2018

EMERGENCY OPERATIONS PLAN

Tarrant County College

APPROVAL & IMPLEMENTATION

The Tarrant County College District

Emergency Operations Plan

This emergency operations plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

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CHANCELLOR

_____

DATE

RECORD OF REVIEW

Basic Plan

Date Reviewed	Section Updated (If Necessary)	Reviewed / Updated By

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BASIC PLAN

A. Federal

1. Jeanne Clery Act, 34 CFR 668.46
2. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
3. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
4. Emergency Management and Assistance, 44 CFR
5. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
6. Homeland Security Act of 2002
7. Homeland Security Presidential Policy Directive. PPD-8, National Preparedness
8. Homeland Security Presidential Directive. *HSPD-5,* Management of Domestic Incidents
9. Homeland Security Presidential Directive, *HSPD-3,* Homeland Security Advisory System
10. National Incident Management System
11. National Response Framework
12. National Strategy for Homeland Security, July 2002
13. Nuclear/Radiological Incident Annex of the National Response Framework
14. 20 USC Section 1092 (F)
15. Homeland Security Presidential Directive, HSPD-8

B. State

1. Education Code, Chapter 37, Sec. 37.108 (Multi-hazard Emergency Operations Plan; Safety & Security Audit)
2. Government Code, Chapter 418 (Emergency Management)
3. Government Code, Chapter 421 (Homeland Security)
4. Government Code, Chapter 433 (State of Emergency)
5. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
6. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
7. Executive Order of the Governor Relating to Emergency Management
8. Executive Order of the Governor Relating to the National Incident Management System
9. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
10. *The Texas Homeland Security Strategic Plan,* Parts I and II, December 15, 2003
11. *The Texas Homeland Security Strategic Plan*, Part III, February 2004
12. *Texas Education Code 51.217*
13. Texas Government Code 79

C. Local

1. Tarrant County College Policies CGC (Local) and CGC (Legal) Safety Program Emergency Plans and Alerts
2. Inter-local Agreements, Memorandums of Understanding, and Contracts

II.	PURPOSE

This Basic Plan outlines our approach to emergency operations, and is applicable to the Tarrant County College District (District). It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all District officials, departments, faculty, staff and students. The primary audience for the document includes the Chancellor and his/her CELT members, District department leaders, and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

| | III. | EXPLANATION OF TERMS |

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
ATSDR	Agency for Toxic Substances and Disease Registry
CELT	Chancellor Executive Leadership Team
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
DPS	Department of Public Safety
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
RCRA	Resource Conservation and Recovery Act
SOPs	Standard Operating Procedures
SOG	Standard Operating Guidelines
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army
UIC	Unified Incident Command

B. Definitions

1. <u>Area Command (Unified Area Command).</u> An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

2. <u>Disaster District.</u> Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose

boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.

3. <u>Disaster District Committee</u>. The Disaster District Committee (DDC) consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.

4. <u>Emergency Operations Center</u>. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.

5. <u>Public Information</u>. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.

6. <u>Emergency Situations</u>.   As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:

   a. <u>Incident</u>.   An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:

      1) A limited area and/or limited population.
      2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
      3) Warning and public instructions are provided in the immediate area, not community-wide.
      4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
      5) May require limited external assistance from other local response agencies or contractors.
      6) For the purposes of the National Response Framework (NRF), incidents include the full range of occurrences that require an emergency response to protect life or property.

   b. <u>Emergency</u>. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:

      1) A large area, significant population, or important facilities.
      2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
      3) May require community-wide warning and public instructions.
      4) Requires a sizable multi-agency response operating under an incident commander.
      5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
      6) The Emergency Operations Center will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
      7) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to

protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States."

    c. <u>Disaster</u>. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

    1) A large area, a sizable population, and/or important facilities.
    2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
    3) Requires community-wide warning and public instructions.
    4) Requires a response by all local response agencies operating under one or more incident commanders.
    5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
    6) The Emergency Operations Center will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
    7) For the purposes of the National Response Framework (NRF), a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.

    d. <u>Catastrophic Incident.</u> For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance.*

7. <u>Hazard Analysis</u>. A document, published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

8. <u>Hazardous Material (Hazmat)</u>. A substance in a quantity or form posing an unreasonable risk to health, capability for inflicting harm during an accidental occurrence. It is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. It includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances. Examples of hazardous materials are found in Subpart Z of the Occupational Safety & Health Administration (OSHA's) 29 Code of Federal Regulations (CFR) 1910, Environmental Protection Agency's (EPA's) Resource Conservation Recovery Act (RCRA) rules, and the Agency for Toxic Substances and Disease Registry (ATSDR's) list, etc.

