

Temple College
Master Emergency Management Plan

ANNEXES



INDEX TO ANNEXES

ANNEX LETTER	DESCRIPTION	PAGE
<u>Annex A</u>	<u>Warning</u>	<u>3</u>
<u>Annex B</u>	<u>Communications and Information Systems</u>	<u>16</u>
<u>Annex C</u>	<u>Protective Actions</u>	<u>25</u>
<u>Annex D</u>	<u>Campus Evacuation</u>	<u>38</u>
<u>Annex E</u>	<u>Firefighting and Hazardous Materials</u>	<u>50</u>
<u>Annex F</u>	<u>Law Enforcement</u>	<u>60</u>
<u>Annex G</u>	<u>Emergency Medical Services</u>	<u>71</u>
<u>Annex H</u>	<u>Search and Rescue</u>	<u>80</u>
<u>Annex I</u>	<u>Public Works</u>	<u>89</u>
<u>Annex J</u>	<u>Utilities</u>	<u>99</u>
<u>Annex K</u>	<u>Transportation</u>	<u>109</u>
<u>Annex L</u>	<u>Human Services</u>	<u>117</u>
<u>Annex M</u>	<u>Resources Management</u>	<u>128</u>
<u>Annex N</u>	<u>Public Information</u>	<u>137</u>
<u>Annex O</u>	<u>Behavioral Health</u>	<u>148</u>
<u>Annex P</u>	<u>Donations Management</u>	<u>159</u>



Temple College
Master Emergency Management Plan

ANNEX A
WARNING



RECORD OF CHANGES


[illegible]

APPROVAL & IMPLEMENTATION**ANNEX A
WARNING**

This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.


Provisions of this Annex 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 Annex supersedes all previous versions.



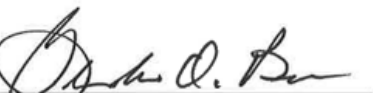
Chief, Temple College Police Department

5-24-18
Date



Vice President Administrative Services/
Emergency Operations Director

5/23/18
Date



President

6/6/18
Date



ANNEX A WARNING

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose

- A. The purpose of this Annex is to outline the organization, operational concepts, responsibilities, and procedures by which warnings concerning potential or actual incidents affecting Temple College (College) will be disseminated to key College officials, other members of the College community, visitors to the College's facilities, and the general public.
- B. The College's goal in issuing warnings will be to ensure members of the College community and visitors to the College's facilities have prompt, accurate information about the full range of threats to their safety so they can make informed decisions about protecting themselves.
- C. This Annex does not address release of information to the general public or the news media during an incident. Warnings differ from public information in the immediacy of delivery. Warnings involve information necessary for the protection of lives, health, or property and must be delivered immediately. Public information involves less urgent information and is addressed in Annex N (Public Information) of this plan.

III. Situation, Assumptions, and Limitations

- C. Situation
 - 1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property necessitating implementation of protective actions.
 - 2. Emergencies can occur at any time; therefore, systems and procedures for providing warnings of potential or actual incidents must be in place and ready to use at all times.
 - 3. The Jeanne Clery Act (20 USC 1092(f) requires the College to issue:
 - a. "Timely Warnings" to the College community of specific crimes which:
 - (1) Are reported to the College Police, any College official with significant responsibility for student and campus activities, or local law enforcement.
 - (2) Occur at College facilities, in public areas immediately accessible from College property, or in certain non-campus facilities.
 - (3) Pose a serious or ongoing threat to students and employees
 - b. "Emergency Notifications" to the College community about any significant emergency or dangerous situation, including non-criminal incidents such as fires, chemical releases, and infectious disease outbreaks involving an immediate threat to the health or safety of students or employees occurring at College facilities.
 - 4. Unless otherwise specified, the term "warning" when used in the College Master Emergency Management Plan or any Annex or Appendix to the Plan includes both timely warnings and emergency notifications as defined by the Clery Act.
 - 5. A number of systems have been established by local, state, and federal government to alert the public and local officials to emergencies and to provide appropriate instructions. These systems are more completely described in **Appendix 1** to this Annex.
 - 6. The College maintains a number of systems to provide warnings to key College officials, members of the College community, visitors to the College's facilities, and the general public. These systems are more completely described in **Appendix 2** to this Annex.
 - 7. Because electronic news media are the primary information sources for the general public, local radio and television stations will aid in dissemination of warnings.



D. Assumptions

1. Prompt initial notification of an incident is critical to an effective response. Therefore, a formal plan must be in place and supporting procedures must be followed to ensure that all necessary notifications are made reliably.
2. Warnings of impending or ongoing incidents may save lives, decrease injuries, and reduce some types of property damage.
3. The College's warning system will operate in addition to other systems created by the local, state, and federal governments which will follow established procedures to provide warnings to local officials and the general public.
4. Local radio and television stations will broadcast Emergency Alert System (EAS) messages and other information when requested by officials of local, state, or federal government.
5. No single system will enable the College to fully warn all appropriate persons in a timely manner because each system has limitations. Therefore, multiple systems must be used to communicate warnings.
6. All warnings must be accurate, clear, and consistent. Within the constraints of the available systems, all warnings must include detailed information about the situation and the actions to be taken which will be systematically updated as an incident progresses.
7. To ensure the effectiveness of warnings, electronic news media must receive information consistent with the warning messages.
8. Provisions must be made to provide warnings to groups such as the hearing-impaired and vision-impaired.

E. Limitations

1. While every effort has been made to ensure reliability of the College's warning systems, some systems are dependent on external networks and providers outside the College's control.
2. Power outages or other incident impacts, including but not limited to increased traffic on telecommunications and data systems networks, may disrupt or delay warning messages.
3. Some people directly threatened by an incident may ignore, not hear, or not understand warnings.

IV. Concept of Operations

A. Mitigation

1. As Emergency Management Director, the Vice President Administrative Services will ensure that:
 - a. The College establishes an effective warning system and appropriate operating procedures.
 - b. The warning system expands to keep up with growth of the College's facilities and enrollment and with the development of new alerting and warning technologies.
2. The College's warning system will include provisions for notification of special needs populations such as the vision-impaired or hearing-impaired.
3. The Division Director Information & Technology Services, the Chief of Police, and the Director of Marketing and Media Relations will advise the Vice President Administrative Services on emerging technologies for improved alerting and warning.
4. The Director of Physical Plant will ensure that plans for construction of new facilities or renovation of existing facilities include appropriate provisions for alerting and warning occupants of potential and ongoing incidents.
5. The Chief of Police in cooperation with the Director of Marketing and Media Relations will conduct education programs designed to discourage members of the College community from engaging in actions that might disrupt or delay warnings through excessive use of the College's telecommunications and information systems infrastructure.
6. The Safety and Security Committee will receive at least one report annually from the Vice President Administrative Services and the Chief of Police on the status of the College's warning system.

B. Preparedness

1. The Chief of Police will
 - a. Coordinate with the Associate Vice President Resource Management and the Division Director Student and Enrollment Services to educate College employees and students on the College's warning systems and actions to be taken for various types of warnings.
 - b. Prepare a schedule for regular tests to ensure proper functioning of the College's warning systems, which will be documented as **Appendix 3** to this Annex. Any problems with the College's warning systems identified during regular tests or actual incidents will be addressed as soon as possible.
 - c. Develop procedures for the operation of the Local Warning Point (LWP) which will include appropriate dissemination of timely warnings and emergency notifications in compliance with the Clery Act.



2. The Director of Marketing and Media Relations will brief local media on the College's warning systems and procedures and will coordinate procedures for transmitting warning messages to local radio and television stations and cable television providers.
 3. All drills and exercises required by the Master Emergency Management Plan will incorporate appropriate activation of the College's warning systems. If warning systems are to be activated at other than normal times for drills or exercises, members of the College community and the general public will be given due notice. Warnings issued during drills or exercises will be preceded by the statement, "THIS IS A DRILL" or "THIS IS AN EXERCISE."
 4. During periods of heightened readiness the following actions will be taken to ensure effective dissemination of warnings:
 - a. Condition Yellow
 - (1) Monitor the situation.
 - (2) Inspect warning systems to insure they are fully operational.
 - b. Condition Orange
 - (1) Monitor the situation.
 - (2) Develop draft warning messages for the impending threat.
 - (3) Alert personnel for possible emergency operations.
 - (4) Identify personnel for increased staffing during primary vulnerability period.
 - (5) Identify requirements for door-to-door warning if necessary.
 - (6) Consider activation of the College Emergency Operations Center (EOC) to provide for increased situation monitoring and to conduct pre-planning.
 - c. Condition Red
 - (1) Monitor the situation.
 - (2) Place selected off-duty personnel on standby to increase staffing if necessary.
 - (3) Coordinate with local television and radio stations to determine their readiness.
 - (4) Designate units for door-to-door warning.
 - (5) Activate the EOC for increased situation monitoring, planning, and resource management.
- C. Response
1. Local Warning Point
 - a. The focal point of the College's warning function will be the Local Warning Point (LWP). The primary LWP will be located in the Temple College Police Department, which operates 24 hours a day/7 days a week. The senior College Police officer on duty will be responsible for operation of the primary LWP.
 - b. To ensure continuity of operations, the Vice President Administrative Services will identify at least one additional organizational unit at a geographically-dispersed location on the Main Campus which can assume LWP responsibilities if the primary LWP is unable to operate. The Chief of Police will ensure that personnel from this unit receives initial and ongoing training and practice necessary to their being able to assume LWP responsibilities. These personnel also will be available to augment staffing of the primary LWP during periods of increased readiness or prolonged operations.
 - c. Any College employee who becomes aware of any incident or conditions that constitute a threat to the College will:
 - (1) Notify the appropriate local law enforcement, fire, and/or emergency medical services agencies immediately.
 - (2) Notify the LWP immediately.
 - d. The Chief of Police will ensure that the public safety communications centers serving communities in which the College operates facilities make provisions for immediately notifying the LWP of any request for services that originates from the College's facilities or involves an incident occurring on the College's property
 - e. The LWP will receive notification of potential or actual incidents from a variety of sources, including federal and state agencies, local officials, the news media, members of the College community, and the general public as detailed in **Appendix 1** of this Annex.
 - f. Incoming messages should be acknowledged, if required.
 - h. The date and time on written messages and the date and time of receipt of all messages shall be entered in the LWP communications log.



- i. For incidents or conditions reported by unknown persons, the LWP operator should seek to confirm the source and information provided by any available means before taking action on the report unless there are confirming reports from other sources.
- j. When a potential or actual incident is verified, the LWP will disseminate warnings and other pertinent information to appropriate College officials and departments, the College community, visitors to the College's facilities, and the general public. In compliance with the Cleary Act, emergency notifications will be issued in the event a situation arises on or in immediate proximity to College property which constitutes a threat to the College community.
- k. If the LWP operator determines immediate notification of the College community and/or the general public is necessary to prevent injuries or loss of life, the LWP may activate any or all of the College's warning systems as dictated by the nature, time, location, anticipated duration, and extent of an actual or potential incident and issue appropriate warnings and instructions. Incidents during which immediate activation of the College's warning systems is authorized include, but are not limited to:
 - (1) A National Weather Service tornado warning for the local area or the confirmed sighting of a tornado on the ground in the local area.
 - (2) A national civil emergency warning received from the Area Warning Center.
 - (3) A report of an ongoing incident on or in immediate proximity to College property involving use of a deadly weapon
- 2. If an incident requires activation of the EOC, personnel at that facility may assume responsibility for formulating warning messages and public instructions, which may be disseminated through LWP or provided to the media for dissemination.
- 3. Notification of College Officials
 - a. When the LWP receives notification of an emergency incident, it will notify the:
 - 1. Appropriate local law enforcement, fire, and/or emergency medical services agencies
 - 2. Chief of Police
 - 3. Maintenance Department for incidents involving potential or actual damage to College facilities or infrastructure.
 - 4. Information and Technology Services Department for incidents involving potential or actual damage to the College information or telecommunications technology.
 - b. Notification of College officials will be made by telephone, radio, pager, or any other means available.
 - c. Notifications of emergency situations and other actions taken in response to such notifications shall be recorded in a communications log.
- 4. Dissemination of Warnings
 - a. Warning messages must be accurate, clear, and consistent. All messages will include information describing the situation, actions to take, and where to obtain additional information.
 - b. Any or all of the systems described in **Appendix 2** may be used to disseminate warnings. Selection and prioritization of systems used to disseminate warnings will be based on the time, nature, location, anticipated duration, and extent of an actual or potential incident. Any College employee who exercises operational control over a system that may be used to disseminate warnings to the College community will comply fully and immediately with a request from the LWP for assistance in disseminating a warning.
 - c. When a decision is made to activate the warning system, priority generally should be given to activating the building speaker/annunciator system and transmitting a Leopard Alert. Other appropriate warning systems should be activated as soon as possible thereafter. Based on the time, nature, location, anticipated duration, and extent of the incident and the use of professional judgment, the LWP operator may modify the sequence in which warning systems are activated.
 - d. The LWP should record the activation of the various local warning systems and dissemination of warning and public instruction messages in its communication log
 - e. Following dissemination of warnings and public instruction messages, the LWP and EOC will conduct media monitoring to determine the need to clarify issues and distribute updated instructions.
 - f. Warning messages and public instructions should be:
 - (1) Periodically repeated for the duration of the incident;
 - (2) Updated as the situation changes;
 - (3) Canceled when no longer needed.



5. Compliance with Warnings
 - a. Supervisory personnel will make every effort to ensure that all College employees under their direction have understood and are complying with warnings issued by the LWP.
 - b. All College employees will make every effort to ensure that students and visitors to the Campus have understood and are complying with warnings issued by the LWP.
 - c. Faculty and other College employees who interact with special needs populations including the vision-impaired and hearing-impaired will ensure members of these groups are aware of warnings and will assist them in complying.
 - d. Any College employee or student who refuses to comply with a warning or other order issued by the LWP or EOC will be subject to appropriate disciplinary action.
 - e. Any person at a College facility who refuses to comply with a warning or other order issued by the LWP or EOC will be subject to arrest and detention by the College Police and appropriate criminal charges under the Texas Penal Code.
- D. Recovery
 1. The LWP will advise the College community and the general public when an incident has been terminated.
 2. If necessary, the LWP will provide instructions for return to the campus of College employees and students and safety information relating to reoccupation of damaged facilities.
 3. If an incident requires activation of the College EOC, personnel at that facility may assume responsibility for formulating instructions for return of College employees and students and safety information relating to reoccupation of damaged facilities, which may be disseminated through LWP or provided to the media for dissemination.

V. Direction and Control

- A. As the Emergency Operations Director, the Vice President Administrative Services will provide general guidance for warning activities.
- B. The Chief of Police will provide specific guidance for the operation of the LWP and warning systems.
- C. For time-sensitive emergency situations, the LWP has been delegated authority to determine if a warning needs to be issued, formulate a warning if necessary (using pre-scripted messages where possible), and disseminate it.
- D. When the EOC has been activated, the EOC staff normally will determine who needs to be warned and how. The President, the Emergency Management Director, the EOC Coordinator, the Director of Marketing and Media Relations/PIO, and other members of the staff will formulate warning messages and public instructions. The LWP normally will execute such warnings by activating the College's warning systems, except that the PIO may disseminate emergency public information to the media directly.
- E. All College personnel or organizational units assigned responsibilities in portions of this Annex related to response or recovery will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

VI. Administration and Support

- A. Agreements and Contracts.
 1. If local resources are inadequate to manage an incident, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.
 2. If local resources and those available through inter-local agreements are inadequate, local officials may request support from the State.
 3. Local governments must seek assistance from their county before requesting State assistance.
- B. Reports & Records
 1. The LWP shall maintain activity logs recording:
 - a. Warnings received.
 - b. Key personnel notified and the actions they directed to be taken.
 - c. Warnings disseminated to the College community and the public and the means of that dissemination.
 2. The Field Command Post (CP) and the EOC will maintain logs of their activities as outlined in the Master Emergency Management Plan and relevant annexes.
 3. The Chief of Police will coordinate reporting of information related to warning systems and procedures to the U.S. Department of Education as required by the Clery Act.



- C. Maintenance of Warning Systems
 - 1. All warning systems owned by the College will be maintained in accordance with the manufacturer's instructions and industry standards for those systems.
 - 2. The Chief of Police will document:
 - a. The results of all tests of the College's warning systems
 - b. Any repairs or other remedial actions undertaken to correct problems with the warning system identified during tests or actual incidents.

VII. Annex Development and Maintenance

- D. The Chief of Police will have responsibility for development and maintenance of this Annex.
- E. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually.
- F. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Chief of Police.
- G. Annually, or more frequently if necessary, the Chief of Police will distribute to all Annex holders any changes deemed necessary to maintain currency of this Annex.
- H. This Annex will be reviewed and revised as necessary following any drills or exercises.
- I. When the response phase of this Annex is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- J. Revisions to the Annex will be dated and marked to show where changes have been made.



Annex A - Appendix 1

National, State, and Local Warning Systems

The National Warning System (NAWAS) is a 24-hour nationwide, dedicated, multiple line telephone warning system linking federal agencies and the states that is used to disseminate civil emergency warnings. NAWAS is a voice communications system operated by the Federal Emergency Management Agency (FEMA) under the Department of Homeland Security (DHS), and controlled from the FEMA Operations Center (FOC) in Washington, D.C., and the FEMA Alternate Operations Center (FAOC) in Olney, Maryland. NAWAS is used to disseminate three types of civil emergency warnings to state and local governments:

- a. Attack Warnings
- b. Fallout Warnings
- c. Natural and Technological Emergency Warnings

Warnings from the FOC or FAOC are coordinated with the Homeland Security Operations Center (HSOC) and relayed through the FEMA Regional Communications Center in Denton to the State Warning Point at the State Operations Center (SOC) in Austin. The State Warning Point further disseminates the civil emergency warnings through the Texas Warning System (TEWAS). The FEMA National Radio System (FNARS), a network of HF radios, serves as a backup for NAWAS.

The Texas Warning System (TEWAS) is state level extension of NAWAS. It consists of a dedicated telephone warning system linking the State Warning Point at the SOC with Area Warning Centers located in Department of Public Safety offices around the state and with seven National Weather Service (NWS) offices in Texas. Area Warning Centers disseminate national and state warning messages to a multi-county area of responsibility. The State's 36 Area Warning Centers are operated on a round-the-clock basis by the Department of Public Safety. Each center is equipped with a variety of primary and alternate telecommunications systems. The State Warning Point relays national emergency warnings received on NAWAS to Area Warning Center using TEWAS. Area Warning Centers will normally disseminate warnings they receive to LWP's via teletype messages on the Texas Law Enforcement Telecommunications System (TLETS). TLETS is a statewide telecommunications network connecting state and local law enforcement agencies and warning facilities. TLETS is the state warning network's primary "hard copy" communications system. Warnings may be disseminated by telephone or radio to those LWP's that cannot be reached by TLETS. TEWAS may also be used by the SOC to disseminate warning messages from the Governor or other key state officials to specific regions of the state.

Homeland Security Information Network – Critical Infrastructure (HSIN-CI) is an unclassified network which immediately provides the Homeland Security Operations Center (HSOC) with one-stop 24/7 access to a broad spectrum of industries, agencies and critical infrastructure across both the public and private sectors. HSIN-CI delivers information sharing, alert notification services to the right people – those that need to know and those that need to act.

Texas Amber Alert Network is a coordinated emergency alert program that disseminates information about abducted children. It serves as an early special purpose warning system available for use by law enforcement to alert the public when a child has been kidnapped and the police believe the child is in danger. See the Statewide Texas Amber Alert Network Plan for more information.

The National Weather Service (NWS) issues weather warning messages through the NWS Weather Forecast Offices and various NWS specialized weather centers, such as NWS river forecast centers, the National Severe Storms Forecast Center, and the National Hurricane Center. NWS disseminates weather forecasts, watches, and warnings via the NOAA Weather Wire Service, which is a satellite communications system that broadcasts to specialized receiver terminals. In Texas, NWS weather products, such as watches and warnings, are transmitted by Weather Wire to the SOC. The SOC, as the State Warning Point, retransmits these weather messages to appropriate Area Warning Centers and Local Warning Points by TLETS. Among the weather messages that are provided are: flood and flash flood watches and warnings, severe weather watches and warnings, tornado watches and warnings, tropical weather watches and warnings. Many local radio and television stations subscribe to the NOAA Weather Wire Service and have installed terminals to receive weather products directly from the NWS. The College also receives NWS weather warning disseminated by NOAA Weather Radio on tone-alert radios located in the Campus Police Department.



The Emergency Alert System (EAS) is intended to provide a means for government to provide emergency warning and instructions to the public. This College may receive EAS messages that contain warning information broadcast by:

- a. Federal authorities or agencies
- b. State government
- c. Other local governments

Civil emergency warnings issued through NAWAS may also be disseminated through EAS. Incoming EAS messages may be received on commercial radio or television stations monitored by local officials or on the EAS encoder/decoder located in Campus Police Department.

State Government From time to time, the SOC issues warning messages to local governments in specific regions of the State. For example, an advisory may be issued to inland jurisdictions along major evacuation routes when large-scale evacuations begin in coastal areas due to a hurricane. Warnings issued by the SOC are typically transmitted by TLETS to Area Warning Centers and LWP.

Local Officials Government employees may provide warning of emergency situations they have discovered or that have been reported to their departments and been confirmed. Such situations should be reported to the LWP through any available means of communications.

Business and Industry Companies that suffer a major fire, explosion, hazardous materials spill, or other emergency situation that may pose a threat to public health and safety and public or private property have a general duty to notify local officials of such occurrences. Such notifications are generally made through the 9-1-1 system. Companies reporting emergency situations that may pose a risk to the public are expected to recommend to local government appropriate actions to protect people and property.

Federal, State, or Local Agencies Warning of specific types of emergency situations may be received directly from specialized government agencies, including river authorities, dam operators, the US Coast Guard, military installations, airport authorities, and other agencies which operate specialized facilities.

Citizen Warning Citizens may also provide warning of emergency situations, generally by calling 9-1-1. It is always advisable to confirm information on emergency situations reported by citizens before issuing public warnings.

Sirens Sirens alert the public, but cannot provide instructions. When the sirens are activated, people are expected to turn on their radio or television to obtain further information.

Route Alerting and Door-to-Door Warning The public may be warned by route alerting using vehicles equipped with sirens and public-address systems. Route alerting may not work well in some areas, including rural areas where residences are some distance from the road or for large buildings with few external windows. Response personnel going door-to-door may also deliver warnings. Both of these methods are effective in delivering warnings, but they are labor-intensive and time-consuming and may be infeasible for large areas.



Annex A - Appendix 2

College Warning Systems

This Appendix lists the systems available for issuing warnings to the College community, describes the advantages and limitations of each of these systems, and identifies the College department with primary control of and responsibility for operation of each system during an emergency.

Text Messages The delivery time of messages is less than 30 minutes. Each message is limited to approximately 130 characters, which limits the message content.

Computer Popups The computer popup software displays the Leopard Alert message with a link directing the individual to a website for more information. This software is installed on all open access lab computers.

Speaker/Annunciators Speaker/Annunciators are installed in and on the outside of buildings across campus. These devices provide audible messages.

Email All Temple College faculty, staff and students have email accounts. There are no restrictions on the length of the message. However, not everyone checks their emails on a regular basis and/or Temple College e-mail is not their primary email account.

Temple College Webpage Anyone with an internet connection can access the Temple College home page. However, many people may not have timely access to the internet. Only a limited number of individuals have permission to post information to and update the Temple College home page. Further, it may take a few minutes to hours depending on staff availability and access to post messages.

Emergency Management Liaisons At least one liaison has been assigned responsibility for each building on campus. This network of liaisons is connected by a phone tree utilizing the campus phone system. An alert can be sent to this network by any individual member of the network to efficiently spread emergency notices across the campus.

Twitter Anyone can receive Leopard Alerts by signing up for Twitter. The alerts will be displayed on individual Twitter home pages in an emergency. Anyone can also enable “device updates” and receive a text message alert. Alternatively, anyone can use Twitter’s “Fast Follow” feature to receive text message alerts without signing up for a Twitter account. However, the rate at which a message is delivered is beyond the control of Temple College.

RSS Feeds Anyone can receive Leopard Alert emergency alerts on their computer by subscribing to Leopard Alert’s RSS feed. Anyone can receive the alerts through their email client, various news readers or their internet browser.

Local Media The local television and radio outlets are good sources to distribute warning messages to a broad audience. However, this mechanism is not limited to the College community. Each media outlet must be contacted individually for message distribution. Therefore, message delivery time is dependent on the cooperation of the local media, their availability, and the availability of Temple College personnel to relay the message to the local media.

Building Fire Alarms Building fire alarms provide timely warnings within each building. Fire alarms are initiated locally with information relayed to the Temple College Police Department and the local fire department.

Door-to-Door Warning Response personnel going door-to-door may also deliver warnings. This method is effective in delivering warnings but is labor-intensive and time-consuming and may be infeasible for large areas.

Phone Tree Emergency Management Liaisons will be connected by phone tree allowing speed dialing to communicate with other liaisons. Individual buildings may also create phone trees to connect personnel within each building



Annex A - Appendix 3
Warning Systems Testing Schedule

Leopard	Drills and Exercises			Auto Door	Call	Phone
Alert	Building	Off-Campus	Weather	Locks	Boxes	Trees
(monthly)	(semester)	(semester)	(annually)	(semester)	(monthly)	(semester)
9/15/15	10/8/15		10/8/15		9/15/15	8/26/15
10/18/15					10/12/15	
11/12/15					11/18/15	
12/7/15	12/15/15		12/15/15	12/15/15	12/15/15	
2/9/16					1/4/16	1/14/16
3/7/16						
4/7/16				4/7/16	4/23/16	4/7/16
5/9/16						
						6/16/16
7/5/16						
8/9/16	8/31/16	8/31/16	8/31/16	8/31/16		8/31/16
10/6/16						
10/26/16						
11/29/16						
1/23/17	1/25/17	1/24/17	1/25/17	1/25/17		1/25/17
2/14/17						
3/8/17					3/16/17	
4/13/17					4/15/17	
5/30/17					5/13/17	
6/13/17					6/21/17	
7/11/17					7/16/17	
8/14/17					8/13/17	
9/5/17	9/2/17		9/7/17	9/7/17	9/15/17	9/7/17
9/27/17						
10/17/17						
11/16/17						
12/6/17						
1/15/18	1/24/18		1/24/18			1/24/18
					4/6/18	



Temple College
Master Emergency Management Plan

ANNEX B
COMMUNICATIONS AND
INFORMATION SYSTEMS



RECORD OF CHANGES

[illegible]

APPROVAL & IMPLEMENTATION

ANNEX B COMMUNICATIONS AND INFORMATION SYSTEMS


This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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.

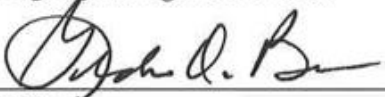
This Annex supersedes all previous versions.


Division Director Information & Technology Services

5/23/18
Date


Vice President Administrative Services/
Emergency Management Director

5-23-18
Date


President

6/6/18
Date

ANNEX B

COMMUNICATIONS AND INFORMATION SYSTEMS

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose

The purpose of this Annex is to outline the organization, operational concepts, responsibilities, and procedures by which Temple College (College) will:

- A. Mitigate the effects of potential incidents on the College's communications and information systems.
- B. Develop and maintain communications and information systems to support responses to and recovery from incidents affecting the College.
- C. Conduct intra- and inter-organizational communications during responses to and recovery from incidents affecting the College.

III. Situation, Assumptions, and Limitations

- A. Situation
 1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
 2. During incidents affecting the College, reliable communication and information systems are essential to:
 - a. Obtain the most complete information on the nature, extent, and impact of the incident.
 - b. Direct and control the use of College resources for incident response and recovery.
 - c. Coordinate the College's response with those of local and state government.
 3. The College possesses communications and information systems resources for use during day-to-day operations which can be used to support response to and recovery from incidents.
 4. Multiple departments control the College's communications resources. Therefore, effective use of these resources during incident response and recovery would require centralized coordination.
- B. Assumptions
 1. During incidents at College facilities,
 - a. The College Police Department's communications and information systems will remain under the control of the Chief of Police and will be used for law enforcement operations and coordination with the Field Command Post (CP), the College Emergency Operations Center (EOC), and local emergency services agencies.
 - b. All other College communication and information systems will come under the control of the Division Director Information & Technology Services or his/her designee and will be made available to support incident response and recovery.
 2. During most incidents, the College Police will be able to communicate by radio.
 3. Telephone communications will be available during most incidents.
 4. Large-scale incidents may require communications and information systems capabilities beyond the normal capacities of equipment possessed by the College.
 5. Additional communications and information systems support required for response and recovery may be available from citizens, businesses, volunteer organizations, and/or local, state, or federal government.
 6. Amateur radio networks operated by the local Radio Amateur Civil Emergency Service (RACES) may be available as a backup to existing communications system.
 7. Some individuals or organizations with sophisticated communications equipment may spontaneously volunteer support.
 8. Effective use of the College's communications resources and access to additional communications assets will require College representation at the Field Command Post (CP) and may require activation of the College Emergency Operations Center (EOC) for operational support, strategic decision making, and coordination with local, state, or federal officials.



C. Limitations

1. While every effort has been made to ensure reliability of the College's communications and information systems, some of these systems are dependent on external networks and providers outside the College's control.
2. Power outages or other incident impacts, including but not limited to increased traffic on telecommunications and information systems networks, may severely reduce communication and information systems effectiveness.
3. Weather and other environmental factors will restrict the ability to deploy mobile or transportable communications equipment into the affected area.
4. Large-scale incidents may create competing needs for communications and information systems resources.
5. Local resources and those obtained pursuant to regional and inter-local agreements may be insufficient during a major incident. While state and federal resources may be available to augment local assets, time will be required to mobilize and deploy these resources.

IV. Concept of Operations

A. Mitigation

1. As Emergency Management Director, the Vice President Administrative Services will ensure the College maintains effective communications and information systems and procedures for responding to and recovering from incidents.
2. The Division Director Information & Technology Services will:
 - a. In cooperation with the Director of Physical Plant, reduce vulnerability of new College communications and information systems to known hazards through proper design and site selection.
 - b. Develop plans to:
 - (1) Protect the College's communications and information systems from known hazards, including but not limited to loss of electrical power.
 - (2) Perform emergency repairs to and restoration of communications and information systems.
3. The Chief of Police will coordinate with:
 - a. The Division Director Information & Technology Services to identify strategies for protecting communications and information systems from intentional damage or disruption.
 - b. The Director of Marketing and Media Relations, the Associate Vice President Resource Management, and the Division Director Student and Enrollment Services to conduct education programs designed to discourage unnecessary use of the College's communications and information systems during incidents.
4. Supervisors of all College organizational units that maintain communications systems for internal administrative use or instructional purposes will:
 - a. Ensure these systems are maintained in accordance with the manufacturer's recommendations and with industry standards.
 - b. Develop plans to protect these systems from known hazards.

B. Preparedness

1. The Division Director Information & Technology Services will:
 - a. Ensure all College organizational units consider emergency communications requirements when upgrading telephone, radio, or computer systems.
 - b. Cooperate with the Chief of Police to:
 - (1) Conduct a documented annual review of possible emergency communications and information systems requirements, including operation of the College EOC and a Joint Information Center (JIC).
 - (2) Identify systems shortfalls and additional resources required.
 - (3) Develop procedures for emergency reallocation of College communications equipment to support response and recovery.
 - c. Develop and maintain a list showing the capabilities and locations of all radios and other communications equipment controlled by the College and any of its organizational units. This inventory will be available to the College Police at all times.



- d. In cooperation with all College organizational units that control radios or other communications equipment, develop procedures to ensure all College communications resources can be accessed at all times, including periods when the College is closed.
 - e. Maintain a list of names, contact information, and specific credentials for all College personnel who hold amateur radio or other communications licenses issued by the Federal Communications Commission. This list will be available to the College Police at all times.
 - f. Identify personnel who can serve as Communications Officer at the CP or EOC.
 - g. In cooperation with the Director of Physical Plant, the Chief of Police, and any other appropriate College personnel, maintain information resources necessary for safe, effective responses that are available to emergency responders at all times, including but not limited to:
 - (1) Campus and building plans.
 - (2) Locations of utility lines and shut-off points.
 - (3) Locations of compressed gas cylinders and hazardous chemicals.
 - (4) Locations of College-owned heavy equipment that could be used to support emergency response.
 - (5) Names and contact information for College personnel who can provide expert advice regarding risks and other relevant issues related to facilities for which they are responsible or in which they conduct instructional activities.
2. The Chief of Police will:
- a. Coordinate with relevant law enforcement, fire, and emergency medical services agencies to ensure effective planning for joint responses, including communications interoperability.
 - b. Coordinate with local, state, or federal government; volunteer organizations, businesses, and private citizens to develop appropriate agreements for additional communications or information systems resources that may be required for response or recovery.
 - c. Conduct joint drills and exercises in cooperation with the Division Director Information & Technology Services and public or private providers of communications resources. These drills and exercises may be conducted as part of or in addition to the drills and exercise required by the Master Emergency Management Plan.
3. Supervisors of all College organizational units that maintain communications systems for internal administrative use or instructional purposes will cooperate with the Chief of Police and Division Director Information & Technology Services to ensure:
- a. Documentation of the location and capabilities of these resources.
 - b. Accessibility to these resources at all times, including periods when the College is closed.
4. The exercises specified in the Master Emergency Management Plan periodically will incorporate discussion based and operations-based activities as necessary to ensure effective:
- a. Use of College communications and information systems resources during incidents at College facilities.
 - b. Coordination with organizations that can provide additional communications or information systems resources.
5. During periods of heightened readiness the following actions will be taken to ensure adequate communications resources to support response and recovery operations.
- a. Condition Yellow
 - (1) Alert key personnel.
 - (2) Check readiness of all equipment and facilities and correct any deficiencies.
 - b. Condition Orange
 - (1) Alert personnel for possible emergency duty.
 - (2) Monitor situation of possible issuance of warning or alerts.
 - c. Condition Red
 - (1) Institute 24-hour operations.
 - (2) Conduct periodic communication checks.
- C. Response
- 1. During an incident response, communications will follow Incident Command System (ICS) standards and will be managed by the Incident Commander (IC) from the CP.



