floor Occupants – Exit the main doors on the East side of the building and assemble in the parking lot.

2nd Floor Occupants – Exit via the North or South emergency stairway. If you exit via the North emergency stairway, assemble in the parking lot adjacent to the Student Center. If you exit via the South emergency stairway, assemble in the parking lot adjacent to the Academic Center.

3rd Floor Occupants – Exit via the North or South emergency stairway. If you exit via the North emergency stairway, assemble in the parking lot adjacent to the Student Center. If you exit via the South emergency stairway, assemble in the parking lot adjacent to the Academic Center.

Academic Center

1st Floor Occupants – Exit via the Northwest exit doors (handicap exit in the corner of the building by 4th street), the South doors (main entrance/exit on Front Street), or the West side emergency exit. If you exit via the Northwest door, assemble in the Academic Center parking lot. If you exit via the South doors, assemble across Front Street on the Boardwalk. If you exit the West side emergency exit, assemble across Front Street on the Boardwalk.

2nd Floor Occupants – Exit via the North or South stairway or the West emergency exit. If you exit via the North stairway, exit the building using the North doors and assemble in the far corner of the adjacent parking lot. If you exit via the South stairway, exit the building using the South doors (main entrance/exit on Front Street) and assemble across Front Street on the Boardwalk. If you exit the West side emergency exit, assemble across Front Street on the Boardwalk.

Allied Health Building

1st Floor Occupants – Exit via the North or South doors or the West side emergency exit door. If you exit via the North doors, assemble in the parking lot. If you exit via the South doors, assemble across Front Street on the Boardwalk. If you exit the West side emergency exit door, assemble across Front Street on the Boardwalk.

2nd Floor Occupants – Exit via the North or South stairway. If you exit via the North stairway, exit the building via the North doors and assemble in the parking lot. If you exit via the South stairway, exit the building via the South doors or the West side emergency exit door and assemble across Front Street on the Boardwalk.

Stark Nursing Classroom Building

1st Floor Occupants – Exit via the West or North doors (main entrance/exits), the South door or the Emergency Exit on the East end of the building. If you exit via the West or North doors, assemble on Shahan Way. If you exit via the East emergency exit, assemble in the parking lot. If you exit the South door, assemble across Front Street on the Boardwalk.

2nd Floor Occupants – Exit via the West stairway or the East emergency stairway. If you exit via the West stairway, exit the building through the West doors and assemble on Shahan Drive. If you exit via the East emergency stairway, assemble in the parking lot.

Shahan Events Center

1st Floor Occupants – Exit via the West door, South doors, East door, or East utility hallway door. If you exit via the West door, assemble in the grassy area by the oak tree. If you exit via any of the South doors, assemble in the parking lot. If you exit via the East door or the East utility hallway door, walk down the sidewalk and assemble in the parking lot.

2nd Floor Occupants – Exit via the West emergency stairway or the main stairway into the lobby. If you exit via the West emergency stairway, assemble in the grassy area by the oak tree. If you exit via the main stairway into the lobby, exit via any of the South doors, and assemble in the parking lot.

Workforce Education Building

There are four available exits, one on the East, West, North, and South sides of the building. If you exit on the East side of the building, assemble across the street in the empty lot. If you exit on the West side of the building, assemble in the parking lot. If you exit on the North side of the building, exit the individual gate and assemble across the street in the vacant lot. (The gate should be locked/unlocked daily by Campus safety) If you exit on the South side of the building, assemble in the West parking lot.

Physical Plant

There are two available exits, the main doors facing West and the bay doors facing South. The assembly point for this building will be in the Southwest corner of the parking lot.

Industrial Technology Building

There are three available exits, the main entrance on the East side, the bay door on the North side, and the door on the West side. If you exit via the main entrance on the East side or the bay door on the North side, assemble in the Northeast corner of the parking lot. If you exit on the West side of the building, you will also exit out through the gate on the North side and assemble in the Northeast corner of the parking lot. Note: the gate outside the West side exit should be unlocked/locked daily by campus safety.

Welding Building

There are four available exits, the main entrance on the South side, the bay door on the West side, the door on the North side, and the door on the East side. All exits should assemble in the Southwest corner of the parking lot. Note: the gate outside the East side exit should be unlocked/locked daily by campus safety.

Wilson Building

There are four available exits, the main door and the emergency exit door on the East side of the building and two doors on the South side of the building. Regardless of the exit you use, assemble in the Southeast corner of the front parking lot.

Student Activity Center

1st Floor Occupants (other than Gym or Café) – Exit via the North or South main doors. If you exit via the North doors, assemble in the East parking lot. If you exit via the South doors, assemble in the parking lot in front of the Ron Lewis Library Building.

Gym Occupants – Exit either of the two doors on the West side of the building and assemble in the parking lot in front of the Ron Lewis Library Building.

Café Occupants – Exit through the door on the East side of the building and assemble in the East parking lot.

Kitchen Staff – Exit through the door on the East side of the kitchen area and assemble in the East parking lot. Note: the gate outside this exit should be unlocked/locked daily by campus safety.

2nd Floor Occupants – Exit via the North emergency stairway or the South main stairway. If you exit via the North emergency stairway, assemble in the East parking lot. If you exit via the South main stairway, assemble in the parking lot in front of the Ron Lewis Library Building.

Small Workforce Building – Exit via the door on the west side of the building and assemble in the west parking lot as close to the street (1st Street) as possible.

Large Workforce Building – Exit via the south entrance and assemble in the parking area nearest 1st Street as possible. Exiting the north side of the building you will assemble in the parking area nearest to Green Ave.

Appendix E - LSCO Pandemic Preparedness Plan

Purpose

LSCO has created this Pandemic Preparedness Plan to guide the College in preparing for and responding to a pandemic outbreak. Epidemic or pandemic events involve the widespread outbreak of disease and have the potential to create major social, economic, and political turmoil. Examples of epidemics include influenza, meningitis, measles, and pertussis. The purpose of this plan is to minimize the impact of a pandemic on students, faculty, and staff by describing the specific actions to be taken by the College based on the following objectives and assumptions.

Objectives:

- To protect the lives, safety, and health of all students, faculty, staff, and visitors at Lamar State College Orange.
- To effectively communicate with all involved parties throughout the duration of a pandemic.
- To provide for the continuation of as many college operations and services as possible as long as it is safe to do so.
- To prevent the spread of infection through health and hygiene education.

Assumptions:

- In the event of a pandemic, local authorities will be responsible for community-based response plans.
- A pandemic will easily and rapidly spread from person to person resulting in substantial absenteeism at the College.
- Vaccines and antiviral medications will be in short supply or possibly not available during the initial months after the onset of a pandemic.
- Direction to close schools, public events, restrict travel, and quarantine areas may come from the Texas Department of State Health Services and/or the Orange County Health Department.
- During a pandemic LSCO may need to close facilities for an extended period of time.

Relationship to Current Emergency Plans

If a pandemic impacts the normal operations at LSCO, the College will implement the existing Emergency Management and Business Continuity Plan (EMBCP) structure to manage the response and recovery activities prior to, during, and after a pandemic. The Pandemic Preparedness Plan will be an important part of the EMBCP. Information on the Pandemic Preparedness Plan and the EMBCP can be found on the LSCO Safety/Risk Management [website](#).

Authority

The LSCO Pandemic Preparedness Plan will be authorized by the President of the College. The plan is designed to work in conjunction with plans by the Orange County Health Department, the Orange County Emergency Management Office, and shall be subordinate to all local, state, and federal pandemic plans.

Communication

LSCO Emergency Management and Business Continuity Plan

The LSCO Emergency Management and Business Continuity Plan will be activated in the event that a pandemic begins in order to communicate the response actions of the College and keep the College Community informed. Procedures and communication tasks are outlined in the EMBCP. In addition, the Executive Director of Campus Safety will collaborate with the Director of Safety, and its personnel to notify the College community of any updates, changes, and activities associated with the status of a potential pandemic. The Emergency Management Team will be notified of any updates and/or changes on the pandemic status by the Executive Director of Campus Safety under the direction of the President.