9. <u>Incident of National Significance.</u> An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.

10. <u>Interlocal agreements</u>. Are arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. They are commonly referred to as mutual aid agreements.

11. <u>Stafford Act</u>. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.

12. <u>Standard Operating Procedures</u>. Are approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. They may also be referred to as Standard Operating Guidelines (SOGs).

A. Situation

The District is exposed to many potential hazards, all of which have the potential for disrupting the college community, causing casualties, and damaging or destroying District or private property. A summary of our major hazards is provided in Figure 1.

Figure 1
HAZARD SUMMARY

HAZARD	PROBABILITY OF OCCURRENCE			ESTIMATED IMPACT ON PUBLIC HEALTH & SAFETY			ESTIMATED IMPACT ON PROPERTY & ENVIRONMENT		
	LOW	MODERATE	HIGH	LOW	MODERATE	HIGH	LOW	MODERATE	HIGH
FIRE									
MAJOR	X					X			X
MINOR		X		X			X		
WILDFIRE EMERGENCY		X				X			X
MEDICAL									
INJURY / ILLNESS			X	X			X		
COMMUNICABLE DISEASE		X				X	X		
OFF CAMPUS MEDICAL		X			X		X		
NATURAL DISASTER / WEATHER									
ICE / SNOW			X		X			X	
TORNADO / SEVERE WIND			X			X			X
SEVERE HAIL			X			X			X
FLOOD		X				X			X
HEAT	X			X			X		
EARTHQUAKE	X			X			X		
HAZARDOUS MATERIAL									
CONTAINED	X				X		X		
NOT CONTAINED	X					X			X
TECHNOLOGICAL									
WATER SYSTEM FAILURE	X			X			X		
POWER SYSTEM FAILURE	X			X			X		
TELECOM FAILURE	X			X			X		
DATA / NETWORK FAILURE	X			X			X		
COMPUTER NETWORK ATTACK / BREACH	X			X				X	
TRANSPORTATION ACCIDENT									
ON CAMPUS – BICYCLE / AUTO		X			X			X	
ON CAMPUS – PEDESTRIAN		X			X			X	
OFF CAMPUS TRAVEL		X			X			X	
TRAIN DERAILMENT	X				X				X
AIRCRAFT	X				X			X	
SECURITY									
VANDALISM		X		X			X		
ASSAULT / SEXUAL ASSAULT	X				X		X		
STALKING	X				X		X		
MISSING STUDENT	X				X		X		
BOMB THREAT	X				X				X
CIVIL DISORDER	X					X			X
ACTIVE SHOOTER	X					X			
TERRORISM	X					X			
STUDY ABROAD INCIDENT	X				X		X		
SUICIDE	X				X		X		

* Based on historical events, observations in current time, institutional knowledge

B. Assumptions

1. The District will continue to be exposed to and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.   We cannot plan for every single hazard that may happen, so we are taking an all hazards approach. Thus we can be better prepared for most hazards that will affect the District community.

2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning throughout the affected campus or district and implementation of increased readiness measures may be possible. However, most emergency situations occur with little or no warning.

3. Outside assistance will be available in most emergency situations affecting the District.   Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

4. Proper mitigation actions, such as code conforming construction, appropriate fire suppression systems, floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to respond to emergency situations.

V.	CONCEPT OF OPERATIONS

A. Objectives

The objectives of our emergency management program are to protect the health and safety of TCCD students, faculty, staff, and visitors as well as to preserve District and private property to the best of our ability.

B. General

1. It is the District's responsibility to protect students, faculty, staff, public health and safety and preserve property from the effects of hazardous events. We have an important role in identifying and mitigating hazards, preparing for, responding to, and managing the recovery from emergency situations that affect the District.

2. It is impossible for the District to do everything that is required to protect the lives and property of our population. Our students, faculty, staff, and visitors have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that preserve life and property and will aid in managing emergencies. We will assist our students, faculty, staff, and visitors in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations to the best of our ability and capability. Members of the District community are strongly encouraged to obtain their own personal property insurance, health insurance, life insurance, and any other insurance to protect against damages or losses to persons or property.

3. The District is responsible for organizing, training, and equipping campus emergency responders and emergency management personnel, providing appropriate emergency facilities (e.g., EOC, ICP), providing suitable warning and communications systems, and for contracting for emergency services (e.g., Hazardous Material clean-up). City, county, state and federal governments may offer programs that provide some assistance with portions of these responsibilities.