2. In some situations, the College EOC may be activated without a CP being operational. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. In these situations decisions regarding management of communications and information systems may be made by the EOC Coordinator, the Emergency Management Director, or the President.
 3. The College Police Department's communications and information systems will remain under the control of the Chief of Police and will be used for law enforcement operations and coordination between the CP and EOC.
 4. The Division Director Information & Technology Services or his/her designee will function as Communications Officer and will control all College communication and information systems not controlled by the Chief of Police.
 5. The Communications Officer will:
 - a. Monitor the status of the College's communications and information systems.
 - b. Coordinate emergency repairs to or restoration of College communications and information systems.
 - c. Identify and prioritize requirements for additional communications and information systems resources.
 - d. Reallocate College communications and information systems resources as necessary.
 - e. Coordinate external requests for additional communications or information systems resources.
 - f. Provide technical assistance to users of the College's communications and information systems.
 6. The College's existing telephone, computer, and radio systems will provide the initial communications resource for incident response.
 7. Incident response will have priority over all other uses of the College's communications and information systems.
 8. Telephones will serve as the primary means of communications.
 9. Face-to-face verbal communication or written messages transmitted by courier will be used if other communications systems are unavailable.
 10. Local, state, or federal agencies, amateur radio operators, and business/industry/volunteer groups will be requested to provide additional resources as necessary.
 11. Use of brevity codes and signals will be suspended for the duration of incident response and recovery with all responders communicating in plain English.
 12. All messages will use local time stated in 24-hour (military) format.
- D. Recovery
1. The IC will determine when the response phase of an incident has been terminated.
 2. 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 College and/or local EOC may continue operations to coordinate recovery efforts and provide a point of contact for local, State, and Federal officials.
 3. During recovery from an incident, the Communications Officer will:
 - a. Continue all activities performed in the response phase until such time as emergency communications are no longer required.
 - b. Recover and return any College organizational unit communications equipment reallocated during incident response or recovery.

V. Direction and Control

- A. As the Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans for ensuring adequate communications and information systems resources during incidents at College facilities.
- B. The Division Director Information & Technology Services will provide specific guidance for development and implementation of plans for ensuring adequate communications and information systems resources during incidents at College facilities.
- C. All plans related to emergency communications will be developed in cooperation with the local emergency management coordinators of the communities in which the College operates facilities.



- D. During an actual incident, the response generally will be directed by the IC operating from the CP. The individual most qualified to deal with the situation should serve as the IC. In cooperation with representatives from all participating agencies, the IC will establish goals for incident management, direct and control responding resources, and designate emergency operating areas.
- E. Effective management of some incidents may require the IC to coordinate with the College and/or local EOC. Coordination with the College EOC will occur through the College's CP representative.
- F. In some situations, the College EOC may be activated without a Field CP being operational. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. In these situations, direction of College resources and coordination with local government will take place from the EOC.
- G. College personnel or units assigned responsibilities in this Annex will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

VI. Administration and Support

- A. Agreements & Contracts.
 - 1. If local resources are inadequate to manage an incident, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.
 - 2. If local resources and those available through inter-local agreements are inadequate, local officials may request support from the State.
 - 3. Local governments must seek assistance from their county before requesting state assistance.
- B. Reports and Records
 - 1. Reports
 - a. In addition to reports required by their parent organization, individuals and groups participating in incident response or recovery will provide appropriate situation reports to the IC, or if a CP is not active, to the appropriate EOC(s).
 - b. The IC will forward periodic reports to the appropriate EOC(s). Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and State agencies during major emergency operations.
 - 2. Records
 - a. The CP and, if activated, the EOC, will maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations.
 - b. Records will be maintained on the use of all transportation equipment, whether owned, leased, rented, or borrowed. These records will be used as basis for possible recovery of emergency operations expenses from a responsible party or reimbursement of certain expenses by the state or federal government. The Communications Officer will retain records of equipment usage until a final decision is made concerning claims for cost recovery or reimbursement.
- C. Maintenance of Emergency Management Resources
 - 1. The term "emergency management resources" refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.
 - 2. All emergency management resources will be maintained in accordance with manufacturer's instructions and industry standards.
 - 3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.
 - 4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
 - 5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VII. Annex Development and Maintenance

- A. The Division Director Information & Technology Services will have responsibility for development and maintenance of this Annex.



- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually.
- C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Division Director Information & Technology Services.
- D. Annually, or more frequently if necessary, the Division Director Information & Technology Services will distribute to all Annex holders any changes deemed necessary to maintain currency of this plan.
- E. This Annex will be reviewed and revised as necessary following any drills or exercises.
- F. 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 Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- G. Revisions to the Annex will be dated and marked to show where changes have been made.



Temple College
Master Emergency Management Plan

ANNEX C
PROTECTIVE ACTIONS



RECORD OF CHANGES

[illegible]

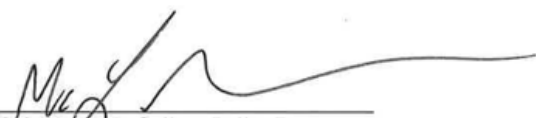
APPROVAL & IMPLEMENTATION

ANNEX C PROTECTIVE ACTIONS


This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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.

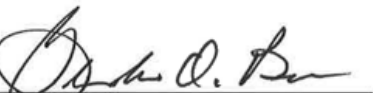
This Annex supersedes all previous versions.


Chief, Temple College Police Department

5-24-18
Date


Vice President Administrative Services/
Emergency Operations Director

5/23/18
Date


President

6/6/18
Date



ANNEX C

PROTECTIVE ACTIONS

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose.

The purpose of this Annex is to outline the organization, operational concepts, responsibilities, and procedures by which actions to protect members of the College community and visitors to the College's facilities from potential or actual incidents will be implemented, including building evacuations, sheltering in place, movement to designated shelter areas, and lockdowns.

III. Situation, Assumptions, and Limitations

- A. Situation
 1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
 2. Emergencies can occur at any time; therefore, systems and procedures for protective actions must be in place and ready to use at all times.
 3. As detailed in **Annex A (Warning)** to the Master Emergency Operations Plan, the College has designated a Local Warning Point (LWP) which conducts situation monitoring and is staffed and equipped to issue:
 - a. Immediate warnings in time-sensitive emergency situations.
 - b. Warnings and other emergency information under the direction of the College Emergency Operations Center (EOC) or the Incident Commander (IC).
 4. As detailed in **Annex A (Warning) Appendix 2**, the College maintains a number of systems to provide warnings to key College officials, members of the College community, visitors to the College's facilities, and the general public. These systems may be used to direct appropriate protective actions during potential or actual emergencies.
- B. Assumptions
 1. Use of protective actions may save lives and prevent injuries by reducing exposure to threats or by isolating threats to specific areas.
 2. Use of protective actions will permit more efficient responses by College and local emergency responders by reducing vehicular and pedestrian traffic at and in proximity to College facilities.
 3. Depending on the nature of the threat and emergency response, different protective actions may be required for different portions of the College's campuses or facilities during the same incident.
 4. In cases where a credible threat exists, some persons may self-initiate protective actions, which may or may not be appropriate.
 5. Some persons will refuse to take protective actions, regardless of the nature of the threat.
 6. Provisions must be made to assist persons with limited mobility and other special needs in taking protective action.
 7. Provisions must be made to ensure security of the College's facilities and the personal property of members of the College community and visitors to the College's facilities when certain types of protective actions are ordered, particularly building evacuations.
- C. Limitations
 1. The ability to issue orders to take protective action(s) is dependent on reliability of the College's communications and information management systems. Some of these systems are dependent on external networks and providers outside the College's control.
 2. Power outages or other incident impacts, including but not limited to increased traffic on telecommunications and data systems networks, may affect the function of locks and other building security systems.



IV. Concept of Operations

A. Mitigation

1. As Emergency Management Director, the Vice President Administrative Services will ensure that the College maintains effective systems and procedures for carrying out protective actions, including building evacuations, sheltering in place, movement to designated shelter areas, and building lockdowns.
2. The Chief of Police will:
 - a. In cooperation with local fire and law enforcement officials and members of the College community, routinely review and seek improvement of designated shelter areas, building evacuation routes, evacuation assembly points, and areas of safe refuge. Any concerns regarding appropriateness of any of these areas raised by members of the College community will be addressed immediately and a written reply will be provided to the person(s) raising the concern.
 - b. In cooperation with State and local emergency management officials and the Division Director Information & Technology Services seek to enhance warning systems to increase warning times and reduce the need for hasty evacuations.
3. The Director of Physical Plant will during the design, construction, or renovation of College facilities:
 - a. Identify and take steps to avoid or mitigate hazards that could require protective actions such as areas of potential flooding or proximity to facilities that produce or store hazardous materials.
 - b. Ensure compliance with all applicable federal, state, and local fire and security alarm codes and standards.
 - c. Ensure that plans provide for:
 - (1) Centrally-controlled electronic locking of doors.
 - (2) Heating, ventilation, and air conditioning systems that allow intake of air from the outside of buildings to be shut off or significantly reduced.
 - (3) Appropriate designated shelter areas.
 - (4) Appropriate areas of safe refuge for persons who cannot leave buildings during evacuations.
4. As part of their routine duties, all College employees will attempt to identify and report to the appropriate College department(s) hazards could lead to the need to take protective actions. The responsible department(s) will undertake all appropriate actions to mitigate these hazards.

B. Preparedness

1. The Chief of Police will:
 - a. Coordinate with the Associate Vice President Resource Management and the Division Director Student and Enrollment Services to educate College employees and students on expected responses to various protective actions.
 - b. In cooperation with local fire and law enforcement officials and the Director of Physical Plant, designate shelter areas, building evacuation routes, evacuation assembly points, and areas of safe refuge for all College facilities.
 - (1) Designated shelter areas will:
 - (a) Be located on ground floors in interior rooms or hallways.
 - (b) Limit hazards from exposure to windows and other glass surfaces.
 - (c) Place as many walls as possible between occupants and the outside of the building.
 - (d) Take maximum advantage of building structure to ensure occupant safety.
 - (2) Each facility will have a primary and, in some cases, an alternate evacuation assembly point which will be documented in **Appendix 1** of this Annex. Identification of evacuation assembly points will take into consideration the possibility of an evacuation occurring during inclement weather and the need to minimize interference with the emergency response to an incident. (3) Areas of safe refuge will be used by persons who are unable to exit a building during an evacuation. Areas of safe refuge will:
 - (a) Be enclosed areas, preferably with fire-rated doors and walls
 - (b) Be located in close proximity to exits, stairwells, or other access points for rescue personnel.
 - (c) Have access to a telephone, if possible.
 - c. Prepare a schedule for documented tests to ensure proper functioning of the electronic door locking system which will take place at least once a semester and immediately address any problems identified during these tests.



2. The Director of Physical Plant will
 - a. Ensure that all designated shelter areas, building evacuation routes, evacuation assembly points, and areas of safe refuge are appropriately identified.
 - b. Conduct documented inspections of all emergency signage at least annually and immediately address problems identified during these inspections.
 - c. Coordinate with the Chief of Police and the Chair of the Emergency Medical Services Professions Department on acquisition, placement, and training in the use of devices necessary for removal of persons with limited mobility from multi-story buildings.
 3. The Director of Marketing and Media Relations will be available, if needed, to brief local media on the meaning and purpose of each protective actions detailed in Section IV.C. (Response) of this Annex.
 4. The Safety and Security Committee will designate employees who will ensure efficient, effective implementation of protective actions, including accountability for College employees and students during building evacuations. At least one primary and, in some cases, one alternate will be designated for each floor in a facility.
 5. Faculty members will at the beginning of each semester explain protective action procedures to their students.
 6. Employees who may require special assistance during protective actions should:
 - a. Identify a partner who can help them when necessary.
 - b. Advise their supervisor of their needs.
 7. Students who may require special assistance during protective actions should:
 - a. Identify a partner who can help them when necessary.
 - b. Advise all of their instructors of their needs.
 8. Drills and exercises required by the Master Emergency Management Plan will incorporate protective actions when appropriate. Any messages ordering protective actions as part of a drill or exercise always will be preceded with the phrase “THIS IS A DRILL” or “THIS IS AN EXERCISE.”
 9. During periods of heightened readiness the following actions will be taken to ensure effective protective actions:
 - a. Condition Yellow
 - (1) Monitor the situation.
 - (2) As necessary, review information on potential evacuation areas, facilities at risk, and evacuation routes.
 - (3) Inform Chief of Police of situation.
 - (4) Check the status of warning and security systems.
 - b. Condition Orange
 - (1) Monitor the situation.
 - (2) Consider activation of the College Emergency Operations Center (EOC) to provide for increased situation monitoring and to conduct pre-planning.
 - (3) Alert personnel in each facility responsible for ensuring implementation of protective actions.
 - (4) Develop draft warning messages for the impending threat.
 - c. Condition Red
 - (1) Monitor the situation.
 - (2) Activate the EOC for increased situation monitoring, planning, and resource management.
 - (3) Place selected off-duty personnel on standby to increase staffing if necessary.
 - (4) Advise employees and visitors to College facilities of impending threat and possible need to take immediate protective action.
- C. Response
1. General
 - a. If an incident requires use of protective action(s), the primary or alternate LWP will disseminate appropriate orders.
 - b. If the LWP operator determines immediate initiation of protective action(s) is necessary to prevent injuries or loss of life, the LWP will immediately notify the Chief of Police.
 - c. If the College Emergency Operation Center (EOC) has been activated to monitor a potential threat, the EOC Coordinator, the Emergency Management Director, or the President may direct the LWP to initiate appropriate protective action(s).



- d. During an actual incident, decisions regarding use and modification of protective action(s) generally will be made by the Incident Commander (IC) operating from the Field Command Post (CP).
 - e. Depending on the nature of the threat and the emergency response, different protective actions may be required for different portions of a facility or campus during the same incident.
 - f. Effective use of some protective actions may require the IC to coordinate with the College EOC or the local EOC.
 - g. Information issued by the LWP regarding protective action(s) will be:
 - (1) Repeated periodically for the duration of the incident.
 - (2) Updated as the situation changes.
 - (3) Canceled when no longer needed.
2. Lockdown
- a. A “Lockdown” will be ordered in situations where a threat can be isolated, contained, or excluded by eliminating access to a building or group of buildings.
 - b. During a “Lockdown” the automatic electronic locks on doors of affected buildings will be engaged and personnel key card access will be disabled.
 - c. Situations in which a “Lockdown” might be ordered include, but are not limited to:
 - (1) An armed person on campus.
 - (2) An incident involving a deadly weapon on or in proximity to the campus.
 - d. If a “Lockdown” order is issued, all persons in the affected building(s) should:
 - (1) Immediately move to a location with a door that can be locked or barricaded.
 - (2) Help those who may need additional assistance.
 - (3) Block visibility into the areas or position themselves where they cannot be seen, if possible.
 - (4) Turn off all lights.
 - (5) Silence all electronic devices.
 - (6) Follow all other instructions given by the LWP, authorized College personnel, or emergency responders
 - e. If a “Lockdown” order is issued, persons not in the affected building(s) should follow all directions issued by the LWP, which may include but are not limited to:
 - (1) Avoiding the area of the lockdown until further notice.
 - (2) Sheltering in place.
 - (3) Leaving the campus.
3. Shelter in Place
- a. A “Shelter in Place” order may be issued during actual or potential incidents which make being outside hazardous.
 - b. Situations in which a “Shelter in Place” order might be issued include, but are not limited to:
 - (1) Severe weather involving high straight-line winds, hail, or lightning.
 - (2) Flash flooding on or in proximity to the campus.
 - (3) A hazardous materials release.
 - c. If a “Shelter in Place” order is issued, all persons in the affected area(s) should:
 - (1) Immediately move indoors.
 - (2) Help those who may need additional assistance.
 - (3) Close all exterior windows and doors.
 - (4) Avoid large areas of exposed glass during severe weather.
 - (5) Shut down or decrease intake of air from outside the building as possible if a hazardous materials release has been reported.
 - (6) Follow all other instructions given by the LWP, authorized College personnel, or emergency responders
4. Move to a Designated Shelter Area
- a. An order to “Move to a Designated Shelter Area” may be issued during actual or potential incidents which make being outside hazardous and which involve a risk of structural damage to College buildings from extremely high winds or other causes of flying debris.
 - b. Situations in which a “Move to a Designated Shelter Area” order might be issued include, but are not limited to:



- (1) Extremely high winds.
 - (2) A report of a funnel cloud or tornado near College facilities.
 - (3) Any other incident that could produce flying debris.
 - c. If a "Move to a Designated Shelter Area" order is issued, all persons in the affected area should:
 - (1) Immediately move indoors and to a Designated Shelter Area.
 - (2) Help those who need additional assistance.
 - (3) Not run.
 - (4) Avoid using stairs unless told to do so by emergency responders.
 - (5) Follow all other instructions given by the LWP, authorized College personnel, or emergency responders.
5. Building Evacuation
- a. An order to evacuate a building may be issued during actual or potential incidents when remaining in the building would be hazardous or could interfere with an emergency response.
 - b. Situations in which a building evacuation order might be issued include:
 - (1) Fire.
 - (2) Hazardous materials release.
 - (3) Bomb threats.
 - (4) Emergency services activity requiring a building to be cleared of occupants.
 - c. If a building evacuation order is issued, including activation of a fire alarm by a building occupant, persons in the affected building(s) should:
 - (1) If time and safety permit:
 - (a) Terminate hazardous experiments or other hazardous operations.
 - (b) Secure safes and deposit areas.
 - (c) Secure student records.
 - (2) Proceed to the nearest safe exit or as directed by emergency responders or authorized College personnel.
 - (3) Take essential items such as keys, wallets or purses, eyeglasses, and prescription medications with them.
 - (4) Help those who may need assistance.
 - (5) Not run.
 - (6) Avoid using stairs unless told to do so by emergency responders.
 - (7) Report to the designated evacuation assembly point and wait for further instructions.
 - (8) Not re-enter the building until advised to do so by the LWP, authorized College personnel, or local emergency responders.
 - (9) Follow all other instructions given by the LWP, authorized College personnel, or local emergency responders.
 - d. Faculty teaching in building(s) for which an evacuation order is issued will be prepared to account for their students to the College Police and other emergency responders, including students who have moved to areas of safe refuge.
 - e. Supervisory personnel will be prepared to account for all employees within their area of responsibility to the College Police and other emergency responders.
 - f. If a building evacuation order is issued, persons not in the affected building(s) should follow all directions issued by the LWP which may include but are not limited to:
 - (1) Avoiding the area of the affected building(s) until further notice.
 - (2) Sheltering in place.
 - g. During building evacuations, the Chief of Police will take appropriate steps, including coordination with local law enforcement if necessary, to ensure the security of College and personal property left in vacated facilities.
 - h. At the direction of the IC, the Director of Physical Plant will take appropriate steps to discontinue utilities to evacuated buildings as required for a safe, effective emergency response.
6. Compliance with Protective Action Orders
- a. Supervisory personnel will ensure that all College employees under their direction have understood and are complying with protective action orders.
 - b. All College employees will ensure that students and visitors to the Campus have understood and are complying with protective action orders.



- c. Faculty and other College employees who interact with special needs populations including the vision impaired, hearing-impaired, and those with limited mobility should:
 - (1) Ensure members of these groups are aware of protective action orders and assist them in complying.
 - (2) Advise the College Police and local emergency responders of any persons who have moved to areas of safe refuge due to inability to evacuate a building.
 - d. Any College employee or student who refuses to comply with a protective action order will be subject to appropriate disciplinary action.
 - e. Any person at a College facility who refuses to comply with protective action order will be subject to arrest and detention by the College Police and appropriate criminal charges under the Texas Penal Code.
- D. Recovery
- 1. When the IC or EOC determines a protective action no longer is necessary, the LWP will notify the College community and the general public.
 - 2. Under the direction of the IC or EOC, the LWP may release lockdowns or permit reoccupation of evacuated facilities in stages to ensure public safety and order.
 - 3. If necessary, the LWP will provide instructions for return of College employees and students to evacuated buildings and safety information relating to reoccupation of damaged facilities.

V. Direction and Control

- A. As the Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of protective actions.
- B. The Chief of Police will provide specific guidance for the development and implementation of protective actions.
- C. For time-sensitive emergency situations, the LWP has been delegated authority to initiate protective action(s) before notifying the Chief of Police.
- D. If the EOC has been activated to monitor a potential threat, the Emergency Management Director, or the President may direct the LWP to initiate specific protective action(s).
- E. During an actual incident, decisions regarding use and modification of protective action(s) generally will be made by the IC operating from the CP.
- F. Effective implementation of some protective action(s) may require the IC to coordinate with the College EOC and/or local EOC.
- G. All College personnel or organizational units assigned responsibilities in portions of this Annex related to response or recovery will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

VI. Administration and Support

- A. Agreements and Contracts.
 - 1. If local resources are inadequate to manage an incident, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.
 - 2. If local resources and those available through inter-local agreements are inadequate, local officials may request support from the State.
 - 3. Local governments must seek assistance from their county before requesting State assistance.
- B. Reports and Records
 - 1. The LWP, IC, and EOC will maintain accurate logs recording protective action decisions, significant protective actions, and the commitment of resources to support protective actions.
 - 2. Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Therefore, all College divisions, departments, and programs will maintain records of personnel and equipment used and supplies consumed during implementation of protective actions.
- C. Maintenance of Emergency Management Resources
 - 1. The term “emergency management resources” refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.
 - 2. All emergency management resources will be maintained in accordance with manufacturer’s instructions and industry standards.



3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.
4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VII. Annex Development and Maintenance

- A. The Chief of Police will have responsibility for development and maintenance of this Annex.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually. C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Chief of Police.
- D. Annually, or more frequently if necessary, the Chief of Police will distribute to all Annex holders any changes deemed necessary to maintain currency of this Annex. This Annex will be reviewed and revised as necessary following any drills or exercises.
- E. When the response phase of this Annex is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- F. Revisions to the Annex will be dated and marked to show where changes have been made.



Annex C - Appendix 1

Primary and Alternate Evacuation Assembly Points

Main Campus – West Campus Buildings

Instructional Services Center

- West ISC – Evacuate through the nearest and safest exterior door.
 - Assembly Point – south side of the library in the grass lawn
 - Alternate Assembly Point –
- East ISC – Faculty lounge and keyboarding evacuate north glass doors unless you cannot get down the stairs and then use the north east glass doors. Evacuate the nearest and safest exterior doors.
 - Assembly Point – north side of the library in the grass lawn
 - Alternate Assembly Point –

Berry Hall

- Evacuate through the nearest and safest exterior door.
 - Assembly Point – south side of the library in the grass lawn
 - Alternative Assembly Point –

Newton Science Building

- Evacuate through the nearest and safest exterior door.
 - Assembly Point – north side of Arnold Student Union Building in the grass lawn
 - Alternative Assembly Point –

Hubert M. Dawson Library

- Evacuate through the nearest and safest exterior door.
 - Assembly Point – grass lawn between Berry Hall and Instructional Services Center
 - Alternative Assembly Point –

Watson Technical Services

- Evacuate through the nearest and safest exterior door.
 - Assembly Point – north student parking lot on the spine
 - Alternative Assembly Point –

Mary Alice Marshall Performing Arts Center including the Carpenter Rehearsal Hall

- Evacuate through the nearest and safest exterior door.
 - Assembly Point – north grass lawn in front of One College Center or southwest corner of Watson Technical Center in grass lawn depending upon exit location
 - Alternative Assembly Point –

Arnold Student Center – (Also known as Arnold Student Union Building)

- Evacuate through the nearest and safest exterior door.
 - Assembly Point – south of Newton Science Building in grass lawn
 - Alternative Assembly Point –

Marc A. Nigliazzo Administration Building

- Evacuate through the nearest and safest exterior door.
 - Assembly Point – grass lawn south east of Administration Building
 - Alternative Assembly Point –



Math and Bioscience Building

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – grass lawn south of Newton Science Building
 - o Alternative Assembly Point –

Maintenance Building

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – grassy lawn south of the Maintenance Building
 - o Alternative Assembly Point –

Maintenance Building – Carpenter Barn

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – grassy lawn south of the Mail Room
 - o Alternative Assembly Point –

One College Center

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – grassy lawn south of One College Center
 - o Alternative Assembly Point –

Mail Room / Computer Storage

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – south of the building near the Pottery Barn
 - o Alternative Assembly Point –

Visual Arts Complex

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – north student parking lot on the spine
 - o Alternative Assembly Point –

Visual Arts Complex – Pottery Barn

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – north student parking lot on the spine
 - o Alternative Assembly Point –

Science Lab Building

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – grass lawn between Newton Science Building or grass lawn south of Math Bioscience building dependent upon your exit point
 - o Alternative Assembly Point –

Academic Center

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – either grass lawn east of the Fine Arts Building or grass lawn south of the Administration Building
 - o Alternative Assembly Point



Main Campus - East Campus Buildings***Health and Physical Education Center***

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – safely across the street in the grass area (old golf course)
 - o Alternative Assembly Point –

Dell Martin Nursing Education Center

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – East student parking lot on First Street west of NEC
 - o Alternative Assembly Point –

Police Department

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – grass area behind the Police Department
 - o Alternative Assembly Point –

Health Sciences Center

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – East student parking lot on First Street west of Nursing Education Center (NEC)
 - o Alternative Assembly Point –

Danny Scott Sports Complex

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – grass lawn between the Pavilion and the Gym
 - o Alternative Assembly Point –

Pavilion – Fitness Center

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – grass lawn between Pavilion and Gym
 - o Alternative Assembly Point –

Pavilion – Leopard Room and Classrooms

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – inside and in-between the ball fields of the Danny Scott Sports Complex
 - o Alternative Assembly Point –

Temple College Apartments – Contact Apartment Management for their designated plan.

University Courtyard Apartments – Contact Apartment Management for their designated plan.

Temple Bioscience Institute – Contact Scott and White for their emergency management plan and guidelines.

Taylor Center

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – safely across the street and in the grass lawn north of the center
 - o Alternative Assembly Point –

Hutto Center

- Evacuate through the nearest and safest exterior door.
 - o Assembly Point – southeast of the building near the pond
 - o Alternative Assembly Point –



Temple College
Master Emergency Management Plan

ANNEX D
CAMPUS EVACUATION



RECORD OF CHANGES

[illegible]

APPROVAL & IMPLEMENTATION**ANNEX D
CAMPUS EVACUATION**

This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.


Provisions of this Annex 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 Annex supersedes all previous versions.



Chief, Temple College Police Department

5-24-18
Date



Vice President Administrative Services/
Emergency Management Director

5-23-18
Date



President

6/6/18
Date



ANNEX D

CAMPUS EVACUATION

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose. The purpose of this Annex is to outline the organization, operational concepts, responsibilities, and procedures by for complete evacuation of the College's campuses during actual or potential incidents.

III. Situation, Assumptions, and Limitations

A. Situation

1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
2. Some of these hazards could result in incidents requiring all individuals to leave an affected campus, including but not limited to:
 - a. A forecast of extremely severe weather
 - b. A bomb threat involving multiple locations or an unspecified location
 - c. An incident involving hazardous materials on or near the campus.
 - d. A tornado that causes extensive damage to a campus.
3. Some incidents can develop slowly, while others may occur without warning and require campus evacuations to be conducted with minimal preparation.
4. In the case of short notice evacuations, there may be little time to mobilize personnel and equipment from external sources to support evacuation operations.
5. Incidents requiring a campus evacuation can occur at any time; therefore, systems and procedures for campus evacuations must be in place and ready to use at all times.
6. As detailed in **Annex A (Warning)** to the Master Emergency Operations Plan, the College has designated a Local Warning Point (LWP) which conducts situation monitoring and is staffed and equipped to issue:
 - a. Immediate warnings in time-sensitive emergency situations.
 - b. Warnings and other emergency information under the direction of the College Emergency Operations Center (EOC) or the Incident Commander (IC).
7. As detailed in **Annex A (Warning) Appendix 2**, the College maintains a number of systems to provide warnings to key College officials, members of the College community, visitors to the College's facilities, and the general public. These systems may be used to direct campus evacuations during potential or actual incidents.
8. The College possesses transportation resources for movement of people, equipment, and supplies during day-to-day operations. Some of these resources could be mobilized to assist with a campus evacuation.
9. The College's transportation resources are under the control of multiple departments. Their effective use to support a campus evacuation or other incident response and recovery operations would require centralized coordination and prioritization of their use.

B. Assumptions

1. Evacuation planning for known hazards can and should be done in advance.
2. Spontaneous evacuation may occur with sufficient warning of a potential or actual incident.
3. Most individuals will evacuate as directed.
4. The primary means of evacuation will be by private vehicle.
5. Transportation may need to be provided for evacuees without personal vehicles.
6. While the College possesses some transportation resources support from local government may be necessary to mobilize sufficient resources to support a campus evacuation.



7. Some incidents may preclude use of vehicles requiring individuals to evacuate all or part of a campus on foot.
8. Provisions must be made to assist persons with limited mobility and other special needs.
9. Provisions must be made to ensure security of the College's facilities and the personal property of members of the College community and visitors.
10. Incidents that require a campus evacuation may extend over larger areas, necessitating coordination with local government to ensure that persons leaving the campus do not evacuate to unsafe areas or travel in ways that interfere with the response to the incident.

C. Limitations

1. The ability to issue campus evacuation orders and advisory information is dependent on reliability of the College's communications and information management systems. Some of these systems are dependent on external networks and providers outside the College's control.
2. Some individuals will refuse to evacuate, regardless of the threat, or will refuse to evacuate as directed.
3. Local resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. While State and Federal resources may be available, time will be required to mobilize and deploy these resources.

IV. Concept of Operations

A. Mitigation

1. As Emergency Management Director, the Vice President Administrative Services will ensure that the College maintains effective systems and procedures for carrying out campus evacuations.
2. The Chief of Police will:
 - a. In cooperation with local fire and law enforcement officials and members of the College community, routinely review and seek improvement of campus evacuation routes.
 - b. In cooperation with state and local emergency management officials and the Division Director Information & Technology Services seek to enhance warning systems to increase warning times and reduce the need for hasty evacuations.
3. The Director of Physical Plant will during the design, construction, or renovation of College facilities identify and take steps to mitigate hazards that could require campus evacuations.
4. As part of their routine duties, all College employees will attempt to identify and report to the appropriate College department(s) hazards could lead to the need to evacuate a campus. The responsible department(s) will undertake all appropriate actions to mitigate these hazards.

B. Preparedness

1. The Chief of Police will:
 - a. Coordinate with the Associate Vice President Resource Management, the Division Director Student and Enrollment Services, and the Director of Marketing and Media Relations to educate College employees and students on expected responses during campus evacuations.
 - b. In cooperation with local fire and law enforcement officials and the Director of Physical Plant designate primary and alternate evacuation routes for all of the College's campuses, taking into consideration road capacities and traffic patterns.
 - c. In cooperation with local emergency management coordinators, public transit providers, and school districts develop procedures for coordinated mobilization of transportation resources to support campus evacuations.
 - d. In cooperation with local emergency management coordinators and transportation resource providers, identify primary and alternate emergency transportation pick-up points on or in proximity to the College's campuses.
 - e. In cooperation with local emergency management coordinators, identify and develop procedures for use of primary and alternate facilities as evacuee reception points during campus evacuations. Locations should be selected to support both vehicular and foot evacuations.
 - f. Ensure that employees designated to ensure efficient, effective implementation of evacuations pursuant to Section IV.B.3 of this Annex receive training necessary to properly perform their duties.
 - g. As necessary, identify and train College personnel who can act as auxiliaries to the College Police Department by performing roles not requiring peace officer certification including direction of vehicle and pedestrian traffic during campus evacuations.



2. The Director of Physical Plant will:
 - a. In cooperation with the Athletics Director:
 - (1) Develop procedures for mobilizing the College's transportation resources to support a campus evacuation.
 - (2) Identify personnel who can serve as Transportation Officer during campus evacuations.
 - b. Coordinate with the Chief of Police and with local public works departments to determine the need for and to establish means of rapidly accessing traffic cones, barricades, and other equipment for control of vehicular and pedestrian traffic during campus evacuations.
3. The Safety and Security Committee will designate employees who will ensure efficient, effective implementation of campus evacuation orders, including accountability for employees, students, and visitors. At least one primary and in some cases one alternate will be designated for each floor in a facility.
4. Faculty members will at the beginning of each semester:
 - a. Explain campus evacuation procedures to their students.
 - b. Explanation should include both building and campus evacuation procedures.
5. Employees who may require special assistance or who do not have immediate access to a vehicle should:
 - a. Identify a partner who can help them when necessary.
 - b. Advise their supervisor of their needs.
6. Students who may require special assistance during or who do not have immediate access to a vehicle should:
 - a. Identify a partner who can help them when necessary.
 - b. Advise all of their instructors of their needs.
7. Drills and exercises required by the Master Emergency Management Plan periodically will incorporate discussion-based and operations-based activities to evaluate and improved procedures for conducting campus evacuations.
8. During periods of heightened readiness the following actions will be taken to ensure effective preparations for campus evacuation:
 - a. Condition Yellow may be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation. Readiness actions may include:
 - (1) Reviewing information on potential evacuation areas, facilities at risk, and evacuation routes.
 - (2) Informing personnel designated to assist with evacuations of the situation.
 - (3) Checking the status of potential evacuation routes and evacuee reception points.
 - (4) Monitoring the situation.
 - b. Condition Orange may be appropriate if there is an increased risk of a hazard which necessitates evacuation. Readiness actions may include:
 - (1) Alerting response personnel for possible evacuation operations duty.
 - (2) Checking the status of resources and enhance short-term readiness if possible, including fueling vehicles.
 - (3) Monitoring the availability of transportation assets and drivers.
 - (4) Advising the College to monitor the situation
 - (5) Monitoring the situation.
 - c. Condition Red is appropriate when there is a significant possibility that a campus evacuation may have to be conducted. Readiness actions may include:
 - (1) Activating the Emergency Operations Center (EOC) to monitor the situation and track resource status.
 - (2) Placing transportation providers and personnel designated to assist with evacuations in an alert status
 - (3) Placing off-duty personnel on standby.
 - (4) Updating the status of resources.
 - (5) Checking the evacuation routes status.
 - (6) Pre-positioning traffic control devices.
 - (7) Moving equipment to safe havens.
 - (8) Providing information to the College community on planned evacuation routes.
 - (9) Preparing to issue a warning if necessary.



