Brazosport College

Emergency Operations Plan

January 2021

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PLAN DEVELOPMENT AND MAINTENANCE

The Brazosport College Chief of Police/Director of Campus Safety is responsible for the overall maintenance of the Plan structure with assistance from members of the Emergency Planning Committee.

This Plan is based on Federal Emergency Management Agency's "Guide for Developing a High- Quality Emergency Operations Plans"

APPROVAL AND IMPLEMENTATION

This is the official Emergency Operations Plan (EOP) for Brazosport College. This Plan replaces and supersedes all previous EOPs or Emergency Operation Plans implemented by the college. This Plan is intended for the official use of the Brazosport College, employees and agencies that assist the college in the preparation, protection, mitigation, response and recovery from an emergency or disaster.

Please refrain from disseminating this Plan to any agency or individual not affiliated with the college or associated with any of the aforementioned emergency actions without prior approval from the Emergency Planning Committee.

This Plan has been reviewed and approved by the Emergency Planning Committee.

_____   ___June 7, 2021___

Dr. Millicent Valek   Date
President

_____   ___June 4, 2021___

Marshall Campbell   Date
Vice President, Human Resources

_____   ___June 7, 2021___

Chad Leveritt   Date
Chief of Police/Director of Campus Safety

PROMULGATION

The Brazosport College Emergency Operations Plan (EOP) is designed as a multi-hazard mitigation plan to:

- Protect and preserve life.
- Protect and preserve property and the environment.
- Stabilize the emergency incident or disaster.
- Recover to pre-incident operating conditions.

The Plan outlines the roles and responsibilities of individuals, departments, and community partners in the event an incident should affect the normal operations of Brazosport College. This document further describes the appropriate authorities and best practices for the management of situations ranging from small isolated incidents to large-scale catastrophic events.

The Plan is built around the framework, Plan for Developing High-Quality School Emergency Operations Plans by the U.S. Department of Education, Office of Safe and Healthy Students, Readiness, Emergency Management for Schools (REMS) Technical Assistance Center and the Texas Division of Emergency Management (TDEM) Preparedness Standards for Emergency Management in Texas.

The Emergency Operations Plan has been reviewed by local emergency response agencies.

INTRODUCTION AND PURPOSE

Brazosport College strives to provide a safe and secure learning and teaching environment while maintaining an open and welcoming school. The college is exposed to different hazards that have the potential to disrupt normal operations within the college and local community.

This multi-hazard plan addresses emergency incidents that range from a single person, single facility accident/incident through and including catastrophic incidents (involving multiple people, injuries, and/or maintenance) which may require large-scale response including securing or evacuation of the entire campus.

The Emergency Operations Plan is the basis for emergency management of college operations. It contains critical information designed to establish a framework for coordinating an effective and efficient response to any situation that threatens lives and/or property within the Brazosport community. This plan is also designed to provide guidelines during an emergency and aid in recovery, including the restoration of essential services should an emergency incident alter or suspend normal business operations.

The effectiveness of the Emergency Operations Plan is the shared responsibility of each and every member of the Brazosport community. Every member must know his or her role and responsibility in an emergency, which is reinforced by ongoing training and educational efforts.

SITUATION OVERVIEW

The content of the Brazosport College EOP will be based on a risk assessment and related background information provided by the college and community statistics, including but not limited to the following:

Brazosport College is located at 500 College Drive, Lake Jackson, Texas.   Located on 156 acres of beautifully landscaped grounds in Lake Jackson, Texas, Brazosport College has served as the college of choice for students in southern Brazoria County since 1968. Brazosport College offers four-year degree programs in Industrial Management and Health Services Management. BC also offers two-year degree and certificate options in a variety of career fields, as well as courses in major fields of study, which will transfer to four-year schools. The healthcare program at BC offers ADN and LVN opportunities.

The Brazosport College campus has expanded in recent years. Additions include the BASF Center for Process Technology, the Dow Academic Center, the Byron & Sandra Sadler Health Professions/ Science Complex, a new Student Pavilion, a revitalized library, the Freeport LNG Crafts Academy and, most recently, the BCPC Welding Technologies Laboratory. With its growth has come a variety of accolades. In 2013 and 2015, the Aspen Institute ranked Brazosport College among the top 10 community colleges in the nation. Other awards include Safest College Campus in Texas, as well as a Top 10 Beautiful Yet Affordable College Campus in the nation.

The College's continued commitment to student success drives initiatives to assist students in attaining their goals. Partnership programs between the college, community and local industry leaders are steered by the Brazosport College Foundation to help ensure student success.

School Population

Brazosport College enrollment is 4,218 students in the Fall of 2019. The college is supported by 659 full-time and part-time employees, excluding student workers.

The college is committed to the safe evacuation and transport of students and staff with access and functional needs, which includes students/staff with:

- Limited English proficiency,
- Visual disabilities,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,

- Mobility/physical disabilities (permanent and temporary), and
- Medical health (including asthma and severe allergies).

The school's current enrollment of students with access and functional needs is approximately 10, however, this number will fluctuate. The school's current number of staff with access and functional needs is approximately two; however, this number may also fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

Threat/Hazard Assessments Summary

Brazosport College is exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the college community, causing casualties, and damaging or destroying public or private property.

The college planning team completed a thorough site assessment to identify any circumstances in the college or near the campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all college buildings and grounds have been assessed for potential threats/hazards that may impact the site, the staff, and the students. Identified threats/hazards have been assessed by risk and likelihood and ranked accordingly.

As required by Texas Education Code §37.108, every three years Brazoport College shall conduct a safety and security audit of the College's facilities. To the extent possible, the College will follow safety and security audit procedures developed the the Texas School Safety Center (TxSSC) or a comparable public or private entity. The results of the audit will be reported to the TxSSC via the online Junior College Reportin Tool (JCARtool).

Resources

Brazosport College leadership and planning team realize the importance of having formal/informal agreements in advance in order to access critical resources in the case of an incident. The college has the following agreements in place, with:

- Mutual Aid police services are provided by the Lake Jackson, Clute, and Richwood municipal police departments.
- Lake Jackson EMS provides primary ambulance services to the campus with support from Clute EMS
- Emergency Transportation Agreement with the Brazosport Independent School District.
- Reunification Site Agreements with First United Methodsist Church Lake Jackson and Covenant Evangelical Presbyterian Church.
- Crime Lab and communication agreements with the Brazoria County Sheriff's Office.

ADMINISTRATION, FINANCE, AND LOGISTICS

Brazosport College is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be implemented in accordance with the established fiscal policies and standard cost accounting procedures.

Staff assigned to the Emergency Operations Center will maintain accurate logs recording key incident management activities including:

- o Significant changes in the incident situation;
- o Major commitments of resource or requests for additional resources from external sources;
- o Issuance of protective action recommendations to the staff and students;
- o Evacuations;
- o Casualties among students, faculty, staff, or visitors;
- o Containment or termination of the incident.

If Brazosport College resources prove to be inadequate during an incident, the college will request assistance from local emergency services, other agencies, and business in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are entered must be in writing. Agreements and contracts will identify the administrators who are authorized to request assistance pursuant to those documents.

INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The Brazosport College Emergency Planning Committee develops and oversees the emergency planning efforts.

- Chief of Police/Director of Campus Safety: Responsible for carrying out the priorities of the school plan and leading the planning committee. During incident response, will typically oversee safety of students and staff.

- Campus Safety/Police Department: Analyzes life safety, building, grounds and transportation risks as they relate to OSHA and other local, state and federal regulations or guidelines throughout the school year.

- Campus Safety/Police Department: Coordinates advance procedures with EMS, and other local emergency responders. During incident response, they typically serve as medical point person.

- Vice President of Academic & Student Affairs, and Deans of Instruction, Student Services, and School and College Partnerships: Provide information about how plans will work in the classroom. During incident response, responsibilities typically include supervision for the safety of students, assisting other staff as needed, managing student communication per local College Board policy, and reporting any missing/injured students.

Depending upon the threat, the college's response will begin with an inquiry but could also evolve to an investigation.

"Emergency Response Placards" are posted in every classroom, common areas and major use area for faculty and staff. These placards are intended to be used as quick reference document providing a quick plan of responses to identify select threats or hazards.

CONCEPT OF OPERATIONS

The Emergency Operations Plan, based on input from many internal and external stakeholders, is built around the five mission areas of emergency management:

Prevention: Avoid, deter or stop an imminent crime or threatened or actual incident.

Preparedness: Plan, train, and exercise capabiliites to ensure personnel, equipment, and policies are effective to respond to, recovery from, and mitigate against hazards.

Mitigation: Eliminate or reduce the loss of life and property damage by lessening impact of an event or emergency.

Response: Stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery: Assist the college affected by an event or emergency in restoring the learning environment as well as business continuity.

