

TEMPLE COLLEGE

MASTER EMERGENCY
MANAGEMENT PLAN

JUNE, 2008

**TEMPLE COLLEGE
MASTER EMERGENCY MANAGEMENT PLAN**

APPROVAL AND IMPLEMENTATION

This plan is hereby approved for implementation by the Board of Trustees of the Temple Junior College District.

Provisions of this plan dealing with mitigation against and preparedness for emergencies will be continually in effect. Provisions concerning response to and recovery from emergencies will be implemented upon activation of a response under this plan.

This plan supersedes all previous Temple College emergency management plans.

Date

President, Board of Trustees

President

**TEMPLE COLLEGE
MASTER EMERGENCY MANAGEMENT PLAN**

I. Authority

A. This plan has been approved by the Board of Trustees of the Temple Junior College District.
B. The organizational and operational concepts set forth in this plan are promulgated under the authority of and in accordance with the following statutes, regulations, executive orders, and plans.

1. Federal

- a. Federal Civil Defense Act of 1950, PL 81-920, as amended.
- b. The Disaster Relief Act of 1974, PL 93-288, as amended.
- c. Comprehensive Environment Response Compensation and Liability Act of 1980, PL 96-510.
- d. Superfund Amendments and Reauthorization Act of 1986, PL 99-499
- e. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, as amended.
- f. Emergency Management and Assistance, 44 CFR.
- g. Homeland Security Presidential Directive 5, Management of Domestic Incidents.
- h. The National Response Framework, as amended.

2. State

- a. The Texas Disaster Act of 1975, Government Code, Chapter 418.
- b. State of Emergency, Government Code, Chapter 433.
- c. Emergency Management Assistance Compact, Health and Safety Code, Chapter 778.
- d. Texas Emergency Management Council, Executive Order RP-01 or current version.
- e. The State of Texas Emergency Management Plan

II. Purpose, Scope, and Design

A. Purpose

1. The purpose of this plan is to provide guidelines, procedures, and instructions for mitigating against, preparing for, responding to, and recovering from incidents that occur on College property, impact the operation of Temple College (the College), affect the College's employees or students, or result in requests from other agencies or organizations for assistance from the College.
2. The intent of this plan is to complement other plans and procedures of the State of Texas; Bell, Williamson, and Milam Counties; the Cities of Temple, Taylor, and Cameron; and other public and private entities involved in emergency management activities in areas served by the College.
3. Nothing in this plan is intended to supersede or abrogate the provisions of any other plan, annex, or appendix.
4. Emergencies and disasters are unique occurrences that require specific actions dependent on the type, nature, and extent and extent of the incident. Therefore, nothing in this plan is intended to restrict College personnel involved in the management of an incident from exercising flexibility based on professional judgment and the best available information.

B. Scope

1. The guidelines, procedures, and instructions set forth in this plan apply to all employees of the College while engaged in mitigation against, preparedness for, response to, and recovery from incidents that occur on College property, impact the operation of the College, affect College employees or students, or result in requests from other agencies or organizations for assistance from the College.
2. As an assigned additional duty, any College employee may be called upon at any time to assist with emergency management activities.

- C. Design: The Temple College Emergency Management Plan consists of:
1. The Master Emergency Management Plan, which is an “all-hazards” document that:
 - a. Establishes the College’s overall strategy for emergency management by addressing the general areas of mitigation, preparedness, response, and recovery.
 - b. Outlines the emergency management duties and responsibilities of organizational units and individuals.
 - c. Establishes a system for situation monitoring, increased readiness, notification of incidents, and response activation.
 - d. Defines systems and procedures to be used for Incident Command.
 - e. Establishes procedures for activating and operating a College Emergency Operations Center (EOC).
 2. Functional Annexes that describe procedures to be followed during the performance of specific incident management functions.
 3. Hazard-Specific Appendices that describe procedures to be followed during responses to incidents produced by hazards requiring modification of procedures defined by the Master Emergency Management Plan or the Functional Annexes.
 4. Facility Emergency Plans prepared by divisions, departments, and programs to address problems or responsibilities arising out of unique characteristics of their facilities or operations.

III. Situation, Assumptions, and Limitations

A. Situation

1. Because of geographical location, proximity to highway traffic, and other risk factors, the College’s campus and off-campus centers are exposed to a variety of hazards, some of which have the potential for disrupting the College community and causing widespread damage and casualties.
2. Possible natural hazards include, but are not limited to, tornadoes, floods, fires, winter storms, and hurricanes.
3. Because of proximity to the state capital and a major military installation, the threat of terrorism-related activities associated with chemical, biological, radiological, nuclear, explosive, or incendiary weapons exists.
4. Other emergencies could result from a hazardous materials release, major fire, major transportation accident, civil disorder, epidemic, or other unknown or unpredictable occurrence.
5. The College has a legal and moral responsibility to protect employees, students, and visitors to its facilities.
6. The College also possesses substantial resources that might be called on to assist in an emergency occurring elsewhere, including sheltering of or providing support to evacuees from other areas of the state or nation.

B. Assumptions

1. Temple College will continue to be exposed to the hazards noted above, as well as to others that may develop in the future.
2. It is possible for an emergency to occur at any time and any place on or near College property. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many emergencies will occur with little or no warning.
3. Regardless of the type of emergency, it is possible that the following may result:
 - a. Death or injury to people or animals
 - b. Interruption or disruption of transportation systems
 - c. Interruption or disruption of normal communications and information management systems
 - d. Interruption or disruption of utilities and other essential services
 - e. Congregation of large numbers of people at the scene of the emergency or at other locations
 - f. Damage to streets, buildings, vehicles, and other property
 - g. Shortages of essential items
 - h. Periods of civil unrest or disorder

- i. Initial confusion of affected populations, with probable delays in response
 - j. Extensive need for public information
 - k. Disruption of instructional and business activities
 - l. Other matters of minor to serious impact or inconvenience
4. Outside assistance will be available in most situations affecting the College. Although this plan defines procedures for coordinating such assistance, it is essential for the College to be prepared to carry out short-term incident management actions independently.
 5. College personnel at all levels must constantly emphasize safety of students, employees, visitors, and the public and assume their responsibilities in the implementation of this plan.
 6. Any College employee may be called upon at any time to assist with emergency management activities.
 7. Implementation of these guidelines will reduce or prevent incident-related losses.

C. Limitations

1. It is the policy of the College that no guarantee is implied by this plan. Because College and local government assets and systems may be damaged, destroyed, or overwhelmed, the College can only endeavor to make responsible efforts to respond based on the situation, information, and resources available at the time.
2. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support the plan. Lack of funding may degrade the services envisioned under this plan.

IV. Concept of Operations

A. General

1. The College's emergency management program is based on the National Response Framework, United States Department of Homeland Security Presidential Decision Directives, and State of Texas Emergency Planning Guidance. Accordingly, the program incorporates a four-phase structure of mitigation, preparedness, response, and recovery.
2. The Master Emergency Management Plan is an "all hazards" document, containing concepts, policies, and procedures that apply regardless of the nature or origin of an incident. It is not designed to address unique conditions that result from a particular hazard or event. However, the plan provides a framework for developing and maintaining hazard-specific appendices when necessary.
3. Hazard-specific appendices to the Master Emergency Management Plan will be limited to situations that create unique situations that cannot be managed effectively or safely within the guidelines and procedures established by the Master Emergency Management Plan and its Functional Annexes.
4. The Master Emergency Management Plan is based on the concept that emergency functions of divisions, departments, programs, and individuals generally will parallel normal day-to-day functions. To the maximum extent possible, the same personnel and resources will be employed in both cases.
5. While the Master Emergency Management Plan can be used as a reference for integrating internal plans into the College's strategic operational plans, it does not relieve divisions, departments, and programs of the responsibility to develop and test their own emergency management plans.
6. All emergency management activities will be conducted with the goals of:
 - a. Protecting life and health
 - b. Minimizing property loss and economic damage
 - c. Maximizing restoration of normal activities for the College community as soon as possible

B. Responsibilities

1. As Chief Executive Officer, the President is responsible to the Board of Trustees for leadership and management of all College activities, including the institutional emergency management program.