Blackboard Connect / Conference Calling Bridge

In addition to the EMBCP, Blackboard Connect, Blackboard Collaborate, and the Conference Calling Bridge should be considered for communication by the Emergency Management Team if the College facilities are closed due to a pandemic. In the event that the College is required to close, the Emergency Management Team would not have access to the Emergency Operations Center (SEC, Room 103) and would therefore need to utilize Blackboard Collaborate, Teams, the Conference Calling Bridge line for meetings. Prearrangements should be made for the bridge phone to be reserved for use as a “Virtual EOC” for the Emergency Management Team. The President or his designee will determine the time and frequency of conference calls for the Emergency Management Team.

Emergency Preparedness Website

The LSCO website will have information posted on the current situation concerning any activity on a potential pandemic. Links to important sites including the World Health Organization, Center for Disease Control, Orange County Health Department, Texas Department of State Health Services, and the official Federal site, will be available. Information about reducing the spread of infection such as procedures for social distancing and hand washing will also be available on the LSCO website.

Roles and Responsibilities

Emergency Management Team and the Emergency Operations Center (EOC)

The Emergency Management Team consists of the President, Provost/Executive Vice President, Executive Vice President for Finance & Business Operations, Dean of Institutional effectiveness & Educational Support, Executive Director of Campus Safety, Director of Safety, Director of Marketing & Communications, Director of Physical Plant, Assistant Vice President for Information Technology Services, Dean of Transfer & Public Service Programs, Dean of Student Services, Dean of Nursing and Health Professions, dean of Technical & Workforce Studies, Physical Plant Personnel, Campus Safety Officers, and the Information Security Officer. The Director of Safety serves as LSCO's Pandemic Coordinator. They, along with the entire Emergency Management Team, ensure pandemic preparedness, response, and recovery planning is well-executed. During the early phases of the onset of a pandemic, the Emergency Management Team may decide to open the EOC to discuss action plans for the College response based on information from the state and local authorities on how and when the pandemic is projected to affect the Orange County area.

Faculty and Staff

Faculty and staff have a responsibility to stay informed about any emergency information from the College and to provide that information to their students and visitors. If a potential pandemic situation occurs, faculty and staff will be expected to follow the recommendations issued by the College, such as campus closings, social distancing policies, personal hygiene procedures, and share that information with students and visitors. All information will be posted on the LSCO website.

Students

LSCO is committed to providing a safe and healthy environment for students in all situations. Students have a responsibility to stay informed about current events and take the necessary precautions to ensure their personal safety and health. In a potential pandemic, students will be expected to follow all recommendations issued by the College.

Office of Campus Safety

The Office of Campus Safety will be responsible for monitoring and disseminating the most update pandemic information from public health sources including maintaining frequent communication with the Orange County Health Department Pandemic Preparedness Coordinator to keep LSCO personnel informed of the latest developments in the community. All information will be posted on the LSCO website and any new information will be sent to the President for approval before distribution to the College and/or local media sources.

Critical Functions and Essential Personnel

Preparing for a pandemic is significantly different than planning for man-made and natural emergencies. Since most disasters such as hurricanes, tornadoes, fires, or hazardous material releases are site specific and pose an immediate threat to personnel and property, recovery usually begins within days of the incident. In planning to respond to a pandemic, the focus will be on preparing for extended interruption of college activities, including long periods of class cancellations, campus closures, and significant increase in student and employee absenteeism. Recovery may not begin for four to twelve weeks. It is of the utmost importance to identify essential personnel and critical functions early in the planning process in order to continue to deliver the vital services required to keep the College functioning.

CRITICAL FUNCTION	ONSITE ESSENTIAL PERSONNEL	REMOTE ESSENTIAL PERSONNEL
Facilities (Shutdown operations and basic maintenance)	Physical Plant	Physical Plant
Secure Campuses and Buildings	Campus Safety Department / Physical Plant	Campus Safety Department / Physical Plant
Continuation of Critical Administrative Functions (student financial aid, employee leave, continuation of benefits and pay practice, accounts payable, purchasing)		HR, Administrative Services, Student Services
Information Technology Infrastructure (Shutdown and maintenance, support services for essential personnel)	IT Department	IT Department
Communication (Internal and external communication, media information, situation updates)		Marketing and Public Information
Human Health (Monitoring activities of onsite essential personnel and personal protective equipment requirements)	EHS Specialist	Institutional Effectiveness and Educational Support
EOC Operations (Monitor overall situation, develop action plans, communicate with local authorities on pandemic status)	Emergency Management Team	Emergency Management Team

Table 1 lists the critical functions that must be maintained at all times. In maintaining the critical functions, departments have been identified as having responsibility for either essential onsite personnel or essential remote personnel. Each responsible department in the list should identify specific individuals (and alternates) within their department and inform these individuals of their role.

Special Considerations – College Wide Concerns

Certain topics of concern have been identified that are college wide in scope and need further consideration for future planning efforts. Each department will develop a Unit Plan as part of the EMBCP. The following considerations should be addressed in the Unit Plan development.

Faculty and Student Support

- Policies and procedures should be developed for emergency actions such as; regulation waivers concerning matters like reducing the required hours of instruction if a semester should end early, leaving dates and times open for finals and allowing grades to be turned in whenever a student completes a course, or other methods for completing courses.
- Use Learning Management Systems (Blackboard) as another means of communicating policies with Instructional unit.
- Develop a list of courses that could be offered completely online with no need for students or faculty to attend campus.
- Develop a policy or guidelines to address academic concerns of students absent from classes due to illness or quarantine.
- Develop contingency plans for issues related to tuition payments and refunds, withdrawal policies, and registration.

Human Resource Issues

- Identify and document key positions with high risks of exposure and establish expectations and standards of operation for these key positions.
- Develop policies and procedures for absences related to the pandemic including reporting absences, continuation of benefits, and pay practice.
- Establish understanding of pandemic illnesses as related to workers compensation.
- Develop self-quarantine guidelines and return to work forms.
- Develop partnerships with healthcare facilities to provide service to employees.
- Prepare insurance processes to include health, disability, and supplemental insurance.
- Prepare work at home guidelines that address telecommuting issues.

Information Technology and Telecommuting Demands

- Prepare for increased demand on information technology infrastructure for voice and data communications in the event the College is closed and classes are moved to an online environment or cancelled.
- Prepare for the technology support required for developing the list of online courses to be offered when the College is closed during a pandemic.
- Departments should consult with IT personnel to determine what is needed to continue with college operations, by developing alternate work policies such as telecommuting, teleconferencing, and videoconferencing.

Students/Staff Traveling Abroad

According to the Texas Department of State Health Services (DSHS), and the Center for Disease Control and Prevention (CDC), as the pandemic spreads from country to country, federal and state authorities will review updated country-specific travel on the CDC Travelers' Health website (<http://www.cdc.gov/travel/>) and disseminate recommendations to stakeholders. Advisories might include:

- Travel Health Precautions that describe steps that can be taken to reduce the risk of infection (e.g., avoiding travel to high-risk settings and communities where transmission is occurring).
- Travel Health Warnings that recommend postponement of nonessential travel.

All departments at LSCO should be aware of students, faculty, and staff traveling on College business and following recommendations from federal, state, and local public health officials, implement plans for restricting or limiting travel and canceling future travel base on World Health Organization (WHO) phases.