EDUCATION, TRAINING AND EXERCISES

The Chief of Police/Director of Campus Safety and Emergency Planning Committee develop and implement a competency-based training and educational curriculum that supports all employees. The curriculum will comply with applicable regulatory and program requirements. The goal is to create awareness and enhance the knowledge, skills, and abilities of all employees required to mitigate, prevent and protect against hazards and to respond and recover in the event of an incident.

Before the opening of the school year, employees are trained in the following:
- Safety/Security review of the college's emergency plans
- Safety review for all administration, faculty and staff

WARNING, TIMELY NOTIFICATIONS, AND COMMUNICATIONS

In the event a situation arises on and/or off college grounds, it is the judgment of the Chief of Police/Director of Campus Safety or members of the Police Department, if the situation constitutes an ongoing or continuing threat, and whether a college-wide timely warning will be issued. Decisions to make timely warnings will be made on a case-by-case basis in light of all the facts surrounding a crime or other emergency situation. In the event of a college crisis, the Chief of Police/Director of Campus Safety or his/her designee will coordinate the Emergency Planning Committee to develop an appropriate action plan.

The Chief of Police/Director of Campus Safety is responsible for determining the content, timing and tool(s) used for the different audiences depending upon the timing, cause, size, location and complexity of the emergency. The Chief of Police/Director of Campus Safety or his/her designee will write the message that is conveyed for the emergency. Any time the buildings are evacuated, the faculty/staff should take their cellular phone with them. Depending upon the situation, faculty, staff, students, and the broader college community will be informed of a college emergency via the colleges emergency notification system (BC Alert), which includes the phone calls, email, as well as text messages.

COMMAND AND CONTROL
The President has ultimate authority unless authority is delegated to another administrator in her/his absence.

DELEGATION OF AUTHORITY
In the absence of the President the delegation of authority for Brazosport College closings and all emergency situations progresses in the following order:

1. Chief of Police/Director of Campus Safety
2. Police Administrative Lieutenant
3. Vice President, Human Resources
4. Vice President, Financial Services & CFO
5. Vice President, Industry & Community Resources
6. Vice President, Academic and Student Affairs

MEDIA, PRESS RELEASES, PUBLIC DISCLOSURE
In the event of a serious accident or emergency, communication with television, radio, newspapers, public and parents will be handled by the following personnel:

1. President
2. Vice President, College Advancement
3. Director, Marketing and Communication

If approached, all personnel must direct questions to those personnel identified above who will manage all media and public disclosures.

Persons with intimate knowledge of serious situations must promptly share the information with the public information officer, who are often the first people contacted by the media and/or the public. The public information officer will work with all appropriate personnel (and emergency first response agencies if appropriate) to share consistent and strategic messaging. Only designated officials are authorized to speak to the media.

DIRECTION, CONTROL, AND COORDINATION

In lieu of a traditional Incident Command System structure, the college uses a two tier system to manage emergency incidents. The Executive Policy Group (EPG) consists of cabinet members that make major policy decisions. The Emergency Planning Committee (EPC) consists of representatives from college departments are generally expected to perform their "normal" roles when activated during an emergency. However, they may have to act under significant time and resource constraints during such situations.

Executive Policy Group

The Executive Policy Group is a separate element of the organizational structure where college administration come together to make major policy decisions. They also serve to insulate the Emergency Planning Committee from inquiries into the incident from high-level entities, such as local community leaders, government officials, or board of regents.

The Executive Policy Group works with the Emergency Planning Committee and should be in regular communication with the emergency operations center when established.

The policy group may include the president, or may report to the president. The group liaison may be the point of contact between both the Executive Policy Group and the Emergency Management Team. The Executive Policy group membership consists of the following:
- President
- Vice President, Academic & Student Affairs
- Vice President, Financial Services & CFO
- Vice President, Human Resources (Liaison to Emergency Management Team)
- Vice President, College Advancement
- Vice President, Industry and Community Resources (Backup Liaison to Emergency Management Team)
- Director, Marketing & Communications

Emergency Planning Committee (EPC)

The committee has overall responsibility for ensuring this plan is kept up to date. In addition, is it responsible for coordinating training and exercises on campus as it relates to emergency management.

The EPC is tasked with coordinating operational, resource, and planning activities. The main focus during an emergency is managing the "impact" of the event, not the resolution of the specific incident. Secondly, the EPC is to provide support and guidance to the scene-based incident command, not micro-manage their activities. The EPC is also essential for managing short and long-term management of essential operations and long-term recovery efforts.

Led by the Chief of Police/Director of Campus Safety, the EPC will bring together all of the elements necessary to support the incident. In addition to the above, maintaining critical organizational functions (continuity of operations) is a major focus of the EPC.

The EPC Lead, or backups, will activate functional areas based on the needs of the incident. When a function is activated, the director of the responsible department, or the director's designee, will be assigned to the EPC and is responsible for coordinating the function. When more than one department has responsibilities for a given function, one department will be designated the lead.

The EPC is intended to be a flexible group based on the type and complexity of the emergency. Additional personnel not listed below may be used if necessary. When both the EPC and EPG are activated, several members of the EPC below will assume their EPG roles as described in the next section and the EPC will become a separate organizational element that will manage as described above.

This is a standing committee consisting of the following members:
- Chief of Police/Director of Campus Safety, Chair
- Police Administrative Lieutenant (Secondary Lead)
- Vice President, Academic & Student Affairs (EPG)
- Dean of Instruction
- Dean of PIER
- Dean of Student Services
- Dean of School and College Partnerships
- Vice President, Financial Services & CFO (EPG)
- Vice President, Industry and Community Resources (EPG)
- Vice President, Human Resources (EPG)
- Vice President, College Advancement (EPG)
- Director, Marketing & Communications (EPG)
- Director, Information Technology
- Director, Facility Services
- Faculty Member, Law Enforcement Academy
- President, Ex-Officio (EPG)

Emergency Operations Center (EOC)

Depending upon the location and scope of the incident, the Brazosport College has identified the following locations for an Emergency Operations Center:

Primary: Marketing Department – Room H.100B

Secondary: IT Department – Room K.201

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section provides an overview of the broad roles and responsibilities of College faculty and staff during an emergency.

Academic and Student Affairs
- Provide recommendations for alternate academic schedules in coordination with faculty.
- Identify alternate locations for academic activities both on and off-campus.
- Inform students of emergency and actions to be taken or avoided.
- Encourage students to inform their parents, family members, or significant others, of their plans, including destination and mode of travel. The College may provide limited transportation off-campus when appropriate and assuming the availability of resources.
- Assist students in notifying nearest relative or guardian of whereabouts.
- Develop and maintain an intra-departmental emergency call-out list of vital personnel. This may include existing staff, student staff, student volunteers, or other campus staff members.
- Explore methods that will assist students to return, including financial incentives (loans, grants, partial tuition waiver), housing assistance for those who may have lost their homes, tutors or other educational support to help them through a particular situation.

Industry and Community Resources
- Act as a liaison between the EPC and local community to identify unmet needs and resource requests.

Police and Campus Safety
- Preserve law and order and maintain public safety;
- Provide for crowd control and movement of personnel;
- Control affected areas until relieved by proper authority;
- Control vehicular traffic at evacuation routes as well as ingress/egress to emergency location;
- Conduct any necessary searches of area;
- Collect and disseminate intelligence information;
- Preserve emergency scene and evidentiary materials;
- Maintain up-to-date lists of emergency response agencies and personnel;
- Manage available parking and assign space for media and other non-essential personnel.
- Provide continuous updates of emergency conditions as situations escalate or de-escalate;
- Report localized hazardous conditions as they develop in order to limit further damage/injury;
- Determine tactical response criteria;
- Provide initial first aid to injury victims;
- Develop and maintain an intra-departmental emergency plan and call-out list of vital personnel;
- Develop and maintain list of equipment and supplies on hand and those needed for

particular emergencies.

- Make immediate notifications and other mass notification systems when imminent threats to the safety of students, faculty and staff are recognized.

Marketing and Communications
- Develop and maintain an intra-departmental plan to meet emergencies as well as a call out list of vital personnel.
- Develop and maintain a list of equipment and supplies on hand and those needed to meet emergency situations.
- Inform College and community-at-large of information pertaining to particular emergency.
- Release information to media pertaining to opening/closure of the College or College academics and activities, recall of essential personnel, and other information as necessary.
- Establish liaison with the news media for dissemination of information as requested by the President
- Advise EPC of all news concerning the extent of crisis affecting the campus.
- Prepare news release for approval and release to media.
- Serve as the College spokesperson designated to make statements on behalf of the College. No other units or individuals should deal with or respond to the media without the prior approval of the EPC. This does not prohibit individuals from contact with the media; however, such contact must be on their own behalf and not on behalf of the College.
- Provide media updates as often as needed. A regular time will be set to release updated information.