C. Response

1. Warning and Notification
 - a. If an incident requires a campus evacuation, the primary or alternate LWP will disseminate appropriate orders.
 - b. If the LWP operator determines immediate initiation of a campus evacuation is necessary to prevent injuries or loss of life, the LWP will:
 - (1) Immediately notify Chief of Police;
 - (2) Notify the local emergency communications center that a campus evacuation is underway and request appropriate support from local law enforcement.
 - c. During an incident response, decisions regarding a campus evacuation generally will be made by the Incident Commander (IC) operating from the Field Command Post (CP).
 - d. In some situations, the College EOC may be activated without a Field CP being active. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. In these situations:
 - (1) The EOC Coordinator, the Emergency Management Director, or the President may direct the LWP to initiate a campus evacuation;
 - (2) Direction of College resources in support of the evacuation and coordination with local government will take place from the College EOC.
2. Evacuation Decision Making and Control
 - a. Evacuation decision making should include following considerations:
 - (1) How urgent is the need to clear the campus?
 - (2) What areas or facilities should be evacuated and in what order?
 - (3) How will employees, students, and visitors be advised of what to do?
 - (4) What travel routes should be used by evacuees?
 - (5) Is use of vehicles for evacuation safe?
 - (6) Will use of vehicles create traffic jams that could complicate or delay emergency services responses?
 - (7) What transportation support is needed?
 - (8) What assistance will populations with special needs require?
 - (9) What control of vehicular and pedestrian traffic will be needed?
 - (10) Will evacuee reception facilities be needed?
 - (11) What effect has the incident had on the surrounding community?
 - (12) Will persons leaving the campus evacuate to unsafe areas or travel in ways that interfere with the response to the incident?
 - (13) How will evacuated areas be secured?
 - b. Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.
 - c. In less acute situations or in situations when more warning is available, campus evacuations should be staged to:
 - (1) Allow arrangements for evacuee transportation and reception facilities.
 - (2) Control the flow of people leaving campus.
 - (3) Allow time to establish traffic control points.
 - (4) Limit interference with emergency services responses and operations.
 - d. Other protective actions such as a "shelter in place" order may be used as tools for staging and controlling campus evacuations.
 - e. After determining which areas are at greatest risk, the CP or EOC may direct the LWP to issue campus evacuation orders by buildings or groups of buildings at 5 to 10 minute intervals.
3. Evacuation Strategies
 - a. If it has been determined that a campus evacuation may take place by vehicle:
 - (1) Traffic control points will be established as quickly as possible with all cars being directed away from the campus via predetermined routes.
 - (2) If possible two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.



- (3) Transportation pick-up points will be established as quickly as possible, and College and local transportation resources will be mobilized to assist persons without immediate access to vehicles.
 - (4) Evacuee reception points will be notified to prepare to receive persons who are evacuated from the campus using College and local transportation resources.
 - b. If it has been determined that a campus evacuation must take place by foot:
 - (1) Traffic control points will be established as quickly as possible with evacuees being directed along predetermined routes which take them away from the campus to designated evacuee reception points.
 - (2) Transportation pick-up points will be established as quickly as possible, and College and local transportation resources will be mobilized with priority being given to persons with limited mobility.
 - (3) Evacuee reception points will be notified to prepare to receive evacuees.
- 4. Law Enforcement Support.
 - a. During a campus evacuation, the College Police and local law enforcement will:
 - (1) Determine preferred evacuation routes based on the current situation and on the status of preplanned primary and alternate routes.
 - (2) Provide information on evacuation routes to the LWP and the Public Information Officer (PIO) for dissemination to the College community and to the public.
 - (3) Alert those in affected facilities who have not been warned by other means.
 - (4) Deploy units to direct and control traffic.
 - (5) Coordinate with appropriate local authorities to alter traffic signal timing or deploy signs and other traffic control devices to expedite the flow of traffic if time permits.
 - (6) Notify adjacent organizations that may be affected by the evacuation, preferably before the evacuation commences.
 - (7) Monitor traffic flow and resolve problems
 - (8) Request wrecker services when needed to clear disabled vehicles from evacuation routes.
 - (9) Report evacuation progress to the College and local EOCs
 - (10) Ensure the security of College and personal property left in vacated facilities.
 - b. The senior supervisors of the College Police and of other all law enforcement agencies present operating on the incident will collaborate to identify and deploy the combination of resources necessary to support the campus evacuation.
- 5. Public Works Support
 - a. During a campus evacuation, the IC or EOC may request that the College Physical Plant Department and local public works departments support the evacuation by:
 - (1) Placing traffic control devices to facilitate evacuation.
 - (2) Assisting in keeping evacuation routes open.
 - (3) Providing barriers to restrict entry to evacuated and damaged areas.
 - (4) Mobilizing College vehicles to transport persons without immediate access to other means of transportation.
 - b. The senior supervisors of the College Physical Plant Department and of all other public works agencies operating on the incident will collaborate to identify and deploy the combination of resources necessary to support the campus evacuation.
- 6. Transportation Officer. The Transportation Officer will:
 - a. Coordinate transportation for evacuees without vehicles or who may need assistance in evacuating.
 - b. In coordination with law enforcement, determine and establish pickup points.
 - c. Coordinate transportation assistance for the evacuation of institutional facilities and individuals with access and functional needs.
 - d. Coordinate all transportation relating to relocation of essential resources.
 - e. Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.
- 7. Marketing and Media Relations. During a campus evacuation, the Director of Marketing and Media Relations will function as PIO and will:
 - a. Be the single point of contact for all information being disseminated related to the emergency and evacuation.



- b. Serve as the point of contact for media relations.
 - c. Keep evacuees and the general public informed on evacuation activities and specific actions they should take.
 - d. Establish and staff a specific telephone number that parents and relatives of students, faculty, and staff can call for information.
- 8. Compliance with Campus Evacuation Orders
 - a. Supervisory personnel will ensure that all College employees under their direction have understood and are complying with campus evacuation orders.
 - b. All College employees will ensure that students and visitors to the Campus have understood and are complying with campus evacuation orders.
 - c. Faculty and other College employees who interact with special needs populations including the vision impaired, hearing-impaired, and those with limited mobility will ensure members of these groups are aware of campus evacuation orders and will assist them in complying.
 - d. Any College employee or student who refuses to comply with a campus evacuation order will be subject to appropriate disciplinary action.
 - e. Any person at a College facility who refuses to comply with a campus evacuation order will be subject to arrest and detention by the College Police and appropriate criminal charges under the Texas Penal Code.
- D. Recovery
 - 1. The IC will determine when the response phase of an incident has been terminated.
 - 2. 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 College and/or local EOC may continue operations to coordinate recovery efforts and provide a point of contact for local, State, and Federal officials.
 - 3. During recovery from an incident, the College Police in cooperation with local and state law enforcement will:
 - a. Continue security operations as needed.
 - b. Perform traffic control for return of evacuees, if needed.
 - c. Provide access control for damaged areas, issuing passes or permits if required.
 - 4. Return to the campus will not be authorized until:
 - a. The threat prompting the evacuation has been resolved or subsided.
 - b. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - c. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated.
 - d. Structures have been inspected and deemed safe for occupancy or have been determined unsafe, marked, and barricaded.
 - e. Adequate water is available for firefighting.
 - 5. Traffic control along return routes may also be required.
 - 6. Information provided before the campus is reopened should address:
 - a. Assessing damage to facilities for insurance purposes.
 - b. Caution in reactivating utilities and damaged equipment.
 - c. Cleanup instructions.

IV. Direction and Control

- A. As the Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from incidents requiring a campus evacuation.
- B. The Chief of Police will provide specific guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from incidents requiring a campus evacuation.
- C. All plans related to evacuation of the College's campuses will be developed in cooperation with the local emergency management coordinators of the communities in which the College operates facilities.
- D. During an actual incident, the response generally will be directed by the IC operating from the CP. The individual most qualified to deal with the situation should serve as the IC. In cooperation with representatives from all participating agencies, the IC will establish goals for incident management, direct and control responding resources, and designate emergency operating areas.



- E. Effective management of some incidents may require the IC to coordinate with the College and/or local EOC. Coordination with the College EOC will occur through the College's CP representative.
- F. In some situations, the College EOC may be activated without a Field CP being active. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. In these situations, direction of College resources and coordination with local government will take place from the EOC.
- G. College personnel or units assigned responsibilities in this Annex will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

V. Administration and Support

- A. Agreements & Contracts.
 - 1. If local resources are inadequate to manage an incident, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.
 - 2. If local resources and those available through inter-local agreements are inadequate, local officials may request support from the State.
 - 3. Local governments must seek assistance from their county before requesting state assistance.
- B. Reports & Records
 - 1. Reports
 - a. In addition to reports required by their parent organization, individuals and groups participating in incident response or recovery will provide appropriate situation reports to the IC, or if a CP is not active, to the appropriate EOC(s).
 - b. The IC will forward periodic reports to the appropriate EOC(s). Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations.
 - c. The Chief of Police will coordinate all reporting of criminal incidents at College facilities to external agencies as required by local, state, and federal laws, ordinances, and regulations.
 - 2. Records
 - a. The CP and, if activated, the EOC, will maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. .
 - b. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents may be recoverable from the responsible party. Therefore, detailed records of personnel and equipment used and supplies consumed during these incidents will be maintained.
- C. Maintenance of Emergency Management Resources
 - 1. The term "emergency management resources" refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.
 - 2. All emergency management resources will be maintained in accordance with manufacturer's instructions and industry standards.
 - 3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.
 - 4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
 - 5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VI. Annex Development and Maintenance

- A. The Chief of Police will have responsibility for development and maintenance of this Annex.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually. C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Chief of Police.



- C. Annually, or more frequently if necessary, the Chief of Police will distribute to all Annex holders any changes deemed necessary to maintain currency of this plan.
- D. This Annex 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 Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- F. Revisions to the Annex will be dated and marked to show where changes have been made.



GENERAL EVACUATION CHECKLIST

?	Action Item	Assigned
	PLANNING:	
	1. Determine area(s) and populations at risk, including special needs populations.	
	2. Determine evacuation routes for risk area(s) & check the status of these routes.	
	3. Determine traffic control requirements for evacuation routes.	
	4. Estimate public transportation requirements & determine pickup points.	
	5. Determine reception area requirements & select preferred locations.	
	ADVANCE WARNING:	
	6. Develop traffic control plans & stage traffic control devices at required locations	
	7. Alert reception areas selected for use.	
	8. Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed.	
	9. Advise local jurisdictions that may be affected of evacuation plans.	
	EVACUATION:	
	10. Advise local jurisdictions that evacuation order will be issued.	
	11. Disseminate evacuation order to the public through available warning systems, clearly identifying areas to be evacuated.	
	12. Provide amplifying information to the public through the media. Emergency public information should address: What should be done to secure buildings being evacuated What evacuees should take with them Where evacuees should go & how should they get there Provisions for populations with special needs and those without transportation	
	13. Staff and open reception points	
	14. Provide traffic control along evacuation routes & establish procedures for dealing with vehicle breakdowns on such routes.	
	15. Provide transportation assistance to those who require it.	
	16. Provide security in or control access to evacuated areas.	
	17. Provide Situation Reports on evacuation to the local government.	
	RETURN OF EVACUEES	
	18. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, & conduct damage assessments.	
	19. Determine requirements for traffic control for reoccupation of campus.	
	20. Advise local jurisdiction that reoccupation of campus will begin.	
	21. Advise College community through the media that the campus has reopened; indicate preferred travel routes.	
	22. Provide traffic control for reoccupation of campus.	
	23. If evacuated areas have sustained damage, provide the information that addresses: <ul style="list-style-type: none"> • Documenting damage • Requesting expedient repairs • Caution in reactivating utilities & damaged appliances • Cleanup & removal/disposal of debris 	
	24. Terminate reception area operations.	
	25. Maintain access controls for areas that cannot be safely reoccupied.	



Temple College
Master Emergency Management Plan

ANNEX E
FIREFIGHTING AND
HAZARDOUS MATERIALS



RECORD OF CHANGES

[illegible]

APPROVAL & IMPLEMENTATION**ANNEX E
FIREFIGHTING AND HAZARDOUS MATERIALS**

This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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 Annex supersedes all previous versions.




Chief, Temple College Police Department

5-24-18
Date



Vice President Administrative Services/
Emergency Management Director

5-23-18
Date



President

6/6/18
Date

ANNEX E

FIREFIGHTING AND HAZARDOUS MATERIALS

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose. The purpose of this annex is to outline operational concepts and organizational arrangements for:

- A. Preventing, mitigating the effects of, and preparing for fires or hazardous materials releases involving College facilities.
- B. Firefighting and management of hazardous materials releases during incidents affecting the College.

III. Situation, Assumptions, and Limitations

- A. Situation
 - 1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
 - 2. The College's facilities are at risk from fires because of general hazards affecting all structures, including flammability of construction materials and furnishings and presence of electricity and natural gas. Additionally, some instructional activities involve use of heat sources, electrical currents, chemical reactions, and other activities which could result in fires.
 - 3. The proximity of several College facilities to major highways or rail lines and the use of chemicals for instruction and maintenance activities create a risk of a hazardous materials release.
 - 4. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment. Uncontrolled fires may reach such proportions as to become major emergencies.
 - 5. Releases of hazardous materials can cause loss of life, serious injuries, and substantial damage to property and the environment.
 - 6. The College depends on local municipal fire departments for responses to fires and hazardous materials release. 7. In addition to local fire departments, the response to a fire or hazardous materials release may include law enforcement, public works, utilities, public health authorities, and environmental protection agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.
- B. Assumptions
 - 1. Risks associated with fires and hazardous materials involving the College's facilities can be mitigated through:
 - a. Compliance with local federal, state, and local laws, ordinances, codes, and regulations.
 - b. Routine inspections to identify and eliminate hazards.
 - c. Training and education of members of the College community.
 - 2. Small fires frequently can be extinguished or controlled through actions taken by College employees or by building sprinkler systems.
 - 3. Small chemical spills frequently can be managed safely by College employees responsible for the chemicals involved.
 - 4. During emergency situations, the College will rely on local fire departments, which will follow their standard operating procedures.
 - 5. Effective response to a fire or hazardous materials release involving College facilities will require College representation at the Field Command Post (CP) and may require activation of the College Emergency Operations Center (EOC) for operational support, strategic decision making, and coordination with local, state, or federal officials.



C. Limitations

1. Challenges to fire prevention and control are exacerbated when other emergency situations occur simultaneously or already have impacted an area.
2. Large-scale incidents may adversely impact firefighting personnel, equipment, facilities, and communications systems.
3. Other natural hazards and emergencies, such as flash flooding, may necessitate the use of fire service resources for rescue operations, decreasing resources available for firefighting and control of hazardous materials releases.
4. Local resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a large-scale incident. While state and/or federal resources may be available to augment the local fire department, time will be required to mobilize and deploy these resources.

IV. Concept of Operations

A. Mitigation

1. As Emergency Management Director, the Vice President Administrative Services will ensure that the College maintains effective systems and procedures for mitigating against, preparing for, responding to, and recovering from incidents involving fires or hazardous materials releases.
2. The Chief of Police will:
 - a. Maintain effective working relationships with local fire departments serving communities in which the College operates facilities.
 - b. Work with local fire marshals and other local, state, and federal authorities to ensure compliance with all applicable federal, state, and local fire prevention and hazardous materials laws, ordinances, codes, standards, and regulations.
 - c. Coordinate with the Associate Vice President Resource Management and the Division Director Student and Enrollment Services to ensure employees and students receive education in general procedures for preventing fires and hazardous materials incidents.
 - d. Administer the hazard and incident reporting and review processes described in the College's Master Emergency Management Plan as a means of identifying and mitigating hazards that could result in incidents during Search and Rescue operations are necessary.
3. The Director of Physical Plant will:
 - a. During the design, construction, or renovation of College facilities, ensure compliance with all applicable federal, state, and local fire, hazardous materials storage, and building codes and standards.
 - b. Coordinate with local fire marshals and other local, state, and federal authorities on routine fire prevention and safety inspections of all College facilities.
 - c. Maintain the College's facilities and grounds in a manner that prevents or mitigates the effects of fires.
4. All supervisory personnel with responsibility for vital records, including but not limited to student records, will take steps to ensure these records are protected from fire to the maximum extent feasible.
5. Faculty whose curricula involve activities that result in an increased risk of fires or involve use of hazardous materials will follow all appropriate standards and guidelines for mitigating these risks.
6. Students will follow all instructions and procedures intended to mitigate the risk of fire or exposure to hazardous materials during instructional activities. Failure or refusal to follow these instructions and procedures may result in academic penalties and other appropriate disciplinary action.
7. As part of their routine duties, all College employees will attempt to identify and report to the appropriate College department(s) hazards that could result in fires or release of hazardous materials. The responsible department(s) will undertake all appropriate actions to mitigate these hazards.

B. Preparedness

1. The Chief of Police will:
 - a. Coordinate with local fire departments and the Associate Vice President Resource Management to ensure all College employees receive instruction in locating and operating the College's fire alarm systems and fire extinguishers.
 - b. Work with local fire departments to ensure:
 - (1) Efficient, effective emergency access to College facilities that minimizes the need for firefighters to force entry to buildings during periods when the College is closed. The Division Director Information & Technology Services will cooperate, as necessary, with these efforts.



- (2) Coordination of procedures for command and control of incidents involving fires or hazardous materials releases at College facilities which ensure:
 - (a) Presence at the CP as quickly as possible of an individual with authority to make decisions and direct tactical deployment of institutional resources on behalf of the College.
 - (b) Effective use of College resources in support of the local fire department's operations.
 - c. Conduct joint drills and exercises with local fire departments. These drills and exercises may be conducted as part of or in addition to the drills and exercise required by the Master Emergency Management Plan.
 - d. Maintain a list of names and contact information for College personnel who can provide expert advice regarding risks and other relevant issues related to facilities for which they are responsible or in which they conduct instructional activities.
 - 2. The Director of Physical Plant will:
 - a. Ensure the locations of fire extinguishers and fire alarm pull stations are clearly marked in compliance with all federal, state, and local codes and regulations.
 - b. Develop a plan for documented testing of fire alarms, fire extinguishers, and building fire control systems that complies with all federal, state, and local codes and regulations.
 - c. Coordinate with the Chief of Police and local fire departments to ensure:
 - (1) Campus and building plans, locations of utility lines and shut-off points, locations of compressed gas cylinders and hazardous chemicals, and other information necessary for safe, effective fire suppression is readily available to emergency responders at all times, including periods when the College is closed. The Associate Vice President Finance and Information Technology Services will cooperate, as necessary, with this effort.
 - (2) Utilities in College facilities can efficiently and effectively be shut down during fires and other emergencies.
 - (3) Locations of heavy equipment that could be useful in fighting fires or controlling hazardous materials releases at College facilities are known to local fire departments and that this equipment can be accessed quickly, even during periods when the College is closed.
 - 3. College employees who supervise activities that use require use of hazardous materials will:
 - a. Establish schedules for documented tests of all appropriate safety equipment such as eyewash stations, safety showers, and ventilator hoods for which they are responsible and immediately address any problems identified during these tests.
 - b. Ensure all faculty and staff understand risks associated with and procedures for safely managing hazardous materials with which they work.
 - c. Ensure that supplies, equipment, and training necessary for safely managing small spills of hazardous materials are provided to faculty and staff under their supervision.
 - d. Conduct documented annual reviews of activities requiring use of hazardous materials followed by inspections of all areas where chemicals are stored to:
 - (1) Ensure all materials are properly labeled and stored.
 - (2) Identify and properly dispose of any materials which no longer are necessary.
 - 4. Routine, documented building evacuation drills will be conducted in all College facilities as specified in the Master Emergency Management Plan.
 - 5. The exercises specified in the Master Emergency Management Plan periodically will incorporate discussion based and operations-based activities as necessary to ensure effective coordination between the College and local fire departments during incidents.
 - 6. Faculty whose instructional activities create a risk of causing fires will brief their students on the locations of fire alarm pull boxes, locations and use of fire extinguishers, and building evacuation procedures before conducting these activities.
 - 7. Faculty whose instructional activities involve a risk of hazardous materials exposure will brief their students on the risks associated with the materials and appropriate responses to exposures, including reviewing eyewash and safety shower locations if necessary, before conducting these activities.
- C. Response
- 1. General.
 - a. Local fire departments have the primary responsibility for responding to fires, hazardous materials releases, and radiological incidents affecting the College.



- b. Following their standard operating procedures, which are incorporated by reference into this Annex, the local fire departments will:
 - (1) Contain, control, and extinguish fires.
 - (2) Control hazmat incidents within departmental capabilities.
 - (3) Conduct radiological monitoring and assessment within departmental capabilities.
 - (4) Initiate rescue missions, as necessary.
 - (5) Alert and advise all emergency response personnel and decision-makers to the dangers associated with hazardous materials and fire during emergency operations.
 - (6) Initiate evacuation of emergency scenes, as necessary.
 - (7) Provide fire inspections and fire protection for temporary shelter and mass care facilities.
 - c. During emergencies affecting the College which involve fires, hazardous materials releases, or radiological materials, all College employees and students will cooperate fully and immediately with local fire department personnel.
 - d. All College resources useful to the local fire department in managing an incident occurring at College facilities or affecting the College will be made available as quickly as possible.
 - 2. Reporting of Incidents Requiring Fire Department Response
 - a. Temple Main Campus
 - (1) An employee or student who identifies an incident that he/she believes to require fire department assistance will call 911.
 - (2) If the person who identifies the incident believes that an immediate evacuation of the building is needed, he/she will activate the closest fire alarm pull station.
 - (3) If time and personal safety considerations permit, the College Police also will be notified.
 - (4) The Bell County Emergency Communications Center will notify the College Police of all calls to 911 originating from the Temple College Main Campus.
 - b. Off-Campus Facilities
 - (1) An employee or student who identifies an incident that he/she believes to require fire department assistance will call 911. Local emergency services emergency centers should routinely notify the College Police of requests for service originating from a College facility or of incidents occurring at College facilities.
 - (2) If the person who identifies the incident believes an immediate evacuation of the building is needed, he/she also will activate the closest fire alarm pull station.
 - (3) After calling 911, the employee or student will notify the Center Manager or Duty Officer.
 - (4) The Center Manager or Duty Officer will notify the College Police.
 - 3. Warnings and Notifications
 - a. After receiving notification of an incident requiring a fire department response to a College facility, the College Police, serving as the College's Local Warning Point (LWP) will make appropriate notifications of College personnel as detailed in the Master Emergency Management Plan and **Annex A (Warning)**.
 - b. The LWP may initiate protective actions as detailed in **Annex C (Protective Actions)** to protect lives and property or facilitate the emergency response. The LWP may either:
 - (1) Direct protective actions immediately in time-sensitive situations when lives or health are at risk, or
 - (2) Disseminate protective action information after consultation with the College's Incident Commander (IC).
 - c. The LWP will maintain a log of all incidents requiring a fire department response to College facilities.
 - 4. Incident Management
 - a. Because of the importance of 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 College police officer, or a local emergency responder.
 - b. The priorities of a College employee acting as the initial IC should be to ensure that:
 - (1) Local emergency responders and the College Police have been notified.
 - (2) Appropriate protective actions have been implemented.



- (3) All employees, students, and visitors at the incident area have been accounted for and have moved to a safe location.
- (4) Persons who possibly have been contaminated with a hazardous material remain at the scene and are kept separate from other persons until they can be evaluated by the fire department and, if necessary, decontaminated.
- (5) No one attempts to enter the incident area unless authorized by local emergency responders or the College Police.
- (6) A College presence is established and maintained at the CP.
- c. As other responders arrive, the individual most qualified to deal with the situation should serve as the IC. In cooperation with representatives from all participating agencies, the IC will establish goals for incident management, direct and control responding resources, and designate emergency operating areas. For fires, hazardous materials releases, radiological incidents, and SAR operations, the senior firefighter present at the CP generally will assume this role.
- d. Depending on the time, location, nature, anticipated duration, and extent of an incident, activation of the local and/or College EOC may be necessary to coordinate operational support of the response and support strategic decision making.
- e. If a local EOC is activated in response to an incident occurring at a College facility, the College will activate its EOC and send a liaison to the local EOC to ensure effective coordination of operational and strategic responses by the College and the local jurisdiction.
- 5. Protective Actions. As the personnel most knowledgeable regarding threats posed by fire, radiological materials, and other hazardous materials, local firefighters will:
 - a. Assess hazards and recommend to the IC appropriate protective actions for emergency responders, including requirements for personal protective equipment.
 - b. Recommend appropriate protective actions to ensure public safety in the immediate vicinity of a threat.
 - c. The College representative at the CP will:
 - (1) Ensure that all College personnel operating on an incident are aware of protective actions established by the IC, including requirements for personal protective equipment
 - (2) Coordinate with the LWP to ensure protective actions directed by the IC to ensure public safety are disseminated to the College community.
- 6. Law Enforcement Support
 - a. Upon request of the IC to law enforcement representatives at the CP, the College Police and/or local law enforcement will provide perimeter and traffic control.
 - b. Law enforcement representatives at the CP will:
 - (1) Coordinate with the Justice of the Peace and/or Medical Examiner for appropriate management of human remains.
 - (2) Provide appropriate guidance and support if the incident is believed to be the result of a criminal act.
- 7. Responses to Major Criminal Incidents
 - a. During responses to major criminal incidents it is essential that the incident command team establish operating areas and formulate a plan of action that minimizes impact to the crime scene.
 - b. Responders should be especially watchful for signs of secondary devices intended to injure responders.
- 8. Public Works Support
 - a. The IC may request assistance from local public works departments to:
 - (1) Barricade areas.
 - (2) Shut off utilities.
 - (3) Provide heavy equipment support.
 - b. Upon request of the IC, the College's CP representative will coordinate public works support available from the College's Maintenance Department.
- D. Recovery
 - 1. The IC will determine when the response phase of an incident has been terminated.
 - 2. 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 College and/or local EOC may continue operations to coordinate recovery efforts and provide a point of contact for local, State, and Federal officials.



3. During recovery from fire or hazardous materials incident, the local fire department in cooperation with other agencies of local or State government will:
 - a. Assist with assessment of damage to College facilities.
 - b. Perform decontamination and clean-up or assist the College in identifying resources for these activities.
 - c. Perform inspections of decontaminated, restored, or reconstructed buildings.
 - d. Recommend condemnation and demolition of unsafe facilities.

V. Direction and Control

- A. As the Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from fires and hazardous materials releases.
- B. The Chief of Police will provide specific guidance for the development and implementation of plans to mitigate, prepare for, respond to, and recover from fires and hazardous materials releases.
- C. All plans related to fires and hazardous materials releases will be developed in cooperation with the local fire departments of communities in which the College operates facilities.
- D. Incident responses generally will be directed by the IC operating from the CP. For fires, hazardous materials releases, radiological incidents, and SAR operations, the senior firefighter present at the CP generally will assume this role. E. Effective management of some incidents may require the IC to coordinate with the College and/or local EOC. Coordination with the College EOC will occur through the College's CP representative.
- F. In some situations, the College EOC may be activated without a Field CP being active. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. In these situations, direction of College resources and coordination with local government will take place from the College EOC.
- G. College personnel or units assigned responsibilities in this Annex will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

VI. Administration and Support

- A. Agreements and Contracts.
 1. If local resources are inadequate to manage an incident, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.
 2. If local resources and those available through inter-local agreements are inadequate, local officials may request support from the State.
 3. Local governments must seek assistance from their county before requesting state assistance.
- B. Reports and Records
 1. Reports
 - a. In addition to reports required by their parent organization, individuals and groups participating in incident response or recovery will provide appropriate situation reports to the IC, or if a CP is not active, to the appropriate EOC(s).
 - b. The IC will forward periodic reports to the appropriate EOC(s). Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and State agencies during major emergency operations.
 - c. The Chief of Police will coordinate all reporting of fire and hazardous materials related incidents at College facilities to external agencies as required by local, state, and federal laws, ordinances, and regulations.
 2. Records
 - a. The CP and, if activated, the EOC, will maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations.
 - b. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents may be recoverable from the responsible party. Therefore, detailed records of personnel and equipment used and supplies consumed during these incidents will be maintained.



- C. Maintenance of Emergency Management Resources
 - 1. The term “emergency management resources” refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.
 - 2. All emergency management resources will be maintained in accordance with manufacturer’s instructions and industry standards.
 - 3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.
 - 4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
 - 5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VII. Annex Development and Maintenance

- A. The Chief of Police will have responsibility for development and maintenance of this Annex.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually. C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Chief of Police.
- C. Annually, or more frequently if necessary, the Chief of Police will distribute to all Annex holders any changes deemed necessary to maintain currency of this Annex.
- D. This Annex will be reviewed and revised as necessary following any drills or exercises.
- E. When the response phase of this Annex is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- F. Revisions to the Annex will be dated and marked to show where changes have been made.



Temple College
Master Emergency Management Plan

ANNEX F
LAW ENFORCEMENT



RECORD OF CHANGES

CHANGE #	DATE OF CHANGE	DESCRIPTION	CHANGED BY
1	10/14/15	Position of 'Senior Director of Information Services' has been eliminated. References to this position are changed to 'AVP Finance & Info Technology'.	Van Miller
2	10/26/17	Updates/edits by Safety & Security Committee	Van Miller
3	3/21/18	Position of 'AVP Finance & Info Technology' changed to 'Division Director Information & Technology Services	Van Miller
4	3/21/18	Remove references to Administrator on Call	Van Miller



APPROVAL & IMPLEMENTATION**ANNEX F
LAW ENFORCEMENT**


This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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.

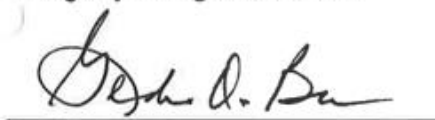
This Annex supersedes all previous versions.


Chief, Temple College Police Department

5-24-18
Date


Vice President Administrative Services/
Emergency Management Director

5-23-18
Date


President

6/6/18
Date



ANNEX F

LAW ENFORCEMENT

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose. The purpose of this Annex is to define the organization, operational concepts, responsibilities, and procedures for:

- A. Mitigating and preparing for incidents at College facilities that require a law enforcement response.
- B. Providing effective law enforcement responses to incidents at College facilities including:
 1. Maintaining or restoring civil order.
 2. Ensuring safety and security of students, faculty, staff, visitors and College property.
 3. Enforcing College regulations and local and state ordinances and laws.
 4. Controlling crowds, traffic, and access to damaged facilities.
 5. Securing the Field Command Post (CP), College Emergency Operations Center (EOC), staging areas, other incident facilities, and College Critical Infrastructure and Key Resources (CIKR).
 6. Securing incident scenes to protect evidence pending collection and investigation.

III. Situation, Assumptions, and Limitations

- A. Situation
 1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
 2. Some of these hazards create the potential for incidents that require a law enforcement response as the principal means of incident management, including civil disorder, terrorism, hostage situations, and active users of deadly weapons.
 3. Other hazards create the potential for incidents requiring a law enforcement response in support of incident management for activities such as crowd control, traffic control, damage assessment reconnaissance, and security of CIKR.
 4. The College Police Department has responsibility for law enforcement at College facilities and for ensuring safety and security of students, faculty, staff, visitors, and College property.
 5. The College Police Department's size and staffing pattern and the geographical distribution of the College's facilities across four locations in three cities and two counties require coordination with local law enforcement to ensure prompt, adequate responses.
 6. During some time periods, the College Police Department operates with minimal staffing, requiring prioritization of incident actions and coordination with local law enforcement to ensure prompt, adequate responses.
 7. In addition to law enforcement personnel, incident responses may include the fire service, public works, utilities, public health authorities, and environmental protection agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.
- B. Assumptions
 1. Risks of incidents at College facilities that require a law enforcement response as the principal means of management can be mitigated through:
 - a. Maintaining a police presence with visible, effective law enforcement.
 - b. Effective processes for threat assessment and management.
 - c. Gathering and sharing of intelligence regarding potential threats.
 - d. Identification and implementation of appropriate protective strategies for CIKR.
 - e. Use of engineering and environmental design interventions to deter criminal activity.
 - f. Training and education of members of the College community.



2. Planning, joint training exercises, and other preparedness activities will improve efficiency and effectiveness of joint responses between the College Police and local law enforcement agencies.
 3. Many law enforcement activities during emergency operations will be expansions of daily responsibilities, including enforcing laws, maintaining order, and controlling traffic and crowds.
 4. Following some incidents, law enforcement may be called on to undertake tasks not typically performed on daily basis, including protecting incident management facilities, enforcing curfews, conducting reconnaissance for damage assessment, and controlling access to damaged areas.
 5. During emergencies that require a substantial law enforcement response, the College Police will require mutual aid from local law enforcement agencies.
 6. During large-scale incidents, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.
 7. Effective law enforcement responses to incidents at College facilities will require College Police and local law enforcement representation at the CP and may require activation of the College EOC for operational support, strategic decision making, and coordination with local, state, or federal officials.
- C. Limitations
1. Law enforcement challenges are exacerbated when other incidents occur simultaneously or already have impacted an area.
 2. Large-scale incidents may adversely impact law enforcement personnel, facilities, and communications systems.
 3. Local resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. While state and federal resources may be available to augment local law enforcement, time will be required to mobilize and deploy these resources.

IV. *Concept of Operations*

- A. General
1. Activities to mitigate, prepare for, respond to, and recover from incidents at College facilities requiring substantial law enforcement resources generally will be based on procedures established by the College Police, other relevant College departments, and local, state, and federal law enforcement. This Annex incorporates all of these procedures by reference.
 2. The nature of law enforcement and security activities makes details of many of these operating procedures highly sensitive. Therefore, subject to the requirements of all relevant open records laws and to review under the College's grievance procedures, the Chief of Police may restrict access to information about College law enforcement and security procedures as necessary to ensure personnel safety and operational security.
- B. Mitigation
1. As Emergency Management Director, the Vice President Administrative Services will ensure that the College maintains effective systems and procedures for:
 - a. Mitigating, preparing for, responding to, and recovering from incidents requiring a law enforcement response as the principal means of incident management.
 - b. Ensuring availability of adequate law enforcement resources to support responses to other incidents.
 2. The Chief of Police will:
 - a. Maintain effective working relationships with local law enforcement agencies serving communities in which the College operates facilities and with relevant state and federal law enforcement agencies.
 - b. Use the resources of the College Police Department and coordinate with local law enforcement, as necessary, to ensure an appropriate police presence with visible, effective enforcement of state and local laws and of College regulations at all College facilities.
 - c. Collaborate with local, state, and federal law enforcement in gathering and sharing intelligence necessary to mitigate acts of terrorism and other major criminal incidents.
 - d. Conduct an annual review of the College's security systems and procedures based on generally accepted professional standards for such reviews.
 - e. Establish effective procedures for controlling access by members of the College community to the College's facilities. The Division Director Information & Technology Services will cooperate with this effort.