Public Health/Infection Control Measures

- Educate the College Community on ways to limit the spread of disease by initiating a “Stop the Spread of Germs” campaign.
- Establish a social distancing policy to further reduce the risk of spreading disease.
- Enhance housekeeping to provide infection prevention supplies such as soap, alcohol-based hand sanitizers, tissues and disposal receptacles.
- Use specific personal protective equipment (PPE) determined by the potential for exposure to blood, body fluids, and infectious material. PPE, such as laboratory coats or gowns, gloves, eye protection, or a disposable mask and face shield, can help protect the skin and mucous membranes of the eyes, nose, and mouth.

Recovery

Planning for recovery from a pandemic will assist the College Community in returning to normal operations as quickly and efficiently as possible. Recovery will be dependent on several factors such as the duration of the pandemic, the length of time the College is closed, the number of students, faculty, and staff affected and the time of year (mid semester, summer, etc.).

Returning to Normal Operations

The Emergency Management Team will make decisions on how the College will return to normal operations based on the situation and information from the state and local public health authorities. The resumption of college business plans will be communicated to employees and students by the procedures outlined in the Crisis Communication Plan. Recommendations may include making adjustments to the academic calendar and rescheduling special events.

Support for Students, Faculty and Staff

Students have access to local resources for counseling and emotional support. Those resources can be found on our [website](#). Faculty and Staff have access to our Employee

Assistance Program (EAP). Information can be found on our [website](#).

LSCO Response

LSCO Alert Levels and Actions

Table 2 outlines the general actions to be taken by the College during a pandemic event, based on the Federal Response Stages and WHO pandemic response alert phases. Additional actions taken by the College, related to the pandemic, will be based on information provided by federal, state, and local government, and/or through the Orange County Health Department.

Table 2

ALERT LEVEL	ACTIONS
LEVEL 1 No human-to-human spread of disease. WHO Phase 3 Federal Response Stage 0	<ul style="list-style-type: none">• Review and Approve Pandemic Preparedness Plan• Monitor situation through WHO, CDC, www.pandemicflu.gov, and Orange County Health Department• Identify all essential onsite personnel• Identify all essential remote personnel• All departments identify critical departmental functions and report to Leadership Team member.• Develop contingency plans for instruction and enrollment management procedures.• IT - prepare for support of remote critical functions, remote access, and increased system usage.• Develop templates for communicating pandemic events to faculty, students, and staff• Develop HR policies and procedures for handling work related issues during pandemic (absences, travel, insurance...)• Promote Stop the Spread of Germs Campaign

ALERT LEVEL	ACTIONS
<p>LEVEL 2 Human-to-Human transmission found but localized. Confirmed Outbreak Overseas and other areas of the United States.</p> <p>WHO Phase 4-5</p> <p>Federal Response Stage 1-2-3</p>	<ul style="list-style-type: none"> • Alert Emergency Management Team and activate EOC. • Notify Essential Onsite and Remote Personnel to prepare for modified operations. • Activate Crisis Communication Plan to keep College Community updated on current status • Coordinate with federal, state, and local Emergency Management Offices. • Monitor all travel abroad programs and advise based on CDC Travel Warnings and locations. • All departments prepare to integrate contingency plans.
<p>LEVEL 3 Widespread Outbreak in United States and Overseas</p> <p>WHO Phase 6</p> <p>Federal Response Stages 4 and 5</p> <p>Level 3 actions will be based on the location of the disease within Texas and the response of the local community.</p>	<ul style="list-style-type: none"> • Virtual EOC Activated and Emergency Management Team continue to monitor the situation. • All campuses closed. • All classes moved to flexible learning environment. • All Special Events and Activities Cancelled. • Essential Remote Personnel continue to perform critical functions.
<p>Recovery – LSCO returns to normal operations</p>	<ul style="list-style-type: none"> • College facilities reopen and face-to-face classes resume. • Emergency Management Team holds debriefing session.

Potential Resources for the Community

It is expected that the community resources will be overwhelmed during a pandemic. The Jefferson County Office of Emergency Management (JCOEM) will be responsible for coordinating area health care services for Jefferson, Orange, Hardin, Jasper, and Newton counties and may be requesting resources and volunteers from the community including area schools. Some potential resources LSCO may be asked to provide are:

- Nursing/Health Care Students
- Various types of medical supplies used in teaching labs.
- Facilities

Appendices

- 1. Acute Respiratory Disease Outbreak and Investigation**
- 2. Stop the Spread of Germs Campaign**
- 3. References and Additional Resources**

Appendix 1

Acute Respiratory Disease Outbreak and Investigation

According to the CDC, an outbreak is when there are more disease cases than what is usually expected:

- For a given time (e.g., within 2 weeks)
- Within a specific location (e.g., linked by institution, affiliation, exposure, small geographic area)
- For a target population (e.g., students)

Outbreaks to Investigate

For each respiratory disease outbreak, LSCO's Pandemic Coordinator will work closely with public health officials to determine the appropriate level of public health response. Several characteristics of respiratory outbreaks typically warrant further investigation and an urgent response.

The characteristics below, while not comprehensive or definitive, can help determine which outbreaks merit further investigation:

- Unknown etiology after initial work-up
- Associated with severe disease manifestations, such as need for hospitalization or death
- May be useful to answer epidemiologic, laboratory, or infection control questions
- Possible vaccine-preventable diseases
- Associated with congregate settings or with a likely (controllable) environmental source
- Respiratory infection potentially caused by a bioterrorism agent
- Outbreaks that have generated excessive public anxiety
- Either very large or rapidly progressing

LSCO's Pandemic Coordinator may partner with other Staff and Faculty with medical and/or scientific expertise to help assess these factors to determine if investigation is necessary and the subsequent reporting and response plan.

Appendix 2

Stop the Spread of Germs Campaign

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

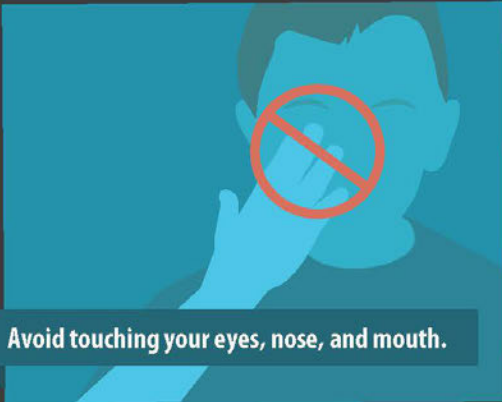
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/COVID19

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References and Additional Resources

[LSCO Emergency Management and Business Continuity Plan](#)

[Texas Department of State Health Services](#)

[Center for Disease Control and Prevention](#)

[World Health Organization \(WHO\)](#)

Appendix F – Hurricane Preparedness Plan - 2024

INTRODUCTION

Tropical Storm season officially begins June 1 and extends through November 30. In the event a tropical storm system threatens the upper Texas coast, Lamar State College Orange (LSCO) campus will be evacuated. The following plan outlines procedures and steps that will ensure the safety of the campus community.

The State of Texas Department of Emergency Management (TDEM) and Orange County Emergency Management are the over-arching authorities having jurisdiction in matters concerning public safety and evacuations in times of declared emergency. LSCO will work in concert with these organizations, as well as Orange Emergency Management, to receive direction and assistance. The state and local emergency management coordinators will issue bulletins and preparatory announcements timed to initiate a safe and orderly response to the disaster. The campus will participate with emergency management authorities in specific disaster planning and will respond to the phased stage-up toward closing the campus and ultimate evacuation of the area.

LSCO's adherence to the structural time frames represented in this plan is subject to modification due to events as directed by the President.

PURPOSE

This plan is intended to acquaint students and employees with tropical storm hazards, to indicate the action required to overcome or minimize these hazards, and to delineate responsibility in carrying out such action.

DEFINITIONS

Tropical Disturbance – A tropical weather system with organized convection (generally 100-300 miles in diameter) originating in the tropics or subtropics, having a non-front migratory character and maintaining its identity for 24 hours or longer. It may or may not be associated with a detectable perturbation of the wind field.