Facilities Services
- Develop and maintain an intra-departmental plan to meet emergencies as well as a call-out list of vital and key personnel.
- Dependent on conditions, designate and identify key personnel, including trade/skill sets who must remain on campus to maintain facilities.
- Develop and maintain a list of equipment, supplies, tools and machinery on hand as well as those needed to meet particular emergencies.
- Mobilize forces to assist in coping with preparation, response, and securing from an emergency.
- Coordinate requests for gathering and delivery of personnel and supplies.
- Provide roll plastic and plastic bags to departments to cover computers and electronics.
- Assure isolation of emergency area via control of gas, water, power, and sanitation.
- Clear and maintain access routes as required.
- Prepare shelter for opening upon request including securing/connecting generator.
- Have access to building floor plans, schematics and mechanical drawings of buildings.
- Provide for emergency power to areas requiring such to maintain operation during an emergency.
- Determine extent of damages.
- Provide cost estimates of damage.

- Assist in preparing and securing buildings; remove outside items and banners.
- Provide for clean-up efforts after emergency.
- Care for utility emergencies (e.g., downed power lines).
- Provide custodial services to shelters and buildings maintaining operations during emergency event.
- Assist in barricading and physically isolating designated areas.
- Provide additional vehicles and vehicle maintenance as required.
- Provide training for building/facility coordinators.
- Make temporary emergency repairs to facilities to prevent additional damage and secure buildings. Maintain detailed building documentation, including photographs and itemized materials lists, on all temporary emergency repairs.
- Provide documentation (photographs) of damage prior to making temporary or permanent repairs for insurance and FEMA reimbursement.
- Maintain detailed documentation of all purchases on a "per building basis" for insurance and FEMA reimbursements.

Human Resources
- Provide guidance on human resource policy issues that arise as a consequence of emergencies.
- Ensure that employee data is current and made accessible during emergencies.
- Provide employee assistance services to employees requiring such services as a consequence of the emergency situation.
- Maintain non-exempt employee time records to indicate regular and overtime worked during time of crisis so as to provide adequate documentation to FEMA for potential reimbursement.
- Provide for processing payroll on the established schedule utilizing off site alternatives and necessary.
- Depending on the crisis, some employees may be in serious financial or personal stress and unable to return to work immediately or able to get to work. Evaluate methods in which employees may continue to get paid, or receive grants from the College until they are able to fully return to work.

Information Technology
- Recommend/provide alternative remote locations from which essential business functions such as payroll, student registration data, accounts payable and purchasing can be conducted in the event the data and telephone infrastructure at the main campus in rendered inoperable.
- Assist in recovering data lost or damaged as a result of a disaster, to the extent possible.
- Maintain, to the extent possible, voice and data communications throughout an event to designated buildings.
- Recommend/provide alternative and redundant communication methods.
- Consider the use of contractual voice and data services to facilitate the College [SEP] through the recovery period until permanent systems can be restored.

Financial Services
- Provide the appropriate accounting structure to ensure that expenditures are properly documented.
- Ensure the appropriate fiscal reports are prepared and submitted as required.
- Ensure necessary accounting data is captured and submitted to the appropriate agencies, including but not limited to the Federal Emergency Management Agency (FEMA).
- Will coordinate with other EPC members for the procurement of materials and supplies.

Student Health and Counseling Services
- Provide services to aid in the resolution of human problems and emergency situations as they arise (i.e., suicide and homicide threats; demonstrations of irrational behavior).
- Establish counseling services and short-term interventions for individuals
- Provide for assessment and referral to appropriate resources for problem resolution and psychological services.
- If appropriate, contact community resources related to dealing with the emotional consequences of suffering crisis and trauma.

Faculty And Staff

- Knowing the emergency operations documents.
- Directing students to inside or outside lockdown/shelter/assembly/evacuation locations according to college guidelines and/or instruction provided by the EPC.
- Obtaining first-aid services for injured students and staff

RECORD OF DISTRIBUTION

The Emergency Planning Committee is responsible for the distribution (electronic and hard copy) to faculty and staff, and the EMS and Fire Departments. Records of distribution are kept in the Campus Safety office.

AUTHORITIES AND REFERENCES

Ultimate authority rests with the Chief of Police/Director of Campus Safety. Brazosport College EOP was established in accordance with the following laws and authorities:

Federal

- Americans with Disabilities Act
- Education for Homeless Children and Youth Program Title VII-B of the McKinney-Vento Homeless Assistance Act (as amended by the No Child Left Behind Act of 2001 Non-Regulatory Guidance)
- Emergency Management and Assistance, 44 CFR
- Emergency Management Institute (EMI), Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS) E-361, Multi-Hazard Emergency Planning for Schools, E-362, Multi-Hazard Emergency Planning for Schools, Train-the-Trainer, G-364, Multi-Hazard Emergency Planning for Schools
- Emergency Management Institute (EMI), Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS) IS-362A, Multi-Hazard Emergency Planning for Schools
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Family Educational Rights and Privacy Act (FERPA), Title 34, Part 99 CFR
- Federal Emergency Management Agency (FEMA), Continuity Guidance Circular (CGC) 1, July 2013
- Federal Emergency Management Agency (FEMA), Continuity Guidance Circular (CGC) 2, October 2013
- Federal Emergency Management Agency (FEMA), Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education and
- Federal Emergency Management Agency (FEMA), Guide for Developing High-Quality School Emergency Operations Plans
- Federal Emergency Management Agency (FEMA), Local Mitigation Planning Handbook, March 2013
- Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS), A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action 2011
- Health Insurance Portability and Accountability Act (HIPAA) of 1996, as amended. (42 U.S.C.)
- Homeland Security Act of 2002
- Homeland Security Exercise and Evaluation Program (HSEEP), Department of Homeland Security, April 2013
- Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- Homeland Security Presidential Directive, HSPD-7, Critical Infrastructure Identification, Prioritization, and Protection
- Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime of 1990

- Statistics Ac Robert T. Stafford Disaster Relief and Emergency Assistance Act, (as amended), 42 U.S.C. 5121
- The Disaster Mitigation Act of 2000, PUBLIC LAW 106–390
- The National Disaster Recovery Framework
- The National Incident Management System
- The National Mitigation Framework
- The National Preparedness Goal
- The National Preparedness System
- The National Prevention Framework
- The National Response Framework
- NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs
- U.S. Department of Education Grants to States for School Emergency Management Program CFDA 84.184Q
- U.S. Department of Education Guide to School Vulnerability Assessment: Key Principles for Safe Schools, 2008
- U.S. Department of Education NIMS Implementation for Schools and Institutions of Higher Education (IHEs)
- U.S. Department of Education, National Center for Education Statistics, Digest of Education Statistics, 2011.
- U.S. Department of Homeland Security (DHS), Comprehensive Preparedness Guide 101 (CPG 101): Developing and Maintaining Emergency Operations Plans, Version 2, 2010
- U.S. Department of Homeland Security (DHS), Comprehensive Preparedness Guide 201 (CPG 201): Threat and Hazard Identification, and Risk Assessment Guide National Infrastructure Protection Plan, Education Facilities Subsector, April 2012
- White House, Empowering Local Partners to Prevent Violent Extremism in The United States, 2012

State
- Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- Chapter 81 - Disease Control Act
- Executive Order of the Governor Relating to Emergency Management
- Executive Order of the Governor Relating to the National Incident Management System
- Executive Order of the Governor Relating to the Regional Unified Command Structure
- Government Code, Chapter 418 (Emergency Management)
- Government Code, Chapter 421 (Homeland Security)
- Government Code, Chapter 433 (State of Emergency)
- Government Code, Chapter 552 (Public Information)
- Government Code, Chapter 791 (Inter-Local Cooperation Contracts)
- HSC Chapter 121, Subchapter B, Section(s) 121.021-121.025 - Health Authorities
- Local Emergency Management Planning Guide (TDEM-10) Revision 4/ Emergency Management Planner's Guide The Planner's Toolkit 2014
- State of Texas Emergency Management Plan, May 2012

- Texas Community Right-to-Know Acts, Health and Safety Code, Chapters 505-507
- Texas Education Agency Government Code 61.1036 Section 3, F (F)
- Texas Education Code Chapter 26
- Texas Education Code Chapters 37
- Texas Education Code Chapters 38
- Texas Education Code Chapters 42
- Texas State Agency Continuity Planning Policy Guidance Letter (PDF)
- Texas Unified School Safety and Security Standards, Revised May 2014
- The Texas Homeland Security Strategic Plan, 2010-2015, Section 3.2.4 Objective 2.4: Enhance the Safety of Schools in Texas

RECORD OF CHANGES

CHANGE #	DATE	REVISION MADE BY:	REVISION:

ANNEX A - FIRE

Learn the location of Fire Exits and Fire Extinguishers in your area and how to use them

Emergency exits are clearly identified with red exit markers overhead. Learn the closest exit including alternative exits in the event of fire and become familiar with posted evacuation floor plan charts in your area. College personnel are responsible for pointing out exit signs and evacuation routes to students in their classes or employees under their supervision. Should a fire condition occur, an audible alarm will sound and/or a flashing strobe light will activate. In the event of a flashing strobe light with no sound, it should be treated the same as an audible alarm.