2. The Vice President of Administrative Services is responsible to the President for ensuring the College has implemented a comprehensive system for emergency management.
3. The Chief of Police is responsible to the Associate Vice President of Resource Management and the Vice President of Administration for day-to-day leadership and coordination of the College's emergency management efforts.

C. Phases of Management

1. Mitigation: Mitigation consists of all efforts to eliminate hazards, reduce the possibility of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards.
2. Preparedness: Preparedness activities develop response capabilities needed to efficiently and effectively respond to an emergency.
3. Response: Response consists of actions taken following an incident to resolve the situation while minimizing injury, loss of life, or property damage.
4. Recovery: Recovery involves short-term efforts to restore vital services and provide for basic human needs and long-term efforts focused on restoring a normal state.

V. Mitigation

A. General

1. All employees of the College have a duty to work in compliance with laws and regulations pertaining to health and safety and to report hazards to their supervisors.
2. Supervisory personnel are responsible for the health and safety of persons who report to them.
3. Supervisors will ensure that persons directed by them have been trained and made aware of specific hazards involved in their employment activities and that they understand and comply with prescribed protocols, safety requirements, and work practices.
4. Supervisors will investigate all hazards of which they become aware and will take appropriate corrective action.
5. Faculty will ensure that their students have been trained and made aware of specific hazards related to educational activities in which they are engaged and that they understand and comply with prescribed protocols, safety requirements, and work practices.
6. Contractors and subcontractors performing work for the College will, as part of their contracts, ensure compliance with all relevant workplace and environmental health and safety statutes.

B. Emergency Management Committee

1. Purpose: The purpose of the Emergency Management Committee is to create and maintain an active interest in a comprehensive emergency program that encourages the participation of all College personnel.
2. Functions: The functions of the committee include, but are not limited to:
 - a. Serving as an advisory body for safety and emergency management issues.
 - b. Identifying hazards and suggesting appropriate remedies.
 - c. Reviewing incident reports to identify trends and suggest appropriate corrective actions.
 - d. Assisting with development of, conducting and annual review of, and recommending adoption of emergency management plans, policies, and procedures.
 - e. Assisting with development and implementation of an effective program of emergency management training, drills, and exercises.
 - f. Encouraging feedback from all employees and students with ideas, problems and solutions related to emergency management.
3. Membership: The committee will consist of:
 - a. The Vice President of Administrative Services
 - b. The Chief of Police
 - c. The Associate Vice President of Resource Management
 - d. The Associate Vice President of Information Technology

- e. The Associate Vice President of Distance Education
- f. The Director of College Communications
- g. Two Faculty Representatives selected to overlapping two year terms by the Faculty Council
- h. Two Classified Staff Representatives appointed to overlapping two year terms by the President

4. Meetings: A full Campus Safety Committee will be held no less than twice per semester during the academic year.

C. Facility Emergency Management Officers

1. Appointment

- a. The Associate Vice-Presidents, Division Directors, and the Director of Intercollegiate Athletics will appoint a Facility Emergency Management Officer for each facility under their supervision.
- b. In situations where several divisions share a facility (e.g., the Instructional Services Center) or where divisional responsibility for a facility is not otherwise well-defined, the Vice President of Administrative Services will designate an Associate Vice President or Division Director to exercise supervisory responsibility over and appoint a Facility Emergency Management Officer for the facility.

2. Responsibilities: The Facility Emergency Management Officers will be responsible for assisting with implementation and coordination of the emergency management program within their assigned area(s). Facility Emergency Management Officers will coordinate safety and emergency management activities within their assigned area(s), including:

- a. Injury reporting and investigation
- b. Safety education and training
- c. Annual health and safety reviews
- d. Facility safety meetings
- e. Hazard reporting programs
- f. Emergency notifications
- g. Evacuation planning and implementation
- h. Personnel accountability
- i. Other safety duties as assigned

3. Alternate Facility Emergency Management Officers will be appointed to perform the Facility Emergency Management Officer's duties related to emergency notifications, evacuation implementation, and personnel accountability when the primary officer is unavailable or unable to perform these duties.

D. Health and Safety Review Program

1. Purpose: The purpose of this program is to prevent or reduce the impact of incidents by conducting an annual review for safety hazards in all College facilities.

2. Procedure:

- a. Each Facility Emergency Management Officer will conduct a health and safety review in another facility whose work areas are similar to theirs.
- b. The health and safety review will include, but is not limited to, fire safety, employee safety and facilities, signs and labels, and equipment and electrical.
- c. After the review is completed it will be signed and forwarded to the Director of Facilities, who will monitor corrective action.
- d. Health and safety reviews and associated corrective actions will be reviewed at least annually by the Emergency Management Committee with the goal of identifying trends and recommending corrective strategies.

E. Hazard Reporting Program

1. Purpose: The purpose of this program is to ensure that hazards that could produce incidents endangering life, health, or property are identified and corrected in a timely manner.

2. Procedure:

- a. If an employee or a student becomes aware of any potentially hazardous condition, it should be brought to the attention of their immediate supervisor so necessary corrective action can be taken.
- b. Hazard Reporting Forms providing an area for a written description of the hazard, the location of the hazard, and the proposed corrective action will be available from the Facility Emergency Management Officers or the Director of Facilities.
- c. After the Facility Emergency Management Officer and the Associate Vice President or Division Director review the completed Hazard Report, it will be forwarded to the Director of Facilities for appropriate action.
- d. Hazard reports and associated corrective actions will be reviewed at least annually by the Emergency Management Committee with the goal of identifying trends and recommending corrective strategies.

F. Incident Reporting and Investigation

1. Purpose: The purpose of this program is to ensure that incidents which have resulted in or could have reasonably resulted in injury or property damage are investigated to identify hazards and corrective strategies.

2. Procedure:

- a. Any incident involving an employee, student, or visitor that results in injury or property damage or that in the judgment of a supervisor could have resulted in injury or property damage should be reported to the appropriate Facility Emergency Management Officer.
- b. Incident Reporting Forms providing an area for a written description of the incident will be available from the Facility Emergency Management Officers or the Campus Police.
- c. Completed Incident Reporting forms will be forwarded to the Associate Vice President of Resource Management.
- d. The appropriate Facility Emergency Management Officer will conduct an investigation with the Campus Police, the Director of Facilities, and/or any other appropriate individuals or units to identify correctable causes of the incident.
- e. Action will be taken by appropriate units of the College to remedy correctable causes of incidents.
- f. Incident reports and associated corrective actions will be reviewed at least annually by the Emergency Management Committee with the goal of identifying trends and recommending corrective strategies.

VI. Preparedness

A. Master Emergency Management Plan

1. Purpose: The purpose of this plan is to provide guidelines, procedures, and instructions for mitigating against, preparing for, responding to, and recovering from incidents that occur on College property, impact the operation of the College, affect College employees or students, or result in requests from other agencies or organizations for assistance from the College

2. Responsibility

- a. The Chief of Police will be responsible for plan review and updating and coordination of this plan with the plans of other relevant local, regional, and state agencies.
- b. The Campus Emergency Management Committee will assist the Chief of Police in these responsibilities and provide a mechanism for providing recommendations for revisions from the College community.

3. Distribution

- a. This plan will be made accessible to all employees of the College by posting it on the College Intranet.
- b. Copies of this plan will be provided to the Emergency Management Coordinators of the Cities of Temple, Taylor, and Cameron and to the Emergency Management Coordinators of Bell, Williamson, and Milam County.