Tropical Depression – A tropical cyclone that has maximum sustained surface winds (one-minute average) of 38 mph or less.

Tropical Storm – A tropical cyclone that has maximum sustained surface winds ranging from 39-73 mph.

Hurricane – A hurricane is a tropical cyclone that has maximum sustained surface winds of 74 mph or greater.

Major Hurricane – A hurricane that is classified as Category 3 or higher.

POLICY STATEMENT

The Office of the President will serve as the headquarters for the implementation of this plan. At the direction of the President, all personnel will evacuate the campus when a tropical storm is imminent, whether shut down is completed. Classes will close at the discretion of the President upon notification that a storm threatens to impact the area. The campus will be closed within 8 hours of that notification.

Buildings on this campus have not been designated as shelters by the Orange County Emergency Management Coordinator, so all persons must seek shelter elsewhere. All College sponsored functions on, or off campus are to be canceled.

RESPONSIBILITIES

President

- Pre-approves broad policy relative to tropical storm preparedness.
- Makes the decision for evacuation of campus.
- Signs the Declaration of Emergency.
- Communicates the decision to evacuate to the Emergency Management Team.
- Heads the Emergency Management Team.

Provost/Executive Vice President

- Implements Hurricane Preparedness Plan for Faculty and Students.
- Upon consultation with the President, communicates when classes are to be canceled. Inform deans/academic departments of decision/timeline to evacuate campus.
- Assures that academic departments are prepared to move instruction online for as long as the campus recovery process takes.

Executive Vice President for Finance and Operations

- Communicates with President and advises on the College's state of readiness.
- Communicates with Emergency Management Team.
- Communicates emergency instructions to Financial Services (Finance and Operations) supervisors.

Director of Physical Plant

- In coordination with Campus Safety, oversees overall campus tropical storm disaster preparation and defense.
- Procures, stores, and maintains in operable condition all supplies and equipment necessary to this plan.
- Takes the steps necessary to effect hurricane defense measures as outlined the Physical Plant section of this plan.

Director of Safety

- Continuously monitors storm information and notifies Emergency Management Team as directed by these procedures and processes.

- When evacuation order given, assures the safe and orderly evacuation of campus.
- Make certain all buildings are secured before leaving campus.

Assistant Vice President of Information Technology Services

- Initiates Information Technology Services Department Hurricane Preparedness procedures.
- Distributes contact information sheet to key personnel (as needed). Note that all contact information is accessible in Banner Self-Service from anywhere that Wi-Fi is accessible.

Director of Marketing and Communications

- Prepares communication plan for pre-storm, storm, and post-storm notices to students and employees.
- Prepares contact list for area media outlets.

TROPICAL STORM SEASON PREPARATIONS

- 90 Days Before Tropical Storm Season
 - Emergency Management Team (CMT) to review and approve Hurricane Preparedness Plan.
 - Campus Safety to post approved Hurricane Preparedness Plan on website.
 - College department heads review and update contact lists.
 - Marketing and Communications to prepare communication plan.
 - Physical Plant to ensure appropriate agreement with vendors for emergency operations preparations.
 - Campus Safety to review and update department continuity plans.
 - Finance to prepare checklist for documentation of damage and recovery.
 - Emergency Management Team to review the tropical storm procedures and processes, including timeline, under which College closure decision would be made.
 - Emergency Management Team to review employee notification procedures (communication plan) and have the employee notification strategy in place.
 - Department heads to prepare/update checklists for department-specific preparations to cover situations not addressed in the general plan and provide copies to Provost or Executive Vice President.
- 60 Days Before Tropical Storm Season
 - Emergency Management Team to identify key personnel who will be expected to return to campus after a storm – both immediately and in stages – to begin campus clean up and reclamation.
 - College to decide the conditions under which and procedures for giving students partial and/or proportional refunds for full tuition/fees in case of inability to return to campus because of storm damage to residences and paying student employees.
 - Physical Plant to secure/ensure full serviceability of backup generators for critical buildings and establish timing plan for activation post-storm.

- Physical Plant to secure and store free-standing generators used in the repair and recovery effort post-storm.
 - Physical Plant, in coordination with Procurement, to review a list of contractors (short-term water, wind, and mold remediation, construction, positioning campus to reopen for classes as rapidly as possible), to include contact information, the College will use during an emergency response.
 - Physical Plant to review stock levels of supplies, including protective covering for computers, likely to be needed during a campus closure and subsequent disaster recovery.
 - Physical Plant to ensure capability of refueling generators as needed.
 - Campus Safety to identify source of non-perishable supplies and building/rooms to be used as command center for on-campus post-storm activities.
 - Departments with items that will spoil and/or create environmental issues if deprived of refrigeration to prepare contingency plans for dealing with these materials in the event of evacuation and power interruption and notify the EHS Specialist of these plans.
- Beginning of Tropical Storm Season
 - Overview of Responsibilities
 - Campus Safety to place reviewed Hurricane Preparedness Plan on website.
 - All Departments:
 - ✓ Review the Hurricane Preparedness Plan and initiate any actions needed in this phase.
 - ✓ Prepare a backup of computer data held on computers.
 - ✓ Confirm updated contact information for all employees. Copies should be retained by the Department Head and senior level employees.
 - Provost/Executive Vice President to confirm procedures for online continuity of instruction.
 - ICS Unit Leaders to determine key personnel needed to initiate clean up and restoration after storm and conduct training as needed.
 - Physical Plant to advise all contractors to minimize loose equipment and materials on campus through November 30 and to be prepared to secure and/or remove equipment if storm threatens.
 - Information Technology to test back-up systems.
 - Marketing and Communications and Information Technology to test emergency notification system.

TROPICAL STORM PROCEDURES AND PROCESSES

Emergency Management Team

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

President
Provost/Executive Vice President
Executive Vice President of Finance and Operations
Dean of Institutional Effectiveness and Educational Support
Dean of Student Services
Dean of Transfer & Public Service Program
Dean of Nursing and Health Professions
Dean of Technical & Workforce Programs
AVP of Information Technology Services
Executive Director of Campus Safety
Director of Safety
Director of Marketing and Communications
Director of Physical Plant
Campus Safety Officers
Physical Plant Personnel

The following management process for tropical storm systems will then be followed:

- Campus Safety will notify the Emergency Management Team twice a day when a tropical system enters or develops west of Longitude 55 degrees W and south of Latitude 30 degrees N (see figure below) and has the potential to impact Texas. The LSCO Community can refer to the Campus Safety website for similar messaging.



LSCO Specific Information

- Potential impact to College campus
- Tropical Storm Force Wind probabilities for Texas for the next 5 days
- Current College actions

Storm Specific Information

- Name
- Current Location
- Maximum Sustained Wind Speed (Storm Category)
- Forward Speed
- Forward Direction
- Potential for Development or Weakening
- Current Related Watches and Warnings for Texas

• **120-72 Hours (5 to 3 Days) Before Arrival of Tropical Storm Force Winds**

- The President announces a meeting of the Emergency Management Team.
- A storm update from the Executive Director of Campus Safety or the Director of Safety.
- An update on the status of DDC-15, Orange County Emergency Management, Orange Emergency Management, and all other Lamar components.
- Emergency Management Team discusses forecasts and decides on course of action, proper response, public statement, and appropriate activities.
- Inform essential staff of their functions and Responsibilities before, during, and after the storm.

Campus Safety

- Prepares forms (check-in lists, time logs, etc.) for emergency operations tracking documentation.

Physical Plant

- Checks generators and emergency systems to ensure they are operational.
- Conducts planning conference calls with remediation/recovery and debris removal vendors.
- Contacts on-campus construction contractors/vendors to request information on their pre-storm preparatory action timeline.
- Checks emergency equipment/materials inventory and procures resources, as needed
- Conducts a visual check of storm drains to ensure they are operational.