There are over 150 fire extinguishers on campus. Each classroom, administrative office area, and mechanical room has fire extinguishers. Know the location of the fire extinguishers near your office or classroom.

In the event of a fire, follow these steps:

❑   Act quickly. Get everyone to safety before trying to fight a fire.

   Contact Campus Safety at 230-3030 and inform them if there is a disabled person in need of assistance to exit a building and provide a location.

USE THE STAIRS – DO NOT USE THE ELEVATORS

Notify someone else about the fire. This person can activate the fire alarm and/or call 911.

If the fire is minor and appears controllable, and you are comfortable with the operation of a fire extinguisher, use one to put the fire out. Faculty and staff members should familiarize themselves with operation of the fire extinguishers.

❑   Utilize the basics of fire extinguisher operation (PASS):

   P…Pull the pin.

   A…Aim extinguisher nozzle at the base of the flame.

   S…Squeeze trigger while holding the extinguisher upright.

   S…Sweep the extinguisher from side to side, covering the area of the fire.

❑   Remember to:

   ◊ Test the extinguisher before approaching the fire.

   ◊ Keep low and approach with the wind at your back.

   ◊ Back away, watching for rekindle.

❑　　　If the fire is large and uncontrollable, DO NOT attempt to extinguish it. Evacuate all rooms by following instructions in Tab A; close all doors to confine the fire and reduce oxygen.

DO NOT LOCK DOORS

Immediately contact 911 or from a campus phone press button for Campus Police (979-230-3030). The Police will contact the fire department.

- College personnel will notify students in classes and employees of the emergency.
- College personnel should be familiar with fire alarm pull stations and activate an alarm if possible.
- Contact Campus Safety at 230-3030 and inform them if there is a disabled person in need of assistance to exit a building and provide a location.

Once outside, move to the evacuation zones identified in Annex F. Keep streets, hydrants and walkways clear for emergency vehicles and responders.

ANNEX B – WEATHER RELATED EMERGENCIES

Hurricane/Flood

It is the policy of Brazosport College to follow national weather advisories regarding evacuation of the area in case of severe weather conditions. Employees shall ensure that supervisors know how they may be contacted during an evacuation period. If unable to communicate with your supervisor, contact the College Call Center (dial "0") for recorded messages or the College website (www.brazosport.edu) for additional storm-related information.

In the event a hurricane or flood threatens the Brazosport area, the President or designee will monitor conditions and decide whether to close the campus. If the determination is made to close the campus, employees should do the following:

- All electrical equipment should be unplugged with the exception of telephones.
- Where feasible, move computers and electronic equipment away from windows and outside doors, and away from areas that have leaked in the past.
- When a hurricane or flood watch is issued, the Director of Facility Services will be responsible for securing loose materials outside the buildings.
- The Director of Facility Services will be responsible for shutting down air conditioning, gas, electrical, water systems and for moving equipment to the safest location once the college has been evacuated.
- Staff members are responsible for moving equipment and records in their areas to the locations designated in department plans. If assistance is needed, supervisors should contact the Director of Facility Services.
- Listen to local radio and TV stations listed in this Handbook for updates regarding weather conditions. If area evacuation is ordered by County officials, see Annex G for the Emergency Actions Procedure for weather related area evacuation.

Public announcement of the campus reopening will be made over local radio and TV stations listed herein. If you are out of the area, please consult the college emergency website: http://emergency.brazosport.edu.

Tornado

Since tornadoes occur without time to prepare, there is little to be done other than protecting yourself and others. Safe shelter locations have been identified (see Annex I). Faculty and staff should become familiar with shelter locations and direct others to those locations in the event of a tornado warning. Assigned college personnel will notify you if a tornado threatens the campus. An announcement will be made to notify the campus community using the BC Alert system. Remember that you are safer inside the building. Follow instructions and refer to safe shelter locations in Annex I.

STAY AWAY FROM WINDOWS AND STAY CLOSE TO STRUCTURAL SUPPORTS.

ANNEX C – BOMB THREATS

Bomb threats are occasionally made against public institutions. Access cannot be controlled because the college is an open campus.

- The welfare of the students and employees of the college is most important. If you receive a threat, try to have the caller agree for the call to be transferred to the President or a Vice President.

  - If that fails, attempt to gather as much information as possible. Try to learn the following:

    ◊ When is the bomb set to go off?

    ◊ What does the bomb look like and where is it placed?

    ◊ Why was the bomb set?

    ◊ What does the caller's voice sound like?

    ◊ Were there any identifiable sounds in the background?

    ◊ What was the exact wording of the threat?

DO NOT HANG UP ON PHONE THREATS. TRY TO KEEP THE CALLER TALKING AND GET AS MUCH INFORMATION AS POSSIBLE.

UTILIZE THE BOMB THREAT CHECKLIST IN APPENDIX 1 TO NOTE VITAL INFORMATION FROM THE CALLER.

- Immediately notify the Brazosport College Police Department that you have received a threatening phone call and relay as much information as possible. You should be prepared to answer their questions to the best of your knowledge.

NOTE: The President, in consultation with the Brazosport College Police, will make a decision regarding any action to be taken.

- If an evacuation is ordered, scan your area of the building for any suspicious articles or packages. If suspicious items are identified, DO NOT attempt to remove them. Report them to the Brazosport College Police.
- Signs of a Suspicious Package could include:

  ◊ No return address

  ◊ Excessive Postage

  ◊ Stains

◊ Strange odor

◊ Unexpected delivery

◊ Poorly handwritten

◊ Misspelled words

◊ Incorrect titles

◊ Foreign postage

◊ Restrictive Notes (e.g., Confidential or "For your eyes only")

- If a building evacuation is ordered, see Annex F for the Emergency Actions Procedure covering building evacuation.
- Radio transmissions, including cellular transmissions should be restricted at a bomb scene. No radio traffic, transmitting or receiving, or cellular phone calls within 300 feet of a suspected explosive device are permitted.

DO NOT RETURN TO THE BUILDING UNTIL NOTIFIED TO RETURN BY THE ADMINISTRATOR ON DUTY OR CAMPUS SAFETY PERSONNEL.

ANNEX D – VIOLENT ACTS

This section describes procedures for intervention in the event that an individual shows suicidal or homicidal tendencies or when personal violence is involved. The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to ensure their safety and the safety of others.

- Once an administrator, instructor or staff member is aware of an individual who is making an attempt on his/her life or the lives of others or is threatening such an attempt, the employee should, as much as possible, assess the level of the crisis and respond using the following guidelines:

  ◊ Contact the Campus Safety/Police Office (979-230-3030) or from a campus phone press the button for Security/Campus Police or dial 911.

  ◊ Notify a college administrator at one of the numbers listed above on page 26.

- If the threat of violence involves an act of armed intrusion or suspected armed intrusion, refer to Annex H for the Emergency Actions Procedure covering armed intrusion and lock down.

TAKE STEPS TO ENSURE YOUR SAFETY AND THE SAFETY OF OTHERS.

ANNEX E – HAZARDOUS MATERIALS

Any spill of a hazardous material on campus must be reported to Campus Safety at 979-230-3030.

When reporting the incident, be specific about the material spilled and the exact location of the spill. Campus Safety personnel will follow up and contact any outside authorities if assistance is required.

- On-site personnel should evacuate the area of the spill and seal it off as much as possible to prevent contamination of adjoining areas.
- On-site personnel should also evacuate adjoining areas if the spill poses a threat to those areas.

Anyone who may be contaminated by the spill should:

- Immediately wash with soap and water.
- Remove contaminated clothing.
- Request assistance.
- Remain in the vicinity of the spill, but far enough removed to be out of danger.
- Give their names to the college administrator on duty.

College labs are equipped with safety showers and eyewash stations. These should be utilized at once.

GAS LEAKS ON CAMPUS

If a natural gas leak is detected in the building, the following steps should be taken:

- Walk quickly to the nearest marked exit and alert others in the area to evacuate the area. Notify Campus Safety (979-230-3030) of the location of the leak.
- If a general evacuation of the building becomes necessary, an announcement will be made over the speaker systems and the voiceover IP telephones.
- Contact Campus Safety at 230-3030 and inform them if there is a disabled person in need of assistance to exit a building and provide a location.
- Go to the designated evacuation area nearest your location.
- Do NOT turn any electrical power source off or on or attempt to use the telephone or a flame of any kind.
- Do NOT use elevators when leaving a building.
- Remain at least 500 feet from the location of the leak.
- Do NOT return to an evacuated building until instructed to do so by college personnel. Refer to Annex F (for the Emergency Actions Procedure covering building evacuation).