- c. Copies of this plan will be provided at no cost to other public agencies, educational institutions, and other requesting parties when such free distribution, in the judgment of the Chief of Police, would be of benefit to the College.
 - d. Other organizations or individuals requesting copies of this Plan will be charged the standard administrative fees for duplicating, handling, and/or mailing, as appropriate.
 - e. Copies of the plan distributed under Sections VI.A.3.c and VI.A.3.d will be updated only when requested by the plan holder.
4. Coordination: The Chief of Police will ensure that this plan is not in conflict with the emergency management plans of any entities that might assist or request assistance from the College during an emergency.
5. Review and Revision
- a. All persons or agencies receiving copies of or given access to this plan will be requested to review it at least annually.
 - b. Questions concerning the plan or recommendations for revisions will be submitted to the Campus Emergency Management Committee or the Chief of Police.
 - c. Annually, or more frequently if necessary, the Chief of Police will distribute to all plan holders any changes deemed necessary to maintain currency of this plan. If no changes are required, a notice will be distributed certifying that the plan has been reviewed and is correct.
 - d. This plan will be reviewed and revised as necessary following any drills or exercises.
 - e. When the response phase of this plan is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the plan revised as necessary. The Vice President of Administrative Services will be responsible for convening the critique session.
 - f. Revisions to the plan will be dated and marked to show where changes have been made.

B. Facility Emergency Plans

1. Purpose: Each of the College's facilities possesses unique characteristics best understood by the divisions, departments, and programs housed in those facilities. Facility emergency plans are necessary for divisions, departments, and programs to respond with autonomy to a rapidly escalating event involving their facilities while coordinating their actions with those of the College.
2. Responsibility
- a. Associate Vice-Presidents, Division Directors, and the Director of Intercollegiate Athletics will develop written emergency plans for each facility under their supervision.
 - b. Associate Vice-Presidents, Division Directors, and the Director of Intercollegiate Athletics may require departments and programs under their supervision to develop written emergency plans to address unique issues or problems related to the facilities or functions of those departments or programs.
3. Content: At a minimum, Facility Emergency Plans will include
- a. Emergency evacuation plans and procedures for the facility.
 - b. A facility floor plan showing emergency evacuation routes and the location of emergency equipment, including fire extinguishers, first aid supplies, and automatic external defibrillators.
 - c. A map showing the location of emergency assembly point(s) outside the facility.
 - d. A list of personnel with home telephone numbers for use in an emergency recall and in accounting for personnel.
 - e. A listing of hazards or other potential problems relevant to emergency operations being conducted in and around the facility with recommendations for dealing with these hazards or potential problems.

f. A listing of records and equipment essential to the ability of each division, department, and program housed in the facility to continue operations following an emergency or disaster.

g. Procedures for the protection of vital records and equipment and for their relocation, if necessary, following an emergency or disaster.

4. Distribution

a. A copy of each Facility Emergency Plan will be provided to the Chief of Police.

b. All Facility Emergency Plans will be posted on the College Intranet where employees whose duties require them to work in or around a specific facility may access them.

5. Coordination: Associate Vice Presidents, Division Directors, and the Director of Intercollegiate Athletics will ensure that emergency plans for facilities under their supervision are not in conflict with the College's Master Emergency Management Plan.

6. Review and Revision

a. Associate Vice Presidents, Division Directors, and the Director of Intercollegiate Athletics will review the emergency plans for facilities under their supervision at least annually.

b. Annually, or more frequently if necessary, Associate Vice Presidents, Division Directors, and the Director of Intercollegiate Athletics will distribute any changes deemed necessary to maintain currency of emergency plans for facilities under their supervision. If no changes are required, a notice will be distributed certifying that the plan has been reviewed and is correct.

c. Facility Emergency Plans will be reviewed and revised as necessary following any drills or exercises.

d. When a Facility Emergency Plan is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date. Appropriate revisions will be made to Facility Emergency Plans as a result of information obtained from post-incident critiques.

e. Revisions to Facility Emergency Plans will be dated and marked to show where changes have been made.

C. Employee and Student Emergency Action Guidelines

1. Purpose: Employees and students will be provided with simple, concise, easily accessible information to guide their responses to incidents likely to occur at Temple College facilities.

2. Responsibility: The Chief of Police will identify incidents likely to affect Temple College and prepare a simple, concise set of appropriate responses by employee and students that are designed to minimize risks to life, health, and property.

3. Distribution: Employee and Student Emergency Action Guidelines will be disseminated as widely as possible to the campus community using any or all of the following methods:

a. Printed handbooks

b. Information accessible via the Internet

c. Information accessible via the College Intranet

d. Posters placed in classrooms, laboratories, and in other prominent locations in the College's facilities

4. Coordination: The Chief of Police will ensure the Emergency Action Guidelines distributed to employees and students are not in conflict with the Master Emergency Management Plan.

5. Review and Revision

a. Questions concerning the plan or recommendations for revisions will be submitted to the Campus Emergency Management Committee or the Chief of Police.

b. Annually, or more frequently if necessary, the Chief of Police will distribute any changes deemed necessary to maintain currency of the Emergency Action

Guidelines. If no changes are required, a notice will be distributed certifying that the Emergency Action Guidelines have been reviewed and are correct.

c. The Emergency Action Guidelines will be reviewed and revised as necessary following any drills or exercises.

d. When the response phase of this plan is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date. The Emergency Action Guidelines will be revised, as necessary, based on information obtained from the critique.

D. Plans for Temporary Relocation: The Vice President of Administrative Services will:

1. Identify organizations and agencies in the College's service area with facilities that could be used to house administrative, instructional, or student services functions; property; or records needing be temporarily relocated from College facilities.

2. Prepare for approval by the Board of Trustees formal agreements with external organizations to temporarily house College functions, property; or records that must be relocated.

E. Training, Drills, and Exercises

1. Training

a. All College employees will receive a general orientation to the College's Master Emergency Management Plan

b. College employees who are assigned specific responsibilities under the Master Emergency Management Plan will receive training appropriate to carrying out those responsibilities.

c. All College employees who are assigned specific responsibilities under the Master Emergency Management Plan and all supervisory personnel will complete basic instruction in Incident Management System concepts.

2. Drills and Exercises

a. To maintain an ongoing state of readiness, the on-scene Incident Management System and titles in this plan will be implemented at all incidents that occur on College property, whether or not the response phase of this plan is activated.

b. Facility Emergency Management Officers will be responsible for conducting the following drills:

(1) A building evacuation exercise at least once during the Fall Semester and at least once during the Spring semester.

(2) A severe weather shelter exercise at least once a year at the beginning of tornado season.

c. Facility Emergency Management Officers will advise the Chief of Police of the date and time of drills conducted under the requirements of Section VI.E.2.b.

d. The Chief of Police and the Facility Emergency Management Officers will be responsible for conducting an exercise of the procedures for securing the campus against a major criminal incident at least once a year.

e. A functional exercise testing the operations of a Field Command Post (CP) and the College EOC will be conducted at least annually.

f. At least every three years the College will conduct a full-scale exercise of its emergency response capabilities. When possible this exercise will be conducted in cooperation with local emergency response agencies.

g. When requested to do so, the College will participate in exercises conducted by the Cities of Temple, Taylor, or Cameron; Bell, Williamson, or Milam Counties; the State Disaster District Committee; or the Governor's Division of Emergency Management.

F. Administrator on Call and Lines of Succession

1. Administrator on Call

a. Temple Campus

(1) The Vice President of Administrative Services will prepare a schedule assigning the responsibility of Administrator on Call to the Associate Vice Presidents on a rotating basis.