All Departments

- Department heads review list of essential personnel and make updates, as needed.
- Department heads conduct a review of existing plans with employees and students and ensure they are able to accomplish assigned roles and responsibilities.

- **72-48 (3 to 2 Days) Hours Before Arrival of Tropical Storm Force Winds**

Emergency Management Team

- Meets as needed and monitors the forecast track.
- Establish a set point for discontinuation for all non-essential operations.
- Discusses
 - Campus operational changes/closure timeline
 - Shuttering of buildings
 - Official communication to College students and employees
 - Campus Declaration of Emergency
 - Ceasing construction activity, as applicable

Physical Plant

- Determines whether to request Debris Removal Vendor to activate a Campus Site Supervisor
- Contacts construction contractors and provides information on current preparatory actions.

Campus Safety

- Monitors the progress of the storm and provides situation reports.
- Director reviews emergency staffing plan and provides CSOs with notification to prepare for possible activation of the plan.

All Departments

- Department heads ensure photo-documentation of all offices, laboratories, and equipment has been completed and properly saved.
- Department heads provide situation status information to Emergency Management

- **48-24 (2 to 1 Day) Hours Before Arrival of Tropical Storm Force Winds**

Emergency Management Team

- Determines whether a campus state of emergency will be declared.
- Determines if/when classes will be cancelled and non-essential operations suspended.
- Determines whether buildings will be shuttered.
- Reviews all previous decisions.
- Develops timeline for final preparatory actions.

Campus Safety

- Activates virtual EOC.
- Provides recommendations to campus departments on implementation of specific protective measures as needed.
- Provides Emergency Management Team with updated list of essential staff (staff who will return to campus as soon as safe after the storm).

Physical Plant

- Clears loose debris/outside unsecured items.
- Check roof and storm drains.
- Checks equipment tie downs.
- In coordination with Procurement, conducts post-storm recovery planning conference call with vendors responsible for emergency protective measures and debris removal.

All Departments

- Department heads provide employees with post-storm instructions.
- Department heads ensure all emergency operation tasks have been completed.

• **24-0 (1 Day) Hours Before Arrival of Tropical Force Winds**

Crisis Management Team

- Conducts final virtual meeting to discuss College-wide protective measures and communications.
- Conducts a final review of all preparatory actions.

Physical Plant

- Checks roof and storm drains.
- Checks equipment tie downs

Campus Safety

- Director of Safety confirms all contact information with DDC-15, Orange County Emergency Management, and Orange Emergency Management is correct.
- Conduct clearance check and lockdown of all pre-identified buildings after preparatory actions are completed.

• **During Impact**

General

Prior to the arrival of sustained tropical storm force winds, entrances to all buildings will be secured.

When College activities have been suspended only those essential employees pre-identified by the Emergency Management Team will be allowed to remain on campus. The President, in coordination with the Emergency Management Team, will determine when conditions become too severe enough to dismiss the essential personnel.

Information Coordination

Campus Safety will continue to monitor the storm while the campus is impacted by the storm system. Email, text messages, and TEAMS will be the platform to relay this information to the Emergency Management Team.

The Director of Safety will remain in close contact with DDC-15, Orange County Emergency Management, and Orange Emergency Management to assure the Emergency Management Team has the most current storm impact information.

- **Post-Storm Action Steps**

- EOC Operations

- Through the direction of the Emergency Management Team, the Incident Commander notifies essential employees of campus status and timeline for essential employees to begin post-storm actions (Public Information Officer).
 - Incident Team conducts preliminary damage and safety evaluations. The team completes the standardized forms and submits them to the EOC for review.
 - Utilize department continuity plans to restore and sustain critical operations.
 - Establish alternate workspaces, as necessary.
 - Students, faculty, and staff are notified of campus status and timeline for resuming operations. Messaging emphasis placed on campus closure remains in effect.
 - Establishes campus perimeter control and closely monitors campus access control.
 - Debris removal vendors begin debris removal from College property.
 - Emergency protective measure vendor begins restoration process.

- Incident Response Team

- The Incident Response Team is responsible for conducting a preliminary damage and safety evaluation of the campus after a tropical storm or hurricane. The Incident Response Team will not initiate operations until sustained winds have dropped below 39 mph and it is daylight. The Team will initially focus on providing a broad snapshot of impacts sustained at a campus level. The damage evaluation process will be followed as outlined below.
 - Goals and Objectives
 - Take general photos of all buildings and building systems (including undamaged areas).
 - Take detailed photos of all building areas and systems that have sustained impacts.
 - Obtain preliminary building status information.
 - Determine whether it is safe of additional employees to return to campus.
 - Incident Response Team Members
 - AVP of Financial Services
 - AVP of Information Technology Services
 - Dean of Institutional Effectiveness and Educational Support
 - Dean of Transfer & Public Service Programs
 - Dean of Technical and Workforce Programs
 - Dean of Student Services
 - Executive Director of Campus Safety
 - Director of Safety
 - Director of Physical Plant
 - Director of Marketing and Communications
 - Purchasing Coordinator

- Lab Tech III
- Physical Plant Personnel
- Campus Safety Officers
- IT Department Staff

Employee Status

Immediately following the storm, all employees should evaluate their personal status and then follow their department contact procedures. Employees should monitor the College website, social media, and other information sources for updates on when to return to work. The best resource for employees will be their chain of command.

Students and employees who have provided their cell numbers and email addresses will receive voice mails, text messages, and emails through the Notification System regarding key updates and return to work instructions. In addition, the LSCO homepage will have all notifications and status updates.

To receive community related storm information, register with Southeast Texas Alerting Network (STAN) at www.thestan.com. The public can call 877-843-7826 to hear any emergency or outreach STAN message posted by emergency management officials.

Access Control

Only essential personnel will be allowed on campus until the Emergency Management Team determines limited or normal campus operations can resume. Any employee working on campus during the recovery phase must have their ID badge displayed at all times. Contractors working on campus must be properly uniformed and/or displaying company-issued IDs. All personnel entering and leaving campus will be required to sign in/out at a specific location.

Campus Re-Entry

After the Incident Response Team has determined the campus is safe for re-entry, the Emergency Management Team, based on the damage assessment reports, advises the Incident Commander to begin the recovery process with essential employee call back through department heads. Extreme caution should be exercised when initially entering all buildings, even though the all-clear has been given. Photos should be taken of all workspaces prior to initiating cleanup or recovery operations. Non-essential personnel will not be allowed on campus until the President opens it back completely. Unauthorized persons will be asked to leave and criminally trespassed if necessary.

- **Recovery**

- Debris Removal (FEMA Category A)

Vendors should be contracted to provide debris removal and monitoring services for the College.

- Emergency Protective Measures (FEMA Category B)

Emergency protective measures are taken before, during, and after a disaster to eliminate/reduce an immediate threat to life, public health, or safety. Protective measures also serve to eliminate/reduce an immediate threat of significant damage to public and private property through cost-effective measures.

These vendors are responsible for the implementation of emergency protected measures at the College and facilities and procuring approved response and recovery resources.

TSUS currently has an Emergency Protective Measures agreement in place with the following vendors.

- Belfor
- Cotton

COLLEGE CLOSURE CHECKLIST

In the event the College suspends normal operations in response to the threat of a tropical storm or hurricane, each department is to complete the following activities. It is the responsibility of each department head to prepare for emergency closure by ensuring the individuals responsible for each task have been identified and trained, and that department specific plans have been developed.

- ☐ Protect vital records. Clear desktops, table tops, floors and exposed horizontal surfaces of materials likely to be damaged by rising water, leaks, or wind.
- ☐ Back-up computer hard drives on approved OneDrive cloud. Place flash drives and CDs in a water-proof zip-lock bag or other protective containers.
- ☐ Shut down and unplug computers, printers, and other electrical appliances. Ensure that equipment that must remain energized is connected to “surge protectors.” (Applicable to buildings with emergency power capability.)
- ☐ Relocate equipment, books, and other items away from windows to interior areas of the building. Tag relocated equipment and items for easy identification and retrieval.
- ☐ Ground floor occupants of buildings should relocate equipment and other items to a higher floor, or place the items off the floor onto top of desk wherever possible.
- ☐ Relocate contents from bottom drawers of desks and file cabinets to locations safe from damage due to rising water wherever possible.