- f. Coordinate with the Director of Physical Plant, the Division Director Information & Technology Services, and any other relevant College personnel to identify and develop systems and procedures for securing CIKR.
 - g. Work with the Associate Vice President Resource Management, the Division Director Student and Enrollment Services, the Chair of the Department of Criminal Justice, and any other appropriate personnel to develop an assessment system which will:
 - (1) Identify and assess safety or security threats posed by members of the College community.
 - (2) Recommend appropriate steps to mitigate these threats.
 - h. Coordinate with the Associate Vice President Resource Management and the Division Director Student and Enrollment Services to ensure employees and students receive education in general procedures for:
 - (1) Ensuring the safety of their persons and property.
 - (2) Recognizing and reporting potential threats to safety and security.
 - 3. The Director of Physical Plant will:
 - a. Coordinate with the Chief of Police during the design, construction, or renovation of College facilities to ensure incorporation of features and systems that mitigate criminal activity.
 - b. Maintain the College's facilities and grounds in a manner that mitigates criminal activity.
- C. Preparedness
- 1. The Chief of Police will:
 - a. Ensure the law enforcement officers he supervises are adequately trained and equipped to respond during emergencies requiring immediate action to prevent serious injuries or loss of life.
 - b. Develop policies and procedures for prioritizing actions and requesting mutual aid during incidents that require rapid (and possibly simultaneous) dissemination of warnings; initiation of protective actions; control of traffic and crowds; protection of CIKR and incident management facilities; staffing of the CP and EOC; and direct law enforcement intervention to contain or neutralize active threats. c. Work with relevant local and state law enforcement agencies to ensure:
 - (1) Effective planning for joint responses, including communications interoperability and standardization of tactics.
 - (2) Efficient, effective emergency access to College facilities that minimizes the need for officers to force entry to buildings during periods when the College is closed or when facilities are locked down. The Division Director Information & Technology Services and the Director of Physical Plant will cooperate, as necessary, with these efforts.
 - (3) Coordination of procedures for command and control of incidents involving joint responses to College facilities which ensures:
 - (a) Presence at the CP as quickly as possible of individuals with authority to make decisions and direct tactical deployment of law enforcement resources on behalf of their agencies.
 - (b) Effective use of College resources in support of College Police or joint law enforcement responses.
 - c. Identify preplanned evacuation routes for known risks and prepare traffic control plans.
 - d. As necessary, identify and train College personnel who can act as auxiliaries to the College Police Department by performing roles not requiring peace officer certification.
 - e. Conduct joint drills and exercises with local and State law enforcement. These drills and exercises may be conducted as part of or in addition to the drills and exercises required by the Master Emergency Management Plan.
 - 2. The Director of Physical Plant will:
 - a. Ensure regular, documented testing of building intrusion detection and other security alarm systems. Any problems identified during these tests will be corrected immediately.
 - b. Coordinate with the Chief of Police and with local and state law enforcement to ensure:
 - (1) Campus and building plans, locations of utility lines and shut-off points, locations of compressed gas cylinders and hazardous chemicals, and other information necessary for safe, effective law enforcement responses is readily available at all times, including periods when the College is closed. The Division Director Information & Technology Services will cooperate, as necessary, with this effort.



- (2) Utilities in College facilities can efficiently and effectively be shut down during law enforcement emergencies.
 - (3) Locations of heavy equipment that could be useful during law enforcement emergencies at College facilities are known to local law enforcement and that this equipment can be accessed quickly, even during periods when the College is closed.
 - c. Coordinate with the Chief of Police and with local public works departments to determine the need for and establish means of rapidly accessing traffic cones, barricades, and other equipment necessary for traffic control.
 - 3. Exercises specified in the Master Emergency Management Plan periodically will incorporate discussion-based and operations-based activities as necessary to ensure effective coordination between the College and local law enforcement agencies during incidents.
 - 4. During periods of heightened readiness the following actions will be taken to ensure an effective law enforcement response:
 - a. Condition Yellow
 - (1) Check readiness of law enforcement equipment, supplies and facilities.
 - (2) Correct equipment and facility deficiencies.
 - (3) Correct shortages of essential supplies.
 - (4) Update incident notification and staff recall rosters.
 - (5) Notify key personnel of possible emergency operations.
 - (6) Update information on key facilities and related security requirements.
 - b. Condition Orange
 - (1) Alert personnel to the possibility of emergency duty.
 - (2) Place selected personnel and equipment on standby.
 - (3) Alert reserve/auxiliary personnel.
 - (4) Identify personnel to staff the EOC and CP if those facilities are activated.
 - (5) Alert external resources covered by inter-local agreements.
 - c. Condition Red
 - (1) Mobilize selected law enforcement personnel.
 - (2) Consider precautionary deployment of equipment and personnel to enhance response time.
 - (3) If an evacuation has been recommended or spontaneous evacuation is taking place, activate traffic control plans and deploy traffic control resources.
 - (4) Dispatch law enforcement representative(s) to the EOC when activated.
 - (5) Provide increased security at key facilities if needed
- D. Response
- 1. General.
 - a. The College Police, in cooperation with local and State law enforcement agencies, have responsibility for management of incidents at College facilities that require primary law enforcement intervention and for providing law enforcement support of responses to other incidents.
 - b. During incidents affecting the College, all College employees and students will cooperate fully and immediately with officers and auxiliary personnel of the College Police Department and all other participating law enforcement agencies.
 - c. All College resources useful to the College Police Department or any other law enforcement agency in managing an incident occurring at College facilities or affecting the College will be made available as quickly as possible.
 - 2. Reporting of Incidents Requiring Law Enforcement Response.
 - a. Temple Main Campus.
 - (1) An employee or student who identifies an incident requiring routine police services such as a property crime or the presence of a non-violent, suspicious person will notify the College Police.
 - (2) An employee or student who identifies an incident that he/she believes requires immediate law enforcement intervention to prevent serious injury or loss of life will call 911. If time and personal safety considerations permit, the College Police also will be notified.
 - (3) The Bell County Emergency Communications Center will notify the College Police of all calls to 911 originating from a College facility or reporting an incident at a College facility



- b. Off-Campus Facilities.
 - (1) An employee or student who identifies an incident that he/she believes to require law enforcement assistance will call 911. Local emergency services emergency centers should routinely notify the College Police of requests for service originating from a College facility or of incidents occurring at a College facility.
 - (2) After calling 911, the employee or student will notify the Center Manager or Duty Officer.
 - (3) The Center Manager or Duty Officer will notify the College Police.
- 3. Warnings and Notifications
 - a. After receiving notification of an incident requiring an emergency law enforcement response to a College facility, the College Police, serving as the College's Local Warning Point (LWP) will make appropriate notifications of College personnel as detailed in the Master Emergency Management Plan and **Annex A (Warning)**.
 - b. The LWP may initiate protective actions as detailed in **Annex B (Protective Actions)** to protect lives and property or facilitate the emergency response. The LWP may either:
 - (1) Direct protective actions immediately in time-sensitive situations when lives or health are at risk, or
 - (2) Disseminate protective action information after consultation with the College's Incident Commander (IC).
- 4. Incident Management
 - a. Because of the importance of 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 College police officer, or a local emergency responder.
 - b. The priorities of a College employee acting as the initial IC should be to ensure that:
 - (1) Local emergency responders and the College Police have been notified.
 - (2) Appropriate protective actions have been implemented.
 - (3) All employees, students, and visitors at the incident area have been accounted for and have moved to a safe location.
 - (4) Persons who possibly have been contaminated with a hazardous material remain at the scene and are kept separate from other persons until they can be evaluated by the fire department and, if necessary, decontaminated.
 - (5) No one attempts to enter the incident area unless authorized by local emergency responders or the College Police.
 - (6) A College presence is established and maintained at the CP.
 - c. As other responders arrive, the individual most qualified to deal with the situation should serve as the IC. In cooperation with representatives from all participating agencies, the IC will establish goals for incident management, direct and control responding resources, and designate emergency operating areas. For law enforcement incidents on the Temple Main Campus, the senior College police officer present at the CP generally will assume this role. For law enforcement incidents occurring at other College facilities, the senior local law enforcement officer present at the CP generally will assume this role.
 - d. Depending on the time, location, nature, anticipated duration, and extent of an incident, activation of the local and/or College EOC may be necessary to coordinate operational support of the response and support strategic decision making.
 - e. If a local EOC is activated in response to an incident occurring at a College facility, the College will activate its EOC and send a liaison to the local EOC to ensure effective coordination of operational and strategic responses by the College and the local jurisdiction.
- 5. Crime Scene Responses
 - a. During responses to actual or suspected criminal incidents:
 - (1) The incident command team will establish operating areas and formulate a plan of action to minimize impact on the crime scene.
 - (2) Responders will be watchful for signs of secondary devices.
 - b. Law enforcement representatives at the CP will provide appropriate guidance and support to the IC if the incident is believed to be the result of a criminal act.



6. Enforcement of Laws and Regulations
 - a. During emergencies, law enforcement personnel will enforce state and local laws and regulations in the same way as they do on a daily basis.
 - b. Local and state law enforcement officers responding to incidents at a College facility have full authority to enforce College regulations.
 - c. If the President declares that a state of disaster exists at any or all of the College's campuses, he/she may issue temporary, special regulations necessary to manage the disaster. The College Police and other law enforcement officers acting in support of the College Police will enforce these special regulations.
 - d. In cooperation with the IC, law enforcement representatives at the CP may prioritize enforcement of laws and regulations to ensure availability of adequate law enforcement resources.
7. Search, Rescue, and Emergency Care
 - a. During incidents at College facilities, College and local law enforcement officers may conduct search and rescue operations or provide emergency care within the scope of their training and resources as necessary to prevent immediate loss of life.
 - b. Primary responsibility for search and rescue will rest with the local fire departments.
 - c. Primary responsibility for emergency care will rest with the local emergency medical services providers.
8. Warning
 - a. As detailed in **Annex A (Warning)**, the College Police Department will operate the College's LWP.
 - b. At the request of the IC or personnel at the College EOC, law enforcement representatives at the CP may direct personnel under their command to assist in disseminating warnings by using vehicle public address systems or by door-to-door contact.
9. Disaster Reconnaissance. At the request of the IC or the EOC staff, law enforcement representatives at the CP may direct personnel under their command to conduct reconnaissance to identify areas affected by an incident and to provide an initial damage estimate.
10. Evacuation Operations. During evacuations of College facilities and campuses, law enforcement representatives at the CP will:
 - a. Determine preferred evacuation routes based on the current situation and on the status of preplanned primary and alternate routes.
 - b. Provide information on evacuation routes to the LWP and the Public Information Officer (PIO) for dissemination to the College community and to the public.
 - c. Alert those in affected facilities who have not been warned by other means.
 - d. Deploy units to direct and control traffic.
 - e. Coordinate with appropriate local authorities to alter traffic signal timing or deploy signs and other traffic control devices to expedite the flow of traffic if time permits.
 - f. Notify adjacent organizations that may be affected by the evacuation, preferably before the evacuation commences.
 - g. Monitor traffic flow and resolve problems.
 - h. Report evacuation progress to the College and local EOCs.
11. Area Security and Incident Scene Control.
 - a. In response to requests from the IC, law enforcement representatives at the CP will deploy resources under their command to:
 - (1) Provide traffic control and perimeter control.
 - (2) Provide security to evacuated facilities.
 - (3) Control access to damaged areas.
 - (4) Control re-entry to damaged areas.
 - b. Personnel staffing access control point will be provided with clear written guidance on who may be admitted in each phase of re-entry.
12. Security of Critical Infrastructure and Key Facilities.
 - a. In response to requests from the IC or based on standard procedures developed during planning for incidents law enforcement representatives at the CP will coordinate security for College CIKR and incident facilities, including but not limited to:



- (1) Key communications facilities.
 - (2) Information management infrastructure.
 - (3) Utilities.
 - (4) The CP.
 - (5) The College EOC.
 - (6) Staging areas for emergency vehicles and personnel.
 - (7) Temporary medical facilities or shelters at College facilities.
 - b. Based on the nature of the incident and intelligence regarding threats, law enforcement representatives at the CP may prioritize the securing of key facilities to ensure availability of adequate law enforcement resources.
- 13. Public Works Support
 - a. The IC may request that local public works departments support law enforcement operations by:
 - (1) Placing traffic control devices to facilitate evacuation.
 - (2) Assisting in keeping evacuation routes open.
 - (3) Providing barriers to restrict entry to evacuated and damaged areas.
 - (4) Providing heavy equipment support.
 - (5) Discontinuing utilities.
 - b. Upon request of the IC, the College's CP representative will coordinate public works support to law enforcement available from the College's Physical Plant Department.
- E. Recovery
 - 1. The IC will determine when the response phase of an incident has been terminated.
 - 2. 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 College and/or local EOC may continue operations to coordinate recovery efforts and provide a point of contact for local, state, and federal officials.
 - 3. During recovery from an incident, the College Police in cooperation with local and state law enforcement will:
 - a. Continue security operations as needed.
 - b. Perform traffic control for return of evacuees, if needed.
 - c. Provide access control for damaged areas, issuing passes or permits if required.
 - d. Assist in damage assessment.

V. Direction and Control

- A. As the Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from law enforcement incidents or other incidents requiring substantial law enforcement support.
- B. The Chief of Police will provide specific guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from law enforcement incidents or other incidents requiring substantial law enforcement response.
- C. All plans related to law enforcement during incidents at College facilities will be developed in cooperation with the local law enforcement agencies of the communities in which the College operates facilities.
- D. During an actual incident, the response generally will be directed by the IC operating from the CP. For law enforcement incidents on the Temple Main Campus, the senior College police officer present at the CP generally will assume this role. For law enforcement incidents occurring at other College facilities, the senior local law enforcement officer present at the CP generally will assume this role.
- E. Effective management of some incidents may require the IC to coordinate with the College and/or local EOC. Coordination with the College EOC will occur through the College's CP representative.
- F. In some situations, the College EOC may be activated without a Field CP being active. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. In these situations, direction of College resources and coordination with local government will take place from the EOC.
- G. College personnel or units assigned responsibilities in this Annex will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.



VI. Administration and Support

- A. Agreements & Contracts.
 - 1. If local resources are inadequate to manage an incident, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.
 - 2. If local resources and those available through inter-local agreements are inadequate, local officials may request support from the State.
 - 3. Local governments must seek assistance from their county before requesting state assistance.
- B. Reports & Records
 - 1. Reports
 - a. In addition to reports required by their parent organization, individuals and groups participating in incident response or recovery will provide appropriate situation reports to the IC, or if a CP is not active, to the appropriate EOC(s).
 - b. The IC will forward periodic reports to the appropriate EOC(s). Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and State agencies during major emergency operations.
 - c. The Chief of Police will coordinate all reporting of criminal incidents at College facilities to external agencies as required by local, state, and federal laws, ordinances, and regulations.
 - 2. Records
 - a. The CP and, if activated, the EOC, will maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. .
 - b. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents may be recoverable from the responsible party. Therefore, detailed records of personnel and equipment used and supplies consumed during these incidents will be maintained.
- C. Maintenance of Emergency Management Resources
 - 1. The term “emergency management resources” refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.
 - 2. All emergency management resources will be maintained in accordance with manufacturer’s instructions and industry standards.
 - 3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.
 - 4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
 - 5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VII. Annex Development and Maintenance

- A. The Chief of Police will have responsibility for development and maintenance of this Annex.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually. C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Chief of Police.
- D. Annually, or more frequently if necessary, the Chief of Police will distribute to all Annex holders any changes deemed necessary to maintain currency of this Annex.
- E. This Annex will be reviewed and revised as necessary following any drills or exercises.
- F. When the response phase of this Annex is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- G. Revisions to the Annex will be dated and marked to show where changes have been made.



Temple College
Master Emergency Management Plan

ANNEX G
EMERGENCY MEDICAL
SERVICES



RECORD OF CHANGES

[illegible]

APPROVAL & IMPLEMENTATION**ANNEX G
EMERGENCY MEDICAL SERVICES**


This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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.

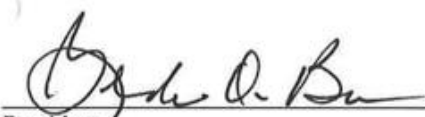
This Annex supersedes all previous versions.


Chief, Temple College Police Department

5-24-18
Date


Vice President Administrative Services/
Emergency Management Director

5-23-18
Date


President

6/6/18
Date



ANNEX G

EMERGENCY MEDICAL SERVICES

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose. The purpose of this Annex is to define the organization, operational concepts, responsibilities, and procedures for:

- A. Mitigating and preparing for incidents at College facilities that require emergency medical services (EMS) responses.
- B. Providing effective responses to and recovery from incidents at College facilities that require EMS responses.

III. Situation, Assumptions, and Limitations

- A. Situation
 - 1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
 - 2. Some of these hazards create the potential for incidents resulting in persons becoming sick or injured and requiring medical attention.
 - 3. Some medical emergencies, including but not limited to heart attack, stroke, and cardiac arrest, require rapid intervention to prevent significant, permanent disability or death.
 - 4. During time-sensitive medical emergencies, appropriately-trained and equipped College personnel may, by performing simple interventions, be able to prevent disability or loss of life.
 - 5. The College depends on local EMS providers for responses to medical emergencies at its facilities.
 - 6. In addition to EMS providers, incident responses may include the fire service, law enforcement, public works, utilities, public health authorities, and environmental protection agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.
- B. Assumptions
 - 1. Risks and impacts of incidents requiring EMS can be mitigated through:
 - a. Engineering and environmental design interventions.
 - b. Use of emergency notifications and appropriate protective actions.
 - c. Training and education of members of the College community.
 - 2. During responses to incidents at College facilities, EMS providers will provide patient care based on their policies and standard operating procedures.
 - 3. Planning, joint training exercises, and other preparedness activities will improve efficiency and effectiveness of joint responses between the College and local EMS providers.
 - 4. Effective EMS responses to incidents at College facilities will require College and local EMS provider representation at the Field CP and may require activation of the College Emergency Operations Center (EOC) for operational support, strategic decision making, and coordination with local, state, or federal officials.
- C. Limitations
 - 1. EMS challenges are exacerbated when other incidents occur simultaneously or already have impacted an area.
 - 2. Large-scale incidents may adversely impact EMS personnel, facilities, and communications systems.
 - 3. Secondary hazards and weather conditions may compound problems and threaten both disaster victims and EMS personnel.



4. Local resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. While state and federal resources may be available to augment local EMS capabilities, time will be required to mobilize and deploy these resources.

IV. Concept of Operations

A. Mitigation

1. As Emergency Management Director, the Vice President Administrative Services will ensure that the College maintains effective systems and procedures for mitigating, preparing for, responding to, and recovering from incidents requiring EMS.
The Chief of Police will:
 - (1) Maintain effective working relationships with local EMS providers serving communities in which the College operates facilities.
 - (2) Administer the hazard and incident reporting and review processes described in the College's Master Emergency Management Plan as a means of identifying and mitigating hazards that could result in incidents requiring EMS.
2. The Director of Physical Plant will:
 - a. During the design, construction, or renovation of College facilities:
 - (1) Ensure compliance with all applicable federal, state, and local building codes and standards.
 - (2) Consider incorporation of features and systems that reduce the risk or impact of events that could result in a need for EMS.
 - b. Maintain the College's facilities and grounds in a manner that reduces the risk or impact of events that could result in a need for EMS.
3. As part of their routine duties, all College employees will attempt to identify and report to the appropriate College department(s) hazards that could result incidents that could require EMS. The responsible department(s) will undertake all appropriate actions to mitigate these hazards.

B. Preparedness

1. The Chief of Police will:
 - a. Ensure the law enforcement officers he supervises are adequately trained and equipped to provide immediate care during medical emergencies, including:
 - (1) Rescue breathing and cardiopulmonary resuscitation.
 - (2) Use of an automated external defibrillator (AED).
 - (3) Control of external hemorrhage.
 - b. Coordinate with the Associate Vice President Resource Management and the Chair of the Department of EMS Professions to ensure appropriate numbers of College employees at all College facilities receive instruction in:
 - (1) Rescue breathing and cardiopulmonary resuscitation.
 - (2) Use of an automated external defibrillator (AED).
 - (3) Control of external hemorrhage.
 - c. Maintain kits containing adequate amounts of first aid supplies at all College facilities. The Safety and Security Committee and Chair of the Department of EMS Professions will determine the type and amounts of supplies to be contained in these kits. The Safety and Security Committee will coordinate purchasing and distribution of initial and replacement supplies for these kits with the Chief of Police and designated employees at College facilities.
 - d. Within budgetary limitations, ensure AEDs are available at College facilities in accordance with guidelines established by the American Heart Association. The Chief of Police will consult with the Safety and Security Committee and Chair of the Department of EMS Professions on appropriate placement of these AEDs.
 - e. Work with local EMS providers to ensure:
 - (1) Effective planning for joint responses, including communications interoperability.
 - (2) Coordination of procedures for command and control of incidents involving joint responses to College facilities which ensures:
 - (a) Presence at the CP as quickly as possible of individuals with authority to make decisions and direct deployment of resources on behalf of their agencies.
 - (b) Effective use of College resources in support of EMS.
 - f. Conduct joint drills and exercises with local EMS providers. These drills and exercises may be conducted as part of or in addition to the drills and exercise required by the Master Emergency Management Plan.



2. Exercises specified in the Master Emergency Management Plan periodically will incorporate discussion-based and operations-based activities as necessary to ensure effective coordination between the College and local EMS providers during incidents.

C. Response

1. General

- a. Local EMS providers have the primary responsibility for responding to incidents affecting the College which require pre-hospital care and transportation of sick or injured persons
- b. Following their standard operating procedures, which are incorporated by reference into this Annex, the local EMS providers will:
 - (1) Coordinate with law enforcement and the fire service to ensure scene safety.
 - (2) Coordinate with the fire service to ensure:
 - (a) Decontamination of patients contaminated during hazardous materials releases.
 - (b) Rescue of patients who are trapped or pinned.
 - (3) Perform triage during incidents which produce multiple casualties.
 - (4) Coordinate transport of sick or injured persons to appropriate health care facilities by appropriate means.
 - (5) Provide appropriate basic and advanced medical care on scene and during transport.
 - (6) Provide on-scene medical support and rehabilitation for all emergency responders and supporting personnel.
- c. During emergencies affecting the College which require an EMS response, all College employees and students will cooperate fully and immediately with local EMS personnel.
- d. All College resources useful to the local EMS provider in managing an incident occurring at College facilities or affecting the College will be made available as quickly as possible.

2. Reporting of Incidents Requiring EMS

- a. Temple Main Campus
 - (1) An employee or student who identifies an incident that he/she believes requires EMS will call 911. If time and personal safety considerations permit, the College Police also will be notified.
 - (2) The Bell County Emergency Communications Center will notify the College Police of all calls to 911 originating from the Temple College campus or reporting an incident at College facilities.
- b. Off-Campus Facilities
 - (1) An employee or student who identifies an incident that he/she believes to require EMS will call 911. Local emergency services communications centers should routinely notify the College Police of requests for service originating from a College facility or of incidents occurring at College facilities.
 - (2) After calling 911, the employee or student will notify the Center Manager or Duty Officer.
 - (3) The Center Manager or Duty Officer will notify the College Police.

3. Warnings and Notifications

- a. After receiving notification of an incident requiring EMS at a College facility, the College Police, serving as the College's Local Warning Point (LWP) will make appropriate notifications of College personnel as detailed in the Master Emergency Management Plan and **Annex A (Warning)**.
- b. The LWP may initiate protective actions as detailed in **Annex C (Protective Actions)** to protect lives and property or facilitate the emergency response. The LWP may either:
 - (1) Direct protective actions immediately in time-sensitive situations when lives or health are at risk, or
 - (2) Disseminate protective action information after consultation with the College's Incident Commander (IC).
- c. The LWP will maintain a log of all incidents requiring an EMS response to College facilities.

4. Incident Management

- a. Because of the importance of 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 College police officer, or a local emergency responder.
- b. The priorities of a College employee acting as the initial IC should be to ensure that:



- (1) Local emergency responders and the College Police have been notified.
- (2) Appropriate protective actions have been implemented.
- (3) All employees, students, and visitors at the incident area have been accounted for and have moved to a safe location.
- (4) Persons who possibly have been contaminated with a hazardous material remain at the scene and are kept separate from other persons until they can be evaluated by the fire department and, if necessary, decontaminated.
- (5) No one attempts to enter the incident area unless authorized by local emergency responders or the College Police.
- (6) A College presence is established and maintained at the CP.
- c. As other responders arrive, the individual most qualified to deal with the situation should serve as the IC. In cooperation with representatives from all participating agencies, the IC will establish goals for incident management, direct and control responding resources, and designate emergency operating areas. For medical emergencies, including mass casualty incidents, the senior paramedic or emergency medical technician present at the CP generally will assume this role.
- d. Depending on the time, location, nature, anticipated duration, and extent of an incident, activation of the local and/or College EOC may be necessary to coordinate operational support of the response and support strategic decision making.
- e. If a local EOC is activated in response to an incident occurring at a College facility, the College will activate its EOC and send a liaison to the local EOC to ensure effective coordination of operational and strategic responses by the College and the local jurisdiction.
5. Protective Actions
 - a. As the personnel most knowledgeable regarding threats posed by fire, radiological materials, and other hazardous materials, local firefighters will:
 - (1) Assess hazards and recommend to the IC appropriate protective actions for emergency responders, including requirements for personal protective equipment.
 - (2) Recommend appropriate protective actions to ensure public safety in the immediate vicinity of a threat.
 - b. The College representative at the CP will:
 - (1) Ensure that all College personnel operating on an incident are aware of protective actions established by the IC, including requirements for personal protective equipment.
 - (2) Coordinate with the LWP to ensure protective actions directed by the IC to ensure public safety are disseminated to the College community.
6. Law Enforcement Support
 - a. Upon request of the IC to law enforcement representatives at the CP, the College Police and/or local law enforcement will provide perimeter and traffic control.
 - b. Law enforcement representatives at the Field CP will:
 - (1) Coordinate with the Justice of the Peace and/or Medical Examiner for appropriate management of human remains.
 - (2) Provide appropriate guidance and support if the incident is believed to be the result of a criminal act.
7. Crime Scene Responses. During responses to actual or suspected criminal incidents:
 - a. The incident command team will establish operating areas and formulate a plan of action to minimize impact on the crime scene.
 - b. Responders will be watchful for signs of secondary devices.
8. Public Works Support
 - a. The IC may request assistance from local public works departments to:
 - (1) Barricade areas.
 - (2) Shut off utilities.
 - (3) Provide heavy equipment support.
 - b. Upon request of the IC, the College's CP representative will coordinate public works support available from the College's Maintenance Department.
- D. Recovery
 1. The IC will determine when the response phase of an incident has been terminated.
 2. 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 College and/or local EOC may continue operations to coordinate recovery efforts and provide a point of contact for local, state, and federal officials.
- 3. At the request of the IC or based on standard operating procedures, local EMS providers may keep personnel and equipment at the incident site to:
 - a. Provide medical support and rehabilitation for persons involved in recovery operations.
 - b. Respond quickly if a secondary incident such as a structure collapse or rekindle occurs.
 - c. Support law enforcement and the Justice of Police and/or Medical Examiner in managing human remains.

V. Direction and Control

- A. As the Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from incidents at College facilities requiring EMS.
- B. The Chief of Police will provide specific guidance for the development and implementation of plans to mitigate, prepare for, respond to, and recover from incidents at College facilities requiring EMS.
- C. All plans related to EMS will be developed in cooperation with the local EMS providers of communities in which the College operates facilities.
- D. Incident responses generally will be directed by the IC operating from the CP. For medical emergencies, including mass casualty incidents, the senior paramedic or emergency medical technician present at the CP generally will assume this role. E. Effective management of some incidents may require the IC to coordinate with the College and/or local EOC. Coordination with the College EOC will occur through the College's CP representative.
- F. In some situations, the College EOC may be activated without a Field CP being active. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. In these situations, direction of College resources and coordination with local government will take place from the College EOC.
- G. College personnel or units assigned responsibilities in this Annex will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

VI. Administration and Support

- A. Agreements and Contracts
 - 1. If local resources are inadequate to manage an incident, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.
 - 2. If local resources and those available through inter-local agreements are inadequate, local officials may request support from the State.
 - 3. Local governments must seek assistance from their county before requesting state assistance.
- B. Reports and Records
 - 1. Reports
 - a. In addition to reports required by their parent organization, individuals and groups participating in incident response or recovery will provide appropriate situation reports to the IC, or if a CP is not active, to the appropriate EOC(s).
 - b. The IC will forward periodic reports to the appropriate EOC(s). Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations.
 - c. The Chief of Police will coordinate all reporting of fire and hazardous materials related incidents at College facilities to external agencies as required by local, state, and federal laws, ordinances, and regulations.
 - 2. Records
 - a. The CP and, if activated, the EOC, will maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. .



- b. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents may be recoverable from the responsible party. Therefore, detailed records of personnel and equipment used and supplies consumed during these incidents will be maintained.
- C. Maintenance of Emergency Management Resources
 - 1. The term “emergency management resources” refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.
 - 2. All emergency management resources will be maintained in accordance with manufacturer’s instructions and industry standards.
 - 3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.
 - 4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
 - 5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VII. Annex Development and Maintenance

- A. The Chief of Police will have responsibility for development and maintenance of this Annex.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually. C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Chief of Police.
- C. Annually, or more frequently if necessary, the Chief of Police will distribute to all Annex holders any changes deemed necessary to maintain currency of this Annex.
- D. This Annex will be reviewed and revised as necessary following any drills or exercises.
- E. When the response phase of this Annex is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- F. Revisions to the Annex will be dated and marked to show where changes have been made.



Temple College
Master Emergency Management Plan

ANNEX H
SEARCH AND RESCUE



RECORD OF CHANGES

[illegible]

APPROVAL & IMPLEMENTATION**ANNEX H
SEARCH AND RESCUE**

This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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 Annex supersedes all previous versions.



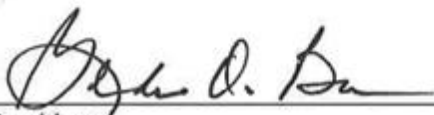
Chief, Temple College Police Department

5-24-18
Date



Vice President Administrative Services/
Emergency Management Director

5-23-18
Date



President

6/6/18
Date

ANNEX H

SEARCH AND RESCUE

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose. The purpose of this Annex is to define the organization, operational concepts, responsibilities, and procedures for:

- A. Mitigating and preparing for incidents at College facilities that require Search and Rescue (SAR).
- B. Providing effective responses to and recovery from incidents at College facilities that require SAR.

III. Situation, Assumptions, and Limitations

- A. Situation
 - 1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
 - 2. Some of these hazards create the potential for incidents resulting in persons being trapped in damaged structures or by other mechanisms.
 - 3. Mortality among trapped persons rises dramatically after 72 hours; therefore, SAR operations must begin without delay.
 - 4. Following an incident, appropriately-trained and equipped College personnel, without endangering themselves, may be able to conduct “light” SAR operations to locate and free some trapped persons.
 - 5. For complex or specialized SAR, the College depends on local fire departments.
 - 6. In addition to fire service personnel, incident responses may include law enforcement, public works, utilities, public health authorities, and environmental protection agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.
- B. Assumptions
 - 1. Risks and impacts of incidents requiring SAR can be mitigated through:
 - a. Engineering and environmental design interventions.
 - b. Use of emergency notifications and appropriate protective actions.
 - c. Training and education of members of the College community.
 - 2. During responses to incidents at College facilities, local fire departments will conduct SAR operations based on their policies and standard operating procedures.
 - 3. Planning, joint training exercises, and other preparedness activities will improve efficiency and effectiveness of joint responses between the College and local fire departments.
 - 4. Effective SAR responses to incidents at College facilities will require College and local fire service representation at the Field CP and may require activation of the College EOC for operational support, strategic decision making, and coordination with local, state, or federal officials.
- C. Limitations
 - 1. SAR challenges are exacerbated when other incidents occur simultaneously or already have impacted an area.
 - 2. Large-scale incidents may adversely impact SAR personnel, facilities, and communications systems.
 - 3. Other emergencies, such as fires and hazardous materials releases, may necessitate the use of fire service resources for firefighting and control of hazardous materials control, decreasing resources available for SAR operations.
 - 4. Secondary hazards and weather conditions may compound problems and threaten both disaster victims and rescue personnel.



5. Local resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. While state and federal resources may be available to augment local SAR capabilities, time will be required to mobilize and deploy these resources.

IV. Concept of Operations

A. Mitigation

1. As Emergency Management Director, the Vice President Administrative Services will ensure that the College maintains effective systems and procedures for mitigating, preparing for, responding to, and recovering from incidents requiring SAR operations.
2. The Chief of Police will:
 - a. Maintain effective working relationships with local fire departments serving communities in which the College operates facilities.
 - b. Administer the hazard and incident reporting and review processes described in the College's Master Emergency Management Plan as a means of identifying and mitigating hazards that could result in incidents during SAR operations are necessary.
3. The Director of Physical Plant will:
 - a. During the design, construction, or renovation of College facilities:
 - (1) Ensure compliance with all applicable federal, state, and local building codes and standards.
 - (2) Consider incorporation of features and systems that reduce the risk or impact of events that could result in a need for SAR operations.
 - b. Maintain the College facilities and grounds in a manner that reduces the risk or impact of events that could result a need for SAR operations.
4. As part of their routine duties, all College employees will attempt to identify and report to the appropriate College department(s) hazards that could result incidents that could require SAR. The responsible department(s) will undertake all appropriate actions to mitigate these hazards.

B. Preparedness

1. The Chief of Police will:
 - a. Work with local fire departments to ensure:
 - (1) Effective planning for joint responses, including communications interoperability.
 - (2) Efficient, effective emergency access to College facilities that minimizes the need to force entry to buildings during periods when the College is closed or when facilities are locked down. The Division Director Information & Technology Services and the Director of Physical Plant will cooperate, as necessary, with these efforts.
 - (3) Coordination of procedures for command and control of incidents involving joint responses to College facilities which ensures:
 - (a) Presence at the CP as quickly as possible of individuals with authority to make decisions and direct deployment of resources on behalf of their agencies.
 - (b) Effective use of College resources in support of SAR activities.
 - b. Conduct joint drills and exercises with local fire departments. These drills and exercises may be conducted as part of or in addition to the drills and exercise required by the Master Emergency Management Plan.
 - c. Coordinate with the Director of Physical Plant to maintain records of the locations and amounts of hazardous materials at the College's facilities.
 - d. Maintain a list of names and contact information for College personnel who can provide expert advice regarding risks and other relevant issues related to facilities for which they are responsible or in which they conduct instructional activities.
2. The Director of Physical Plant will:
 - a. Coordinate with the Chief of Police and local fire departments to ensure:
 - (1) Campus and building plans, locations of utility lines and shut-off points, locations of compressed gas cylinders and hazardous chemicals, and other information necessary for safe, effective fire suppression is readily available to emergency responders at all times, including periods when the College is closed. The Division Director Information & Technology Services will cooperate, as necessary, with this effort.
 - (2) Utilities in College facilities can efficiently and effectively be shut down during emergencies.