TOXIC FUME RELEASE (OFF CAMPUS)

During an accidental release of toxic fumes from industry, the rail transport of chemicals, or other emergencies where the air quality threatens persons on campus, shelter-in-place is recommended. Shelter-in-place means staying inside the building that you are currently in or seeking shelter in the nearest available building.

Local authorities will notify the college to issue orders for shelter-in-place during chemical emergencies that occur off campus. In the event a shelter-in-place is ordered, announcements will be made over the speaker systems and the voiceover IP telephones. Refer to Annex I (for the Emergency Actions Procedure covering shelter-in-place).

If a medical emergency develops, follow procedures outlined in Annex J Health and Medical.

Note: Do not leave the building until you receive official notification that the danger has passed.

ANNEX F – BUILDING EVACUATION

Evacuation Alarms and Announcements

In case of fire, natural gas leak, release of a toxic or lethal substance, a bomb threat, or other threats, it may become necessary to perform a building evacuation. Please note that in cases of a release of toxic or lethal substances or shooting incidents, some buildings may not be evacuated and, instead, may be instructed to shelter-in-place or take other precautions and actions.

If an evacuation in your building is necessary due to fire or other threatening condition, a voice announcement to evacuate will be made via the fire alarm system, the voiceover IP telephones, and/ or the external speaker system. In the event of a fire, an audible alarm and/or a flashing strobe light will activate. In the event of a flashing strobe light with no sound, it should be treated the same as an audible alarm. Please follow the directions.

Evacuation Charts and Procedures.

An evacuation floor plan is included on the Emergency Placards posted in each classroom and office area to assist you in vacating to a safe area.

- Ground floor locations: the evacuation floor plans will provide direction to the appropriate exit door through which you can proceed to your designated evacuation zone if so instructed.
- Second floor locations: the placards will provide you with directions to the exit door and the nearest stairwell location or Area of Refuge to help assure your safe evacuation to ground level. Once on the ground floor, proceed to your designated evacuation area.
- Contact Campus Safety at 230-3030 and inform them if there is a disabled person in need of assistance to exit a building and provide a location. Remember: do not use the elevators.

When leaving the building be sure to:

- Carry all personal items with you.
- Disconnect electrical equipment that must be protected.
- Close doors behind you as you depart.

Once outside, stay clear of emergency vehicles and responding personnel and do not return to an evacuated building until cleared to do so by a College administrator or Campus Safety personnel.
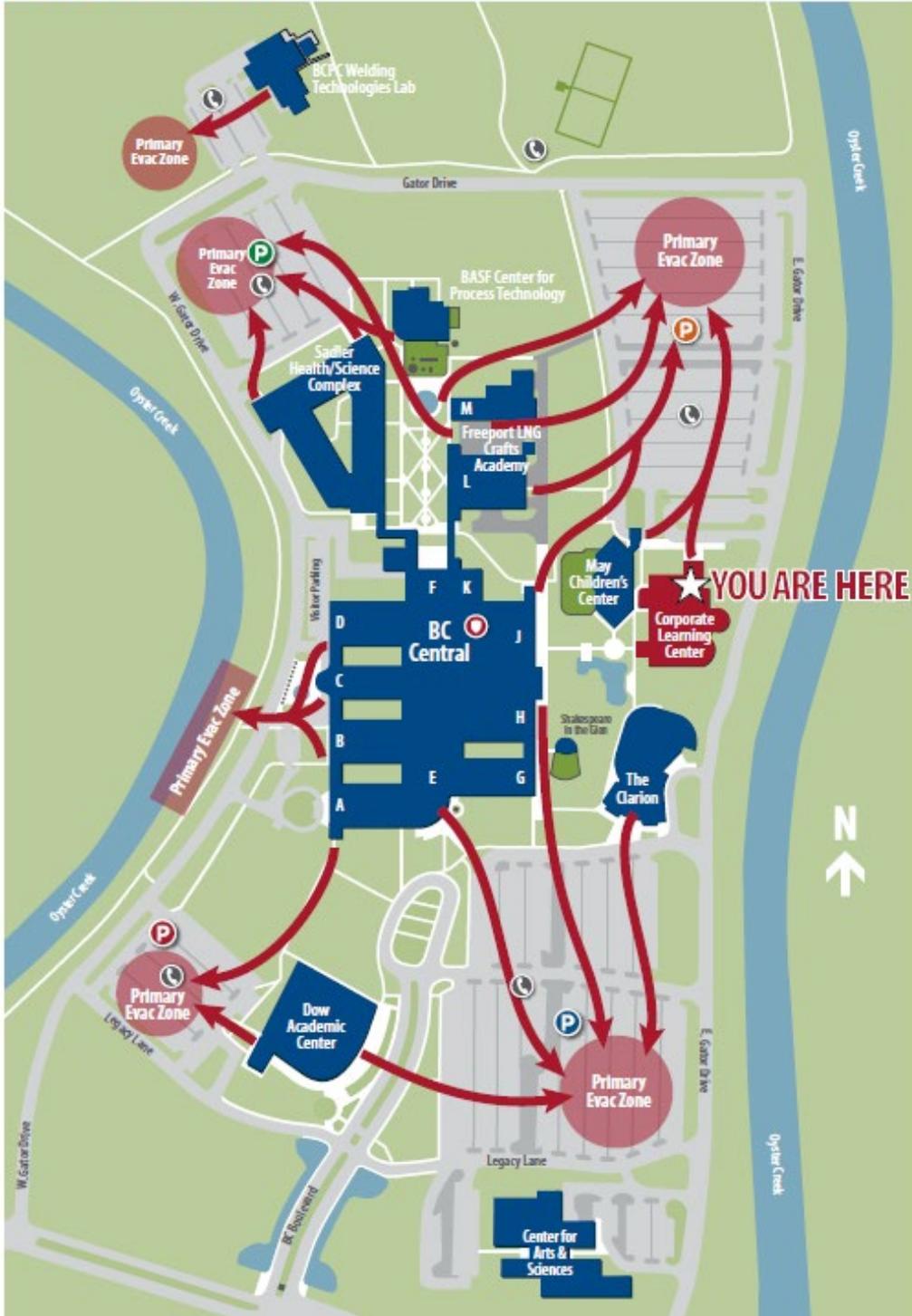
In Case of Emergency

FOLLOW INSTRUCTIONS - REMAIN CALM - CALL 911 & 979.230.3030

EVACUATION ZONES

CONFIDENTIAL

ANNEX G – WEATHER RELATED EVACUATION

It is the policy of Brazosport College to follow all National Weather Service and Brazoria County Emergency Management advisories regarding evacuation from the area in the case of severe weather conditions.

College personnel are responsible for protecting and/or moving equipment, supplies and records in their individual areas of supervision to a safe location.

Facility Services personnel are responsible for shutting down all appropriate HVAC, gas, electrical and water systems and moving equipment and materials to a safe location and securing loose materials stored outside the buildings.

Campus Police/Security personnel will take steps necessary to protect property from theft or vandalism.

Brazoria County Emergency Management evacuation timelines are established to help assure a timely, safe and orderly evacuation from the area in response to a catastrophic weather event (Category 3 hurricane and higher), or other event. "H-Hour" is defined as that point in time when tropical storm force winds are forecast to reach the coast line and when the projected path of the storm is to pass near or through the Brazoria County area.

The H-hour timeline has been established to provide for a planned area evacuation in response to storms originating in the Atlantic Ocean.

A timeline for storms that have their origin in the Gulf of Mexico is planned for development at a later date.

Public school closings will be announced by the appropriate school district office.

Should Brazosport College be scheduled for closing, this announcement will be provided by the President or the designated administrative representative. Employees shall assure that their immediate supervisor knows how they may be contacted by telephone during an evacuation period. After the danger has passed, this will permit all employees to return to the area. All employees are to contact their immediate supervisor within 24 hours regarding instructions

for returning to work. If unable to reach immediate supervisors, employees should check the college website and/or contact their up-line supervisors for instructions.

For planning purposes, the following H-hour time line has been developed by Brazoria County Emergency Management officials and will be adhered to during any announced phased weather evacuation in response to storms with an Atlantic Ocean origin.