- ☐ Disconnect laboratory equipment from power and other utilities and protect sensitive apparatus.
- ☐ Properly store glassware.
- ☐ Ensure back-up availability for critical utility-dependent processes.
- ☐ Ensure all hazardous materials are properly stored and protected.
- ☐ Empty trash receptacles of items likely to decompose
- ☐ Remove all personal items of value from College premises.
- ☐ Update office/department voice mail.
- ☐ Close and lock all windows and doors.
- ☐ Check with supervisor for tentative post occurrence work schedule.

ICS REPORTS AND FORMS

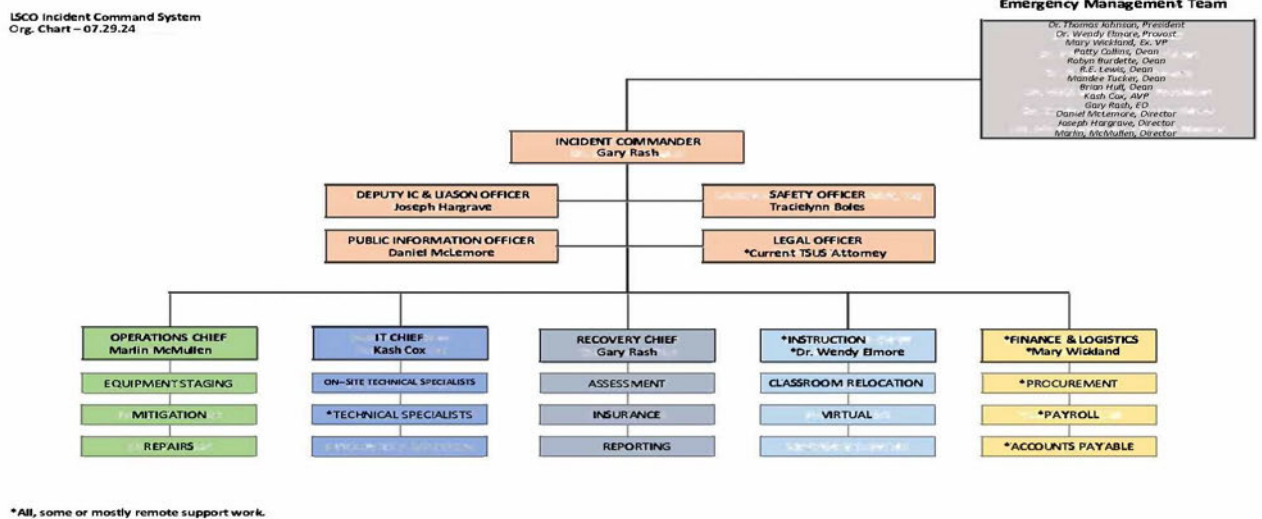
Reports

- Situation Report

Forms

- Campus Declaration of Emergency
- 214 – Activity Log
- 203 – Organization Assignment List
- 207 – Incident Organization Chart
- EOC Check-In/Check-Out
- Vendor Check-In/Check-Out
- Damage Assessment Forms
 - Building Assessment Form
 - Picture Log
 - Inspected Sign
 - Restricted Use Sign
 - Unsafe Sign

INCIDENT COMMAND ORGANIZATIONAL CHART



Appendix 1 - LSCO Physical Plant Tropical Storm Preparations Plan

April of each Year-

- Verify Supplies per list:
 - Quantity, condition, properly stored
- Verify each Team member has rubber boots in locker.
- Review emergency contracts
 - Contact each response vendor
- Review storm plans for all vendors performing construction work on campus.
- Review preparation and response plans with campus janitorial service vendor.

May of each year-

- Director and Utility Mechanic to walk each building on campus, and generate the “to do” list for storm preparations.
 - Document unusual campus conditions on digital media
 - Review and document specific preparation plans
 - Items to be moved or tied down
 - Items to be raised
 - Items to be removed
 - Banners, signs
 - Areas to be sandbagged

- Coordinate with Security team to meet with building managers and begin preparing various teams.
 - Individual building preparation requirements
 - Special Needs
 - Office kits, per occupant
 - 2 ea. 9' x 12' plastic drop cloth for covering desk, etc.
 - Duct tape available at Physical Plant shop
- Physical Plant Team meeting to review policies and plans.
 - Encourage individual responsibilities
 - Prepare at home
 - Emphasize campus responsibilities
 - Verify primary and secondary contact numbers
- Start and test each portable generator in shop
- Fill diesel tank on Workforce building Generator

In the event a storm is predicted to enter or is in the Gulf of Mexico:

- Implement Stage 1 prep when campus is in 'cone of uncertainty', a storm is predicted to strike within 200 miles of campus, or 7 days from expected impact:
 - Stage supplies
 - Kit needs for specific bldgs.
 - Campus reminder to verify office kits
 - Verify team preparations at home.
 - Consider granting time off as needed for individuals for specific at home preparations as needed.
- Implement Stage 2 preparations at 5 days from expected impact
 - Fill both fuel filling stations
 - Fill generators- add Sea Foam per manufacturers recommendations
 - Start and run generators for `3 minutes
 - Field verify all stationary generators not in alarm
- Implement Stage 3 preparations 3 days from expected impact
 - Execute "TO DO LIST" created in May.
 - Contact all emergency response vendors.
 - Ensure all materials and tools are above 30" line in shop and shop offices.
- Before releasing employees for evacuations
 - All personal items removed
 - Verify no changes to primary and secondary contacts
 - Offices prepared, computers unplugged and on desk, desks, drawings and records are covered with plastic sheeting.
 - Office windows are boarded.
 - Refrigerator and other appliances are emptied and unplugged.
- Post event
 - Director and Utility mechanic to report to campus when danger has passed and storm surge has subsided to allow travel.
 - Assist Security as needed
 - Evaluate campus for immediate hazards and risks to be mitigated.
 - Document findings with digital media
 - Place barricades or other barriers as needed to identify and control access to hazardous areas
 - Initiate response teams to mitigate risks and hazards
 - Per contractual obligations
 - Evaluate campus damage, and document immediate needs per building.
 - Document needs in writing and with digital media
 - Mobilize remainder of Physical Plant team
 - Initiate response teams to begin cleanup and damage control
 - Per contractual obligations

Tropical Storm Materials List

Dedicated and stored in the Physical Plant Shop

- 100- Sandbags, Palletized
- 10- 5-gallon buckets
- 5- cotton string mops
- 10- gallons disinfectant bleach
- 25# box of cleaning rags
- 300 heavy duty 55-gallon trash bags
- 10 pairs each size gauntlet cuff neoprene gloves
 - Med, Large, Extra Large
- 20 ea. 2" x 60-yard rolls of duct tape
- 1 ea. 20' x 100' roll 6 mil reinforced polyethylene sheeting
- 3 ea. 20' 100' roll 6 mil clear polyethylene sheeting
- 5 rolls 10' x 100' 2 mil clear polyethylene sheeting
- 600' spool of ½" Polyester rope
- 10 ea. 3-way electrical cord splitters
- 1- Pallet of bottled drinking water
- 5- 10-gallon water coolers
- Emergency rations in shop
 - 20 meals
- First aid kit

Appendix 2 - Preparation Procedure for PCs, Monitors, and Printers

1. Preparation (72-96 Hours Before Evacuation)

- Receive notification from the administration about the impending hurricane and the need to start preparation.
- Retrieve the pre-distributed trash bags from your desk drawers. If you do not have trash bags, contact Physical Plant and/or Facilities to provide them.