- (2) The Administrator on Call will be available for contact by the Campus Police at all times.
- (3) If the response phase of this plan is activated, the Administrator on Call will:
 - (a) Notify the Director of College Communications, the Emergency Management Director, and the Chief Executive Officer.
 - (b) Provide executive advice to the Incident Commander and executive management of the entire emergency response process until relieved by the Emergency Management Director, the Chief Executive Officer, or their designee.
 - (c) Function as EOC Coordinator if the College EOC is activated until another individual is directed to assume this responsibility by the Emergency Management Director.

b. Off-Campus Facilities

- (1) The directors of off-campus facilities are responsible for providing executive advice to the IC and executive management of the emergency response process at their facilities until relieved by the Chief of Police, the Emergency Management Director, the Chief Executive Officer, or their designee.
- (2) The directors of off-campus facilities will designate a College employee as Center Duty Officer to represent them on-site when they are absent from the facility or when their facilities are in use at times other than normal business hours.
- (3) If an incident requiring activation of the response phase of this plan occurs at an off-campus facility when the director is absent or when the facility is in use outside of normal business hours, the Center Duty Officer will be responsible for:
 - (a) Notifying appropriate local emergency services organizations if they have not already been called.
 - (b) Ensuring the Campus Police are notified of the incident.
 - (c) Ensuring orderly evacuation if required by the incident.
 - (d) Ensuring personnel accountability before employees and students are permitted to leave the area.
 - (e) Coordinating with local officials until relieved.
- (4) During an incident at an off-campus facility, Center Duty Officers will have authority to direct and control the actions of all Temple College employees and students.

2. Lines of Succession

- a. In this plan the phrase “Chief Executive Officer” refers to the President or to an employee who is acting as Chief Executive Officer pursuant to the following line of succession.
- b. The line of succession for Chief Executive Officer is:
 - (1) President
 - (2) Vice President of Administrative Services
 - (3) Vice President of Educational Services
 - (4) The Associate Vice Presidents in the order designated in writing by the President, excluding the Associate Vice President serving as Administrator on Call.
- c. In this plan the phrase “Emergency Management Director” refers to the Vice President of Administrative Services or to an employee who is acting as Emergency Management Director pursuant to the following line of succession.
- d. The line of succession for Emergency Management Director is:
 - (1) Vice President of Administrative Services
 - (2) Vice President of Educational Services

(3) The Associate Vice Presidents in the order designated in writing by the President, excluding the Associate Vice President serving as Administrator on Call.

e. Succession to the role of Chief Executive Officer takes precedence over succession to the role of Emergency Management Director.

f. During a the period when an Associate Vice President is serving as Administrator on Call, he/she is not considered to be part of the line of succession for Chief Executive Officer unless no other administrator in the line of succession is available.

g. Each division, department, and program will designate, in writing, a line of succession.

G. Situation Monitoring and Increased Readiness Conditions

1. Situation Monitoring:

a. The Campus Police will use resources available through the Bell County Emergency Communications Center, the National Weather Service, the Texas Department of Public Safety, and the mass media to monitor situations that may result in hazardous conditions affecting the College's facilities.

b. Developing situations that reasonably appear to represent a threat to Temple College facilities will be reported to the Administrator on Call and to the Directors or Center Duty Officers for off-campus facilities.

2. Increased Readiness Conditions

a. If a developing situation appears to require advance preparations to protect life or property or to facilitate implementation of the response phase of this plan, any of the following Increased Readiness Conditions may be directed by:

- (1) The senior campus police officer on duty
- (2) The Chief of Police
- (3) The Director of Facilities
- (4) The Administrator on Call
- (5) The Emergency Management Director
- (6) The Chief Executive Officer

b. Condition Green

(1) A situation that requires a higher degree of readiness that normally is present.

(2) Situations requiring Condition Green could include, but are not limited to:

- (a) Onset of particular hazard vulnerability seasons such as tornado season or hurricane season
- (b) The potential for local civil unrest
- (c) An increase in international tensions

(3) Personnel should review plans and check supplies and equipment.

c. Condition Yellow

(1) A situation that presents a greater potential threat than Condition Green, but poses no immediate threat to life and property.

(2) Conditions requiring Condition Yellow could include, but are not limited to:

- (a) Tornado watches
- (b) Hurricane watches
- (c) Winter storm watches
- (d) Small-scale civil unrest
- (e) Deterioration of the international situation to the point that enemy attack is a possible

(3) Declaration of Condition Yellow will place the Campus Police, designated Maintenance Department personnel, and other personnel designated by the Chief of Police on 24-hour alert status.

d. Condition Orange

- (1) A situation involving hazardous conditions that pose immediate potential for loss of life or extensive property damage.
- (2) Situations requiring Condition Orange could include, but are not limited to:
 - (a) Tornado warnings
 - (b) Hurricane warnings
 - (c) Winter storm warnings
 - (d) Large-scale civil unrest
 - (e) Deterioration of the international situation to the point where enemy attack is probable.
- (3) Declaration of Condition Orange will require general warning of employees, students, and visitors using the campus alerting system.
- (4) The Campus Police, the Maintenance Department, and all supervisory personnel will be placed on 24-hour alert status.
- (5) The College EOC may be activated.

e. Condition Red

- (1) A situation in which hazardous conditions are imminent.
- (2) Situations requiring Condition Red could include, but are not limited to:
 - (a) Sighting of a tornado near College facilities
 - (b) Wide-spread flooding
 - (c) Civil disorder precipitating large-scale violence
 - (d) An imminent enemy attack
- (3) Declaration of Condition Red will require general warning of employees and students using the campus alerting system.
- (4) Declaration of Condition Red will require immediate action be taken to protect employees, students, and visitors.
- (5) The College EOC will be activated.
- (6) Non-essential services may be suspended.

VII. Response

A. Incident Reporting

1. Incidents requiring immediate assistance from external agencies will be reported using the following procedures:

a. Temple Campus

- (1) An employee or student who identifies an incident that he/she believes to require immediate fire/rescue, law enforcement, or emergency medical assistance will notify the Campus Police.
- (2) If time and personal safety considerations permit, 911 also should be called.
- (3) The Bell County Emergency Communications Center will notify the Campus Police of all calls to 911 originating from the Temple College campus.

b. Off-Campus Facilities

- (1) An employee or student who identifies an incident that he/she believes to require immediate fire/rescue, law enforcement, or emergency medical assistance will call 911.
- (2) After calling 911, the employee or student will notify the Center Director or Duty Officer.
- (3) The Center Director or Duty Officer will notify the Campus Police.

2. Incidents not requiring immediate assistance from external agencies will be reported to the Campus Police. If the incident involves damage or the potential of damage to College facilities or infrastructure, the Maintenance Department also will be notified.

3. The senior campus police officer on duty will:

- a. Notify the Administrator on Call and the Chief of Police of the incident.