- 120 hours prior to H-hour
  - State of Texas Emergency Management Operations Center is activated.
- 96 hours prior to H-hour

- o Brazoria County Emergency Management Operations Center is activated in the Commissioners Courtroom at the County Courthouse in Angleton.
- 72 hours prior to H-hour
  - o County officials contact all local agencies to address their needs in response to evacuation.
  - o Reported needs are presented to the county judge and those beyond the county's ability to support are forwarded on to State Emergency Management officials.
  - o At 6:00 a.m. of the date closest to 60 hours prior to H-hour
  - o Evacuation hubs located in Alvin, Angleton and West Columbia are activated.
  - o Special Needs evacuation procedures are implemented. Buses begin transporting evacuees with special needs to Belton, Texas.
- 48 hours prior to H-hour
  - o Mandatory evacuation is ordered by the Brazoria County judge beginning with residents of zip code 77541 (Surfside/Freeport area).
  - o All hospitals in Brazoria County will be closed by this time.
- 36 hours prior to H-hour
  - o Traffic complications may be encountered along the evacuation routes. Brazoria County evacuees should be out of the area by this time.
  - o Harris County and the City of Houston evacuations begin at this time.
  - o I-10 contra-flow lanes open at this time. (All lanes will allow westbound traffic only).

NOTE: All northbound State Highway 36 traffic into Sealy will be diverted to the westbound contraflow lane at I-10 and SH 36 intersection. Should your intended evacuation route be to continue north on SH 36 north of Sealy, it will be necessary to get off of SH 36 before reaching the I-10 intersection. You can then return to SH 36 north once you are north of I-10.

- 12 hours prior to H-hour
  - o All bus transportation out of the area will have ceased by this time.
  - o Anyone remaining in the area will be diverted to temporary staging areas. These locations will be determined by county officials.
- H-hour
  - o All emergency response personnel will be pulled from duty at this time.
  - o No rescues will be attempted after H-hour until county officials determine that conditions have improved to the point where it is safe for emergency response personnel to return to duty.

ANNEX H – ACTIVE SHOOTER

Brazosport College places the highest priority on the preservation of the lives of our faculty, staff, and students. If an active shooter event should occur, our community shall use the Avoid, Deny, and Defend model.

Should the safety of the campus be breached by an active shooter, alerting notifications will be immediately broadcast and disseminated to employees.

- A voice announcement will be made in BC Central by Campus Police over the voice broadcast capability of the fire alarm system.
- A voice phone announcement to commence lockdown will be made by the IT department, through the four (4) digit telephones in all classrooms as well as all faculty and staff offices and other common-use areas designated as part of this emergency phone announcement network. The announcement will also be broadcast over the external speaker system.
- To discourage additional personnel from entering the campus until the threat has been neutralized, the IT department will request our mass communications provider initiate the notification process. This message can take the form of a text message, recorded voice call, voicemail or email message and will advise recipients of the armed intrusion and instruct them to remain off campus until an all-clear notification message is received.

Campus Police will request the Clute Police Department to dispatch units to assist in closing access to the campus and the Lake Jackson Police Department and other local law enforcement to dispatch a unit(s) to assist in the search of the campus and neutralizing the threat.

AVOID THE AREA

Conventional wisdom tells us that there are three bad things we should always attempt to avoid: bad people, bad locations, and bad times. Always assess your surroundings, especially if you find yourself in a location that may be a target of an active shooter event. Remember, most active shooters use a building as a natural barrier from the inevitable law enforcement response.

Always know the escape routes you could take in the event someone starts shooting or some other disaster occurs. During an Active Shooter event, if it is safe to do so, faculty, staff, and students should exit the building immediately to AVOID the area of danger.

If you get out of the building call 911 as soon as possible and report the situation.

DENY THE SHOOTER ACCESS

If you cannot safely get away from the shooter by exiting the building, EVERYONE should take immediate steps to DENY the shooter access to you and those around you. In classrooms, with classes in session, faculty members should lead the effort to secure the classroom.

- All doors should be locked and if possible, barricaded.
- Keep out of sight:
    - Turn out the lights. This has two benefits:
    - It will help give the appearance the room is empty and the shooter should continue past the room looking for other victims.
    - If the shooter does gain access into your room, your eyes have already adjusted to the darkness while the shooters have not. This can be a great advantage if you are forced to defend yourself.
    - Close blinds.
    - If possible, block off glassed areas and windows with coverings.
- Take adequate cover/protection by moving to locations away from windows/doors. Positioning yourselves behind desks, tables and filing cabinets can provide additional protection.
- Silence cell phones and pagers, and do not use radios, TVs or computer monitors.
- Help keep occupants calm/quiet.
- If the intruder is seen on campus, a telephone report should immediately be made to 911. If a uniformed police officer is available they should also be notified.
- When reporting an intruder, or a suspected intruder, a brief physical description should be given to include location, gender, clothing type, weapons observed, and other characteristics that would aid in identifying the individual(s).

DEFENDING YOURSELF

Active shooters are attempting to kill as many persons as they can before law enforcement arrives and confronts them. If your attempts at AVOID and DENY fail, you must DEFEND yourself.

Prepare to fight for your life and the innocent lives around you. In most situations the shooter will be outnumbered by the victims. Get two or three others to help you swarm the shooter while he or she is disadvantaged.

Do not fight fair, use everything at your disposal to attack the shooter. Fight as if your life depends on it.

Some people are either unwilling or unable to physically fight. Make sure these individuals locate themselves behind something that will stop bullets. Playing dead is a risky endeavor, because many shooters continue to shoot their victims even after they are deceased.

UNDERSTANDING/PREPARING FOR LAW ENFORCEMENT RESPONSE

An active shooter event will bring a response from uniformed and plain clothes police officers. Most plain clothed officers will wear something that identifies themselves as a police officer, but often this is subtle. It is important to understand that undercover officers may not look like a police officer. Scan the person's neck and waistband for a badge.

Law Enforcement has specific priorities during an active shooter event. The first is to move in, bypassing wounded victims and confronting the shooter. Once the shooter has been isolated, distracted or neutralized they will then begin providing medical aid to those most in need. As part of this priority, police officers will bypass the wounded.

One must understand these scenes are chaotic and officers will be experiencing high levels of stress, and just like the public, some handle these situations better than others. When you come into contact with Law Enforcement respond to the officers appropriately, FOLLOW ALL COMMANDS.

Be prepared to be handcuffed or restrained in your movement. Please understand most responding officers do not know who you are and are trained to treat everyone as "unknown" until they determine you are not a threat.

If you know of another threat notify the officers as soon as possible. Try to keep your hands visible at all times unless directed otherwise. Move only when you are directed to do so and do only what the officer tells you to do.

MEDICAL ISSUES

In the majority of cases, emergency medical services personnel will not enter the scene until it has been deemed safe by law enforcement. This means law enforcement and others trapped inside the building will have to provide medical assistance to any injured persons. It is recommended that faculty, staff, and students seek training in first aid especially regarding how to control bleeding.

ANNOUNCING THE ALL-CLEAR

When the threat has been neutralized, an all-clear message will be broadcast/transmitted utilizing the communications media outlined above.

ANNEX I – SHLETER IN PLACE

As a precaution and to ensure the safety of building occupants in response to conditions such as severe weather or an external release of a toxic or lethal chemical, gas or other substance, it may become necessary to initiate procedures for a shelter-in-place.

CHEMICAL RELEASE

Should such a need arise, a voice announcement to shelter-in-place will be made in the main building by Campus Police over the voice broadcast capability of the fire alarm system.

A voice phone announcement to shelter-in-place will also be made by the IT department through the four (4) digit telephones in all classrooms of the main building. This voice phone announcement will be broadcast to all other campus buildings as well. This announcement will ask those people to come inside immediately. The announcement will be made by the IT Department simultaneously with their voice over IP internal phone announcement to the classrooms/other areas.

Once inside, all external doors and windows should be closed. Any available items suitable for blocking spaces between doors and windows should be utilized to prevent possible fumes from entering the space. In those rooms where classes are in session, the faculty member in charge should take a leadership role in ensuring an effective shelter-in-place.

The Director of Facility Services will be responsible for shutting down the HVAC system for the buildings to reduce the intake of outside air.

If radios or televisions are available, turn them on to receive updates on the conditions outside. Periodic updates will be provided to classrooms and other areas equipped with the voice over IP telephones.

If eyes, nose or throat becomes irritated, protect your breathing by covering your mouth with a damp cloth, if available. Take frequent shallow breaths and remain calm. Under no circumstances should you go outside unless you have access to a portable, self-contained breathing device.

Provide assistance to others as needed if someone in your immediate area requires medical attention. Report this information to Campus Safety at 230-3030 or the 911 operator, by whatever means available.

Do not leave the building until you receive official notification that the danger has passed and it is safe to go outside.

NOTE: During a shelter-in-place, Facility Services personnel will shut down the HVAC system to reduce intake of outside air and college officials will provide periodic updates to the classrooms and other areas equipped with voice over IP telephones.

TORNADO OR SEVERE THUNDERSTORM

As a precaution and to ensure the safety of building occupants in response to a tornado or severe thunderstorm activity, it may become necessary to initiate procedures for a shelter-in-place.