2. Shut Down and Unplug Equipment

- Properly shut down all PCs, monitors, and printers following standard shutdown procedures.
- Unplug only the power cables, monitors, and Ethernet ports from the wall outlets. Leave the peripherals connected to the equipment if needed.

3. Elevate Equipment

- Move PCs from the floor to higher ground such as desks or tables. Ensure they are placed securely to prevent falls.
- Ensure monitors are placed on higher ground if they are not already on desks or tables.
- Move printers to higher ground if possible.

4. Covering the Equipment

- **PCs:** Place a large trash bag over the entire PC tower. Ensure the bag covers the tower completely, including the back where cables were connected. Leave the bottom of the bag open to allow for air circulation and prevent moisture build-up.
- **Monitors:** Place a trash bag over the monitor, ensuring it covers the screen and back. Leave the bottom of the bag open to allow for air circulation and prevent moisture build-up.
- **Printers:** Place a trash bag over the entire printer, ensuring it covers all sides. Leave the bottom of the bag open to allow for air circulation and prevent moisture build-up.

5. Final Checks

- Ensure all equipment is covered and bags are secured loosely to allow for air circulation.
- Double-check that all equipment is unplugged from the wall.

Notes:

- Do not seal the trash bags completely; this helps to prevent condensation build-up inside the bags.
- Ensure that any important data is backed up before covering and unplugging the equipment. Please see the attached OneDrive procedure to ensure important data is backed up.
- Stay updated with the college administration's notifications and follow any additional instructions provided.

Your cooperation and diligence in following these steps are essential to safeguarding our equipment and maintaining the integrity of our operations during hurricane season. Please remain vigilant and prepared.

Thank you for your attention to this important matter. If you have any questions or need additional supplies, do not hesitate to contact Physical Plant and/or Facilities.

Data Storage – OneDrive






Here are the key reasons why staying signed into OneDrive is crucial:

1. **Disaster Recovery:** In the event of unexpected incidents or disasters, having your data securely stored in the cloud through OneDrive enables a faster and more reliable recovery process. It serves as a safeguard against data loss, allowing you to quickly restore your files and maintain essential operations.
2. **Business Continuity:** OneDrive plays a pivotal role in our business continuity strategy. By regularly syncing your data to the cloud, we can ensure seamless access to important files and resources, even during unforeseen disruptions. This proactive approach helps us maintain productivity and continuity in our day-to-day activities.
3. **Accessibility 24/7:** Staying signed into your OneDrive ensures that you can access your files anytime, anywhere. Whether you are working from the office, home, or on the go, having your data synced to the cloud guarantees uninterrupted access, promoting collaboration and efficiency among our faculty and staff.

To ensure that your data is protected and accessible, please take a moment to verify that you are signed into your OneDrive account. If you encounter any issues or have questions about the sign-in process, our IT support team is readily available to assist you.

Help Desk Email: helpdesk@lsco.edu

Help Desk Phone: (409) 882-3033

	If you have signed into your OneDrive successfully you will see the blue OneDrive icon in the bottom right corner of you PC's status bar.
	If you recently made changes to a file or added new files to your OneDrive, you will see the OneDrive sync icon in the bottom right corner of your PC's status bar which is normal and expected. This informs you that your files are syncing to the cloud.
	If a file or folder cannot be synced, you will see the OneDrive icon display a red circle with a white X. Click the blue OneDrive icon in the status bar to learn more about the problem.
	A grayed-out OneDrive icon with a line through it means you are not signed in, or OneDrive setup hasn't completed. Press  , search for OneDrive and then open the OneDrive desktop app . Login to OneDrive to begin syncing your files.

Appendix G – TSUS Polk County Center EMBC Plan

1. Purpose

This plan establishes procedures and responsibilities for how the TSUS Polk County Center will interact within the Lamar State College Orange (LSCO) emergency operations and business continuity structure.

2. Scope

Applies to all TSUS Polk County Center personnel who are within the LSCO Emergency Management and Business Continuity (EMBC) plan.

3. Overview

The TSUS Polk County Center is part of the LSCO emergency preparedness effort. Due to the remoteness, size or complexity of the TSUS Polk County Center daily operations, the EMCP plan allows the TSUS Polk County Center to establish an internal EMBC plan to assist with communication and command and control.

4. Planning Assumptions

- The TSUS Polk County Center may have an event that is localized to their operation and not to the College.
- Unless specifically covered in this EMBC Annex, the LSCO EMBC plan is the source document for emergency preparedness.

5. Concept of Operations

An event occurs that is within the capability or responsibility of the TSUS Polk County Center. Through this plan, the TSUS Polk County Center has identified a command-and-control structure to plan for and respond to localized events. This plan is coordinated with the LSCO EMBC plan.

The LSCO EMBC plan provides guidance, direction, and emergency management programmatic elements that this local EMBC plan is designed to augment.

6. Organization and Assignment of Responsibilities

The following structure and key personnel are responsible for the planning, preparedness, and implementation of emergency management activities for the TSUS Polk County Center.

Oversight

The TSUS Polk County Center Executive Director is responsible for the safety and protection of life, securing critical infrastructure, and timely resumption of teaching, research, and business activities. Three teams with designated responsibilities will carry out these activities.

Preparedness Team

- The TSUS Polk County Center Executive Director (with guidance from the Executive Director of Campus Safety) will be responsible for making sure that plans, safety equipment, and infrastructure to deal with an emergency are in place.
- TSUS Polk County Center Executive Director will convene meetings/ seminars and prepare summary materials to increase staff awareness of the content of this plan.

Response Team

This team coordinates the emergency response. The Response Team is comprised of the

following members:

- Executive Director of Campus Safety
 - Organize the TSUS Polk County Center response command and control structure.
 - Communicates with LSCO Emergency Operations Center.
 - Communicates with members of the Response Team.
- TSUS Polk County Center Executive Director
 - Ensures all essential staff are on-site
 - Will direct evacuation if necessary
 - Notifies affected instructors, students, and staff of the current situation
 - Communicates with Livingston Emergency Management and Polk County Emergency Management
 - Initiates communication to inform TSUS Polk County Center personnel of a closure

Recovery Team

The purpose of this group is to restore teaching, research and business functions in a timely manner. The Recovery Team is comprised of:

- TSUS Polk County Center Executive Director
- LSCO Provost/Executive Vice President Academic Program Manager
- LSCO Assistant Vice President of Financial Services
- LSCO Assistant Vice President of Information Technology Services
- LSCO Executive Director of Procurement Services
- LSCO Physical Plant Director

7. Direction and Control

a. Decision-making

When an event occurs, each individual is responsible for immediate life safety response of themselves and personnel under their care. This could include such actions as: calling 911, evacuating the immediate area, activating the fire alarm, and (depending upon level of training) providing first aid or extinguishing fires.

The TSUS Polk County Center Executive Director, or designated representative, is responsible for approving resources or communicating assistance requests to the appropriate LSCO Leadership official or the College Emergency Operations Center (if activated).

The Office of the TSUS Polk County Executive Director designates the following line of succession in the absence of the Executive Director:

- 1) Linda Richardson, Administrative Assistant
- 2)
- 3)

b. Control

The TSUS Polk County Center Executive Director is responsible for the coordination of response resources to the event.

The Office of the TSUS Polk County Center Executive Director will organize and coordinate event response from the following locations (in order of preference):

- 1) TSUS Polk County Center
- 2) Lamar State College Orange campus

8. Communications

Several avenues exist for communication to TSUS Polk County Center staff, faculty, students, and volunteers. Depending upon the extent/level of situation, multiple communication paths may be used to ensure personnel are kept informed:

- BlackboardConnect – LIT, LSCPA, and LSCO
- Cell phone
- E-mail
- PCCwebsite - <https://pcc.tsus.edu/>
- PCC - social media

As a minimum, information will be reviewed by the Director of Public Relations and Development or the TSUS Polk County Center Executive Director prior to release for mass distribution.