- b. Initiate the process for issuing warning information and instructions appropriate for the nature of the incident to employees and students.
 - c. Respond to the scene to establish incident command.
 - 4. Depending on the type of incident, the Administrator on Call may:
 - a. Monitor the situation in preparation for taking additional action.
 - b. Notify the Director of College Communications, the Emergency Management Director, and the Chief Executive Officer.
 - c. Notify the Director of College Communications, the Emergency Management Director, and the Chief Executive Officer of the situation and initiate activation of the College EOC.
- B. Response Activation: The response phase of this plan will be activated whenever an incident occurs that cannot be managed in a timely manner with immediately available resources and action is required to:
- 1. Save or protect lives
 - 2. Prevent damage to the environment or to College systems or property
 - 3. Provide essential services
 - 4. Coordinate communications
 - 5. Temporarily assign College employees to perform emergency work
 - 6. Invoke emergency authorization to procure and allocate resources
 - 7. Activate and staff the EOC
- C. Types of Incidents: A level assigned by the IC will identify the severity of an incident's impact on the College. The IC may increase or decrease the level assigned to an incident at any time.
- 1. Level I Incidents
 - a. Level I incidents are the least severe. The incident may result in injuries to a small number of members of the College community, cause minor damage to College facilities, and/or affect a single localized area.
 - b. Normal College response services will be able to deal with the incident with minimal assistance from outside agencies and without activation of the College EOC.
 - c. Level I incidents usually will **NOT** require activation of the response phase of this plan; however, personnel responding to Level I incidents should use Incident Command System structure and terminology and should coordinate their efforts through a Field CP.
 - 2. Level II Incidents
 - a. The incident may cause major damage to College facilities, result in injuries to a large number of members of the College community, and/or affect several College buildings.
 - b. Coordination among several College departments and/or extensive involvement of outside agencies, usually at the local level, will be required for an effective response.
 - c. Level II incidents will require activation of a Field CP and may require activation of the College EOC.
 - 3. Level III Incidents
 - a. A Level III Incident may result in major damage to several facilities and/or produce mass casualties. The incident will not be localized to a single area and will affect the entire institution, either directly or indirectly.
 - b. Extensive external assistance from the local, state, and/or federal government will be necessary to manage the incident.
 - c. Level III incidents will require activation of one or more Field CP(s) and/or the College EOC.
- D. Declaration of Disaster
- 1. The Chief Executive Officer may issue a Declaration of Disaster and invoke emergency powers if an incident seriously affecting the lives and safety of members of the College community cannot be managed effectively using College and local resources within the constraints imposed by the College's policies and standard operating procedures.

2. Emergency powers may not be continued or renewed for a period in excess of seven days except by or with the consent of the Board of Trustees.
3. If the Board of Trustees finds that emergency powers need not be used to manage an incident, it will immediately proclaim the state of disaster has terminated.
4. Any order declaring, continuing, or terminating a state of disaster must be given prompt and general publicity.
5. During any period that a disaster has been declared, the Chief Executive Officer may promulgate such regulations and take such actions as he/she deems necessary to protect life and property and preserve critical resources. Such regulations and actions may include, but are not limited to:
 - a. Temporarily suspending instructional activities.
 - b. Temporarily suspending administrative and student services functions not deemed essential to management of a disaster.
 - c. Prohibiting or restricting movement of vehicles on all or part the College's property to facilitate the work of emergency management forces or to allow mass movement of persons from critical areas on or off the College's property.
 - d. Excluding all persons from the campus other than employees and students with proper identification and/or members of the emergency management forces.
 - e. Prohibiting persons from being present on all or part of the College's property and exempting from this prohibition any person whose presence is essential to public health, safety, or welfare.
 - f. Prohibiting the possession of gasoline or other flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle.
 - g. Declaring certain items that may be potentially injurious to the public health and welfare to be contraband and authorizing a search for those items.
 - h. Promulgating other regulations necessary to preserving public peace, health, and safety.
6. Regulations and orders promulgated under this authority will be given prompt and general publicity.
7. Regulations and orders promulgated under this authority will be rescinded automatically when the state of disaster is terminated.

E. Incident Management System

1. IMS Structure: To the extent possible, the organizational structure and position titles for responses to incidents affecting College facilities will comply to the greatest extent possible with the National Incident Management System.
 - a. Incident Commander (IC)
 - (1) The IC will have authority and responsibility to manage the on-site response to an incident under general policy guidance from the Administrator on Call, the Emergency Management Director, and the Chief Executive Officer.
 - (2) While incident command usually will be exercised by the Chief of Police or by the senior campus police officer on duty, the circumstances of the incident may make it necessary for another College employee to assume initial command.
 - (3) Because of the importance establishing incident command as quickly as possible, the first College employee arriving at the scene of an incident automatically will be designated as IC and will exercise positive control over the incident until relieved by College supervisory personnel, a campus police officer, or a local emergency responder.
 - (4) Responsibility for incident command may transfer depending on the nature, complexity, length, and severity of the incident.
 - (5) Determination of who assumes the role of IC at any point during an incident will be based on:
 - (a) Response time

- (b) Availability of qualified personnel
 - (c) Nature of the incident
 - (d) Level of training
 - (e) Demands of the position
- (6) The IC will assume responsibility for all on-site activities necessary to manage the incident until they are formally assigned to others.
- (7) The IC, in consultation with representatives of other responding agencies and the affected facility or facilities will:
- (a) Determine the level of the incident
 - (b) Establish the on-scene organizational structure
 - (c) Coordinate development and implementation an incident management strategy and action plan
 - (d) Approve the ordering and releasing of resources
- (8) Incident command will follow a unified command philosophy with all units, agencies, and organizations having jurisdictional or functional responsibilities having input into the incident management strategy and action plan. The role of the IC will be to coordinate this input and ensure effective implementation of the agreed upon strategy and action plan.

b. Agency Representative

- (1) In a joint operation between Temple College and emergency responders from the Cities of Temple, Cameron, or Taylor, the most appropriate person to assume the role of IC may be a responder from the local fire, law enforcement, or emergency medical services agency or another representative of local government.
- (2) If command of an incident occurring at a Temple College facility is transferred to a local emergency responder, the Temple College employee transferring command will remain at the Field CP and serve as Temple College's Agency Representative until relieved.
- (3) The Agency Representative will become the senior Temple College field representative and the primary link between the IC, other Temple College employees, and the Temple College EOC.
- (4) Directions to Temple College employees from an IC who is an employee of an external agency will be communicated through the Agency Representative.

c. Command Staff: The IC may designate an immediate command staff consisting of any or all of the following positions and responsibilities.

- (1) Safety Officer: The Safety Officer will:
 - (a) Identify and direct management of on-scene hazards.
 - (b) Ensure all on-scene operations are conducted safely
 - (c) Intervene on behalf of the IC to stop unsafe activities.
- (2) Information Officer: The Information Officer will:
 - (a) Serve as sole point of contact for the news media on site
 - (b) Release information about the incident to the news media as directed by the IC.
- (3) Liaison Officer: The Liaison Officer will act as point of contact for cooperating external agencies that are not functioning as part of a Unified Command.

d. General Staff: The IC may designate a general staff consisting of any or all of the following positions and responsibilities:

- (1) Operations Chief
 - (a) The Operations Chief will be responsible for all on-scene tactical activities necessary to manage the incident.
 - (b) If an incident is small or likely to be of short duration, the IC may choose to perform the functions of Operations Chief.

(c) If an incident is large, complex, or likely to last for an extended time period, the IC may choose to designate a separate Operations Chief who focuses on tactical operations, leaving the IC to concentrate on strategic issues.

(d) The Operations Chief may establish organizational branches, divisions, or groups consistent with Incident Management System terminology and structure as dictated by the nature of the incident.

(2) Logistics Chief

(a) The Logistics Chief will be responsible for providing facilities, services, and material in support of incident management.

(b) Responsibilities of the Logistics Chief may include:

(i) Procuring specialized equipment and supplies

(ii) Meeting transportation requirements

(iii) Providing expanded or alternative communications resources

(iv) Arranging for food and water to be available to response personnel

(c) The Logistics Chief may establish organizational branches, divisions, or groups consistent with Incident Management System terminology and structure as dictated by the nature of the incident.

(3) Plans Chief

(a) The Plans Chief will be responsible for collection, evaluation, dissemination, and use of information about the developing incident.

(b) Responsibilities of the Plans Chief may include using incident information to assist the IC and Operations Chief in:

(i) Understanding the current situation

(ii) Predicting the probable course of incident events

(iii) Preparing strategies for incident management

(c) The Plans Chief may establish organizational branches, divisions, or groups consistent with Incident Management System structure and terminology as dictated by the nature of the incident.

(4) Finance/Administration Chief

(a) The Finance/Administration Chief will be responsible for all financial and cost analysis aspects of the incident.

(b) Responsibilities of the Finance/Administration Chief may include:

(i) Ensuring that all personnel time used in incident management is properly recorded

(ii) Administering financial matters pertaining to vendor contracts and procurement of equipment and supplies

(iii) Collecting cost data, performing cost effectiveness analyses, providing cost estimates, and making cost saving recommendations for the incident.