Should such a need arise, a voice announcement to shelter-in-place will be made in the main building by Campus Police over the voice broadcast capability of the fire alarm system.

A voice phone announcement to shelter-in-place will also be made by the IT department through the four (4) digit telephones in all classrooms of the main building. This voice phone announcement will be broadcast to all other campus buildings as well. This announcement will ask those people to come inside immediately and to move away from windows and other glass. The announcement will be made by the IT Department simultaneously with their voice over IP internal phone announcement and overhead speaker system to the classrooms/other areas.

If radios or televisions are available, turn them on to receive updates on the conditions outside. Periodic updates will be provided to classrooms and other areas equipped with the voice over IP telephones.

IF AT ALL POSSIBLE, MOVE TO AN INTERIOR ROOM AND AWAY FROM WINDOWS AND OTHER GLASS.

ANNEX J – PUBLIC HEALTH AND MENTAL HEALTH

The purpose of this annex is to provide guidelines for an effective response to infectious diseases that will help ensure the health, safety, and well-being of the College community. This annex is intended to provide a strategy for identifying the resources needed and how those resources should be deployed, while establishing effective communication and response of all the relevant on campus and off campus entities to support a coordinated response.

Additionally, these guidelines will:

- Provide guidance for emergency response operations and the utilization of all available college and government resources for the protection of lives, property, and the continuance of college operations in the event of an outbreak.
- Outline the duties and responsibilities of College departments.
- Represent the flexible timeline associated with an infectious disease or food borne illness outbreak, the response to an outbreak, through the resumption of normal operations.

Scope

All contents within this annex apply to students, faculty, staff, and visitors, while knowing that major outbreaks occurring within the College campus, will most likely influence surrounding communities.

Response may consist of, but is not limited to the following departments:

- Marketing and Communications
- College Public Safety
- Student Health Services
- Environmental Health and Safety
- Facilities Services
- Human Resources
- Information Technology
- Dining Services
- Student Affairs

Situation

An infectious disease is any medical illness that is caused by microscopic organisms or their toxins. Invading microorganisms include viruses, fungi, bacteria, and parasites. Sources for these organisms include the environment, animals, insects, and other mammals, including humans. Transmission usually occurs by:

- Inhalation
- Ingestion
- Direct contact, or by bites by a contaminated vector.

Many infectious diseases can cause outbreaks and epidemics. For this reason, identification, evaluation, and mitigation of infectious diseases are essential to protect public health. Infectious diseases can occur naturally, through human error (e.g. airborne or food borne illness), or through deliberate acts of bioterrorism.

An infectious disease knows no boundaries; therefore, an outbreak associated with an infectious disease could present a serious risk on the College campus where there are many students, faculty, and staff. In addition to the large concentration of individuals, other activities may present infectious disease threats such as food preparation and service, or athletics.

The College is at constant risk for exposure to infectious diseases. An infectious disease outbreak can range from involving a relatively small number of individuals in a limited area, mild disease with little morbidity and mortality, and simple epidemiological investigation to involving a large number of people over wide geographical area, severe disease with high mortality, and complicated epidemiology. Infectious disease outbreaks may differ from other types of emergencies because they can last for days to months, requiring ongoing local, state, and federal resources before resolution.

A unique feature of the wide variety of infectious agents that may affect the College environment is the different characteristics of the various diseases. For instance, there can be abrupt onset of illness (e.g., 6-24 hours for norovirus) or delayed onset from exposure (e.g., 27 days for Hepatitis A). This variation in time from exposure to symptoms presents significant challenges in the management of the outbreak, surveillance for cases and intervention. Finally, unlike most emergencies that a college campus may face, many disease outbreak situations may require a long-term response and the allocation of substantial college resources that can stretch from days to months.

In general, campus community environments provide challenges for the control of infectious diseases such as:

- A young adult population that may or may not have received immunizations for vaccine preventable diseases. In addition, waning immunity to previous vaccinations is an increasing problem for such diseases as mumps and pertussis.
- Large food service operations such as cafeterias have the opportunity for outbreaks of food borne illnesses.

All these factors call for increased vigilance of infectious diseases in the College setting for prevention, rapid detection, and a coordinated control by college and public health officials.

Assumptions

- Emergency response efforts such as standing up the EOC may not be appropriate or effective in dealing with an outbreak. A more appropriate response may be to bring

together a small multi-disciplinary group of College officials with health and medical stakeholders to work together over time to resolve the outbreak.

- Most infectious disease emergencies follow some recognizable build-up period during in which actions may be taken to achieve an appropriate state of readiness.
- Infectious disease outbreaks may be "asymmetrical" in that time of the outbreak may be days to weeks, even months with no clear-cut geographical boundaries.
- Response situations may be "symmetrical" in that they are limited by time and space. Time is defined in hours or days and space is usually confined to a specific geographic area.
- A communicable biological threat (man-made or natural) can occur in any season or any location, with or without advance notice.
- Biological threats may be introduced into the population, and spread via food, water, air, infected animals, infected insects, surfaces, or through person-to-person contact.
- Non-pharmaceutical preventive measures may be required to limit the spread of a contagious biological agent including social distancing (avoiding close contact and public gatherings), isolation, and universal precautions (hand washing, gloves, respiratory protection around infected individuals).
- In cases of a notifiable infectious disease, it is critical to have surveillance systems in place to detect the disease, report the illness to proper public health authorities, and institute control and prevention strategies.
- For most outbreaks of infectious disease, the County Public Health Department will be designated as the lead agency in the investigation of an outbreak with support from the state health department.
- The College will support in the investigation efforts with information, personnel, subject matter experts, and other resources as available and needed by the investigators.
- The College, in collaboration with local, state, and federal public health officials, will be responsible for the dissemination of accurate and timely information to the students, staff, and faculty. Effective communication will be critical in mitigating a major disease outbreak.
- It is possible that local and state jurisdictions, in addition to hospitals and urgent care facilities will become overwhelmed during a large prolonged outbreak, therefore support to ensure provision of all requested essential commodities and services to the College might be difficult.
- Depending upon the infectious agent, any age group within the population may be at risk, with some population groups being considered high risk.
- Federal, State, or Local Public Health may recommend various methods of isolation to the general community population.
- Quarantine may be an extreme measure available to the college for management of some outbreaks.

- Medication may not be available or effective to limit the impact of the disease. If medication is available, the supply may be limited due to country/global-wide impacts.

Concept of Operations

A. GENERAL

Information located in this section is designed to give an overall picture of incident management relating to health, food borne and intentional exposures. It is the responsibility of the College to protect life and property from the effects of disasters within its own jurisdiction. The College has the primary responsibility for initial emergency management activities onsite. It will primarily clarify the purpose, and explain the College's overall approach to a health and medical services incident (i.e., what should happen, when, and at whose direction) to include the division of local, state, federal, and any intermediate inter-jurisdictional entities.

Top priorities for incident management relating to health, food borne, and intentional exposures are to:

- Save lives and protect health and safety of students, faculty, staff, visitors, responders and recovery workers
- Collaborate and coordinate with local, state and federal stakeholders regarding a potential health or medical threat
- Protect and restore critical infrastructure and key resources
- Protect property and mitigate damages and impacts to individuals, the community and the environment
- Facilitate recovery of individuals

Recover operations

B. KEY AREAS OF EMERGENCY PLANNING AND INCIDENT MANAGEMENT PERTAINING TO INFECTIOUS DISEASE

This annex also employs key areas of emergency planning and incident management that include mitigation, preparedness, response and recovery. Key examples of medical actions pertaining to infectious disease, food borne illness or intentional exposures are noted as follows:

Mitigation: Examples of activities that support mitigation include:

- Immunization programs
- Preparedness Materials: Distribution of printed materials, such as "Wash Your Hands" and "Cover Your Cough" posters
- Website references and suggested videos
- Distribution of hand sanitizers
- Literature distributed by the College and the Local Health Department on communicable diseases

- Collaboration and coordination between law enforcement, public health and environmental officials
- Investigation and surveillance
- Information sharing and early notification to and collaboration with appropriate agencies

Preparedness: Examples of activities that support the preparedness include:

- On-going training of the EOP.
- Multi-jurisdictional exercises continue to be designed, executed, and analyzed on an on-going basis.

Response: Examples of activities that support response include:

- Activation of health services
- Considerations for campus closure and/or class cancellation
- Early notification to and collaboration with appropriate local, regional, private sector, volunteer and state agencies
- Campus communications to include mass email to students, faculty, staff and parents
- Prepare an Incident Action Plan (IAP), if applicable

Recovery: Some examples of activities that support recovery are:

- Medical reporting and continuing epidemiological surveillance and investigation
- Analyze data collected during the response
- Hold debriefing session with response staff in preparation for the development of an After-Action Report (AAR) and Improvement Plan (IP)
- Student Affairs works to support student and family needs during and after an outbreak

C. NOTIFICATION AND WARNING

The notification protocol for infectious diseases will, by necessity, vary from the emergency response notification process as described in the EOP. Health services will be a key point of contact working with other College Departments for internal communication and coordination for the College.