- (3) Locations of heavy equipment that could be useful in conducting rescues at College facilities are known to local fire departments and that this equipment can be accessed quickly, even during periods when the College is closed.
 - b. As necessary, identify personnel who could conduct or assist with light SAR operations following incidents at College facilities and arrange appropriate training for these personnel.
 - 3. Exercises specified in the Master Emergency Management Plan periodically will incorporate discussion-based and operations-based activities as necessary to ensure effective coordination between the College and local fire departments during incidents.
 - 4. During periods of heightened readiness the following actions will be taken to ensure effective protective actions:
 - a. Condition Yellow
 - (1) Check readiness of equipment, supplies and facilities.
 - (2) Correct equipment and facility deficiencies.
 - (3) Correct shortages of essential supplies.
 - (4) Update incident notification.
 - (5) Notify key personnel of possible emergency operations.
 - b. Condition Orange
 - (1) Alert personnel to the possibility of emergency duty.
 - (2) Place selected personnel and equipment on standby.
 - (3) Alert reserve/auxiliary personnel.
 - (4) Identify personnel to staff the EOC and CP if those facilities are activated.
 - (5) Alert external resources covered by inter-local agreements.
 - c. Condition Red
 - (1) Mobilize selected law enforcement personnel.
 - (2) Consider precautionary deployment of equipment and personnel to enhance response time.
 - (3) Dispatch representative(s) to the EOC when activated.
- C. Response
- 1. General
 - a. Local fire departments have the primary responsibility for management of incidents at College facilities that require SAR.
 - b. During incidents affecting the College which require SAR operations, all College employees and students will cooperate fully and immediately with local fire department personnel.
 - c. All College resources useful to the local fire department in managing an incident occurring at College facilities or affecting the College will be made available as quickly as possible.
 - 2. Reporting of Incidents Requiring SAR
 - a. Temple Main Campus
 - (1) An employee or student who identifies an incident that he/she believes requires SAR will call 911. If time and personal safety considerations permit, the College Police also will be notified.
 - (2) The Bell County Emergency Communications Center will notify the College Police of all calls to 911 originating from the Temple College Main Campus or reporting an incident at College facilities.
 - b. Off-Campus Facilities
 - (1) An employee or student who identifies an incident that he/she believes to require SAR will call 911. Local emergency services communications centers should routinely notify the College Police of requests for service originating from a College facility or of incidents occurring at College facilities.
 - (2) After calling 911, the employee or student will notify the Center Manager or Duty Officer.
 - (3) The Center Manager or Duty Officer will notify the College Police.
 - 3. Warnings and Notifications
 - a. After receiving notification of an incident requiring SAR at a College facility, the College Police, serving as the College's Local Warning Point (LWP) will make appropriate notifications of College personnel as detailed in the Master Emergency Management Plan and **Annex A (Warning)**.
 - b. The LWP may initiate protective actions as detailed in **Annex C (Protective Actions)** to protect lives and property or facilitate the emergency response. The LWP may either:



- (1) Direct protective actions immediately in time-sensitive situations when lives or health are at risk, or
 - (2) Disseminate protective action information after consultation with the College's Incident Commander (IC).
- c. The LWP will maintain a log of all incidents requiring a fire department response to College facilities.
- 4. Incident Management
 - a. Because of the importance of 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 College police officer, or a local emergency responder.
 - b. The priorities of a College employee acting as the initial IC should be to ensure that:
 - (1) Local emergency responders and the College Police have been notified.
 - (2) Appropriate protective actions have been implemented.
 - (3) All employees, students, and visitors at the incident area have been accounted for and have moved to a safe location.
 - (4) Persons who possibly have been contaminated with a hazardous material remain at the scene and are kept separate from other persons until they can be evaluated by the fire department and, if necessary, decontaminated.
 - (5) No one attempts to enter the incident area unless authorized by local emergency responders or the College Police.
 - (6) A College presence is established and maintained at the CP
 - c. As other responders arrive, the individual most qualified to deal with the situation should serve as the IC. In cooperation with representatives from all participating agencies, the IC will establish goals for incident management, direct and control responding resources, and designate emergency operating areas. For fires, hazardous materials releases, radiological incidents, and SAR operations, the senior firefighter present at the CP generally will assume this role.
 - d. Depending on the time, location, nature, anticipated duration, and extent of an incident, activation of the local and/or College EOC may be necessary to coordinate operational support of the response and support strategic decision making.
 - e. If a local EOC is activated in response to an incident occurring at a College facility, the College will activate its EOC and send a liaison to the local EOC to ensure effective coordination of operational and strategic responses by the College and the local jurisdiction.
- 5. Protective Actions
 - a. As the personnel most knowledgeable regarding threats posed by fire, radiological materials, and other hazardous materials, local firefighters will:
 - (1) Assess hazards and recommend to the IC appropriate protective actions for emergency responders, including requirements for personal protective equipment.
 - (2) Recommend appropriate protective actions to ensure public safety in the immediate vicinity of a threat.
 - b. The College representative at the CP will:
 - (1) Ensure that all College personnel operating on an incident are aware of protective actions established by the IC, including requirements for personal protective equipment
 - (2) Coordinate with the LWP to ensure protective actions directed by the IC to ensure public safety are disseminated to the College community.
- 6. Law Enforcement Support
 - a. Upon request of the IC to law enforcement representatives at the Field CP, the College Police and/or local law enforcement will provide perimeter and traffic control at incident sites.
 - b. Law enforcement representatives at the Field CP will:
 - (1) Coordinate with the Justice of the Peace and/or Medical Examiner for appropriate management of human remains.
 - (2) Provide appropriate guidance and support if the incident is believed to be the result of a criminal act.



7. Crime Scene Responses. During responses to actual or suspected criminal incidents:
 - a. The incident command team will establish operating areas and formulate a plan of action to minimize impact on the crime scene.
 - b. Responders will be watchful for signs of secondary devices.
8. Public Works Support
 - a. The IC may request assistance from local public works departments to:
 - (1) Barricade areas.
 - (2) Shut off utilities.
 - (3) Provide heavy equipment support.
 - b. Upon request of the IC, the College's CP representative will coordinate public works support available from the College's Physical Plant Department.
- D. Recovery
 1. The IC will determine when the response phase of an incident has been terminated.
 2. 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 College and/or local EOC may continue operations to coordinate recovery efforts and provide a point of contact for local, state, and federal officials.

V. Direction and Control

- A. As the Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from incidents at College facilities requiring SAR operations.
- B. The Chief of Police will provide specific guidance for the development and implementation of plans to mitigate, prepare for, respond to, and recover from incidents at College facilities requiring SAR operations.
- C. All plans related to SAR operations will be developed in cooperation with the local fire departments of communities in which the College operates facilities.
- D. Incident responses generally will be directed by the IC operating from the CP. For fires, hazardous materials releases, radiological incidents, and SAR operations, the senior firefighter present at the CP generally will assume this role. E. Effective management of some incidents may require the IC to coordinate with the College and/or local EOC. Coordination with the College EOC will occur through the College's CP representative.
- F. In some situations, the College EOC may be activated without a Field CP being active. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. In these situations, direction of College resources and coordination with local government will take place from the College EOC.
- G. College personnel or units assigned responsibilities in this Annex will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

VI. Administration and Support

- A. Agreements and Contracts
 1. If local resources are inadequate to manage an incident, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.
 2. If local resources and those available through inter-local agreements are inadequate, local officials may request support from the State.
 3. Local governments must seek assistance from their county before requesting state assistance.
- B. Reports and Records
 1. Reports
 - a. In addition to reports required by their parent organization, individuals and groups participating in incident response or recovery will provide appropriate situation reports to the IC, or if a CP is not active, to the appropriate EOC(s).
 - b. The IC will forward periodic reports to the appropriate EOC(s). Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and State agencies during major emergency operations.



- c. The Chief of Police will coordinate all reporting of fire and hazardous materials related incidents at College facilities to external agencies as required by local, state, and federal laws, ordinances, and regulations.
- 2. Records
 - a. The CP and, if activated, the EOC, will maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. .
 - b. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents may be recoverable from the responsible party. Therefore, detailed records of personnel and equipment used and supplies consumed during these incidents will be maintained.
- C. Maintenance of Emergency Management Resources
 - 1. The term “emergency management resources” refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.
 - 2. All emergency management resources will be maintained in accordance with manufacturer’s instructions and industry standards.
 - 3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.
 - 4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
 - 5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VII. Annex Development and Maintenance

- A. The Chief of Police will have responsibility for development and maintenance of this Annex.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually. C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Chief of Police.
- D. Annually, or more frequently if necessary, the Chief of Police will distribute to all Annex holders any changes deemed necessary to maintain currency of this Annex.
- E. This Annex will be reviewed and revised as necessary following any drills or exercises.
- F. When the response phase of this Annex is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- G. Revisions to the Annex will be dated and marked to show where changes have been made.



Temple College
Master Emergency Management Plan

ANNEX I
PUBLIC WORKS



RECORD OF CHANGES

[illegible]

APPROVAL & IMPLEMENTATION**ANNEX I
PUBLIC WORKS**

This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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 Annex supersedes all previous versions.



Director of Physical Plant

5-23-18

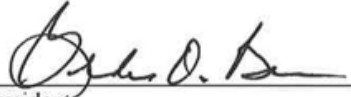
Date



Vice President Administrative Services/
Emergency Management Director

5-23-18

Date



President

6/6/18

Date



ANNEX I PUBLIC WORKS

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose. The purpose of this Annex is to define the organization, operational concepts, responsibilities, and procedures to:

- A. Mitigate and prepare for incidents that could produce damage to the College's physical plant.
- B. Carry out coordinated public works activities in support of emergency responses, including:
 - 1. Clearing debris to allow law enforcement, fire service, or emergency medical service access.
 - 2. Providing heavy equipment support to fire control, rescue, and other emergency operations.
 - 3. Performing temporary repairs of essential facilities.
 - 4. Securing damaged facilities and other hazardous areas.
 - 5. Assisting with traffic and crowd control
- C. Conduct post-incident damage assessment.
- D. Provide public works support during recovery, including:
 - 1. Debris removal and disposal.
 - 2. Coordination of repairs to damaged facilities.
 - 3. Arrangements for demolition of unsafe structures.

III. Situation, Assumptions, and Limitations

- A. Situation
 - 1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
 - 2. Some of these hazards create the potential for incidents that could require emergency public works services as a result of:
 - a. Structures being destroyed or severely damaged.
 - b. Streets and walkways being impassable due to debris.
 - c. Partial or complete loss of utilities such as electricity, gas, and telephone service.
 - 3. The Physical Plant Department would be the initial provider of emergency public works services following an incident on the Main Campus.
 - 4. The Physical Plant Department's response to incidents affecting off-campus centers could be delayed or limited by:
 - a. The Department's size and staffing pattern.
 - b. The geographical distribution of the College's facilities across four locations in three cities and two counties.
 - 5. In these situations, coordination with local public works departments would be necessary to ensure prompt, adequate emergency public works responses.
 - 6. In addition to the College's Physical Plant Department and local public works agencies, incident responses may include, law enforcement, the fire service, emergency medical services, utilities, public health authorities, and environmental protection agencies. In these cases, effective inter-agency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.
- B. Assumptions
 - 1. Risks of incidents at College facilities that require a substantial public works response can be mitigated through use of engineering and environmental design interventions that take local hazards into consideration.



2. Planning, joint training exercises, and other preparedness activities will improve efficiency and effectiveness of joint responses by the Physical Plant Department, local public works agencies, local fire departments, and other responders to incidents involving College facilities.
3. Physical Plant Department personnel rarely would assume command during the initial response to an incident that involves life-safety issues. In general, the College Police or local emergency services personnel will be in command until the initial threat has been managed.
4. When the life-safety response phase to some incidents has ended, incident command may transfer to Physical Plant Department personnel.
5. During large-scale incidents, some routine Physical Plant Department activities may be temporarily reduced or suspended in order to provide resources to respond to the emergency.
6. During incidents that require a substantial public works response, the Physical Plant Department will require mutual aid from local public works agencies and the private sector.
7. The Physical Plant Department and local public works agencies will be able to organize and carry out debris clearance in the aftermath of an emergency. However, large-scale debris removal or hazardous material operations probably will require external assistance.
8. In cooperation with providers of public utilities, the Physical Plant Department will be able to conduct expedient repair and restoration of essential services and vital facilities. However, major reconstruction probably will require contract assistance from the private sector.
9. Private construction companies, engineering firms, and equipment rental contractors have staff and equipment resources that may be contracted to carry out public works and engineering activities during emergency situations.
10. An effective public works response to incidents at College facilities will require Physical Plant Department and local public works representation at the Field Command Post (CP) and may require activation of the College Emergency Operations Center (EOC) for operational support, strategic decision making, and coordination with local, state, or federal officials.

C. Limitations

1. Public works challenges are exacerbated when other incidents occur simultaneously or already have impacted an area.
2. Large-scale incidents may adversely impact public works personnel, facilities, and communications systems and support available from the private sector.
3. The College and local public works agencies may have to compete with businesses and individuals seeking private sector resources for repairs or rebuilding.
4. Damage to power lines, sewer and water distribution systems, and secondary hazards, such as fires, may result in health and safety hazards. These hazards could pose a threat to public works personnel and impede operational capabilities.
5. Local resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. While state and federal resources may be available to augment local public works resources, time will be required to mobilize and deploy these resources.

IV. Concept of Operations

A. Mitigation

1. As Emergency Management Director, the Vice President Administrative Services will ensure that the College maintains effective systems and procedures for preparing for, responding to, and recovering from incidents requiring a substantial public works response due to damage to College facilities or infrastructure.
2. The Director of Physical Plant will:
 - a. Identify vulnerabilities of existing College facilities and infrastructure and will take steps to lessen these vulnerabilities.
 - b. Reduce vulnerability of new College facilities and infrastructure to known hazards through proper design and site selection.
 - c. Develop plans to protect facilities and equipment at risk from known hazards.
3. The Chief of Police will collaborate with the Director of Physical Plant in identifying strategies for protecting College facilities and infrastructure from intentional damage or disruption.



B. Preparedness

1. The Chief of Police will ensure that Local Warning Point (LWP) procedures provide for notification of the Physical Plant Department during:
 - a. Situations in which actions should be taken to preserve Physical Plant Department capabilities by protecting vital equipment and supplies, either in place or by relocating them to safe locations.
 - b. Incidents involving potential or actual damage to College facilities or infrastructure.
2. The Director of Physical Plant will:
 - a. Develop procedures to preserve Physical Plant Department capabilities by protecting vital equipment and supplies, either in place or by relocating them to safe locations.
 - b. Review plans, evaluate staffing needs in light of potential requirements, and make tentative assignments, to include:
 - (1) Ensuring Physical Plant Department representation at the CP as quickly as possible.
 - (2) Ensuring Physical Plant Department representation at the College EOC if that facility is activated.
 - (3) Identifying and training College personnel who can act in support of the Physical Plant Department during emergencies.
 - (4) Establishing and training damage assessment teams.
 - c. Maintain current campus and building plans which show locations of utility lines and shut-off points, locations of compressed gas cylinders and hazardous chemicals, and other information necessary for safe, effective emergency responses which are readily available to emergency responders at all times, including periods when the College is closed. Division Director Information & Technology Services will cooperate, as necessary, with this effort.
 - d. Ensure availability of resources for response to and recovery from emergencies by:
 - (1) Identifying sources and maintaining appropriate reserves of materials needed to secure, protect, and temporarily repair structures and other infrastructure.
 - (2) Coordinating with the Chief of Police and with local public works departments to determine the need for and to establish means of rapidly accessing traffic cones, barricades, and other equipment for traffic control.
 - (3) Executing contingency contracts for appropriate equipment and services with local contractors.
 - (4) Executing agreements with businesses and individuals to borrow specialized equipment.
 - e. Ensure an adequate number of Physical Plant Department personnel are trained to operate heavy and specialized equipment.
 - f. Coordinate with the Chief of Police and the Division Director Information & Technology Services to ensure efficient, effective emergency access to College facilities that minimizes the need for fire or law enforcement officials to force entry to buildings during periods when the College is closed or when facilities are locked down.
 - g. Ensure College equipment can be fueled during an electrical outage.
 - h. Conduct drills and exercises to test plans, procedures, and training. These drills and exercises may be conducted as part of or in addition to the drills and exercise required by the Master Emergency Management Plan.
3. Exercises specified in the Master Emergency Management Plan periodically will incorporate discussion-based and operations-based activities as necessary to ensure effective use of Physical Plant Department and local public works departments during incidents.
4. During periods of heightened readiness the following actions will be taken to ensure effective protective actions
 - a. Condition Yellow
 - (1) Review plans and procedures.
 - (2) Inform key personnel.
 - (3) Check equipment readiness and correct deficiencies.
 - (4) Check emergency supply status and fill shortfalls.
 - (5) Monitor the situation.
 - b. Condition Orange
 - (1) Alert personnel for possible emergency duty.
 - (2) Increase short-term readiness of equipment if possible.



- (3) Review inter-local agreements and contracts for resource support and alert potential resource providers of possible emergency operations.
 - (4) Identify personnel to staff the CP and EOC.
 - (5) Monitor the situation.
 - c. Condition Red
 - (1) Mobilize selected personnel.
 - (2) Ensure equipment is loaded and fueled
 - (3) Implement plans to protect facilities and equipment; consider precautionary deployment.
 - (4) Dispatch personnel to the CP and EOC when activated.
 - (5) Advise resource suppliers of situation.
 - (6) Monitor the situation.
- C. Response
 - 1. Incident Management.
 - a. Because of the importance of 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 College police officer, or a local emergency responder.
 - b. The priorities of a College employee acting as the initial IC should be to ensure that:
 - (1) Local emergency responders and the College Police have been notified.
 - (2) Appropriate protective actions have been implemented.
 - (3) All employees, students, and visitors at the incident area have been accounted for and have moved to a safe location.
 - (4) Persons who possibly have been contaminated with a hazardous material remain at the scene and are kept separate from other persons until they can be evaluated by the fire department and, if necessary, decontaminated.
 - (5) No one attempts to enter the incident area unless authorized by local emergency responders or the College Police.
 - (6) A College presence is established and maintained at the CP.
 - c. As other responders arrive, the individual most qualified to deal with the situation should serve as the IC. In cooperation with representatives from all participating agencies, the IC will establish goals for incident management, direct and control responding resources, and designate emergency operating areas.
 - d. The senior Physical Plant Department supervisor present at the CP generally will assume the role of IC for incidents at College facilities that involve:
 - (1) Non-criminal building damage such as wind damage or flooding.
 - (2) Utility outages.
 - (3) Building system failures.
 - (4) Facility conditions that pose a threat to property or the environment.
 - e. The Physical Plant Department will NOT be the primary responder or assume command during incidents that involve:
 - (1) Criminal activity.
 - (2) Fires, explosions, or substantial hazardous materials releases.
 - (3) Search and rescue operations.
 - (4) Loss of life or personal injury.
 - f. In situations in which the Physical Plant Department is not the primary responder, the senior Physical Plant Department supervisor present at the CP will:
 - (1) Be responsible for coordination of the College's public works resources in support of the IC's incident management goals.
 - (2) Collaborate with other public works agency representatives at the CP to identify and deploy the combination of resources necessary to meet the IC's incident management goals.
 - g. When the life-safety portion of the response to some incidents ends, a transfer of incident command to the senior Physical Plant Department supervisor present at the CP may be appropriate.
 - h. All College resources useful to the IC in managing an incident occurring at College facilities or affecting the College will be made available as quickly as possible.



- i. Depending on the time, location, nature, anticipated duration, and extent of an incident, activation of the local and/or College EOC may be necessary to coordinate operational support of the response and support strategic decision making.
 - j. If a local EOC is activated in response to an incident occurring at a College facility, the College will activate its EOC and send a liaison to the local EOC to ensure effective coordination of operational and strategic responses by the College and the local jurisdiction.
- 3. Protecting Resources
 - a. During slowly developing emergency situations such as tropical storms, Physical Plant Department resources may be employed to protect and limit damage to College facilities, equipment, and essential utilities.
 - b. Protective actions may include sandbagging, ditching, installing protective window coverings, removing vital equipment, and taking steps to limit wind-blown debris.
- 4. Debris Clearance

Public works personnel may be requested to clear debris as necessary for law enforcement, fire service, or emergency medical service response.
- 5. Search and Rescue Support
 - a. Public works personnel may be requested to shut off utilities or provide heavy equipment support for search, rescue, and fire control operations.
 - b. Primary responsibility for search, rescue, firefighting, and control of hazardous materials releases will rest with the local fire departments.
- 6. Damage Assessment
 - a. Physical Plant Department personnel will lead damage assessments of College facilities following a disaster in cooperation with local building and fire officials.
 - b. Personnel will inspect College facilities to:
 - (1) Identify unsafe structures.
 - (2) Take action to restrict entry and occupancy until structures can be made safe or demolished.
 - (3) Determine the cost of damages.
- 7. Temporary Repairs and Restoration
 - a. The Physical Plant Department will coordinate timely temporary repairs to and restoration of College buildings and other infrastructure essential to incident response and recovery operations.
 - b. Physical Plant Department personnel will coordinate with building occupants to determine which areas and equipment have the highest priority for protection.
 - c. Building contents will be removed or protected until restoration is complete.
 - d. Major repairs will normally be postponed until recovery operations commence and will typically be performed by contract personnel.
- D. Recovery
 - 1. The IC will determine when the response phase of an incident has been terminated.
 - 2. 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 College and/or local EOC may continue operations to coordinate recovery efforts and provide a point of contact for local, state, and federal officials.
 - 3. During recovery from an incident, the Physical Plant Department will:
 - a. Repair or contract repairs to College facilities and infrastructure.
 - b. Coordinate demolition of structures that cannot be repaired.
 - c. Coordinate debris removal and disposal with local government.
 - d. Participate in compiling estimates of damage and of response and recovery costs.

V. Direction and Control

- A. As the Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from incident requiring a public works response.
- B. The Director of Physical Plant will provide specific guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from incidents requiring a public works response.
- C. All plans related to public works responses to incidents at College facilities will be developed in cooperation with the local public works agencies of the communities in which the College operates facilities.



- D. Incident responses generally will be directed by the IC operating from the CP. The senior Physical Plant Department supervisor present at the CP generally will assume this role for incidents at College facilities that involve:
 - 1. Non-criminal building damage such as wind damage or flooding.
 - 2. Utility outages.
 - 3. Building system failures.
 - 4. Facility conditions that pose a threat to property or the environment.

During all incidents at College facilities, the senior Physical Plant Department supervisor at the CP will coordinate use of and retain control over the College's public works resources. The senior supervisor(s) of other public works agencies represented at the CP will coordinate use of and retain control over resources supplied by their department(s). The senior supervisor(s) of all public works agencies present at the CP will collaborate to identify and deploy the combination of public works resources necessary to meet the IC's incident management goals.
- E. Effective management of some incidents may require the IC to coordinate with the College and/or local EOC. Coordination with the College EOC will occur through the College's CP representative.
- F. In some situations, the College EOC may be activated without a Field CP being active. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. In these situations, direction of College resources and coordination with local government will take place from the College EOC.
- G. College personnel or units assigned responsibilities in this Annex will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

VI. Administration and Support

- A. Agreements and Contracts.
 - 1. If local resources are inadequate to manage an incident, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.
 - 2. If local resources and those available through inter-local agreements are inadequate, local officials may request support from the State.
 - 3. Local governments must seek assistance from their county before requesting state assistance.
- B. Reports and Records
 - 1. Reports
 - a. In addition to reports required by their parent organization, individuals and groups participating in incident response or recovery will provide appropriate situation reports to the IC, or if a CP is not active, to the appropriate EOC(s).
 - b. The IC will forward periodic reports to the appropriate EOC(s). Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations.
 - 2. Records
 - a. The CP and, if activated, the EOC, will maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. .
 - b. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents may be recoverable from the responsible party. Therefore, detailed records of personnel and equipment used and supplies consumed during these incidents will be maintained.
- C. Maintenance of Emergency Management Resources
 - 1. The term "emergency management resources" refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.
 - 2. All emergency management resources will be maintained in accordance with manufacturer's instructions and industry standards.
 - 3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.



4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VII. Annex Development and Maintenance

- A. The Director of Physical Plant will have responsibility for development and maintenance of this Annex.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually.
- C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Director of Physical Plant.
- C. Annually, or more frequently if necessary, the Director of Physical Plant will distribute to all Annex holders any changes deemed necessary to maintain currency of this Annex.
- D. This Annex will be reviewed and revised as necessary following any drills or exercises.
- E. When the response phase of this Annex is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- F. Revisions to the Annex will be dated and marked to show where changes have been made.



Temple College
Master Emergency Management Plan

ANNEX J
UTILITIES



RECORD OF CHANGES

[illegible]

APPROVAL & IMPLEMENTATION**ANNEX J
UTILITIES**

This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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 Annex supersedes all previous versions.



Director of Physical Plant

5-23-18

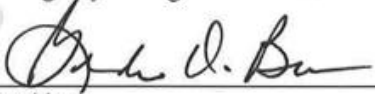
Date



Vice President Administrative Services/
Emergency Management Director

5-23-18

Date



President

6/6/18

Date



ANNEX J UTILITIES

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose

- A. The purpose of this Annex is to define the organization, operational concepts, responsibilities, and procedures to mitigate, prepare for, respond to, and recover from utility outages that affect Temple College (College) facilities.
- B. “Utilities” are electrical power, natural gas, telephone service, and water and wastewater services.
- C. A “utility outage” is a loss of or reduction of a utility resulting from an unplanned natural or man-made incident, an intentional act of sabotage, or a planned action by a utility provider.

III. Situation, Assumptions, and Limitations

- A. Situation
 - 1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
 - 2. These hazards could result in utility outages which could range in size from those affecting a single College building to incidents extending over multi-state areas.
 - 3. During periods of high demand or reduced supply, utility providers may impose planned outages—e.g., water rationing or rolling blackouts.
 - 4. Extended electrical outages can directly impact other utility systems, particularly water and wastewater systems.
 - 5. A utility outage could:
 - a. Adversely impact response and recovery efforts.
 - b. Create additional health and safety hazards.
 - c. Disrupt College operations, possibly for extended periods of time.
 - 6. Utility providers are required to inform State officials of significant outages and are expected to keep their customers and local officials informed of the extent of outages and, if possible, provide estimates of when service will be restored.
 - 7. During large-scale utility outages interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.
- B. Assumptions
 - 1. Utility providers will attempt to restore service to their customers as quickly as possible.
 - 2. Each utility provider will conduct its own response operations, coordinating as necessary with local government and other utility providers. 3. Local government will:
 - a. Assess possible impacts of a utility outage and take appropriate actions to minimize these impacts.
 - b. Identify critical local facilities and establish general priorities for utility restoration.
 - 3. Planning, joint training exercises, and other preparedness activities will improve the efficiency and effectiveness of the College’s response to and recovery from utility disruptions.
 - 4. Effective response to and recovery from utility outages affecting College facilities may require activation of a Field Command Post (CP) or of the College Emergency Operations Center (EOC) for operational support, strategic decision making, and coordination with utility provider representatives or with local, state, or federal officials.
- C. Limitations
 - 1. Large-scale incidents may adversely impact utility provider and local government personnel, facilities, and communications systems.



2. Individual utility providers may not have sufficient physical or monetary resources to restore utility systems affected by a major incident.
3. Following a major incident, utility companies may have to compete with individuals, businesses, government, and other utility companies for manpower, equipment, and supplies.
4. Damage to power lines, sewer and water distribution systems, and secondary hazards, such as fires, may result in health and safety hazards. These hazards could pose a threat to utility provider personnel and impede service restoration.
5. Local resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. While state and federal resources may be available to augment local resources, time will be required to mobilize and deploy these resources.

IV. Concept of Operations

A. Mitigation

1. As Emergency Management Director, the Vice President Administrative Services will ensure that the College maintains effective systems and procedures for preparing for, responding to, and recovering from utility outages.
2. The Director of Physical Plant will:
 - a. Identify vulnerabilities of the College's electrical, natural gas, water, and waste water systems and will take steps to lessen these vulnerabilities.
 - b. Reduce vulnerability of utilities at new College facilities to known hazards through proper design and site selection.
3. The Division Director Information & Technology Services will:
 - a. Identify vulnerabilities of the College's telecommunications system and take steps to lessen these vulnerabilities.
 - b. Assist supervisory personnel in implementing procedures for protecting critical equipment and data from power outages or power supply fluctuations.
4. The Chief of Police will collaborate with the Director of Physical Plant and the Division Director Information & Technology Services in identifying strategies for protecting the College's utilities from intentional damage or disruption.
5. Supervisory personnel will:
 - a. Identify equipment and processes in their areas of responsibility which would be adversely affected by utility outages.
 - b. Consult with the Director of Physical Plant and/or Division Director Information & Technology Services on appropriate actions to mitigate these effects.
6. As part of their routine duties, all College employees will attempt to identify and report to the appropriate College department(s) hazards that could result in utility outages. The responsible department(s) will undertake all appropriate actions to mitigate these hazards.

B. Preparedness

1. The Director of Physical Plant will:
 - a. Coordinate with utility providers to:
 - (1) Obtain utility emergency point of contact information and provide emergency contact information for key College officials.
 - (2) Ensure adequate advance notice of planned utility outages.
 - (3) Ensure access to post-incident information regarding the extent of damage to utility systems and estimated time to restore service.
 - b. In cooperation with the Director of Marketing and Media Relations, disseminate information received from utility providers regarding planned outages and other conservation measures.
 - c. Ensure all College facilities have appropriate emergency lighting, illuminated emergency exit signs, and other features necessary to ensure safe egress during utility outages.
 - d. Within fiscal constraints, develop plans to install emergency generators in key facilities, identify emergency generator requirements for facilities where it is not possible to permanently install backup generators, and identify rental sources for portable generators that can respond rapidly during an emergency.
 - e. Identify emergency sources of ice for cooling of processes or materials which require temperature control to prevent adverse effects.



- f. Identify sources of portable toilets and hand washing facilities to meet sanitary needs during prolonged outages of water or wastewater services.
 - g. Coordinate with the Chief of Police and the Chair of the Emergency Medical Services Professions Department on acquisition, placement, and training in the use of devices necessary for removal of persons with limited mobility from multi-story buildings.
 - 2. The Chief of Police will:
 - a. Cooperate with local government in enforcing utility conservation measures at College facilities.
 - b. Ensure law enforcement officers under his supervision have appropriate training and equipment to perform rescues of persons from elevators or from multi-story buildings during utility outages.
 - c. Coordinate with local, state, or federal government; volunteer organizations, businesses, and private citizens to develop appropriate agreements for additional communications resources that may be used during loss of telecommunications service.
 - 3. The Division Director Information & Technology Services will:
 - a. Develop and maintain a list showing the capabilities and locations of all radios and other communications equipment controlled by the College and any of its organizational units. This inventory will be available to the College Police at all times.
 - b. In cooperation with all College organizational units that control radios or other communications equipment, develop procedures to ensure all College communications resources can be accessed at all times, including periods when the College is closed.
 - c. In cooperation with the Chief of Police, develop procedures for emergency reallocation of College communications equipment during loss of telephone service.
 - d. Maintain a list of names, contact information, and specific credentials for all College personnel who hold amateur radio or other communications licenses issued by the Federal Communications Commission. This list will be available to the College Police at all times.
 - 4. Faculty members will:
 - a. At the beginning of each semester, identify students in their classes who may require special assistance in the event of a utility outage and make appropriate arrangements to provide this assistance. When possible, a partner will be identified to assist students who require special assistance during a utility outage.
 - b. Develop procedures for emergency discontinuation of instructional activities that could be adversely affected by a utility outage (e.g., loss of power to chemistry lab ventilation hoods, loss of laboratory water supplies).
 - 5. Employees who may require special assistance during a utility outage should:
 - a. Identify a partner who can help them when necessary.
 - b. Advise their supervisor of their needs.
 - 6. Students who may require special assistance during a utility outage should:
 - a. Identify a partner who can help them when necessary.
 - b. Advise all of their instructors of their needs.
 - 7. Exercises specified in the Master Emergency Management Plan periodically will incorporate discussion-based and operations-based activities as necessary to ensure effective responses to utility outages.
- C. Response
- 1. Reporting Utility Outages
 - a. Any College employee who becomes aware of a utility outage will:
 - (1) Notify the Local Warning Point (LWP) operated by the College Police.
 - (2) Notify the appropriate local law enforcement, fire, and/or emergency medical services agencies immediately if the outage involves an immediate danger to health and safety (e.g., a gas leak, down power lines, or a fire)
 - b. In addition to contacting the College Police, during daytime working hours an employee discovering a utility outage also may directly contact:
 - (1) The Maintenance Department for outages involving electricity, natural gas, water, or waste water service.
 - (2) The Information & Technology Services Department for telephone outages.
 - c. When the Physical Plant Department or Information & Technology Services Department is informed of a utility outage they will advise the LWP of the report.



2. Notification of College Officials
 - a. When the LWP receives notification of a utility outage, it will notify the:
 - (1) Appropriate local law enforcement, fire, and/or emergency medical services agencies if the outage involves an immediate danger to health and safety.
 - (2) Chief of Police
 - (3) Physical Plant Department for outages of electricity, natural gas, water, or waste water services.
 - (4) Information & Technology Services Department for outages involving telecommunications services.
 - b. The LWP may initiate protective actions as detailed in Annex B (Protective Actions) to protect lives and property or facilitate the response to the outage. The LWP may either:
 - (1) Direct protective actions immediately in time-sensitive situations when lives or health are at risk, or
 - (2) Disseminate protective action information after consultation with the Incident Commander (IC).
3. Incident Management
 - a. Because of the importance of establishing incident command as quickly as possible, the first College employee at the scene of a utility outage automatically will be designated as IC and will exercise positive control over the incident until relieved by College supervisory personnel, a College police officer, or a local emergency responder.
 - b. The priorities of a College employee acting as the initial IC during a utility outage should be to ensure that:
 - (1) The College Police have been notified.
 - (2) Local emergency responders have been notified if a threat to life or property exists.
 - (3) Appropriate protective actions have been implemented.
 - (4) All employees, students, and visitors at the affected area have been accounted for and have moved to a safe location if there are threats to health and safety (e.g., a gas leak, down power lines, or a fire).
 - (5) Persons who possibly have been contaminated with a hazardous material remain at the scene and are kept separate from other persons until they can be evaluated by the fire department and, if necessary, decontaminated.
 - (6) If affected facilities have been evacuated, no one attempts to enter them unless authorized by local emergency responders or the College Police.
 - (7) A College presence is established and maintained at the CP.
 - c. As other responders arrive, the individual most qualified to deal with the situation should serve as the IC. In cooperation with representatives from all participating agencies, the IC will establish goals for incident management, direct and control responding resources, and designate emergency operating areas.
 - d. The senior Physical Plant Department supervisor present at the CP generally will assume the role of IC for incidents at College facilities that involve electrical, natural gas, water, or waste water utility outages.
 - e. The senior Information & Technology Services supervisor present at the CP generally will assume the role of IC for incidents at College facilities that involve loss of telecommunications services.
 - f. The Physical Plant Department or Information & Technology Services Department will NOT be the primary responder or assume command when a utility outage is associated with incidents that involve:
 - (1) Criminal activity.
 - (2) Fires, explosions, or substantial hazardous materials releases.
 - (3) Search and rescue operations.
 - (4) Loss of life or personal injury.
 - g. When the life-safety portion of the response to some incidents ends, a transfer of incident command to the senior Physical Plant Department or Information & Technology Services Department supervisor present at the CP may be appropriate.
 - h. All College resources useful to the IC in managing an incident occurring at College facilities or affecting the College will be made available as quickly as possible.