(c) During most incidents, finance/administration functions will be performed off-scene by College Business Office personnel.

(d) The Finance/Administration Chief may establish organizational branches, divisions, or groups consistent with

Incident Management System structure and terminology as dictated by the nature of the incident.

2. Incident Management Functions

a. Campus Warning and Alerting: Primary responsibility for these functions is assigned to the Campus Police. Tasks to be performed include:

- (1) Preparing Annex A to this plan.
- (2) Receiving information on emergency situations.
- (3) Alerting key officials.
- (4) Disseminating warning information and instructions to the College through available warning systems.
- (5) Providing updates to the College community as directed.

b. Communications and Emergency Management Data Systems: Primary responsibility for this function is assigned to the Associate Vice President of Technology and Information Services. Tasks to be performed include:

- (1) Preparing Annex B to this plan.
- (2) Identifying external communications systems available within the local area and determining connectivity of these systems.
- (3) Developing plans and procedures for coordinated use of the various communications systems available outside and within the College.
- (4) Determining and implementing means of augmenting communications during emergencies, including support by volunteer organizations such as the Radio Amateur Civil Emergency Service.
- (5) Protecting the College's information systems infrastructure where possible.
- (6) Developing data systems necessary to support the College's emergency management activities, including development of an enterprise geographic information system.

c. Building Evacuation

- (1) Primary responsibility for this function is assigned to the Campus Police with support from the Facility Emergency Management Officers.
- (2) The Campus Police will prepare Annex C to this plan, which will contain guidance to the Facility Emergency Management Officers on developing evacuation plans for their facilities.
- (3) Faculty members will be responsible for:
 - (a) Explaining facility evacuation routes and procedures to their students at the beginning of each semester.
 - (b) Safe evacuation of their students.
 - (c) Accounting for their students to the appropriate Facility Emergency Management Officer and the Campus Police.
 - (d) Notifying the Facility Emergency Management Officer of students who require evacuation assistance.

d. Campus Evacuation: Primary responsibility for this function is assigned to the Campus Police in coordination with local law enforcement. Tasks to be performed include:

- (1) Preparing Annex D to this plan.
- (2) Identifying areas where evacuation already has taken place or where it is necessary and determining at-risk populations.
- (3) Evacuating known risk areas, including route selection and determination of traffic control requirements.
- (4) Determining emergency public information requirements coordinated with the Director of College Communications and the incident public information officer.

e. Firefighting and Hazardous Materials: Primary responsibility for this function is assigned to the local fire departments. The relevant standard operating procedures of the local fire departments will constitute Annex E to this plan.

Tasks to be performed include:

- (1) Fire detection and control.
- (2) Hazardous materials response, including determination of public protective actions, if any.
- (3) Evacuation support.
- (4) Post-incident reconnaissance and damage assessment.
- (5) Fire safety inspection of temporary shelters.

f. Law Enforcement: Primary responsibility for this function is assigned to the Campus Police in coordination with local law enforcement. Tasks to be performed include:

- (1) Preparing Annex F to this plan in coordination with the standard operating procedures of local law enforcement.
- (2) Maintaining law and order.
- (3) Controlling traffic and crowds.
- (4) Providing security to vital facilities, evacuated areas, and shelters.
- (5) Controlling access to damaged or contaminated areas.
- (6) Performing post-incident reconnaissance and damage assessment.

g. Emergency Medical Services: Primary responsibility for this function is assigned to the local emergency medical services providers with support from the local fire departments. The standard operating procedures of the local emergency medical services agencies will constitute Annex G to this plan.

Tasks to be performed include:

- (1) Initial triage of persons who are injured or ill.
- (2) On-scene emergency care.
- (3) Transport to appropriate health care facilities.

h. Search and Rescue: Primary responsibility for this function is assigned to the local fire departments in cooperation with the Campus Police and local law enforcement. The relevant standard operating procedures of the local fire departments will constitute Annex H to this plan. Tasks to be performed include:

- (1) Coordinating and conducting search and rescue activities.
- (2) Identifying requirements for specialized resources to support rescue operations.
- (3) Coordinating external technical assistance and equipment support for search and rescue operations.

i. Public Works: Primary responsibility for this function is assigned to the Director of Facilities. Tasks to be performed include:

- (1) Preparing Annex I to this plan.
- (2) Protecting College facilities and vital equipment where possible.
- (3) Providing support to post-incident reconnaissance and damage assessment.
- (4) Arranging for temporary signage to identify campus facilities and streets.
- (5) Providing building inspection support.
- (6) Directing temporary repair of vital facilities.
- (7) Arranging for debris removal.
- (8) Providing specialized equipment to support emergency operations.
- (9) Supporting traffic control and rescue operations.

j. Utilities: Primary responsibility for these functions is assigned to the Director of Facilities in cooperation with local providers of utility services. Tasks to be performed include:

- (1) Preparing Annex J to this plan in coordination with local providers of utility services.
- (2) Arranging for emergency power sources where required.
- (3) Assessing damage and estimating needs in order to repair and restore College utilities.

(4) Prioritizing restoration of utility service to vital facilities and other facilities.

k. Transportation: Primary responsibility for this function is assigned to the Director of Intercollegiate Athletics in cooperation with the Director of Facilities and the Campus Police. Tasks to be performed include:

- (1) Preparing Annex K to this plan.
- (2) Identifying College transportation resources and coordinating their use in emergencies.
- (3) Coordinating deployment of College transportation resources to support emergency operations.
- (4) Establishing and maintaining a reserve pool of drivers, maintenance personnel, parts, and tools.
- (5) Maintaining records on use of transportation equipment and personnel for purposes of possible reimbursement.

l. Human Services (shelter, food, water, clothing, evacuee medical support): Primary responsibility for this function is assigned to the Associate Vice President of Resource Management in cooperation with the Director of Facilities, the Associate Vice President of Health Professions, the American Red Cross, and the Salvation Army. Tasks to be performed include:

- (1) Preparing Annex L to this plan.
- (2) Coordinating the operation of shelter facilities using College facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
- (3) Coordinating special care requirements for victims such as the elderly and special needs individuals.
- (4) Coordinating use of College facilities and personnel to support operations of local health care facilities during local, state, or national disasters.

m. Resource Support and Management: Primary responsibility for this function is assigned to the Director of Purchasing. Tasks to be performed include:

- (1) Preparing Annex M to this plan.
- (2) Maintaining an inventory of emergency resources.
- (3) Locating supplies, equipment, and personnel to meet specific needs during emergency operations.
- (4) Maintaining a list of vendors for supplies and equipment needed immediately following an emergency.
- (5) Establishing emergency purchasing procedures and coordinating emergency procurements.
- (6) Coordinating transportation, sorting, temporary storage, and distribution of resources during emergencies.
- (7) Maintaining records of emergency-related expenditures for possible reimbursement.

n. Public Information: Responsibility for public information and media relations is assigned to the Director of College Communications in cooperation with the incident public information officer designated by the local government. Tasks to be performed include:

- (1) Preparing Annex N to this plan.
- (2) Coordinating release of information regarding incidents that affect the College with the local public information officer.

o. Counseling and Mental Health: Responsibility for these functions is assigned to the Associate Vice President of Resource Management for employees and to the Director of Enrollment and Student Services for students. Tasks to be performed include:

- (1) Preparing Annex O to this plan.

(2) Identifying resources to provide critical incident stress management services to employees and students.

(3) Coordinating deliver of critical incident stress management services to employees and students.

p. Donations Management: Responsibility for this function is assigned to the Director of the Temple College Foundation. Tasks to be performed include:

(1) Preparing Annex P to this plan.

(2) Soliciting donations to meet known needs.