9. Plan Maintenance

The plan will be updated as necessary, based upon periodic reviews, improvement items identified from drills or actual event responses, and changes to the threat environment.

Questions about this plan should be directed to the Executive Director of Campus Safety.

TSUS Polk County Center
Incident Response Team Call List

Name	Phone Number
Kristin Walker	214-289-1299
Linda Richardson	409-626-0152

DISASTER RESOURCES

Emergencies	911
LSCO Campus Safety Department	(409) 670-0789
Emergency Website	https://pcc.tsus.edu/
Allegiance Mobile Health Ambulance Service	(936) 327-0123
Texan EMS	(936) 327-9113
Texas Department of Public Safety-DLO	(936) 327-6806
1737 N Washington Ave.	
Livingston, TX 77351	
Polk County Emergency Management	(936) 327-6826
602 E Church St # 165	
Livingston, TX 77351	
Livingston Police Department	(409) 883-1026
Polk County Sheriff's Department	(409) 883-2612
Livingston Fire Department	(936) 327-8655
	LVFD
City of Livingston Electric	(936) 327-4311
	(24 hr line)
City of Livingston Utility Department	(936) 327-4311
Physical Address	
200 W Church Street	
Livingston, TX 77351	
Hazardous Chemical Spills – National Response Center	(800) 424-8802
Exceptional Emergency Center	(936) 327-7000
111 Emergency Road	
Livingston, TX 77351	
Urgent Doc	(888) 634-3627
1615 W. Church Street	
Livingston, TX 77351	
CHI St. Luke's Health Memorial Hospital	(936) 329-8700

1717 US-59 Loop N
Livingston, TX 77351

Appendix H – LSCO Lumberton EMBC Plan

10. Purpose

This plan establishes procedures and responsibilities for how the LSCO Lumberton will interact within the Lamar State College Orange (LSCO) emergency operations and business continuity structure.

11. Scope

Applies to all LSCO Lumberton personnel who are within the LSCO Emergency Management and Business Continuity (EMBC) plan.

12. Overview

The LSCO Lumberton is part of the LSCO emergency preparedness effort. Due to the remoteness, size or complexity of the LSCO Lumberton daily operations, the EMCP plan allows the LSCO Lumberton to establish an internal EMBC plan to assist with communication and command and control.

13. Planning Assumptions

- The LSCO Lumberton may have an event that is localized to their operation and not to the College.
- Unless specifically covered in this EMBC Appendix, the LSCO EMBC plan is the source document for emergency preparedness.

14. Concept of Operations

An event occurs that is within the capability or responsibility of LSCO Lumberton. Through this plan, LSCO Lumberton has identified a command-and-control structure to plan for and respond to localized events. This plan is coordinated with the LSCO EMBC plan.

The LSCO EMBC plan provides guidance, direction, and emergency management programmatic elements that this local EMBC plan is designed to augment.

15. Organization and Assignment of Responsibilities

The following structure and key personnel are responsible for the planning, preparedness, and implementation of emergency management activities for LSCO Lumberton.

Oversight

The LSCO Dean of Institutional Effectiveness and Educational Support is responsible for the safety and protection of life, securing critical infrastructure, and timely resumption of teaching, research, and business activities. Three teams with designated responsibilities will carry out these activities.

Preparedness Team

- The LSCO Lumberton Site Coordinator (with guidance from the Executive Director of Campus Safety) will be responsible for making sure that plans, safety equipment, and infrastructure to deal with an emergency are in place.
- LSCO Lumberton Site Coordinator will convene meetings/ seminars and prepare summary materials to increase staff awareness of the content of this plan.

Response Team

This team coordinates the emergency response. The Response Team is comprised of the

following members:

- Executive Director of Campus Safety
 - Organizes the LSCO Lumberton response command and control structure
 - Coordinates with Operations to provide on-site mitigation and repair efforts
- LSCO Dean of Institutional Effectiveness and Educational Support
 - Communicates with LSCO Emergency Operations Center
 - Communicates with members of the Recovery Team
- LSCO Lumberton Site Coordinator
 - Ensures all essential staff are on-site
 - Directs evacuation if necessary
 - Notifies affected instructors, students, and staff of the current situation
 - Communicates with Lumberton Emergency Management and Hardin County Emergency Management
 - Initiates communication to inform LSCO Lumberton personnel of a closure

Recovery Team

The purpose of this group is to restore teaching and business functions in a timely manner. The Recovery Team is comprised of:

- LSCO Lumberton Site Coordinator
- LSCO Provost/Executive Vice President
- LSCO Assistant Vice President of Financial Services
- LSCO Assistant Vice President of Information Technology Services
- LSCO Executive Director of Procurement Services
- LSCO Physical Plant Director

16. Direction and Control

a. Decision-making

When an event occurs, each individual is responsible for immediate life safety response of themselves and personnel under their care. This could include such actions as: calling 911, evacuating the immediate area, activating the fire alarm, and (depending upon level of training) providing first aid or extinguishing fires.

The LSCO Lumberton Site Coordinator, or designated representative, is responsible for approving resources or communicating assistance requests to the Dean of Institutional Effectiveness and Educational Support or the College Emergency Operations Center (if activated).

The Office of the LSCO Lumberton Site Coordinator designates the following line of succession in the absence of the Site Coordinator:

- 4) Dean of Institutional Effectiveness and Educational Support
- 5) Lumberton Site Coordinator
- 6) Lumberton Site Enrollment Support Specialist

b. Control

The Dean of Institutional Effectiveness and Educational Support is responsible for the coordination of response resources to the event.

The Dean of Institutional Effectiveness and Educational Support will organize and coordinate

event response from the following locations (in order of preference):

- 3) LSCO Lumberton
- 4) Lamar State College Orange campus

17. Communications

Several avenues exist for communication to LSCO Lumberton staff, faculty, students, and volunteers. Depending upon the extent/level of situation, multiple communication paths may be used to ensure personnel are kept informed:

- BlackboardConnect
- Cell phone
- E-mail
- LSCO website
- LSCO social media

As a minimum, information will be reviewed by the Director of Public Relations and Development or *Dean of Institutional Effectiveness and Educational Support* prior to release for mass distribution.

18. Plan Maintenance

The plan will be updated as necessary, based upon periodic reviews, improvement items identified from drills or actual event responses, and changes to the threat environment.

Questions about this plan should be directed to the Executive Director of Campus Safety.

LSCO Lumberton
Incident Response Team Call List

Name	Phone Number
Patty Collins	(409) 882.3922 or (409) 728-1211 cell
Julie Walker	(409) 882-3080 or (662) 352-3121 cell
Rebecca Bowell	(409) 882-3081 or (509) 308-0279 cell

DISASTER RESOURCES

Emergencies	911
LSCO Campus Safety Department	(409) 670-0789
Emergency Website	http://lsco.edu/
Lumberton Fire & EMS – Station 1	(409) 755-6031
Texas Department of Public Safety	(409) 924-5400
Hardin County Emergency Management	(409) 246-5119
Lumberton Police Department	(409) 755-2650
Hardin County Sheriff's Department	(409) 246-5100
FBI	(409) 832-8571
Lumberton Fire Department	(409) 755-6031
American Red Cross	(409) 832-1644
Entergy Texas	(800) 368-3749
CenterPoint Energy	(800) 376-9663
Municipal Utility Department	(409) 755-1559
Hazardous Chemical Spills – National Response Center	(800) 424-8802
First Response Urgent Care – Lumberton	(409) 227-4084
Hardin County Urgent Care	(409) 227-4084
Texas MedClinic Urgent Care	(409) 227-0053
Altus Lumberton Hospital	(409) 755-2273