4. Physical Plant Department Response. Under the direction of the senior Physical Plant Department supervisor present at the CP, Physical Plant Department personnel will:
 - a. Determine the cause and extent of the electricity, natural gas, water, or waste water outage.
 - b. Restore service through local repairs, if possible.
 - c. When necessary, coordinate with the utility provider to estimate the likely duration of the outage and to restore service.
 - d. As appropriate, support utility provider efforts to restore service.
 - e. Take action to protect College property from effects of water or waste water leaks.
 - f. Based on estimates of the likely duration of the outage:
 - (1) Coordinate with faculty and staff from affected facilities to prevent or limit further damage to College property associated with loss of electricity, water, or heating, ventilation, and air conditioning.
 - (2) Take steps to ensure adequate sanitation in the absence of waste water services.
5. Information & Technology Services Department Response. Under the direction of the senior Information & Technology Services Department supervisor present at the CP, Information & Technology Services personnel will:
 - a. Determine the cause and extent of the telecommunications outage.
 - b. Restore service through local repairs, if possible.
 - c. When necessary, coordinate with the utility provider to estimate the likely duration of the outage and to restore service.
 - d. As appropriate, support utility provider efforts to restore service.
 - e. Coordinate activation of alternate emergency communications resources, as necessary.
 - f. Assist the Vice President Education Services, the division directors, the department chairs, and the designated schedulers for College facilities in identifying instructional spaces not affected by the utility outage and temporarily relocating classes to these spaces.
6. Law Enforcement Response. Under the direction of the senior law enforcement officer present at the CP, the College Police and/or local law enforcement personnel will:
 - a. Secure facilities that must be evacuated.
 - b. Organize and conduct regular “fire watch” patrols of facilities in which fire alarm systems are not operating.
 - c. Direct traffic at locations where traffic control devices are not operating.
 - d. Coordinate with local fire department personnel to:
 - (1) Evacuate persons with disabilities from buildings in which elevators are not operating.
 - (2) Search for and rescue persons trapped in elevators.
 - e. Provide appropriate guidance and support to the IC if the utility outage is believed to be the result of a criminal act.
7. Marketing and Media Relations. The Director of Marketing and Media Relations or his/her designee acting as College Public Information Officer will:
 - a. Issue an immediate statement acknowledging that the administration is aware of the utility outage and that more information will be released to the news media and the public as it becomes available. b. Provide information to news media regarding the College’s response to the outage.
 - c. Disseminate administrative decisions regarding the College’s response to the outage.
 - d. Disseminate information from utility providers regarding conservation measures and protective actions, such as “boil water” notices.
8. President. The President will:
 - a. Conduct an assessment of the effects of the utility outage, including but not limited to:
 - (1) Circumstances that might jeopardize the health and safety of students, faculty, staff, and visitors.
 - (2) Conditions that impact the capability of employees to conduct their work.
 - (3) The length of time needed to restore service.
 - b. Based on this assessment, the President will determine whether to:
 - (1) Temporarily relocate classes to unaffected facilities.
 - (2) Cancel classes in affected facilities.



- (3) Temporarily relocate administrative activities to unaffected facilities.
 - (4) Suspend all college operations in affected facilities.
 - (5) Close the affected campus.
 - 9. Vice President Educational Services. If the President determines that temporary relocation of classes to unaffected facilities is appropriate, the Vice President Education Services will coordinate with the division directors, department chairs, and the designated building schedulers to identify unaffected instructional spaces. The Associate Vice President Finance and Information & Technology Services will support these efforts.
- D. Recovery
 - 1. The IC will determine when the response phase of an incident has been terminated.
 - 2. 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 College and/or local EOC may continue operations to coordinate recovery efforts and provide a point of contact for local, state, and federal officials.
 - 3. The Director of Physical Plant and/or the Division Director Information & Technology Services will:
 - a. Identify potential problems related to restoration of the disrupted utility and provide advice to College employees on mitigation of these problems.
 - b. Ensure sufficient personnel and resources are available to respond efficiently and effectively to problems related to restoration of the disrupted utility.
 - 4. The Director of Marketing and Media Relations will assist in disseminating information regarding potential problems related to utility restoration and mitigation of these problems.

V. Direction and Control

- A. As the Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from utility outages.
- B. The Director of Physical Plant will provide specific guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from utility outages. The Division Director Information & Technology Services will collaborate with the Director of Physical Plant in providing guidance for plans related to loss of telecommunications services.
- C. All plans related to utility outages affecting College facilities will be developed in cooperation with the utility service providers and the local emergency management coordinators of the communities in which the College operates facilities.
- D. During some utility outages, response to the incident will be best coordinated by an IC operating from a CP near the incident. The senior Physical Plant Department supervisor present at the CP generally will assume the role of IC for incidents at College facilities that involve electrical, natural gas, water, or waste water utility outages. The senior Information & Technology Services supervisor present at the CP generally will assume the role of IC for incidents at College facilities that involve loss of telecommunications services. In cooperation with representatives from all participating agencies, the IC will establish goals for incident management, direct and control responding resources, and designate emergency operating areas.
- E. During some incidents, effective incident management may require the IC to coordinate with the College EOC and/or local EOC. Coordination with the College EOC will occur through the College's CP representative.
- F. In some situations, the College EOC may be activated without a Field CP being active. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. During these situations, direction of College resources and coordination with local government and local utilities providers will take place from the College EOC.
- G. All College personnel or organizational units assigned responsibilities in portions of this Annex related to response or recovery will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

VI. Administration and Support

- A. Agreements and Contracts.
 - 1. If local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.



2. If local resources and those available through inter-local agreements are insufficient to deal with an emergency situation, local officials may request support from the State.
 3. Local governments must seek assistance from their county before requesting resource assistance from the State.
- B. Reports and Records
1. Reports
 - a. In addition to reports that may be required by their parent organization, elements participating in emergency operations should provide appropriate situation reports to the IC, or if Field CP has not been established, to the EOC.
 - b. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations.
 2. Records
 - a. Activity Logs. The Field CP and, if activated, the EOC, will maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations.
 - b. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale operations.
- C. Maintenance of Emergency Management Resources
1. The term “emergency management resources” refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.
 2. All emergency management resources will be maintained in accordance with manufacturer’s instructions and industry standards.
 3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.
 4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
 5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VII. Annex Development and Maintenance

- A. The Director of Physical Plant will have responsibility for development and maintenance of this Annex. The Division Director Information & Technology Services will collaborate with the Director of Physical Plant on issues related to telecommunications outages.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually.
- C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Director of Physical Plant.
- D. Annually, or more frequently if necessary, the Director of Physical Plant will distribute to all Annex holders any changes deemed necessary to maintain currency of this Annex.
- E. This Annex will be reviewed and revised as necessary following any drills or exercises.
- F. When the response phase of this Annex is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- G. Revisions to the Annex will be dated and marked to show where changes have been made.



Temple College
Master Emergency Management Plan

ANNEX K
TRANSPORTATION



RECORD OF CHANGES

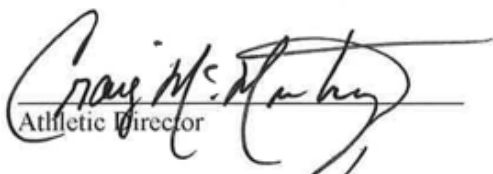
[illegible]

APPROVAL & IMPLEMENTATION**ANNEX K
TRANSPORTATION**

This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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 Annex supersedes all previous versions.


Athletic Director

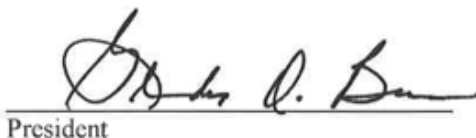
06/05/18
Date


Director of Physical Plant

5-23-18
Date


Vice President Administrative Services/
Emergency Management Director

5-23-18
Date


President

6/6/18
Date



ANNEX K TRANSPORTATION

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose. The purpose of this Annex is to define the organization, operational concepts, responsibilities, and procedures for transportation of people, supplies, and materials during incidents occurring at College facilities or affecting the College, assign responsibilities for various transportation tasks, and outline related administrative requirements.

III. Situation, Assumptions, and Limitations

A. Situation

- 1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
- 2. Some of these hazards create the potential for incidents that could require transportation of people, equipment, and supplies during the response to and recovery from the incident.
- 3. During some incidents, rapid evacuation of people from areas at risk may be necessary.
- 4. Some incidents may disrupt transportation systems, leaving people without transportation.
- 5. The College possesses transportation resources for movement of people, equipment, and supplies during day-to-day operations. These resources could be mobilized to support response to and recovery from an incident, including supporting a campus evacuation and assisting persons without other means of transportation.
- 6. The College's transportation resources are under the control of multiple departments. Their effective use to support a campus evacuation or other incident response and recovery activities would require centralized coordination.
- 7. The College Police maintain a program for credentialing College personnel who operate College vehicles on public thoroughfares.
- 8. Some cargo may require materials handling equipment at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.

B. Assumptions

- 1. During incidents at College facilities,
 - a. The College Police Department's vehicles will remain under the control of the Chief of Police and will be used for law enforcement operations.
 - b. All other College vehicles will come under the control of the Director of Physical Plant and/or Athletics Director and will be made available to support response and recovery.
- 2. If people must be evacuated, the primary mode of transportation will be personal vehicles.
- 3. Transportation will have to be arranged for some individuals who do not have vehicles.
- 4. The College will use its transportation resources and those available pursuant to inter-local agreements to the extent that they are available.
- 5. Local school districts will respond to requests for transportation assistance.
- 6. Transit system buses will be diverted from their normal routes and schedules as needed to support incident response.
- 7. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.
- 8. Effective use of the College's transportation resources and access to additional transportation assets will require College representation at the Field Command Post (CP) and may require activation of the College Emergency Operations Center (EOC) for operational support, strategic decision making, and coordination with local, state, or federal officials.



C. Limitations

1. Transportation resources may sustain damage during emergency situations.
2. Trained equipment operators may become victims of the incident or otherwise be unable to respond.
3. Transportation infrastructure, such as roads and bridges, may be destroyed or blocked, making use of some transportation assets difficult or impossible.
4. Large-scale incidents may create competing needs for transportation resources.
5. Local resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. While state and federal resources may be available to augment local transportation resources, time will be required to mobilize and deploy these resources.

IV. Concept of Operations

A. General

1. During incidents at College facilities,
 - a. The College Police Department's vehicles will remain under the control of the Chief of Police and will be used for law enforcement response.
 - b. All other College vehicles will come under the control of the Director of Physical Plant and/or Athletics Director and will be made available to support response and recovery.
2. Immediate transportation needs must be considered first, followed by continuing requirements.
 - a. Immediate transportation needs normally involve evacuations of people.
 - b. Continuing transportation needs typically involve the movement of supplies, equipment, and personnel during response and recovery operations.
3. Where possible, emergency passenger transportation requirements will be satisfied with the following resources:
 - a. Voluntary use of personal vehicles.
 - b. College-owned vehicles.
 - c. School buses.
 - d. Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements.
 - e. Public transit system buses.
 - f. State or Federal vehicles.
 - g. Leased or rented vehicles.
 - h. Donated transportation equipment or services.
4. Where possible, emergency cargo transportation requirements will be satisfied with the following resources:
 - a. College-owned vehicles.
 - b. Cargo vehicles provided by other jurisdictions pursuant to inter-local agreements.
 - c. Commercial freight carriers.
 - d. Leased or contract equipment.
 - e. Donated transportation equipment or services.

B. Mitigation.

1. As Emergency Management Director, the Vice President Administrative Services will ensure that the College maintains effective systems and procedures for transportation of people, supplies, and materials during emergencies.
2. The Director of Physical Plant in cooperation with the Athletics Director will develop procedures for:
 - a. Protecting College transportation resources from known hazards.
 - b. Ensuring College transportation resources can be fueled during an electrical outage.
 - c. Rapidly replacing tires on and performing other emergency repairs to College transportation resources during responses.

C. Preparedness.

1. The Chief of Police will:
 - a. Develop procedures for credentialing personnel to operate College vehicles.
 - b. Maintain an easily accessed list of contact information for personnel credentialed to operate College vehicles. The Division Director Information & Technology Services will cooperate, as necessary, with this effort.
 - c. In cooperation with local law enforcement, determine evacuation routes for known hazards and pickup points or routes for those who may require public transportation.



2. The Director of Physical Plant will:
 - a. Determine possible emergency transportation needs and related requirements for moving people, supplies, and equipment.
 - b. Identify transportation resource shortfalls and additional resources required.
 - c. Identify available transportation resources and maintain an easily accessed Transportation Resource List that includes appropriate contact information. The Division Director Information & Technology Services will cooperate, as necessary, with this effort.
 - d. Identify personnel who can serve as Transportation Officer at the CP or EOC.
 - e. In cooperation with all College organizational units that control transportation resources, develop procedures to ensure that all transportation resources are accessible and can be operated at all times, including periods when the College is closed.
 - f. Coordinate with local government, schools, other public entities, local transit authorities, and businesses to develop appropriate agreements and procedures for emergency use of their transportation assets.
 - g. Conduct joint drills and exercises in cooperation with the Chief of Police and public and private providers of emergency transportation resources. These drills and exercises may be conducted as part of or in addition to the drills and exercise required by the Master Emergency Management Plan
3. The exercises specified in the Master Emergency Management Plan periodically will incorporate discussion based and operations-based activities as necessary to ensure effective:
 - a. Use of College transportation resources during incidents at College facilities.
 - b. Coordination with organizations that can provide additional transportation resources.
4. During periods of heightened readiness the following actions will be taken to ensure effective use of emergency transportation resources:
 - a. Condition Yellow
 - (1) Monitor situation.
 - (2) Alert key personnel and transportation provider points of contact.
 - (3) Check readiness of all equipment and facilities and correct any deficiencies.
 - (4) Update transportation resource status information.
 - (5) Review agreements for use of transportation resources owned by others.
 - (6) Review plans and procedures and update them, if needed.
 - b. Condition Orange
 - (1) Monitor situation.
 - (2) Update transportation personnel and equipment status.
 - (3) Alert and brief transportation providers for possible emergency operations.
 - (4) Review status of preplanned evacuation routes, pickup points, and staging areas locations.
 - c. Condition Red
 - (1) Monitor situation and update transportation resource status information.
 - (2) Staff EOC positions if EOC is activated.
 - (3) Consider protective actions for transportation resources.
 - (4) Make tentative transportation resource allocations to probable emergency tasks.
 - (5) Pre-stage transportation assets, where appropriate.
5. Response
 - a. During an incident response, decisions requiring use of transportation resources generally will be made by the IC operating from the CP.
 - b. In some situations, the College EOC may be activated without a Field CP being active. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. In these situations decisions requiring use of transportation resources may be made by the EOC Coordinator, the Emergency Management Director, or the President.
 - c. During an incident response, the Director of Physical Plant and/or Athletics Director will function as Transportation Officer.
 - d. The Transportation Officer will:
 - (1) Monitor transportation resource status and identify requirements for additional resources.
 - (2) Process requests for cargo and passenger transportation.



- (3) Identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers.
- (4) Coordinate with law enforcement and transportation providers on evacuation routes and the location of transportation pick-up points and staging areas.
- (5) Respond to transportation requests within limits of available resources.
- (6) Maintain records on use of transportation resources.
- (7) Provide the Public Information Officer information on emergency transportation arrangement for dissemination to the public.
- e. All College Departments will:
 - (1) Provide current information on available transportation equipment to the Transportation Officer for use in updating the Transportation Resource List.
 - (2) Provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request of the Transportation Officer.
 - (3) Forward prioritized emergency transportation requests to the Transportation Officer for action.

D. Recovery

- 1. The IC will determine when the response phase of an incident has been terminated.
- 2. 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 College and/or local EOC may continue operations to coordinate recovery efforts and provide a point of contact for local, state, and federal officials.
- 3. During recovery from an incident, the Transportation Officer will:
 - a. Continue to coordinate transportation of equipment, supplies and passengers as needed.
 - b. Assess further transportation needs and provide transportation as needed.
 - c. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

V. Direction and Control

- A. As the Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans for transportation of people, supplies, and materials during incidents occurring at College facilities or affecting the College
- B. The Director of Physical Plant, in cooperation with the Athletics Director, will provide specific guidance for development and implementation of plans for transportation of people, supplies, and materials during incidents occurring at College facilities or affecting the College.
- C. All plans related to emergency transportation will be developed in cooperation with the local emergency management coordinators of the communities in which the College operates facilities.
- D. During an actual incident, the response generally will be directed by the IC operating from the CP. The individual most qualified to deal with the situation should serve as the IC. In cooperation with representatives from all participating agencies, the IC will establish goals for incident management, direct and control responding resources, and designate emergency operating areas.
- E. Effective management of some incidents may require the IC to coordinate with the College and/or local EOC. Coordination with the College EOC will occur through the College's CP representative.
- F. In some situations, the College EOC may be activated without a Field CP being active. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. In these situations, direction of College resources and coordination with local government will take place from the EOC.
- G. College personnel or units assigned responsibilities in this Annex will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

VI. Administration and Support

- A. Agreements & Contracts.
 - 1. If local resources are inadequate to manage an incident, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.



2. If local resources and those available through inter-local agreements are inadequate, local officials may request support from the State.
3. Local governments must seek assistance from their county before requesting State assistance.
- B. Reports and Records
 1. Reports
 - a. In addition to reports required by their parent organization, individuals and groups participating in incident response or recovery will provide appropriate situation reports to the IC, or if a CP is not active, to the appropriate EOC(s).
 - b. The IC will forward periodic reports to the appropriate EOC(s). Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and State agencies during major emergency operations.
 2. Records
 - a. The CP and, if activated, the EOC, will maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations.
 - b. Records will be maintained on the use of all transportation equipment, whether owned, leased, rented, or borrowed. These records will be used as basis for possible recovery of emergency operations expenses from a responsible party or reimbursement of certain expenses by the state or federal government. The Transportation Officer will retain records of equipment usage until a final decision is made concerning claims for cost recovery or reimbursement.
- C. Maintenance of Emergency Management Resources
 1. The term “emergency management resources” refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.
 2. All emergency management resources will be maintained in accordance with manufacturer’s instructions and industry standards.
 3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.
 4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
 5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VII. Annex Development and Maintenance

- A. The Director of Physical Plant will have responsibility for development and maintenance of this Annex.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually. C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Director of Physical Plant.
- C. Annually, or more frequently if necessary, the Director of Physical Plant will distribute to all Annex holders any changes deemed necessary to maintain currency of this plan.
- D. This Annex 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 Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- F. Revisions to the Annex will be dated and marked to show where changes have been made.



Temple College
Master Emergency Management Plan

ANNEX L
HUMAN SERVICES



RECORD OF CHANGES

[illegible]

APPROVAL & IMPLEMENTATION

ANNEX L HUMAN SERVICES

This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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 Annex supersedes all previous versions.


Associate Vice President Resource Management

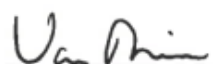
5-22-18
Date


Associate Vice President Health Professions

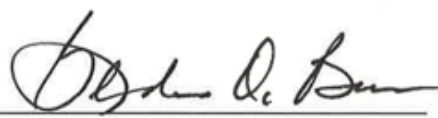
5-30-18
Date


Director of Physical Plant

5-23-18
Date


Vice President Administrative Services/
Emergency Management Director

5-23-18
Date


President

6/6/18
Date



ANNEX L

HUMAN SERVICES

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose.

The purpose of this Annex is to define the organization, operational concepts, responsibilities, and procedures for providing basic human services support to members the Temple College (College) community following an incident, and if necessary, to support human services delivery by local and State government following widespread or catastrophic incidents.

III. Situation, Assumptions, and Limitations

- A. Situation
 - 1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
 - 2. College personnel engaged in extended operations in response to or recovery from incidents affecting the College will require water, food, basic sanitation facilities, and rest.
 - 3. Members of the College community and visitors to the College's facilities may need assistance in obtaining water, food, clothing, temporary shelter, and other basic human services if they have been displaced from their homes or are unable to leave campus because of the incident's impact on the local transportation infrastructure.
 - 4. While none of the College's facilities has been designated by local or state emergency management officials as a primary site for delivery of human services following an incident, an incident's nature, time, location, anticipated duration, or extent might create this need with little advance warning.
 - 5. Many of the College's employees possess professional skills that could be useful in meeting human services needs following an incident.
 - 6. The College operates facilities for health professions instruction which could be used to provide care to sick or injured persons following a widespread or catastrophic incident.
 - 7. Effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential for efficient, effective delivery of human services following an incident.
- B. Assumptions
 - 1. The need for post-incident human services can be decreased through training and education of members of the College community.
 - 2. Resources for and expert advice on post-incident human services will be available from:
 - a. The American Red Cross, The Salvation Army, and other non-governmental disaster relief organizations.
 - b. Local professional, volunteer, and charitable organizations, including religious groups.
 - c. Local, state, and federal government.
 - 3. Planning, joint training exercises, and other preparedness activities will improve efficiency and effectiveness of joint human services responses by the College; local, state, and federal agencies, and non-governmental disaster relief organizations.
 - 4. Effective delivery of post-incident human services will require College and human service provider representation at the Field Command Post (CP) and may require activation of the College Emergency Operations Center (EOC) for operational support, strategic decision making, and coordination with local, state, or federal officials and representatives of non-governmental disaster relief organizations.



C. Limitations

1. Human services needs are exacerbated when incidents occur simultaneously or already have impacted an area.
2. Large-scale incidents may adversely impact public and private human services personnel, facilities, and communications systems.
3. Local resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. While state and federal resources may be available to augment local human services assets, time will be required to mobilize and deploy these resources.

IV. Concept of Operations

A. General

1. The College has a general responsibility for ensuring the welfare of the College community, the safety of visitors to the College's facilities, and the effective use of College resources in support of incident response and recovery by local government.
2. In coordination with local emergency management officials, the College will establish working relationships with and will call on the American Red Cross, The Salvation Army, and other non-governmental disaster relief organizations to provide human services to members of the College community who have been affected by an incident.
3. The College will coordinate with local government to request state and federal human services support if local resources prove inadequate.
4. In the event of a widespread or catastrophic incident that creates needs for personnel, supplies, equipment, facilities, or other resources exceeding those anticipated by or immediately available to local or state government, the President may authorize use of any or all relevant College resources as necessary to meet the demands of the incident, protect lives and property, and relieve hardship and suffering.

B. Mitigation

1. As Emergency Management Director, the Vice President Administrative Services will ensure that the College maintains effective systems and procedures for:
 - a. Providing basic human services to College personnel engaged in prolonged operations in response to or recovery from an incident affecting the College.
 - b. Providing human services temporarily to members of the College community or visitors to the College's facilities who are displaced from their homes or who are unable to leave campus following an incident.
 - c. Using the College's facilities, personnel, and other resources to support delivery of human services following widespread or catastrophic incidents that create needs for resources exceeding those anticipated by or immediately available to local or state government.
2. The Associate Vice President Resource Management will coordinate with the Division Director Student and Enrollment Services, the Director of Marketing and Media Relations, and the Chief of Police to provide education and training to all members of the College community on actions which will decrease their need for post-incident human services.

C. Preparedness

1. The Associate Vice President Resource Management will:
 - a. Function as the College's Human Services Officer.
 - b. Designate and train other qualified individuals to serve as Human Services Officer in his/her absence.
 - c. In cooperation with the Director of Physical Plant and the Director of Purchasing, identify and establish service agreements with sources of food, water, and basic sanitation facilities for College personnel engaged in prolonged operations responding to or recovering from an incident affecting the College.
 - d. Identify and enter into cooperative agreements with government agencies and non-governmental disaster relief organizations that can provide temporary human services for up to 24 hours for members of the College community or visitors to the College's facilities who are displaced from their homes or who are unable to leave campus following an incident.
 - e. In cooperation with the Chief of Police and Director of Physical Plant, coordinate with local emergency management officials to ensure requests for use of College resources to provide human services following widespread or catastrophic incidents are handled safely, efficiently, and effectively.



2. The Associate Vice President Health Professions will:
 - a. Coordinate with local emergency management officials and health care facilities to ensure the College's health professions instructional facilities can safely, efficiently, and effectively be staffed, supplied, and equipped for actual patient care.
 - b. Develop and maintain a database of names of and contact information for Health Professions Division faculty and students who have volunteered to assist with post-incident health care delivery. This database will be quickly accessible by the College Police and from the College EOC at all times, including periods when the College is closed. The Division Director Information & Technology Services will support this effort.
 3. Exercises
 - a. Exercises specified in the Master Emergency Management Plan periodically will incorporate discussion based and operations-based activities as necessary to ensure effective delivery of post-incident human services. Non-governmental disaster relief organizations will be encouraged to participate in these exercises.
 - b. As requested by local or state government, the College will participate in exercises to develop and test capabilities for using College resources to support post-incident human services delivery.
 4. During periods of heightened readiness the following actions will be taken to ensure effective human services delivery:
 - a. Condition Yellow
 - (1) Review plans and procedures and update them if needed.
 - (2) Meet with local human service agencies to determine possible human services requirements based on the threat and assess resources on hand.
 - (3) Determine the availability of human services personnel and equipment for emergency duty.
 - b. Condition Orange
 - (1) Alert and brief human services personnel for possible emergency operations.
 - (2) Identify personnel that will staff the EOC.
 - (3) Identify and alert external resource sources.
 - c. Condition Red
 - (1) Put human services staff on call.
 - (2) Consider precautionary staging of personnel, equipment, and supplies.
 - (3) Provide trained staff to the EOC if it is activated.
- D. Response
1. The Emergency Management Director, in consultation with the President and local emergency management officials, will determine which human services the College will provide.
 2. Any use of College resources that will require suspending instructional activities must be approved by the President.
 3. The Human Services Officer will:
 - a. In cooperation with the Director of Physical Plant, the Director of Purchasing, and/or non-governmental disaster relief organizations, coordinate acquisition of food, water, and basic sanitation facilities for College personnel engaged in prolonged operations responding to or recovering from an incident affecting the College.
 - b. In cooperation with the College Public Information Officer (PIO) provide contact information to members of the College community who need human services assistance.
 - c. Coordinate with government agencies and non-governmental disaster relief organizations to provide temporary human services for up to 24 hours to members of the College community or visitors to the College's facilities who have been displaced from their homes or who are unable to leave campus following an incident.
 - d. Following widespread or catastrophic incidents that create needs for personnel, supplies, equipment, facilities, or other resources exceeding those anticipated by or immediately available to local or State government, coordinate with local emergency management officials and non-governmental disaster relief organizations for use of College resources to:
 - (1) Register evacuees or assist non-governmental disaster relief organizations in performing this task.
 - (2) Assist non-governmental disaster relief organizations in providing human services to evacuees in shelters on or off-campus.
 - (3) Provide human services for special needs groups.



4. The Transportation Officer will assist the Human Services Officer by coordinating use of College vehicles to transport:
 - a. Members of the College community and visitors to the College's facilities who have no other means of transportation.
 - b. Other members of the public as requested by local or state emergency management officials.
 - c. Food, water, and other supplies necessary for delivery of human services at College facilities.
5. The Public Information Officer will:
 - a. Assist the Human Services Officer in providing contact information to members of the College community who need human services assistance.
 - b. Coordinate release of information to the media and public about human services available at College facilities.
6. The Associate Vice President Health Professions will, following a request from local or state emergency management officials and with the approval of the Emergency Management Director:
 - a. Activate the College's health professions instructional facilities for actual patient care.
 - b. Assign faculty and student volunteers from the Health Professions Division to assist with health care delivery to victims of incidents.
7. Emergency Food
 - a. Following an incident, members of the College community and other residents of areas where the College operates facilities may be unable to obtain food from normal sources, preserve perishable food, or prepare meals due to damage to their homes and the food distribution system or loss of electrical or gas service.
 - b. Emergency food services may be provided in a variety of ways, depending on the situation in the area affected by the incident. Among these options are:
 - (1) Mass feeding at fixed sites, using operable kitchen facilities at schools, community centers, churches, and other community facilities.
 - (2) Mass feeding at fixed sites using transportable kitchens operated by non-governmental disaster relief organizations.
 - (3) Distribution of prepared food using mobile canteens operated by non-governmental disaster relief organizations.
 - (4) Distribution of foodstuffs obtained from food banks.
 - (5) Distribution of restaurant or grocery store vouchers.
 - c. The American Red Cross, the Salvation Army, and other non-governmental disaster relief organizations listed in **Appendix 1** can provide many of these services.
8. Emergency Water Supplies
 - a. To maintain life and preserve public health, timely action must be taken to provide water to members of the College community and other persons whose normal supply has been disrupted.
 - b. **Appendix 2** to this Annex outlines a number of options for providing emergency water.
9. Other Needs of Disaster Survivors
 - a. Where incidents result in Federal emergency or major disaster declarations by the President of the United States, disaster victims may be eligible for specific human services programs as part of the recovery process.
 - b. Non-governmental disaster relief organizations may be able to assist in meeting a number of the needs of disaster victims, including:
 - (1) Basic clothing.
 - (2) Basic furnishings and household goods.
 - (3) Job-related tools.
 - (4) Transportation.
 - (5) Home clean up and debris removal.
 - (6) Home repairs.
10. Recovery
 - a. During incident recovery, the Human Services Officer, the Transportation Officer, the PIO, and the Associate Vice President Health Professions will continue to work with local, state, and federal government and with non-governmental disaster relief organizations to support delivery of necessary human services.
 - b. The Emergency Management Director will monitor post-incident human services needs and, in consultation with the President, make appropriate adjustments in the College's level of involvement.



V. Direction and Control

- A. As Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from incidents requiring delivery of human services.
- B. The Associate Vice President Resource Management will provide specific guidance for development and implementation of plans to provide human services during responses to and recovery from incidents that affect the College.
- C. The Director of Physical Plant will coordinate with the Associate Vice President Resource Management on planning related to:
 1. Identify and establish relationships with sources of supplies and equipment necessary to delivering post-incident human services.
 2. Use College transportation resources to support delivery of post-incident human services.
- D. The Associate Vice President Health Professions will coordinate with the Associate Vice President Resource Management on plans to use Health Professions Division facilities and personnel to provide post-incident health care services.
- E. All plans related to post-incident human services delivery will be developed in cooperation with the local emergency management coordinators of communities where the College operates facilities.
- F. During an actual incident, the response generally will be directed by the Incident Commander (IC) operating from the Field CP.
- G. During some incidents, effective incident management may require the IC to coordinate with the College EOC and/or local EOC. Coordination with the College EOC will occur through the College's Field CP representative.
- H. In some situations, the College EOC may be activated without a Field CP being active. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. During these situations, direction of College resources and coordination with local government and nongovernmental disaster relief organizations will take place from the College EOC.
- I. All College personnel or organizational units assigned responsibilities in portions of this Annex related to response or recovery will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

VI. Administration and Support

- A. Agreements and Contracts.
 1. If local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.
 2. If local resources and those available through inter-local agreements are insufficient to deal with an emergency situation, local officials may request support from the State. Local governments must seek assistance from their county before requesting resource assistance from the State.
- B. Reports and Records
 1. Reports
 - a. In addition to reports that may be required by their parent organization, agencies and organizations participating in emergency operations should provide appropriate situation reports to the IC, or if a Field CP has not been established, to the EOC.
 - b. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations.
 2. Records
 - a. Activity Logs. The Field CP and, if activated, the EOC, will maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to incident response and recovery operations.
 - b. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and divisions will maintain records of personnel and equipment used and supplies consumed during delivery of post-incident human services.
- C. Maintenance of Emergency Management Resources
 1. The term "emergency management resources" refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.



2. All emergency management resources will be maintained in accordance with manufacturer's instructions and industry standards.
3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.
4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VII. Annex Development and Maintenance

- A. The Associate Vice President Resource Management will have responsibility for development and maintenance of this Annex.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually.
- C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Associate Vice President Resource Management.
- D. Annually, or more frequently if necessary, the Associate Vice President Resource Management will distribute to all Annex holders any changes deemed necessary to maintain currency of this Annex.
- E. This Annex will be reviewed and revised as necessary following any drills or exercises.
- F. When the response phase of this Annex is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- G. Revisions to the Annex will be dated and marked to show where changes have been made.



Annex L – Appendix 1

Volunteer Groups

The following state and national organizations and groups may be able to provide human services support during emergency situations.