(3) Establishing and implementing procedures to accept or reject offers of donated goods and services.

(4) Establishing a facility to receive, sort, and distribute donated goods.

q. Volunteer Services: Primary responsibility for this function is assigned to the Associate Vice President of Resource Management. Tasks to be performed include:

(1) Preparing Annex Q to this plan.

(2) Developing procedures for integrating volunteers into the College's incident response system.

(3) Developing and maintaining relationships with disaster support organizations such as the American Red Cross and Salvation Army.

r. All supervisors not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the Incident Commander, the EOC Coordinator, the Emergency Management Director, or the Chief Executive Officer.

F. Field Command Post

1. Function: The Field CP will be a location from which the IC orders, directs, and controls resources necessary to managing an incident.

2. Location

a. The Field CP usually will be established by the College employee initially assuming command of an incident at a safe location near the incident site.

b. If representatives of a local emergency services agency establish a command post prior to the arrival of College personnel, that site will serve as the Field CP.

c. The initial location and any movement of the Field CP should be reported to the communications centers of all agencies participating in the management of an incident and to the College EOC, if it has been activated.

3. Staffing

a. Generally, the IC should remain at the Field CP at all times.

b. If the IC must leave the Field CP, a deputy should be designated who will remain at the Field CP and maintain continuous radio or telephone contact with the IC.

c. The organization of the Field CP will use the structure and position titles established by the National Incident Management System.

d. Until an individual is assigned a specific incident management function, the IC is personally responsible for that function.

e. The IC may direct any College employee to perform incident management functions.

G. Emergency Operations Center

1. Function: The EOC will be the focal point for centralized management of information, decision-making, resource support, and resource application. The primary roles of the EOC will be bringing together all relevant information about an incident in one location, organizing and presenting that information in a useful format to the organization's decision-makers, and facilitating the coordination of resources needed to manage the emergency. Functions of the EOC include

a. Coordinating all operating unit activities through the Field CP

b. Providing policy direction as needed.

c. Providing for campus-wide administrative, organizational, informational, technical, and resource needs.

- d. Providing support, assistance, and supply for operating units.
- e. Providing public information services and coordinating activities with the on-scene Public Information Officer
- f. Obtaining local, state, and federal assistance as needed.
- g. Dealing with issues that are too large, too complex, or of too long a duration for resolution in the field

2. Location

- a. The Vice President of Administrative Services, in coordination with the Chief of Police, will designate primary and secondary locations for the EOC.
- b. The Associate Vice President of Resource Management, in coordination with the Chief of Police, will maintain a cache of basic supplies needed to open and operate the EOC for a period of 48 hours.
- c. Depending on the nature and scope of an incident, the Administrator on Call, Emergency Management Director, or Chief Executive Officer may choose to locate the EOC at an off-campus site.

3. Activation

- a. The EOC may be activated at the discretion of:
 - (1) The IC
 - (2) The Chief of Police
 - (3) The Director of Facilities
 - (4) The Administrator on Call
 - (5) The Emergency Management Director
 - (6) The Chief Executive Officer
- b. Circumstances in which consideration should be given to activating the EOC include, but are not limited to:
 - (1) Resource requirements beyond institutional capabilities
 - (2) Requirements for extensive interaction with external organizations
 - (3) Incidents of long duration
 - (4) Requirements for major policy decisions
 - (5) Activation of the Temple, Taylor, or Cameron EOC in response to an incident occurring on College property.
 - (6) Declaration of a local, state, or national state of emergency or disaster
 - (7) Any other circumstances in which activation of the EOC would be useful to the successful management of an incident.
- c. When the EOC is activated, assigned supervisory personnel will direct the efforts of their divisions, departments, or programs from the EOC.
- d. Laptop computers and essential daily operating supplies will be brought to the EOC by each division, department, and/or program at the time of activation or as soon thereafter as possible.

4. Staffing

- a. The Emergency Management Director will provide executive oversight to the operations of the EOC.
- b. EOC functions will be performed by a Policy Group and a Management Group.
- c. Policy Group
 - (1) The policy group will consist of the individuals comprising the President's Council and any other College employees who the Chief Executive Officer or Emergency Management Director determines possess knowledge relevant to providing policy guidance for management of an incident.
 - (2) The responsibility of the policy group will be to provide advice to the Emergency Management Director and the Chief Executive Officer in establishing general guidance, policies, and priorities based on the nature and extent of an incident.
 - (3) The Emergency Management Director will chair the Policy Group.

d. Management Group

- (1) The Management Group will be responsible for allocating campus resources in response to an incident and for coordinating field command activities if more than one Field CP is established.
- (2) The Administrator on Call will serve as EOC Coordinator and will direct the Management Group until the Emergency Management Director or the Chief Executive Officer assigns another individual to perform this function.
- (3) The Management Group will be staffed as the EOC Coordinator deems necessary.
- (4) The Management Group will use the organizational structure and position titles established by the National Incident Management System.
- (5) Until an individual is assigned a specific function at the EOC, the EOC Coordinator is personally responsible for that function.
- (6) The EOC Coordinator may direct any College employee to perform duties in support of the Management Group.

5. College Liaison to Local Emergency Operation Center

a. The Chief Executive Officer will assign a College employee as a liaison to the local EOC if:

- (1) The local Emergency Management Director or the EOC Coordinator requests such an assignment, or
- (2) The Chief Executive Officer determines that the presence of a College liaison to the local EOC will facilitate the local response to an incident occurring on College property or requiring use of College resources.

b. The role of the College Liaison to the local EOC will be to serve as the primary point of contact between the College and the local EOC.

H. Command, Control, and Communications

1. Command and Control

a. Final authority for direction of the College's response to an incident occurring on its property, affecting its operations, or requiring commitment of College resources will rest with the Chief Executive Officer.

b. Responsibility for direction of all aspects of the on-scene response will rest with the IC.

c. Responsibility for executive oversight of the EOC will rest with the Emergency Management Director.

d. Responsibility for direction of EOC Management Group and coordination of EOC activities with on-scene activities will rest with the EOC Coordinator.

e. Arrival of a more senior official at the Field CP or at the EOC will not automatically result in transfer of responsibility for direction of activities to that individual. Responsibility will be transferred only when:

- (1) The individual previously exercising command has thoroughly briefed the arriving senior official of the circumstances and any command decisions that have been implemented.
- (2) The individual assuming command has had sufficient time to feel reasonably certain he/she understands the tactical and strategic situation
- (3) Transfer command is formally announced over the available channels of communication.

f. Command personnel, command staff, and general staff will be issued visible identification that clearly states their role.

g. During emergency operations, supervisory personnel will retain administrative and policy control over their employees and equipment.

However, personnel and equipment will carry out mission assignments as directed by the IC, the EOC Coordinator, or their representatives.

- h. Each division, department, and program will establish procedures for assigning personnel as necessary to support the Field CP or the EOC.
 - i. Divisions, departments, and programs will maintain the integrity of normal work crews whenever possible.
 - j. The initial response to an incident may require extended operations with work crews operating in shifts. Supervisors should plan accordingly to provide adequate time for personnel rest while maintaining incident management efforts.
2. EOC/Field CP Interaction
- a. The relationship between the EOC and the Field CP will depend on the nature of scope of an incident.
 - b. Generally, the EOC will **NOT** direct resources operating in the field and will focus on broad goals such as:
 - (1) Providing policy direction as needed
 - (2) Providing for administrative, organizational, informational, or technical needs that affect the entire institution.
 - (3) Providing support to field activities
 - (4) Dealing with issues that are too large, too complex, or of too long a duration for resolution in the field.
3. Communications
- a. All communications during and incident will be in PLAIN ENGLISH. No codes should be used, and all communications using radio or telephone should be confined to essential messages.
 - b. When a Field CP is established, the IC will assign a location designation to that incident, e.g.—“TC East Campus Command,” “TC Berry Hall Command,” etc. The location designator will precede all further communications from that incident.
 - c. Communications will be directed to positions in the command structure, **NOT** to the person occupying the position, e.g. —“TC East Campus Command from TC EOC Coordinator”)
4. Media Relations
- a. The Director of College Communications or his/her designee will function at the College Public Information Officer during an emergency.
 - b. During joint operations between the College and local emergency responders, the College Public Information Officer will coordinate his/her activities with those of the local public information officer.
 - c. Only the Chief Executive Officer or the College Public Information Officer will speak with media on behalf of the College. College employees will refer all media inquires to the College Public Information Officer.
 - d. The Chief Executive Officer will approve all information releases pertaining to the impact of an incident on the College.