Health services with the support of Marketing and Communication will work closely with the local Health Department to address external communication and coordination. Early notification to local, state, and federal stakeholders during a potential health threat is desirable to expedite the recovery process.

Communication also encompasses specific public health requirements as demonstrated by the list of specific notifiable conditions (both infectious and non-infectious) that fall into two categories: "call immediately" or "with-in one workday" to the proper health authorities.

D. SURVEILLANCE AND MONITORING

Case Definition and Identification

Local Health Department in collaboration with state public health officials will establish a case definition of the disease to be used to differentiate the disease in question. Health Services staff will assist in identifying College student populations who have been affected.

Tracking of status of confirmed cases: Student Health Services will provide support for surveillance and tracking efforts to identify the extent of the outbreak among students. Departments will report up their chain to report absenteeism rates to health services, if directed by college administration.

Laboratory reporting: Initial disease case reports from non-College laboratories, physicians or hospitals will be reported to Local Health Department where the initial investigation will be coordinated. The Local Health Department will communicate and coordinate with the College as needed.

Organization and Assignment of Responsibilities

A. ORGANIZATION

Upon implementation of this annex, College departments and agencies will provide designated personnel as outlined in this annex. Response teams may be activated; team members may be relieved of all other duties, with the assigned emergency response duty becoming their primary responsibility during the incident.

The Local Health Department has regulatory authority and responsibility and will investigate all suspected and confirmed infectious disease cases in coordination with Health Services. The response may require the assistance of outside agencies or other emergency response organizations.

The EOP Basic Plan along with the following specific guidelines will assist in staff duties during an infectious disease outbreak.

B. COLLEGE POSITION ROLES AND EXPECTED ACTIONS

Upon learning of an incident involving college facilities, students, faculty, staff, or events, the College Leadership will utilize the following position roles and expected actions as guidelines to implement:

Emergency Planning Committee

- Communicate with County Health Department and local hospitals regarding planning and surveillance.
- Communicate and benchmark other college Health Services and EHS

- Establish communication with deans and department Directors regarding status of preparedness.
- Update emergency action plan with team members as situation evolves.
- In conjunction with the County Health, issue communication(s) to campus community regarding status of disease spread, self-protection and college response. (e-mail, website, town meetings)
- Notify County Health Department
- Notify Student Affairs.
- Notify Food Service on number of potential contacts that may require isolation.
- Compose communications with Media Relations and the County Health for the campus community regarding signs/symptoms, protocol for referral of suspected cases.
- Essential personnel receive N95 respirators from EHS
- Activate the Emergency Operations Center (EOC)
- Recommend temporary closure of building(s) and suspension of student and academic activities, if necessary.

Campus Public Safety

- Health Center trains Public Safety staffs on current situation.
- Alert Student Health Center if encountering individual(s) with symptoms.
- Essential personnel receive fit test and training on respiratory protection from EHS
- Implement policy on transporting individual to hospitals.
- Essential personnel receive N95 respirators from EHS
- Secure buildings and post signage
- Assist Health Center

Facilities Management

- Identify building ventilations systems.
- Essential personnel receive fit test and training on respiratory protection from EHS
- Essential personnel receive N95 respirators from EHS
- Stand by to shut off utilities as directed, if necessary

Environmental Health and Safety

- Assess respiratory protection plan and resources.
- Contract with hazardous material company for professional cleanup.
- Train and fit essential personnel for respirators
- Arrange for additional medical waste pickups.
- Distribute N95 to essential personnel.
- Assist Health Care Center

Marketing and Communications

- Draft internal and external bulletins and announcements, with the Emergency Directors.
- Write and record bulletins and updates on the College's Emergency Information Hotlines (set up).
- Request to campus that faculty and staff and their families to report all illness cases to Incident Commander.
- Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control)
- Establish a Media Relations Center: coordinate press releases, and manage news teams and interviews, etc.

Food Service

- Enact planning for quarantine of students:
- Health Center trains essential personnel on risks and response.
- Notify current occupants in spaces that will be needed of the potential or need for them to move.
- Ensure emergency response menu is planned for various degrees of need.
- Stockpile additional food stuffs and water.
- Ensure food delivery process is planned and delivery supplies are on hand.
- Essential personnel receive fit test and training on respiratory protection from EHS
- Enact plan for quarantine of students:
- Set up Housing and Food service command center and recall essential personnel.
- Enact emergency phone contact tree.
- Identify meal delivery need and method for quarantined students.
- Communicate situation and needs to owners and landlords of rented properties.
- Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping.
- Essential personnel receive N95 masks from EHS
- Activate emergency locator tracker on housing website for use by displaced students to report their temporary addresses.
- Activate plan to quarantine students in conjunction with the guidance from the County Health Department.

Risk Management

- Identify risk exposures for which insurance can and cannot be obtained including associated financial impact.
- Identify steps that must be taken to monitor and protect insurance coverage.
- Benchmark risk management response and insurance coverage options with peer universities.
- Communicate with insurance carriers on evolving campus issues.
- Assess actual risk/insurance claim issues.

Health Center Services

- Post entry door notifying patients with illness profile and have traveled to (or have been visited by persons from) effected countries to call Health Center number.
- Isolated exam room
- Standard precautions in place
- Respiratory protection equipment in place.
- In-service training for illness
- Follow State and County protocol for patient testing.
- Monitor Health Care workers.
- Essential personnel receive fit test and training on respiratory protection from EHS
- Policy on transporting individual to hospitals.
- Isolate and monitor suspected cases.
- Identify contacts of suspected case.
- Communicate with parents of suspected cases and explain procedure.
- Initiate prophylaxis of contacts based on strength of patient presentation.
- Establish phone triage lines for Student Health Services
- Initiate pre-event counseling for essential personnel.
- Initiate safety poster, e-mail campaign on self- protection.
- Essential personnel receive respirators from EHS.
- Locating people contacted by patient.
- Arrange for screening of people who have had contact.
- Arrange for counseling services

Information Technology

- Assess supplemental IT needs
- Assess needs for webpage support.
- Develop plan for distributing telephone calls to home, phone banks, or cell phones.
- Purchase/contract for supplemental telecommunications/ computing hardware/ software needs.
- Add additional phone lines to EOC as needed
- Publish messages from Marking and Communications on a periodic basis on College website.
- Assist with email message distribution
- Set up media center as needed.
- Provide guidance for forwarding phones.

Student Affairs

- Monitors student travelers entering from effected regions and assists with communication to international students and their families.

- Student Affairs formulates and rehearses plan to address needs/support for students.
- Identify division personnel available for telephone support work.
- Receive fit test and training on respiratory protection from EHS
- Assist with telephone consultation and support.
- Identify student events where confirmed patients have attended.

Human Resources

- Identify essential personnel.
- Monitor faculty and staff travelers entering from any effected international regions.
- Prepare staffing policy to address a high sick call scenario.
- Identify personnel available for telephone support work.
- Activate call-off policy, if applicable.

C. EMERGENCY COMMUNICATIONS

All departments will maintain their existing equipment and procedures for communicating with their field units. Telephones, cellular or landline, are the primary means of communications for contacting key emergency responder or departments.

D. EMERGENCY PUBLIC INFORMATION

Timely warnings of outbreak or exposure conditions are essential to preserve the health and safety and security of the College community and critical to an effective response and recovery.

E. NON-EMERGENCY EXTERNAL COMMUNICATIONS

Generally, Marketing and Communications will work to determine the appropriate target audience, communication materials and marketing strategy, and stakeholder collaboration and coordination.

APPENDIX 1 – BOMB THREAT CHECKLIST

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact BCPD immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call BC Campus Safety at 979-230-3207
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call BC Campus Safety at 979-230-3207
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phones; radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT

- On Campus - Call **Campus Safety** at **979-230-3207**
- Off Campus - Follow your local guidelines, or call 911

BOMB THREAT CHECKLIST

Date: _____   Time: _____

Time Caller Hung Up: _____   Phone number where call was recieved: _____

Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb?   Yes   No
- Why? _____
- What is your name? _____

Exact Words of Threat:

_____
_____
_____
_____
_____

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
Male Female	☐ Animal Noises	☐ Incoherent
	☐ House Noises	☐ Message read
☐ Accent	☐ Kitchen Noises	☐ Taped
☐ Angry	☐ Street Noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Cracking voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long distance	
☐ Lisp		
☐ Loud	Other Information:	
☐ Nasal	_____	
☐ Normal	_____	
☐ Ragged	_____	
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

CONFIDENTIAL