GROUP/ORGANIZATION	SERVICES PROVIDED
Adventist Community Services Phone: (301) 680-6438	<ul style="list-style-type: none"> • Operation of mass care facilities • Mobile kitchens • Mobile distribution units for clothing and bedding • Emergency food • Counseling
American Red Cross Heart of Texas Chapter Phone: (254) 523-4985	<ul style="list-style-type: none"> • Shelter & mass feeding operations • Provision of first aid in shelters • Damage assessment • Cleaning supplies, comfort kits, food, & clothing • Funds for emergency transportation, rent, temporary home repairs, & replacement of job-related tools • Operates disaster welfare inquiry system
Baptist Men (Baptist General Convention of Texas) Phone: (214) 381-2800	<ul style="list-style-type: none"> • Fixed site and mobile feeding, • Shelter and mass care facility operation • Damage assessment • Child care & medical assistance • Home clean up and rebuilding assistance
Mennonite Disaster Service Phone: (717) 735-3536	<ul style="list-style-type: none"> • Volunteers for cleanup and debris removal from damaged homes • Volunteers to repair or rebuild homes
GROUP/ORGANIZATION	SERVICES PROVIDED
Second Harvest Food Banks Phone: (817) 735-9292	<ul style="list-style-type: none"> • Collects, sorts, warehouses, transports, and distributes donated food and grocery products to agencies involved in feeding operations and distribution of relief supplies. Does not provide food to individuals.
The Salvation Army Phone: (254) 774-9996	<ul style="list-style-type: none"> • Fixed & mobile feeding • Temporary shelter • Counseling and morale building services • Medical assistance • Temporary home repairs • Warehousing and distribution of donated goods including food, clothing, and household items
United Methodist Committee on Relief Phone: (800) 554-8583	<ul style="list-style-type: none"> • Assistance in paying disaster-related transportation, rent, utilities, and other needs • Material resources, such as food, water, blankets, building supplies, and tools
St. Vincent De Paul Society Phone: (254) 773-7591	<ul style="list-style-type: none"> • Provides assistance in paying for utilities, rent, disaster-related travel as well as clothing and blankets. • Provides social services to individuals and families • Collects and distributes donated goods. Operates retail stores; merchandise from those stores can be made available to disaster survivors



Annex L – Appendix 2

Emergency Water Supplies

1. In general, emergency water supplies cannot replace normal water distribution systems. In an emergency situation, people must be provided sufficient potable water for drinking and personal hygiene.
 - a. The typical planning factor for emergency water supplies of potable water is three gallons per person per day. If it is extremely hot, that planning factor should be increased.
 - b. Tankers carrying water intended for human consumption must be carefully inspected and sanitized. There may be a health risk in using tankers that do not normally transport potable water. When in doubt, seek advice from a public health professional.
 - c. Water is quite heavy, and it is difficult for many people to carry more than two gallons of bottled water per trip.
2. If water supply outages are localized, the following options may be suitable:
 - a. Establish water supply points in outage areas where those who need water can fill their own containers.
 - 1) This normally requires one or more tankers and a temporary storage tank, pump, and some sort of distribution equipment – typically plastic pipe and spigots – at each site. As potable water tankers are generally in short supply, you cannot usually afford to tie up a tanker as a stationary water source; hence, the need for a storage tank and pump at each site.
 - 2) You may need to provide containers for those who do not have them. 3) If electrical power is out, you may need generators to power pumps.
 - b. Establish water supply points in outage areas for distribution of bottled water. Bottled water normally is distributed in on-gallon plastic jugs. Emergency supplies of bottled water may be:
 - 1) Purchased from retailers, distributors, or commercial vendors.
 - 2) Donated by corporations, such as grocery chains.
 - 3) Obtained from stocks held by volunteer groups active in disasters. 4) Requested from the State through the local Disaster District.
 - c. Distribute bottled water from trucks in affected areas on an established route/ schedule.
 - d. Identify water supply points in unaffected areas and have those without water go to these points to fill their containers.
 - 1) If significant numbers of people do not have transportation to get them to the water supply points outside their neighborhood, this option is unworkable.
 - 2) You may need to provide containers for those who do not have them.
3. If the water supply outage affects the entire community, options a, b, and c above remain viable, but option d may be unworkable if there are no nearby water sources that are operable.
4. It is generally necessary to provide attendants at temporary water distribution sites to keep operations running smoothly.
5. For slowly-developing emergency situations, emergency public information announcements advising citizens to fill and store water containers in advance of the arrival of hazardous conditions may reduce later requirements for emergency water distribution.



Temple College
Master Emergency Management Plan

ANNEX M
RESOURCE MANAGEMENT



RECORD OF CHANGES

[illegible]

APPROVAL & IMPLEMENTATION

ANNEX M RESOURCE MANAGEMENT

This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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 Annex supersedes all previous versions.


Director of Purchasing

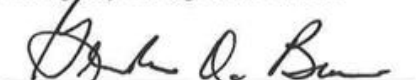
6-5-18
Date


Associate Vice President Resource Management

5-22-18
Date


Vice President Administrative Services/
Emergency Management Director

5-23-18
Date


President

6/6/18
Date



ANNEX M

RESOURCE MANAGEMENT

- I. Authority
 - A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
 - B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

- II. Purpose. The purpose of this Annex is to define the organization, operational concepts, responsibilities, and procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during actual or potential incidents affecting the College.

- III. Situation, Assumptions, and Limitations
 - A. Situation
 1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
 2. Effective resource management is required to mitigate, prepare for, respond to, and recover from, incidents which could result from these hazards.
 3. The National Incident Management System (NIMS) and the National Response Framework (NRF) provide standardized procedures for resource management and coordination.
 4. For some incidents, the College's resources that have been dedicated to emergency response may be insufficient. Other College resources may have to be diverted from their day-to-day uses to emergency response. Additionally, resources may have to be requested from local government or from the state or federal governments. It may be necessary to rent or lease additional equipment and purchase supplies in an expedient manner.
 5. Following major emergencies and disasters, the College President may issue a disaster declaration.
 6. When a disaster declaration has been issued, the President may temporarily suspend College policies and procedures, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster.
 7. When normal purchasing and contracting rules are suspended, the Director of Purchasing will advise College employees of the rules that are in effect for emergency purchasing and contracting.
 8. Effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential for efficient, effective resource management following an incident.
 - B. Assumptions
 1. Shortages in the College's resources may occur during prolonged or widespread incidents.
 2. Additional supplies and equipment needed to support incident response generally will be available from normal sources of supply.
 3. Standby sources for supplies and equipment should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent basis.
 4. Some equipment and supplies needed during incident response may not be in use on a day-to-day basis or stockpiled locally and may have to be obtained through emergency purchases.
 5. Inter-local agreements will be invoked and resources made available when requested.
 6. Some businesses and individuals that normally are not suppliers may be willing to rent, lease, or sell equipment and supplies during emergencies.
 7. Some businesses may provide equipment, supplies, manpower, or services at no cost during emergencies. Developing agreements with these businesses in advance can make it easier to obtain such support during emergencies.
 8. Some community groups and individuals may provide equipment, supplies, manpower, and services on a voluntary basis during emergencies.



9. Non-governmental disaster relief organizations will provide services as shelter management and mass feeding when requested to do so by local officials.
10. Donated goods and services can be a valuable source of resources. The College may use donated services as part of its match to federal funding or assistance.
11. Effective resource management will require activation of a Field Command Post (CP) and may require activation of the College Emergency Operations Center (EOC) for operational support, strategic decision making, and coordination with local, state, or federal officials and representatives of non-governmental disaster relief organizations.

C. Limitations

1. Resource management challenges are exacerbated when incidents occur simultaneously or already have impacted an area.
2. Some established vendors may be unable to provide needed materials on an emergency basis or may become victims of the incident.
3. Large-scale incidents may adversely impact transportation and communications systems necessary for resource management.
4. The College may have to compete with businesses and individuals seeking private sector resources.
5. Local resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. While state and federal resources may be available to augment local resource management assets, time will be required to mobilize and deploy these resources.

IV. Concept of Operations

A. General

1. In accordance with NIMS, the College's resource management involves application of tools, processes, and systems that allow for efficient and suitable allocation of resources during incident response and recovery. Resources include personnel, facilities, equipment, and supplies.
2. Resource management will be based on four guiding principles defined in NIMS:
 - a. A uniform method of identifying, acquiring, allocating, and tracking resources.
 - b. Classification of kinds and types of resources required for incident management.
 - c. A credentialing system linked to uniform training and certification standards.
 - d. Incorporation of resources from non-traditional sources, such as the private sector and nongovernmental organizations
3. During incident response and recovery all College resources will be available and will be used as necessary to protect lives and property or to relieve suffering and hardship.
4. Requests for additional equipment, supplies, or services will be coordinated with the Director of Purchasing or his/her designee.
5. Requests for additional personnel will be coordinated with the Associate Vice President Resource Management or his/her designee.
6. Assistance may be sought from volunteer groups and individuals. The Director of the Temple College Foundation will coordinate donations management activities.
7. During prolonged or large-scale incidents, resource management will be coordinated from the College EOC.
8. Accurate records of expenditures for goods, services, and personnel will be coordinated with the College Accounting Office for validation and possible reimbursement following the incident.
9. The Vice President Administrative Services as Emergency Management Director will be responsible for coordinating all requests for assistance from local, state, or federal government.

B. Mitigation

1. As Emergency Management Director, the Vice President Administrative Services will ensure that the College maintains effective systems and procedures for resource management during incidents which affect the College.
2. All supervisory personnel who control resources that could be used during incident response and recovery will take appropriate steps to protect these resources from known hazards.
3. The Chief of Police will:
 - a. Collaborate with the efforts of supervisory personnel to protect resources that could be used for incident response or recovery.



- b. Develop procedures to preserve Police Department capabilities by protecting vital equipment and supplies, either in place or by relocating them to safe locations.
 - c. Coordinate with the Director of Physical Plant to ensure Police Department vehicles can be fueled during an electrical outage.
 - 4. The Director of Physical Plant will:
 - a. Collaborate with the efforts of supervisory personnel to protect resources that could be used for incident response or recovery.
 - b. Develop procedures to preserve Physical Plant Department capabilities by protecting vital equipment and supplies, either in place or by relocating them to safe locations.
 - c. Ensure Physical Plant Department vehicles and other equipment can be fueled during an electrical outage.
 - d. Within fiscal constraints, develop plans to install emergency generators in key facilities, identify emergency generator requirements for facilities where it is not possible to permanently install backup generators, and identify rental sources for portable generators that can respond rapidly during an emergency.
 - 5. As part of their routine duties, all College employees will attempt to identify and report to the appropriate College department(s) hazards that could impact resources that could be used for incident response or recovery. The responsible department(s) will undertake all appropriate actions to mitigate these hazards.
- C. Preparedness
- 1. The Chief of Police, Director of Physical Plant, Division Director Information & Technology Services, and any other supervisory personnel assigned responsibilities in the Master Emergency Operations Plan or any of its annexes will:
 - a. Identify the “most-needed” resources that would be required to support their assigned responsibilities.
 - b. Compare existing resources to the “most needed” list to determine shortfalls in personnel, equipment, or supplies.
 - c. Identify potential sources of “most-needed” resources, including but not limited to:
 - (1) Sources within the College.
 - (2) Private vendors or contractors.
 - (3) Local government.
 - (4) Volunteer organizations and agencies.
 - d. Take appropriate action to close resource shortfalls.
 - 2. Supervisors will develop and maintain a database that classifies by kind and type personnel, equipment, material, and other resources under their control which could be used to support incident response or recovery. Resource databases will adhere to a standard format and will be current, accurate, and quickly accessible by the College Police and from the College EOC at all times, including periods when the College is closed. The Division Director Information & Technology Services will support this effort.
 - 3. The Associate Vice President Resource Management will:
 - a. Develop procedures for reassignment of personnel from the existing College workforce to support incident response or recovery.
 - b. Establish temporary employment services agreements with external sources of personnel resources.
 - c. Develop procedures for incorporating volunteers into the College’s response to or recovery from an incident.
 - d. Develop payroll procedures for use during incident response and recovery.
 - e. Cooperate with the Director of Physical Plant and the Director of Purchasing to develop procedures for procedures for acquiring food, water, and other basic human services for:
 - (1) College employees and volunteers involved in extended incident response and recovery operations.
 - (2) Displaced members of the College community or visitors to College facilities for up to 24 hours following an incident.
 - 4. The Director of Purchasing will develop procedures for emergency purchases of supplies, equipment, and services.
 - 5. Exercises specified in the Master Emergency Management Plan periodically will incorporate discussion-based and operations-based activities as necessary to ensure effective resource management.



6. During periods of heightened readiness the following actions will be taken to ensure effective resource management:
 - a. Condition Yellow
 - (1) Review the potential emergency situation, determine resource management staff availability, and review emergency tasks assigned in the emergency management plan and this annex.
 - (2) Designate resource management personnel on call for emergency duty.
 - (3) Update local resource inventory.
 - b. Condition Orange
 - (1) Review resource request procedures and any known resources limitations pertinent to the potential hazard facing the local area with local officials and the EOC staff.
 - (2) Brief assigned staff on the potential emergency situation and plans to deal with it should it occur and ensure that on-call staff members are available by telephone and ready to report to duty if called.
 - (3) Determine potential resource needs based on the potential threat.
 - (4) Contact suppliers to advise them of threat and possible needs.
 - (5) Consider relocation or other means of protecting resources at risk.
 - c. Condition Red
 - (1) Designated resource management personnel will proceed to the CP or to the EOC if requested.
 - (2) Implement protective actions for resources.
- D. Response
 1. Incident Management.
 - a. Because of the importance of 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 College police officer, or a local emergency responder.
 - b. As other responders arrive, the individual most qualified to deal with the situation should serve as the IC. In cooperation with representatives from all participating agencies, the IC will establish goals for incident management, direct and control responding resources, and designate emergency operating areas.
 - c. The IC will be responsible for managing emergency resources at the incident site and will be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation.
 - d. The ICS structure includes a Logistics Section, which is responsible for obtaining and maintaining personnel, facilities, equipment, and supplies committed to the on-site response. The IC will determine the need to establish a Logistics Section. Until a Logistics Section is established, the IC is personally responsible for resource management at the incident site.
 2. Emergency Operations Center
 - a. If the EOC is activated, the IC will continue to manage resources committed at the incident site.
 - b. The EOC staff will:
 - (1) Coordinate with the IC to determine additional resource requirements.
 - (2) Monitor the status of all College resources.
 - (3) Manage uncommitted College resources.
 - (4) Establish priorities and allocate resources to incident response or recovery.
 - (5) Activate and deploy additional College resources to the incident site.
 - (6) Purchase, rent, or lease additional supplies and equipment as needed.
 - (7) Contract for necessary services to support incident response or recovery.
 - (8) Obtain donated resources from businesses, individuals, or volunteer groups.
 - (9) Coordinate the College's resource management efforts with those of local, state, and federal government and nongovernmental disaster relief organizations.
 - (10) Maintain records of incident-related expenditures.
 - c. If a local EOC is activated in response to an incident occurring at a College facility, the College will activate its EOC and send a liaison to the local EOC to ensure effective coordination of operational and strategic responses by the College and the local jurisdiction.



3. Declaration of Disaster
 - a. The President 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.
 - b. Following a Declaration of Disaster, the President may temporarily suspend or modify purchasing or personnel procedures as necessary to ensure effective incident response.
 - c. A Declaration of Disaster by the President and any subsequent suspensions or modifications of College policies and procedures will be subject to review by the Board of Trustees as described in the Master Emergency Management Plan.

E. Recovery

1. The IC will determine when the response phase of an incident has been terminated.
2. 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 College and/or local EOC may continue operations to coordinate recovery efforts and provide a point of contact for local, state, and federal officials.
3. During recovery from an incident, the EOC staff will, in coordination with all College divisions and departments:
 - a. Assess recovery needs.
 - b. Estimate costs of providing resources needed for recovery.
 - c. Assess the impact of the incident on available resources and identify repair, maintenance, and replenishment needs.
 - d. Set priorities for available resources and coordinate resource utilization.
 - e. Maintain appropriate records.
 - f. Coordinate detailed documentation of all damages and related expenditures necessary to maximize the College's insurance recovery and assistance from state or federal government.
 - g. Disseminate information to the College community regarding resource availability.

V. Direction and Control

- A. As Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans for resource management during incidents affecting the College.
- B. The Director of Purchasing will provide specific guidance for development and implementation of procedures for emergency purchases of equipment, goods, or services.
- C. The Associate Vice President Resource Management will provide specific guidance for development and implementation of procedures for personnel actions necessary for incident response or recovery.
- D. All plans related to resource management during incidents on College property will be developed in cooperation with the local emergency management coordinators of the communities in which the College operates facilities.
- E. During an actual incident, the response generally will be directed by the IC operating from the Field CP.
- F. During some incidents, effective incident management may require the IC to coordinate with the College EOC and/or local EOC. Coordination with the College EOC will occur through the College's CP representative.
- G. In some situations, the College EOC may be activated without a Field CP being active. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. During these situations, direction of College resources and coordination with local government and nongovernmental disaster relief organizations will take place from the College EOC.
- H. All College personnel or organizational units assigned responsibilities in portions of this Annex related to response or recovery will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

VI. Administration and Support

- A. Agreements and Contracts
 1. If local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.
 2. If local resources and those available through inter-local agreements are insufficient to deal with an emergency situation, local officials may request support from the state. Local governments must seek assistance from their county before requesting resource assistance from the state.



B. Reports and Records

1. Reports

- a. In addition to reports that may be required by their parent organization, elements participating in emergency operations should provide appropriate situation reports to the IC, or if a Field CP has not been established, to the EOC.
- b. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations.

2. Records

- a. Activity Logs. The CP and, if activated, the EOC, will maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to incident response and recovery.
- b. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all divisions and departments will maintain records of personnel and equipment used and supplies consumed during incident response and recovery.

C. Maintenance of Emergency Management Resources

- 1. The term “emergency management resources” refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.
- 2. All emergency management resources will be maintained in accordance with manufacturer’s instructions and industry standards.
- 3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.
- 4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
- 5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VII. Annex Development and Maintenance

- A. The Vice President Administrative Services will have responsibility for development and maintenance of this Annex.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually.
- C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Vice President Administrative Services.
- D. Annually, or more frequently if necessary, the Vice President Administrative Services will distribute to all Annex holders any changes deemed necessary to maintain currency of this Annex.
- E. This Annex will be reviewed and revised as necessary following any drills or exercises.
- F. When the response phase of this Annex is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- G. Revisions to the Annex will be dated and marked to show where changes have been made.



Temple College
Master Emergency Management Plan

ANNEX N
PUBLIC INFORMATION



RECORD OF CHANGES

[illegible]

APPROVAL & IMPLEMENTATION**ANNEX N
PUBLIC INFORMATION**


This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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 Annex supersedes all previous versions.



Director of Marketing and Media Relations



Date



Vice President Administrative Services/
Emergency Management Director



Date



President



Date



ANNEX N

PUBLIC INFORMATION

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

I. Purpose. The purpose of this Annex is to define the organization, operational concepts, responsibilities, and procedures for providing:

- A. Education in advance of emergency situations to reduce the likelihood members of the College community will place themselves in hazardous situations that may require an emergency response.
- B. Information and instructions to the College community and the general public during incidents occurring at College facilities or affecting the College.

II. Situation, Assumptions, and Limitations

A. Situation

1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
2. During emergencies, the College community needs timely, accurate information about the situation and about appropriate actions to minimize injuries, loss of life and property damage.
3. For some slowly developing incidents, there may be several days to provide detailed information about the hazard and appropriate actions.
4. For other incidents there may be no warning, leaving the public information system unable to react rapidly enough to properly inform the College community about the hazard and how to respond. For this reason, it is important that the College community:
 - a. Receive ongoing education about likely incidents and appropriate responses.
 - b. Be provided with easily-accessed references that describe incident-specific responses.
5. Marketing and Media Relations has responsibility for liaison with news media in communities where College facilities are located and for disseminating information regarding events occurring at or affecting the College.
6. The size and staffing pattern of Marketing and Media Relations and the geographical distribution of the College's facilities across four locations in three cities and two counties require coordination with local government and other organizations to ensure prompt, adequate delivery of emergency public information and consistent emergency response education.
7. Communities where College facilities are located maintain media relations and emergency public information plans as part of local emergency management programs.
8. Pursuant to the federal and state constitutions, the media has right of access to any incident occurring in a public place. The only restrictive authority to limit media access at an incident is for protection of a crime scene or to safeguard lives and limit further property damage.
9. The media's right of access does NOT include the Emergency Operations Center (EOC), the Field Command Post (CP), or other sensitive operational management areas.

B. Assumptions

1. An effective program disseminating emergency public information may significantly reduce loss of life and property.
2. Because some people are unconcerned about hazards until they may be affected, they will not retain pre-emergency education; therefore, special emphasis must be placed on:
 - a. The delivery of emergency information during incidents.
 - b. Availability of hazard-specific references that describe appropriate responses.
3. Local media will cooperate in disseminating warnings and emergency public information.



4. At incident sites, if an appropriate area has been designated for the media, most media representatives will follow police guidelines and cooperate in order to gain access to information and good camera scenes.
 5. All emergency public information provided by the College must:
 - a. Be accurate and clear.
 - b. Be consistent with information being provided by the news media and other organizations.
 - c. Include detailed information about the situation and the actions to be taken.
 - d. Be systematically updated as an incident progresses.
 6. Provisions must be made to provide emergency public information to groups such as the hearing-impaired and vision-impaired.
- C. Limitations
1. Power outages or other incident impacts, including but not limited to increased traffic on telecommunications and data systems networks, may disrupt or delay delivery of emergency public information.
 2. Some people directly threatened by an incident may ignore, not hear, or not understand emergency public information.
 3. Some situations may generate substantial media interest and draw both local media and media from outside the local area, overwhelming public information staff available from the College and local government.
 4. Local resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a large-scale incident. While state and/or federal resources may be available to augment the local public information staff, time will be required to mobilize and deploy these resources.

III. Concept of Operations

- A. General
1. Pursuant to National Incident Management System (NIMS) operating principles and protocols, public information efforts generally will focus on specific, event-related information. This information generally will be of an instructional nature, focusing on such issues as warning, evacuation, and shelter.
 2. During responses to and recovery from incidents, a special effort will be made to keep the College community informed of the general progress of events and to provide reassurance that the situation is under control.
 3. Rumor control will be a major aspect of the informational program.
 4. Education efforts will be directed toward increasing awareness of and preparedness for potential hazards
- B. Mitigation
1. As Emergency Management Director, the Vice President Administrative Services will ensure that the College maintains effective systems and procedures for providing information and instructions to the College community and the general public during incidents occurring at College facilities or affecting the College
 2. The Director of Marketing and Media Relations will:
 - a. Maintain effective working relationships with local news media serving communities in which the College operates facilities.
 - b. Collaborate with the Division Director Information & Technology Services and the Chief of Police to advise the Vice President Administrative Services on systems to enhance information dissemination during emergency situations.
- C. Preparedness
1. The Director of Marketing and Media Relations will:
 - a. Maintain a Media Contact Roster as **Annex N (Public Information) Appendix 1.**
 - b. Anticipate and be prepared to handle unscheduled inquiries from the media and the general public.
 - c. Maintain a general Emergency Communications Timeline for coordination of Marketing and Media Relations activities during incidents as **Annex N (Public Information) Appendix 2.**
 - d. Develop emergency public information checklists for known hazards.
 - e. Identify and train College employees and volunteers to staff public information positions at the Incident Command Post (CP) and College Emergency Operations Center (EOC).
 - f. Brief potential CP and EOC staff on basic public information needs, procedures working with the media, and media access during incident responses.



- g. Coordinate with radio and television stations, cable television companies, and local emergency management to develop procedures for disseminating warning messages and emergency information through the broadcast media
- h. Periodically brief the media on the College's warning systems and procedures.
- 2. The Chief of Police will:
 - a. In cooperation with the Director of Marketing and Media Relations, develop:
 - (1) Pre-scripted warning and public instruction messages for known hazards. Pre-scripted messages will make allowances for media which place limits on the number of characters in messages. These messages will be reviewed and revised as necessary at least annually to make allowances for improvements in communications technologies.
 - (2) Procedures for controlling and coordinating access by the media to incidents at College facilities.
 - b. Coordinate with the Associate Vice President Resource Management, the Division Director Student and Enrollment Services, and the Director of Marketing and Media Relations to educate members of the College community on:
 - (1) The College's warning systems and actions to be taken for various types of warnings.
 - (2) Appropriate responses to likely incidents.
 - c. Prepare and disseminate as widely as possible to the College community a simple, concise, hazard specific Emergency Response Guide designed to minimize risks to life, health, and property. The Director of Marketing and Media Relations, the Division Director Information & Technology Services, and the chairs and faculty of all relevant academic departments will assist in this effort.
- 3. Exercises required by the Master Emergency Management Plan periodically will incorporate discussion-based and operations-based activities as necessary to ensure effective media relations and dissemination of public information during incidents.
- 4. During periods of heightened readiness the following actions will be taken to ensure effective media relations and dissemination of emergency public information:
 - a. Condition Yellow
 - (1) Monitor the situation.
 - (2) Check and update Media Contact Roster.
 - (3) Alert media of the increased threat so they are aware of the situation and are prepared to disseminate warnings and public instructions if necessary.
 - b. Condition Orange
 - (1) Monitor the situation.
 - (2) Review pre-scripted warning messages and public instruction messages; draft updated versions or additional messages tailored for the impending threat.
 - (3) Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period.
 - (4) Determine requirements for additional pre-emergency public information and instructions and produce and disseminate those materials.
 - (5) Consider placing public information personnel on shifts to provide for increased situation monitoring and to conduct additional public information planning.
 - c. Condition Red
 - (1) Monitor the situation.
 - (2) Update warning messages as necessary.
 - (3) Update public information materials based on current threat and disseminate.
 - (4) Provide information to the media on local readiness activities.
 - (5) Place selected off-duty personnel on standby to increase staffing if necessary.
 - (6) Staff public information positions in the EOC or at the CP when activated.
- D. Response
 - 1. General
 - a. The President and the IC will authorize release of information to the media during incidents which occur at College facilities or which affect the College.
 - b. During incident responses, the Director of Marketing and Media Relations or his/her designee will function as the College's Public Information Officer (PIO).



- c. The PIO will represent and advise the President on all media relations and public information matters relating to the incident.
 - d. During incidents at College facilities or which affect the College, all employees will:
 - (1) Be professional and polite at all times with all members of the media.
 - (2) Politely and firmly refer all media inquiries to the College PIO.
 - (3) Immediately advise Marketing and Media Relations of any media contacts.
 - (4) Comply immediately and completely with requests from the College PIO for information necessary to respond to media inquiries.
 - (5) Remember that there is no such thing as “off the record,” and that any observed or overheard communication or action may result in a media report.
 - e. Media representatives who respond to incidents at College facilities will:
 - (1) Report to the designated media staging area.
 - (2) Abide by all procedures established to ensure personnel accountability.
 - (3) Respect all perimeters and other movement restrictions established by the College or by local emergency responders as necessary to safeguard lives, limit further property damage, preserve evidence, and ensure an efficient, effective incident response.
 - (4) Comply with all instructions from the IC, the PIO and other responders, including directions regarding use of personal protective equipment.
 - (5) Comply with requests to pool their resources as necessary to limit the number of persons who access the incident site.
2. Information Dissemination
- a. Local Warning Point
 - (1) In the initial stages of an incident, the Local Warning Point (LWP) may have to take action on time-sensitive hazards.
 - (2) Within the limits of the authority delegated to it, the LWP will determine if a warning needs to be issued, formulate a warning message, and disseminate it.
 - b. Incident Command Post
 - (1) A designated College PIO at the CP will provide information on the situation to the media if the EOC has not been activated.
 - (2) The College PIO at the CP will coordinate his/her efforts with those of the local government’s PIO.
 - (3) All information provided to the media by the College PIO will be approved by the IC and the President, regardless of the command structure.
 - c. Emergency Operations Center
 - (1) If the College EOC is activated, the College PIO will manage all media relations and public information matters relating to the incident from that facility.
 - (2) The College PIO may designate a Field PIO to coordinate with the IC at the CP.
 - (3) The role of the Field PIO will be to:
 - (a) Coordinate IC approval of information releases.
 - (b) Provide information regarding incident response to the PIO.
 - (4) If a local EOC is activated as a result of an incident at a College facility, the College PIO will coordinate with the College Liaison to the local EOC.
 - d. Joint Information Center
 - (1) A Joint Information Center (JIC) may be established during large-scale incidents which involve multiple local, state, and/or federal agencies in response and recovery operations over an extended time period.
 - (2) The JIC will be a working facility where the media relations and public information activities of all participating jurisdictions, agencies, volunteer organizations, and other responders can be coordinated to ensure consistency and accuracy.
 - (3) The College PIO will coordinate with local, state, and federal officials to activate a Joint Information Center (JIC) when warranted.
3. The College PIO will:
- a. Represent and advise the President on media relations and public information matters.
 - b. Coordinate the overall emergency public information efforts the College.



- c. Develop accurate, complete information about the incident for both internal and external consumption.
 - d. Authenticate sources of information, verify for accuracy, and obtain authorization before issuing news releases.
 - e. Ensure the IC and the President approve release of all incident-related information.
 - f. Maintain a media briefing area near the EOC.
 - g. Provide authorized news releases to the media.
 - h. Conduct news conferences and arrange interviews as needed.
 - i. Assist media representatives while they are present at College facilities.
 - j. Monitor media coverage of emergency operations for accuracy of reports and issue corrections where necessary.
 - k. Take action to control rumors.
 - l. Serve as the College's representative in the JIC, if necessary.
- E. Recovery. During recovery from an incident, the Director of Marketing and Media Relations will:
- 1. Provide public information relating to recovery process and programs.
 - 2. Compile documentation of the news media's coverage of the incident.
 - 3. Assess effectiveness of the emergency public information and education program.

IV. Direction and Control

- A. As the Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans to provide information to the College community and the general public during incidents at College facilities or which affect the College.
- B. The Director of Marketing and Media Relations will provide specific guidance for the development and implementation of plans to provide information to the College community and the general public during incidents at College facilities or which affect the College.
- C. All plans related to emergency public information will be developed in cooperation with the public information officers of communities in which the College operates facilities.
- D. During incident responses, the Director of Marketing and Media Relations or his/her designee will function as the College's Public Information Officer (PIO).
- E. Only the President or the College PIO will speak with media on behalf of the College.
- F. The President will approve all information releases regarding an incident's impact on the College.
- G. College employees will refer all media inquiries to the College PIO.
- H. During joint operations between the College and local responders, the College PIO will coordinate his/her activities with those of the local public information officer.

V. Administration and Support

- A. Media Contact Roster. The Director of Marketing and Media Relations will maintain a contact roster for news media serving communities where the College has facilities.
- B. Records
 - 1. The Director of Marketing and Media Relations will maintain a file of all news advisories and press releases issued during an incident.
 - 2. The Director of Marketing and Media Relations will compile and maintain copies of newspaper articles, videotapes of incident operations, and news broadcasts relating to an incident, and other relevant media for use in post-incident analysis and future training activities.

VI. Annex Development and Maintenance

- A. The Director of Marketing and Media Relations will have responsibility for development and maintenance of this Annex.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually.
- C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Director of Marketing and Media Relations.



- D. Annually, or more frequently if necessary, the Director of Marketing and Media Relations will distribute to all Annex holders any changes deemed necessary to maintain currency of this Annex.
- E. This Annex will be reviewed and revised as necessary following any drills or exercises.
- F. When the response phase of this Annex is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- G. Revisions to the Annex will be dated and marked to show where changes have been made.



Annex N – Appendix 1

Media Contact Roster (update 1.25.19)

1. Radio
 - a. **Townsquare Media** – Killeen/Temple 254-773-5252 or darren.gauthier@townsquaremedia.com

KTEM-AM (1400 AM) – Temple (news) www.ktemnews.com
 KSSM-FM (103.1 FM) – Copperas Cove (R&B) www.mykiss1031.com
 KOOC-FM (106 FM) – Temple (Hip Hop, R&B) www.myb106.com
 KUSJ-FM (105 FM) – Temple (country) www.myus105fm.com
 KLTD-FM (101.7 FM) – Temple (rock) www.krock1017fm.com
 - b. **iHeart media**

KIIZ-FM (92.3 FM) – Killeen - Hip Hop, R&B (www.kiiz.com) 254- 699-5000
 KLFX-FM (107.3 FM) – Killeen - Rock (www.1073rocks.com) 254-699-5000

KWTX-AM and FM – Waco - News (www.newstalk1230.com and www.975online.com) 254-776-3900
 WACO-FM (99.9 FM) – Waco – Country (www.waco100.com) 254-776-3900
 - c. KNCT-FM (91.3 FM) - Killeen - PBS/Easy Listening (www.knct.org) 254-526-1176 or knct@knct.org
 - d. KMIL-FM (105.1 FM) – Cameron (www.kmil.com) 254-697-6633 or kmil@kmil.com
 - e. KRXT-FM (98.5 FM) – Rockdale (www.krxt985.com) 512-446-6985 or krxt@krxt985.com
2. Television
 - a. KCEN -TV Ch. 6 – Temple (www.KCEN.com) 254-859-5481 or news@kcentv.com
 - b. KWTX-TV Ch. 10 – Waco (www.KWTX.com) 254-776-1330 or news@kwtx.com
 - c. KXXV-TV Ch. 25 – Waco (www.KXXV.com) 254-754-2525 or news25@kxxv.com
 - d. KWKT-TV Ch. 44 – Waco (www.kwkt.com) 254-776-3844 or info@kwkt.com
 - e. KXAN –TV Ch. 36 – Austin (www.kxan.com) 512-476-2863 or news@kxan.com
 - f. KEYE-TV Ch. 42 – Austin (www.keyetv.com) 512-835-0042 or news@keyetv.com
 - g. KVUE-TV Ch. 24 – Austin (www.kvue.com) 512-459-6521 or news@kvue.com
 - h. KTBC-TV Ch. 7 – Austin (www.fox7austin.com) 512-472-0988 or news@fox7.com
3. Cable Television
 - a. Spectrum News (spectrumlocalnews.com/tx/austin) 512-531-8800 or austinnewsdesk@charter.com
4. Newspapers
 - a. Temple Daily Telegram (www.tdtnews.com) 254-778-4444 or tdt@tdtnews.com
 - b. Taylor Daily Press (www.taylorpress.net) 512-352-8535 or news@taylorpress.net
 - c. Community Impact (<https://communityimpact.com/news/austin/round-rock-pflugerville-hutto/>)
 - d. 512-989-6808 or rphnews@communityimpact.com



Annex N – Appendix 2

Emergency Communications Timeline

Within minutes:

1. Working with College Police and Administrator on Call (AOC) even when only limited information is available use Website and Leopard Alert to:
 - a. Report that:
 - (1) An incident has occurred.
 - (2) Emergency responders are en route or on scene.
 - (3) College officials are monitoring the situation.
 - (4) More information is coming.
 - b. Provide instructions on what to do.
2. Notify Marketing and Media Relations staff to stand by for assignments.
3. Report to EOC, if activated. Otherwise respond to Field CP.

Within the first hour:

1. Update incident report and instructions on Web as frequently as possible.
2. Update situation with Leopard Alerts as warranted. (Ongoing)
3. Prepare a short statement for President, get approval, and post on Website. If possible, include instructions to employees and students.
4. Alert media to Website postings as source of information updates.
5. Handle incoming media calls. (Ongoing)
6. Monitor news reports, blogs, social media for inaccuracies and rumors. Post corrections and rumor control information to Website.