I. Logistics and Administration

1. Resources

- a. Following activation of the response phase of this plan, all resources of the College will be available to the IC and/or the EOC Coordinator for use in managing the incident.
- b. Employees will **NOT** respond to the incident site following activation of the response phase of this plan except when directed to do so by their supervisor, the IC, or the IC’s representative.
- c. Day-to-day functions that do not contribute directly to the management of the incident may be suspended until the incident is resolved. The efforts that normally would be required for these functions will be redirected to accomplishing incident management functions.
- d. Unless agreed to in writing by an authorized official, the College will not be responsible for financial obligations or losses incurred by volunteer, governmental, or quasi-governmental organizations during a response to any type of incident on College property.

- e. The College assumes no liability for injury to or death of volunteers or of employees, agents, or officers of local, state, or federal governments in the performance of duties during a response to an incident occurring on College property except that imposed by law.
 - f. College employees assigned emergency management duties or responsibilities pursuant to this Plan retain all of the right, privileges, and immunities of College employees.
2. Support
- a. Requests for support from entities with which the College maintains routine working relationships will be handled by way of routine channels.
 - b. Requests for support from the state or federal governments will be coordinated with the local EOC.
3. Agreements and Contracts
- a. Should College resources not be adequate during an emergency, requests will be made for assistance from local jurisdictions and other agencies in accordance with existing mutual aid agreements and contracts and those agreements and contracts concluded during the emergency.
 - b. All agreements will be entered into by authorized officials and should be in writing whenever possible.
 - c. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.
4. Reports: A daily situation report should be prepared and distributed to the College Community by the EOC following a Level III incident or the declaration of a State of Disaster.
5. Activity Logs: The Field CP(s) and the EOC will maintain logs recording key response activities, including:
- a. Activation or deactivation of emergency facilities
 - b. Emergency notifications to local governments, and to state and federal agencies.
 - c. Significant changes in the emergency situation
 - d. Major commitments of resources or requests for additional resources from external sources
 - e. Issuance of protective action recommendations to the College community
 - f. Evacuations
 - g. Casualties
 - h. Containment and termination of the incident
6. Incident Costs
- a. A project number will be designated by the Vice President of Administrative Services for activities related to the management of an incident requiring activation of the response phase of this Plan.
 - b. This project number will be disseminated to, and used by, all divisions, departments, and/or programs participating in the response to or management of the incident.
 - c. The project number will be used in conjunction with the applicable accounting code to document all response and recovery costs, including:
 - (1) Personnel costs, especially overtime costs
 - (2) Equipment operations costs
 - (3) Costs for leased or rented equipment
 - (4) Costs for contract services to support emergency operations
 - (5) Costs of specialized supplies expended for emergency operations

VIII. Recovery

A. Return to Normal Operations

1. When the IC has determined that the response phase of an incident has been terminated, the scene secured, he/she will transmit this fact to the local emergency communications center and to the EOC, if that facility has been activated.

2. Although incident command has been terminated, supervisors may elect temporarily to continue assigning personnel to shifts to allow personnel an opportunity to rest before returning to normal duty.
3. Although the response phase of an incident has been terminated:
 - a. A CP may be kept open to coordinate incident site recovery activities.
 - b. The EOC may continue operations to coordinate recovery efforts and provide a point of contact for local, state, and federal officials.

B. Relocation to Temporary Facilities

1. If College functions, property, or records must be temporarily relocated, the Chief Executive Officer will designate the order of relocation.
2. Divisions, departments, or programs relocating functions, personnel, property, or records to temporary facilities will coordinate these efforts with the EOC.

C. Employee and Student Assistance and Critical Stress Management: Studies of major incidents have brought attention to the fact that responders can become psychological casualties. The purpose of this section is to establish procedures and guidelines for helping College employees and students cope with what they have experienced and continue productive lives with minimal long-term effects.

1. During an incident:
 - a. Breaks from direct incident involvement will be scheduled and enforced whenever possible.
 - b. A duty rotation will be established, and personnel will **NOT** be allowed to operate on an incident continuously for more than 12 hours.
 - c. Supervisory personnel and the incident Safety Officer will monitor personnel for signs and symptoms of acute critical incident stress syndrome. Personnel displaying indications of critical incident stress syndrome will be removed from the scene as soon as possible.
 - d. To the greatest extent possible, personnel who operate on a Level II or Level III incident will not be required to remain on duty when the incident is resolved.
2. Following an incident:
 - a. The Associate Vice President of Resource Management will be responsible for providing support for College employees requesting assistance in dealing with the psychological effects of the incident
 - b. The Director of Enrollment and Student Services will be responsible for providing support to students requesting assistance in dealing with the psychological effects of the incident.
3. Procedures for critical incident stress management may be activated at any time independently from the rest of this plan if students or employees feel they would benefit from the process.

D. Modification of Course Requirements and Academic Standards

1. With the advice of the Educational Services Council, the Vice President of Educational Services may uniformly modify course requirements and academic standards to assist students in dealing with the effects of an incident.
2. Modifications may include, but are not limited to:
 - a. Allowing students discontinue participating in instructional activities for the remainder of the semester and receive as their final grade for a course the grade they had earned at the time the incident occurred.
 - b. Allowing students to continue participating in instructional activities for the remainder of the semester with the understanding they will receive the higher of the grade they had earned at the time the incident occurred or their grade upon completion of all course work.

E. Post Incident Review

1. When this plan is activated as a result of an actual incident, the response to the incident will be critiqued at the earliest possible date.
2. The Vice President of Administrative Services will be responsible for convening and presiding over the post incident review.

3. The IC will provide a written After Action Report of the incident for use during the review.
4. A written report of the post incident review, including any areas of strength, opportunities for improvement, and resulting changes in this plan will be prepared and issued to all plan holders within 30 days of the critique.

IX. Severability

This plan is an exercise of the legal responsibilities of the Temple Junior College District. If any provision of this plan or the application thereof is held invalid, such invalidity will not affect other provisions or applications of this plan, and to this end the provisions of this plan are held to be severable. This plan supersedes all prior Master Emergency Management Plans to the extent that they are in conflict. All plans, regulations, policies, and procedures not in conflict herewith are continued in full force and effect.

X. Implementation

This plan is in effect immediately upon adoption by the Board of Trustees of the Temple Junior College District. Provisions of this plan dealing with mitigation of and preparedness for emergencies will be continually in effect. Provisions concerning response to and recovery from emergencies will be implemented upon activation of a response under this plan.

FUNCTIONAL ANNEXES

- Annex A: Campus Warning and Alerting
- Annex B: Communications
- Annex C: Building Evacuation
- Annex D: Campus Evacuation
- Annex E: Firefighting and Hazardous Materials
- Annex F: Law Enforcement
- Annex G: Emergency Medical Services
- Annex H: Search and Rescue
- Annex I: Public Works
- Annex J: Utilities
- Annex K: Transportation
- Annex L: Human Services
- Annex M: Resource Support and Management
- Annex N: Public Information
- Annex O: Counseling and Mental Health
- Annex P: Donations Management
- Annex Q: Volunteer Services