Within two hours:

1. Dispatch Field PIO(s) to manage any on-site media and report campus conditions back to EOC or Marketing and Media Relations Office.
2. Tell students to contact their parents and let them know they are safe.
3. Determine potential need for manned call-center. Begin establishing it, if needed.

Within four hours:

1. Prepare, get approved, and post message for parents and faculty/staff family members.
2. Determine need/timing to establish media center. Begin preparations.
3. Determine need for press briefing, media site tours. Set time and location if formal briefing is necessary. Post announcement to Website.
4. Determine need to send PIO to JIC, if established, and/or to area hospitals.

Within eight to 12 hours:

1. Hold formal press briefing with President. If possible, do so when/if situation at affected facility is **not** chaotic, has been controlled/contained.
2. Determine need for on-going operations.
 - a. Plan for food/supplies.
 - b. Contact backup PIOs, if needed.
3. Consider preparing and posting a video message from the President.



Temple College
Master Emergency Management Plan

ANNEX O
BEHAVIORAL HEALTH



RECORD OF CHANGES

CHANGE #	DATE OF CHANGE	DESCRIPTION	CHANGED BY
1	10/26/17	Updates/edits by Safety & Security Committee	Van Miller




APPROVAL & IMPLEMENTATION

ANNEX O BEHAVIORAL HEALTH

This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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 Annex supersedes all previous versions.


Division Director Student and Enrollment Services

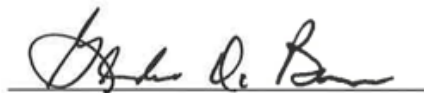
5-22-18
Date


Associate Vice President Resource Management

5-22-18
Date


Vice President Administrative Services/
Emergency Management Director

5-23-18
Date


President

6/6/18
Date



ANNEX O

BEHAVIORAL HEALTH

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose. The purpose of this Annex is to define the organization, operational concepts, responsibilities, and procedures for:

- A. Mitigating behavioral health effects of incidents affecting the College.
- B. Providing behavioral health services during response to and recovery from incidents affecting the College.

III. Situation, Assumptions, and Limitations

A. Situation

1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
2. Incidents resulting from these hazards could cause members of the College community to experience stress, fear, grief, anxiety, increased substance use or abuse, and other cognitive, emotional, behavioral, physical symptoms that could have a profound impact on daily life.
3. Some members of the College community may be at risk for more severe reactions – e.g., individuals with preexisting behavioral health conditions or individuals with special needs.
4. The incident's nature will influence the extent of psychological injury. Some incidents such as hazardous materials releases or terrorist attacks and other major criminal incidents may produce unexplained physical symptoms or more severe behavioral health symptomology than is experienced in natural disasters, requiring targeted preparedness and response activities.
5. Although some of the College's personnel possess the education and experience necessary to provide limited disaster behavioral health services, an effective response to a significant incident will require support from external public and private resources.
6. The Local Mental Health Authority (LMHA) has primary responsibility for assessment and provision of disaster behavioral health services during locally-designated emergencies or disasters.
 - a. The LMHA for Bell County is Central Counties Center for Mental Health and Mental Retardation.
 - b. The LMHA for Williamson County is Bluebonnet Trails Community Services.
7. The Texas Department of State Health Services (DSHS) is the State Mental Health Authority (SMHA) and functions as the state-level disaster behavioral health coordinating agency. DSHS has primary responsibility for assessment and provision of coordinated disaster behavioral health services during a state or federally declared disaster.
8. The behavioral health response may include private for-profit and non-profit entities, public health and emergency management personnel, community behavioral health providers, and non-governmental disaster relief organizations. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.

B. Assumptions

1. Behavioral health is an integral part of the emergency management system and should be fully integrated into mitigation, preparedness, response, and recovery activities.
2. Coordination is necessary between behavioral health and human services responders because the issues and needs they must address can be closely associated and adequate social support is critical to psychological recovery following significant incidents.
3. Following an incident, psychological injuries can greatly exceed physical injuries. No one who is involved in or who sees a major incident or disaster is untouched by it.



4. Behavioral health services may be needed during response operations to support College personnel and local responders.
5. Members of the College community who normally would not be clients of mental health practitioners or agencies may require some form of post-incident behavioral health services.
6. Education before, during, and after an incident may be useful in decreasing individual and community fear and anxiety and the need for more extensive behavioral health services.
7. Active outreach and delivery of appropriate support may mitigate development of serious behavioral health problems, particularly among members of the College community who may be at higher risk for more severe reactions.
8. Interventions during response and recovery should consider the culture of the community, should be based on accepted standards, founded on empirical knowledge, and delivered by trained volunteers, paraprofessionals, and professionals.
9. Because many behavioral health issues arise long after the response phase of an incident has ended, recovery planning must address anticipated behavioral health consequences, including a “surge” in demand for medical care. Studies have correlated involvement in significant incidents with subsequent onset of cardiovascular, musculoskeletal, and neurological illness as well as psychiatric disorders.
10. Following significant incidents, the College will rely on support from the LMHA and/or DSHS, which will be accessed in coordination with local emergency management officials.
11. Planning, joint training exercises, and other preparedness activities will improve efficiency and effectiveness of joint responses between the College and behavioral health providers.
12. An effective behavioral health response to incidents affecting the College will require College and behavioral health provider representation at the Field Command Post (CP) and may require activation of the College Emergency Operations Center (EOC) for operational support, strategic decision making, and coordination with local, state, or federal officials.

C. Limitations

1. Disaster behavioral health needs are exacerbated when incidents occur simultaneously or already have impacted an area.
2. Large-scale incidents may adversely impact public and private behavioral health services personnel, facilities, and communications systems.
3. Local resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. While state and federal resources may be available to augment local behavioral health assets, time will be required to mobilize and deploy these resources.

IV. Concept of Operations

A. Mitigation

1. As Emergency Management Director, the Vice President Administrative Services will ensure that the College maintains effective systems and procedures for:
 - a. Mitigating behavioral health effects of incidents affecting the College.
 - b. Providing behavioral health services during response to and recovery from incidents affecting the College.
2. The College’s general strategy for mitigating incident behavioral health effects will be to provide the training and information necessary for members of the College community to regard their resources as sufficient to deal with likely threats.
3. The Associate Vice President Resource Management will:
 - a. Develop effective working relationships with the LMHAs and other organizations that could provide disaster behavioral health services to the College community.
 - b. Coordinate with the Division Director Student and Enrollment Services, the Director of Marketing and Media Relations, and the Chief of Police to provide education and training to all members of the College community on actions which will decrease the psychological impact of incidents, including:
 - (1) Awareness of local risks, hazards, and vulnerabilities;
 - (2) Development of flexible family crisis plans;
 - (3) Acquisition of supplies necessary to sustain themselves and their families for the first 72 hours following an incident; and
 - (4) Development of other skills relevant to coping with likely incidents.



- c. Coordinate with the LMHAs and the Director of Marketing and Media Relations to provide all College employees with training on and ongoing access to information regarding likely psychological effects of significant incidents.

C. Preparedness

1. The Associate Vice President of Resource Management will:
 - a. Ensure appropriate numbers of College employees at all College facilities receive instruction in Psychological First Aid and PsySTART (psychological triage). These standardized courses are offered online and provide basic skills in disaster behavioral health that can be applied by persons who are not mental health professionals.
 - b. Identify and enter into cooperative agreements and ongoing planning with the LMHAs and other organizations that could provide disaster behavioral health services to the College community.
 - c. Coordinate planning for delivery of disaster behavioral health services to the College community with local emergency management officials, including making provisions for accessing State resources if an incident results in behavioral health needs that exceed the resources of the LMHAs and other local behavioral health providers.
 - d. Coordinate with appropriate members of the College community to plan memorial activities for:
 - (1) Members of the College community and other persons who lose their lives during incidents at College facilities.
 - (2) College employees and local emergency responders who lose their lives while responding to incidents at College facilities.
2. The Chief of Police will coordinate with the Associate Vice President Resource Management, the Division Director Student and Enrollment Services, and the Director of Marketing and Media Relations to provide members of the College community with training on and ongoing access to information about:
 - a. What to expect in the event of a significant incident.
 - b. Actions they can take to protect themselves.
3. Drills specified in the Master Emergency Management plan periodically will incorporate elements necessary for psychological immunization ("stress inoculation") of members of the College community against the impact of potential incidents.
4. Exercises specified in the Master Emergency Management Plan periodically will incorporate:
 - a. Discussion-based and operations-based activities as necessary to ensure effective coordination between the College and behavioral health providers during incidents.
 - b. Operations-based activities as necessary to psychologically immunize College employees against the impact of incidents to which they are likely to respond.

C. Response

1. The College's response to all incidents will incorporate the **Goals of Psychological First Aid** by promoting and sustaining an environment of:
 - a. Safety:
 - (1) Helping members of the College community and visitors to the College's facilities meet basic needs for water, food, shelter, sanitation, and medical attention.
 - (2) Providing repeated, simple, and accurate information on how to get these basic needs met.
 - b. Calm:
 - (1) Listening to people who wish to share their stories and emotions.
 - (2) Remembering there is no right or wrong way to feel.
 - (3) Being friendly and compassionate even if people are being difficult.
 - (4) Offering accurate information about the incident and the response efforts.
 - c. Connectedness:
 - (1) Helping people contact friends and loved ones.
 - (2) Helping reunite and keep families together whenever possible.
 - d. Self-Efficacy:
 - (1) Giving practical suggestions that steer people toward helping themselves.
 - (2) Engaging people in meeting their own needs.
 - e. Hope:
 - (1) Identifying governmental and non-governmental services and directing people to them.
 - (2) Reminding people who express fear or worry the more help and services are on the way.



2. The President, the Emergency Management Director, the EOC Coordinator, the Incident Commander, and all supervisory personnel will ensure that effective organizational and individual stress prevention and management strategies and tactics are implemented and maintained throughout the response. These strategies and tactics are detailed in **Appendix 1** to this Annex.
 3. Based on the nature, time, location, anticipated duration, and extent of an incident, the Incident Commander or Emergency Management Director may request that a disaster behavioral health provider respond to the Command Post (CP) or the EOC to provide advice on appropriate actions to reduce the incident's psychological impact on responding College or local emergency services personnel.
 4. College personnel trained in Psychological First Aid and Psychological Triage will:
 - a. Apply their training to comfort, reassure, and communicate with persons affected by or responding to the incident.
 - b. Identify persons who demonstrate significant cognitive impairment or behavioral disturbance and link them with appropriate emergency services or mental health professionals.
 5. The Public Information Officer (PIO) in coordination with the Incident Commander and the Emergency Management Director will disseminate information necessary to help members of the College community and visitors to the College's facilities:
 - a. Ensure their immediate safety.
 - b. Meet their needs for basic human services.
 - c. Ease feelings of frustration or helplessness.
 - d. Recover a sense of control.
- D. Recovery
1. The President will ensure that:
 - a. All persons and organizations assisting with the response to an incident at a College facility are acknowledged openly and generously.
 - b. All persons injured during an incident at a College facility and their families receive appropriate expressions of sympathy.
 - c. Appropriate memorial activities are conducted for any persons who lost their lives during an incident at a College facility or during the response to that incident.
 2. The Associate Vice President Resource Management, as Human Services Officer, will:
 - a. Serve as the primary coordinator and point of contact with the LMHA and other external providers of behavioral health services.
 - b. Be responsible for providing support for College employees who need help dealing with the psychological effects of an incident.
 - c. Assist the Division Director Student and Enrollment Services in providing support to students who need help dealing with the psychological effects of an incident.
 - d. Ensure that all supervisory personnel are aware of and conducting appropriate surveillance for stress responses among directly affected or otherwise vulnerable employees.
 3. The Division Director Student and Enrollment Services will:
 - a. Be responsible for providing support to students who need help dealing with the psychological effects of an incident.
 - b. Coordinate contact with external providers of disaster behavioral health services through the Associate Vice President Resource Management.
 - c. Ensure that Student and Enrollment Services staff are aware of and conducting appropriate surveillance for stress responses among directly affected or otherwise vulnerable students.
 4. The Vice President Educational Services will coordinate with the division directors and department chairs to identify and implement appropriate options for students who are not able to work at their typical academic level following an incident.
 5. Through coordination with the LMHA, assistance for members of the College community needing help dealing with the psychological effects of an incident will be available from local mental health professionals, nongovernmental disaster relief organizations, and religious groups.
 6. If resources available through the LMHA are inadequate to meet the need for behavioral health services, local emergency management officials can request additional assistance from the State Disaster Behavioral Health Consortium's member agencies.
 7. The agencies comprising the State Disaster Behavioral Health Consortium and the programs which these agencies provide are:



- a. The Disaster Behavioral Services Branch of the Texas Department of State Health Services, which provides acute and ongoing services and training for victims, survivors, and emergency responders that may lessen the adverse behavioral effects resulting from involvement in natural or man-made incidents, including:
 - (1) Acute and ongoing stress management and crisis counseling services for disaster victims, survivors, and emergency responders.
 - (2) Pre- and post-incident behavioral health training and education for LMHA staff and other providers involved in the Texas People Recovering In Spite of Devastating Events (PRIDE) Crisis Counseling Program.
 - (3) Education, services, and intervention strategies for emergency responders and dispatchers who have experienced a critical incident through the Texas Critical Incident Stress Network.
 - (4) Best practices tools and educational materials for victims, survivors, responders, and contractors.
 - b. The Criminal Justice Division of the Governor's Office, which is responsible for obtaining federal grant funding to support long term mental health support for victims of mass violence events.
 - c. Texas Voluntary Organizations Active in Disaster (VOAD), a humanitarian association of independent, non-governmental voluntary organizations active in all phases of disaster, including assisting those impacted by disaster behavioral health issues.
 - d. The Office of Psychological Services of the Texas Department of Public Safety, which during incidents involving terrorism or other criminal acts assumes:
 - (1) Primary responsibility for the needs of crime victims, witnesses, and their family members through its Victim Services Program.
 - (2) Secondary responsibility for providing support services to first responders through its Critical Incident Response Team.
 - e. The Crime Victim Services Division of the Attorney General of Texas, which offers information, resources, and financial assistance to victims of violent crime, including covering costs of medical and counseling services and funeral expenses.
 - f. The Mass Care Coordinator of the Texas Division of Emergency Management, who is responsible assisting Federal, State, local, and voluntary organizations in sheltering, feeding, tracking, repatriating, and providing general care, including spiritual and emotional support, to evacuees.
 - g. Texas Health and Human Services Commission Enterprise Risk Management and Safety, which serves as the Safety Officer on the Command Staff at the State Medical Operations Center and if activated and deployed to assist with a health and medical response.
 - h. The Texas School Safety Center at Texas State University, which is a clearinghouse for research, training, and technical assistance pertaining to safe and healthy schools and communities that serves all Texas public schools and community colleges.
8. The Chief of Police or his/her designee may contact the Texas Critical Incident Stress Network and request a debriefing for officers of the College Police Department any time he/she believes a critical incident has occurred and without activation of the response or recovery phases of the College Master Emergency Management Plan or any of its annexes. Critical incident stress debriefing is a procedure developed specifically for emergency services personnel and is NOT recommended for use as a behavioral health intervention for other persons involved in an incident.

V. Direction and Control

- A. As the Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from incidents affecting the College that require disaster behavioral health services.
- B. The Associate Vice President Resource Management will provide specific guidance for development and implementation of plans to mitigate, prepare for, respond to, and recover from incidents affecting the College that require disaster behavioral health services.
- C. All plans related to disaster behavioral health services for the College community will be developed in cooperation with the LMHA and local emergency management officials.
- D. During an actual incident, the response generally will be directed by the Incident Commander (IC) operating from the Field CP.



- E. During some incidents, effective incident management may require the IC to coordinate with the College EOC and/or local EOC. Coordination with the College EOC will occur through the College's Field CP representative.
- F. In some situations, the College EOC may be activated without a Field CP being active. This arrangement is most likely when a hazard threatens, but has not yet impacted, the local area or when a generalized threat exists without an identifiable incident site. During these situations, direction of College resources and coordination with the LMHA and other providers of disaster behavioral health services will take place from the College EOC.
- G. All College personnel or organizational units assigned responsibilities in portions of this Annex related to response or recovery will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

VI. Administration and Support

- A. Agreements and Contracts.
 - 1. If local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions in accordance with existing inter-local agreements and contracts.
 - 2. If local resources and those available through inter-local agreements are insufficient to deal with an emergency situation, local officials may request support from the State. Local governments must seek assistance from their county before requesting resource assistance from the State.
- B. Reports and Records
 - 1. Reports
 - a. In addition to reports that may be required by their parent organization, agencies and organizations participating in emergency operations should provide appropriate situation reports to the IC, or if a Field CP has not been established, to the EOC.
 - b. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and State agencies during major emergency operations.
 - 2. Records
 - a. Activity Logs. The Field CP and, if activated, the EOC, will maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to incident response and recovery operations.
 - b. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and divisions will maintain records of personnel and equipment used and supplies consumed during delivery of post-incident human services.
- C. Maintenance of Emergency Management Resources
 - 1. The term "emergency management resources" refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.
 - 2. All emergency management resources will be maintained in accordance with manufacturer's instructions and industry standards.
 - 3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.
 - 4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
 - 5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VII. Annex Development and Maintenance

- A. The Associate Vice President Resource Management will have responsibility for development and maintenance of this Annex.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually.
- C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Associate Vice President Resource Management.
- D. Annually, or more frequently if necessary, the Associate Vice President Resource Management will distribute to all Annex holders any changes deemed necessary to maintain currency of this Annex.



- E. This Annex will be reviewed and revised as necessary following any drills or exercises.
- F. When the response phase of this Annex is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- G. Revisions to the Annex will be dated and marked to show where changes have been made.



Annex 0 – Appendix 1

Organization and Individual Stress Prevention and Management

ORGANIZATIONAL

- A. Clearly defined goals, objectives, and strategies.
- B. Effective management structure and leadership:
 - 1. Clear chain of command and clear reporting relationships
 - 2. Available, accessible supervision.
 - 3. Shifts no longer than 12 hours with 12 hours off.
 - 4. Briefings at beginnings of shifts as personnel enter and exit the response.
 - 5. Necessary supplies available.
 - 6. Communication tools (cell phones, land lines, radios) available.
- C. Functionally defined roles:
 - 1. Staff oriented and trained with written job descriptions and checklists for each assignment.
 - 2. If setting is under jurisdiction of another agency, staff informed of role, contact people, and expectations.
- D. Team support:
 - 1. Buddy system for support and monitoring stress reactions.
 - 2. Positive atmosphere of support and tolerance with “good job” said often.
- E. Planned stress management:
 - 1. Personnel functioning assessed regularly.
 - 2. Personnel rotated between low-, mid-, and high-stress tasks.
 - 3. Breaks and time away from assignments encouraged.
 - 4. Education about signs and symptoms of stress and coping strategies.
 - 5. Individual and group defusing and debriefing available.
 - 6. Exit plan for personnel leaving the operation, including debriefing, re-entry information, opportunity to critique, and formal recognition for service.

INDIVIDUAL

- A. Management of workload
 - 1. Task priority levels set with a realistic work plan.
 - 2. Existing workload delegated so staff are not attempting incident response and usual job.
- B. Balanced lifestyle
 - 1. Physical exercise and muscle stretching when possible.
 - 2. Appropriate nutrition and hydration with limitation of sugar and caffeine consumption.
 - 3. Adequate sleep and rest.
 - 4. Contact and connection maintained with primary social supports.
- C. Stress reduction strategies
 - 1. Reducing physical tension by taking deep breaths, calming self through mediation, walking mindfully.
 - 2. Taking time off.
 - 3. Talking about emotions and reactions with coworkers during appropriate times.
- D. Self-awareness
 - 1. Early warning signs for stress reactions recognized and heeded.
 - 2. Acceptance that one may not be able to self-assess problematic stress reactions.
 - 3. Recognition of vicarious traumatization or compassion fatigue.
 - 4. Recognition when personal experience or losses interfere with effectiveness.



Temple College
Master Emergency Management Plan

ANNEX P
DONATIONS MANAGEMENT



RECORD OF CHANGES

CHANGE #	DATE OF CHANGE	DESCRIPTION	CHANGED BY
1	10/26/17	Updates/edits by Safety & Security Committee	Van Miller



APPROVAL & IMPLEMENTATION

ANNEX P DONATIONS MANAGEMENT

This Annex to the Temple College Master Emergency Management Plan is hereby approved for implementation.

Provisions of this Annex 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 Annex supersedes all previous versions.


Director, TC Foundation

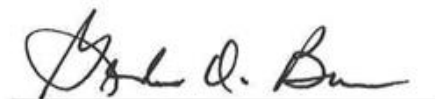
5 JUNE 2018
Date


Associate Vice President Resource Management

5-22-18
Date


Vice President Administrative Services/
Emergency Management Director

5-23-18
Date


President

6/6/18
Date

ANNEX P DONATIONS MANAGEMENT

I. Authority

- A. This Annex has been developed under the authority of and in support of the Temple College Master Emergency Management Plan, which has been approved by the Board of Trustees of the Temple Junior College District.
- B. The organizational and operational concepts set forth in this Annex are promulgated under the general authority of and in accordance with the statutes, regulations, executive orders, and plans listed in Section I (Authority) of the Temple College Master Emergency Management Plan.

II. Purpose

- A. The purpose of this Annex is to define the organization, operational concepts, responsibilities, and procedures for ensuring efficient and effective use of donations during and following incidents affecting the College.
- B. Donations include, but are not limited to:
 - 1. Cash – e.g., currency, checks, money orders, securities, and other financial instruments.
 - 2. Goods – e.g., food, water, clothing, equipment, furniture, bedding, cleaning supplies.
 - 3. Volunteer services provided by:
 - a. “Non-affiliated” volunteers who are not part of a recognized disaster relief organization and often have no formal training in emergency response.
 - b. “Affiliated” volunteers associated with recognized disaster relief organizations and trained for specific response activities.
 - c. Physicians, nurses, paramedics, heavy equipment operators, and other persons with specialized training and expertise who may be non-affiliated or affiliated.
 - d. Teams that provide specialized equipment or capabilities – e.g., urban search and rescue, dog teams, swift water rescue teams, home repair teams).

III. Situation, Assumptions, and Limitations

- A. Situation
 - 1. As detailed in Section IIIA (Situation, Assumptions, and Limitations) of the Master Emergency Management Plan, the College is subject to a number of hazards that could threaten public health and safety and both private and public property.
 - 2. Following incidents which generate a high level of media interest, many individuals may want to donate money, food, clothing, products, equipment, in-kind services, or volunteered time to assist the College, members of the College community, or communities where College facilities are located.
 - 3. Unplanned deliveries of donated goods can jam distribution channels, overwhelm government and voluntary agencies, and interfere with response and recovery activities.
 - 4. The need to receive, store, secure, sort, transport, account for, and distribute donations can compete with personnel and resource demands of other response and recovery activities.
 - 5. Offers of assistance from unaffiliated volunteers often are underutilized and even problematic for response agencies.
 - 6. The College does not wish to operate a system to collect, process, and distribute donations of goods or volunteer services. Such a system is best operated by non-governmental disaster relief organizations that have successfully managed donations in the past. However, the College does wish to coordinate its donation management efforts with those of local and national disaster relief organizations.
 - 7. Pursuant to Chapter 418.074 of the Texas Government Code, the Chair of the College’s Board of Trustees may accept a donation in the form of a gift, grant, or loan from the Federal government, another public or private agency, or an individual on behalf of the College for purposes of emergency services or disaster recovery. If these funds are to be used for purchase of equipment, supplies, or commodities of any kind, it is not necessary that bids be obtained or that purchases be approved by any other agency.
- B. Assumptions
 - 1. Donations management planning will reduce problems associated with unsolicited donations and responses by spontaneous, unaffiliated volunteers.
 - 2. Following an incident, the College will accept cash donations using existing procedures.



3. The College will advocate cash as the best alternative for donors to optimize the usefulness of their gifts.
 4. The College will rely on and support the efforts of disaster relief organizations to best use volunteers and donated goods.
 5. Where appropriate, the College will encourage cooperative donation of goods and volunteered time through disaster relief organizations that have established systems for using volunteers and receiving, processing, and distributing donated goods
 6. This annex does not supersede the plans, policies and procedures of local or national disaster relief organizations nor does it affect donations or volunteer assistance offered directly to these organizations.
- C. Limitations
1. Donations management challenges are exacerbated when incidents occur simultaneously or already have impacted an area.
 2. Large-scale incidents may adversely impact personnel, facilities, and communications systems used by disaster relief organizations for deploying volunteers and receiving, processing, and distributing donated goods.
 3. Disaster relief organizations may be overwhelmed by the volume of donations or offers of service and may need assistance with transportation, traffic control, and security.
 4. Local resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. While state and federal resources may be available to augment local assets, time will be required to mobilize and deploy these resources.

IV. Concept of Operations

A. General

1. The objectives of the College's donations management program will be to:
 - a. Determine needs and inform potential donors of those needs through local, regional, and national systems in place to capture donations.
 - b. Efficiently receive, process, and distribute donations of cash, goods, or volunteer services.
 - c. Discourage donation of unneeded goods and services.
2. Recognized disaster relief organizations are skilled in donations management and will be the first resource for managing donations of goods and volunteer services after an incident.
3. The donations management program will consist of several operating units activated as needed at a level suitable for the anticipated workload. These facilities primarily will be staffed by volunteers from disaster relief organizations with experience in donations management. Under some circumstances, the College may provide facilities, personnel, and other resources to support volunteer disaster relief organizations during donations management efforts that benefit the College.
 - a. The Phone Bank will:
 - (1) Work with the College and local Emergency Operations Centers (EOC) to identify needs and obtain current information about the incident.
 - (2) Receive and respond to offers of donations.
 - (3) As necessary, refer donors to other agencies that may be better equipped to handle their donations.
 - (4) Provide disaster-related information to callers.
 - (5) Disseminate information for rumor control and victim assistance referrals.
 - b. Distribution Points operated by disaster relief organizations such as The Salvation Army and the American Red Cross in proximity to the incident site will serve as locations where goods or cash vouchers will be distributed to disaster victims.
 - c. The Volunteer Center, located in proximity to the incident site, will be a facility where volunteers will be assembled, registered, assigned tasks, and provided with logistical support.
4. Donations management primarily occurs during the recovery phase of an incident. However, some donations management activities will occur during the preparedness and response phases.

D. Preparedness

1. The Vice President Administrative Services will:
 - a. Ensure that a donations management program is planned and ready for activation.
 - b. Establish procedures for rapidly activating a bank account to receive and disburse monetary donations related to an incident.
 - c. Establish specific wording for the "*Pay to the order of*" line for all checks and other securities to provide appropriate information to potential donors.



2. The Director of TC Foundation (Foundation Director) will:
 - a. Function as the College's Donations Coordinator.
 - b. Designate other qualified individuals to serve as Donations Coordinator in his/her absence.
 - c. Coordinate planning for and oversee the operation of the College's donations management program.
 - d. Identify and coordinate with disaster relief organizations that can provide assistance in operating the donations management program.
 - e. In coordination with disaster relief organizations, identify possible sites for a phone bank, distribution points, and volunteer center.
 - f. In conjunction with disaster relief organizations and appropriate College officials, identify personnel who can function as phone bank supervisor.
3. The Associate Vice President Resource Management will:
 - a. Function as the College's Volunteer Services Coordinator.
 - b. Designate other qualified individuals to serve as Volunteer Services Coordinator in his/her absence.
 - c. Prepare policies and procedures necessary for efficiently, effectively, and safely incorporating volunteers into the College's incident response and recovery efforts.
 - d. In cooperation with the Foundation Director, identify and coordinate with organizations that could provide volunteers to assist with incident response or recovery.
4. Exercises specified in the Master Emergency Management Plan periodically will incorporate discussion-based and operations-based activities as necessary to ensure effective donations management during incident response and recovery. Disaster relief organizations with donations management experience will be encouraged to participate in these exercises.
5. During periods of heightened readiness the following actions will be taken to ensure effective donations management:
 - a. Condition Yellow
 - (1) Review donation management procedures for currency.
 - (2) Check recall rosters for accuracy and update as required.
 - b. Condition Orange
 - (1) Monitor the situation.
 - (2) Alert key donations management staff for potential operations.
 - (3) Ensure source lists for volunteer workers are up-to-date.
 - (4) Check potential donations operations facilities for accessibility and availability.
 - c. Condition Red
 - (1) Continue to monitor the situation.
 - (2) Activate key donations management staff to update planning.
 - (3) Make tentative donations management facility selections.
 - (4) Review equipment and supply status and alert providers of possible need.
 - (5) Alert organizations that provide volunteer workers of possible activation.

C. Response

1. The Donations Coordinator will:
 - a. Review the donations management program with the President, the Emergency Management Director, Emergency Operations Center (EOC) Coordinator, and appropriate EOC staff.
 - b. Coordinate with and support donations management activities of disaster relief organizations and local government as necessary.
 - c. Identify specific sites for donations management facilities and begin assembling needed equipment and supplies as necessary.
 - d. Identify and activate staff for donations management facilities in cooperation with disaster relief organizations as necessary.
 - e. Provide the College Public Information Officer with information on donations management for dissemination to the public.
2. The Director of Marketing and Media Relations acting as College Public Information Officer (PIO) will:
 - a. Disseminate information on College donations management activities to the public.
 - b. Coordinate public information releases regarding donations management with those of disaster relief organizations and local government to ensure a consistent message.



D. Recovery

1. The Vice President Administrative Services, in consultation with the President and the Donations Coordinator, will determine which donations management facilities to activate.
2. The Donations Coordinator will:
 - a. Activate donations management facilities as instructed by the Vice President Administrative Services.
 - b. Coordinate logistical support to donations management facilities as necessary.
 - c. Provide the Vice President Administrative Services with regular reports on donations management operations.
 - d. Keep records of donations received.
 - e. In cooperation with the PIO, provide the media information on donations management for dissemination to the public.
 - f. Advise the Vice President Administrative Services when donations management facilities should close and when the donations management program can terminate.
 - g. Provide appropriate expressions of gratitude to donors.
 - h. Provide donors with documentation of gifts for tax purposes as required by law.
3. The Volunteer Services Coordinator will:
 - a. Coordinate with the Donations Coordinator on activation of a volunteer center.
 - b. Select a site for a volunteer center and coordinate equipping and staffing the facility.
 - c. Supervise volunteer center operations.
4. The Phone Bank Supervisor will:
 - a. Select a site for the phone bank and coordinate equipping and staffing the facility in cooperation with disaster relief organizations.
 - b. Supervise phone bank operations.
5. The College PIO will:
 - a. Disseminate information on donations management to the public.
 - b. Coordinate public information releases regarding donations management with those of disaster relief organizations and local government.
 - c. Provide the phone bank supervisor with rumor control information and other relevant emergency public information on an ongoing basis.

V. Direction and Control

- A. As the Emergency Management Director, the Vice President Administrative Services will provide general guidance for development and implementation of plans for ensuring adequate donations management during incident response and recovery at College facilities.
- B. The Foundation Director will provide specific guidance for development and implementation of plans for ensuring adequate donations management during incident response and recovery at College facilities.
- C. The Associate Vice President Resource Management will collaborate with the Foundation Director in providing guidance for use of volunteer services.
- D. All plans related to donations management will be developed in cooperation with the local emergency management coordinators of the communities in which the College operates facilities and with disaster relief organizations which can provide donation management support to the College.
- E. The Donations Coordinator will supervise key College donations management program personnel and will coordinate the College's donation management efforts with those of disaster relief organizations and local government.
- F. The work of volunteers and College employees at a donations management facility will be directed by the supervisor of that facility.
- G. Each volunteer organization assisting with incident response and recovery will designate a specific individual with authority to accept task assignments and coordinate its activities.
- H. Volunteers working as part of a recognized volunteer organization will respond to direction from the individual designated by that organization to direct its activities.
- I. Individuals supervising donations management functions will select appropriate alternates to act for them in their absence.



- J. All College personnel or organizational units assigned responsibilities in portions of this Annex related to response or recovery will develop procedures supported by appropriate job aids such as checklists and information cards to ensure effective, efficient execution of those responsibilities.

VI. Administration and Support

- A. Reporting
 - 1. Donations management facilities operated in support of the College will provide a daily report of their activities to the College EOC.
 - 2. After EOC deactivation, a periodic summary of activities will be provided by the Foundation Director to the Vice President Administrative Services and to the disaster relief organizations participating in the recovery process.
- B. Records
 - 1. Each donations facility will maintain a log of major activities at that facility, including:
 - a. Activation and deactivation.
 - b. Arrivals and departure of staff.
 - c. Receipt and return of major equipment.
 - d. Commitment of people, equipment, or materials to specific tasks.
 - 2. All divisions and departments will maintain records of personnel and equipment used and supplies consumed during donations management operations.
- C. Training
 - 1. The Donations Coordinator and his/her alternates will attend training in donations management. The Texas Division of Emergency Management and a number of non-governmental disaster relief organizations offer such training.
 - 2. Donations management facility supervisors will be responsible for providing on-the-job training for individuals who may be working in the facility.
- D. Maintenance of Emergency Management Resources
 - 1. The term “emergency management resources” refers to all College equipment, facilities, and signage necessary for effective response to or recovery from incidents affecting the College.
 - 2. All emergency management resources will be maintained in accordance with manufacturer’s instructions and industry standards.
 - 3. Schedules will be established by the responsible supervisory personnel for regular, documented tests or inspections of emergency management resources.
 - 4. Any problems identified during scheduled tests or inspections or during actual incidents will be addressed as quickly as possible.
 - 5. Repairs or other remedial actions to correct problems with emergency management resources will be documented by the responsible supervisory personnel.

VII. Annex Development and Maintenance

- A. The Foundation Director will have responsibility for development and maintenance of this Annex. The Associate Vice President Resource Management will collaborate with the Foundation Director on issues related to volunteer services.
- B. All persons or agencies receiving copies of or given access to this Annex will be requested to review it at least annually.
- C. Questions concerning the Annex or recommendations for revisions will be submitted to the Safety and Security Committee or the Foundation Director.
- D. Annually, or more frequently if necessary, the Foundation Director will distribute to all Annex holders any changes deemed necessary to maintain currency of this Annex.
- E. This Annex will be reviewed and revised as necessary following any drills or exercises.
- F. When this Annex is implemented as a result of an actual incident, the response will be critiqued at the earliest possible date, and the Annex revised as necessary. The Vice President Administrative Services will be responsible for convening the critique session.
- G. Revisions to the Annex will be dated and marked to show where changes have been made.