4. To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of the district, local government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.

5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents.

6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.

7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities

will be employed during emergency situations.   Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

8. Tarrant County College District has adopted the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive (HSPD-5). Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

C. Operational Guidance

We will employ the six components (Command and Management, Preparedness, Resource Management, Communications and Information Management, Supporting Technologies, and Ongoing Management and Maintenance) of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. An attachment to this plan provides further details on the NIMS.

1. Initial Response.   Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally assume command and remain in command of the incident until it is resolved, establish a unified command with mutual aid agencies, or transfer command to those who have legal authority to assume responsibility for the incident. They will seek guidance and direction from our District leadership and seek technical assistance from city, county, state and federal agencies and industry where appropriate.

2. Implementation of ICS

   a. The first emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to District officials, identify response resources required, and direct the on-scene response from the ICP.

   b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warnings to the affected campus(es). As the potential threat becomes clearer and a specific impact site or sites are identified,

an incident command post may be established, and direction and control of the response transitioned to the Incident Commander. A staging area may also be set up at this time to coordinate resources and provide a check-in location for authorized personnel and responders.

3. Source and Use of Resources.

    a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. The District's need for outside resources will come through its normal procurement process. In times of declared local emergency or disaster declarations, local government and the regional Disaster District Chairperson at the Department of Public Safety (DPS) will provide resources to the greatest degree possible. The District will seek resource assistance through disaster mutual aid agreements when district resources are overwhelmed or as appropriate. The District will follow §418.102 of the Government Code which provides a process through which resources are requested when district resources are exceeded.   If additional resources are required, we will:

        1) Request those resources available to us if we have any inter-local agreements. An attachment will be added to this plan which will summarizes the inter-local agreements and identifies the officials authorized to request those resources.

        2) Request emergency service resources that the Cities of Arlington, Crowley, Fort Worth, Hurst, Mansfield, North Richland Hills, River Oaks, and Saginaw normally provide.

        3) Request assistance from the Tarrant County Office of Emergency Management.

        4) Request assistance from volunteer groups active in disasters.

        5) Request assistance from industry or individuals who have resources needed to respond to the emergency situation.

    b. When external agencies respond to an emergency situation on any of our campuses or district property, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

D. Incident Command System (ICS)

1. The District will employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.   A summary of ICS is provided as an attachment to this plan.

2. The District incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration.   For small-scale incidents, the incident commander and one or two individuals may perform all of these functions.   For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.

3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.

4. In major emergency situations where municipal, county, state, or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.

E. ICS - EOC Interface

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

2. The incident commander is generally responsible for field operations, including:

   a. Isolating the scene.
   b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
   c. Warning the population in the area of the incident and providing emergency instructions to them.
   d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
   e. Implementing traffic control arrangements in and around the incident scene.
   f. Requesting additional resources from the EOC.

3. The EOC is generally responsible for:

   a. Providing resource support for the incident command operations.
   b. Issuing Campus/District-wide warnings under the authority of the Vice Chancellor for Administration & General Counsel or Police Chief.
   c. Issuing instructions and providing information to the Campus or District under the authority of the Vice Chancellor for Administration & General Counsel or Police Chief.
   d. Organizing and implementing large-scale evacuation.
   e. Organizing and implementing shelter and mass arrangements for evacuees.
   f. Coordinating traffic control for large-scale evacuations.
   g. Requesting assistance from the County, State and other external sources.

4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

F. State, Federal & Other Assistance

1. State & Federal Assistance

   a. If District resources are inadequate to deal with an emergency situation, we will request assistance from the appropriate municipal, county government, or the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, state recognized jurisdictions/organizations must request assistance from their county before requesting state assistance.

   b. Requests for state assistance (e.g., resources and technical assistance) should be made to the Disaster District Committee (DDC) Chairperson. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the chief elected official and may be made by telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.

   c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) in Austin for action.

2. Other Assistance

   a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

   b. For major emergencies and disasters and catastrophic events for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.

   c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.

   d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

G. Emergency Authorities

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.

2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:

    a. <u>Emergency Declaration</u>. In the event of riot or civil disorder, the District may request a mayor or county judge to issue an emergency declaration for their jurisdiction and take action to control the situation.

    b. <u>Disaster Declaration</u>. When an emergency situation has caused severe damage, injury or loss of life, or it appears likely to do so, the Chancellor may declare a state of disaster, and may subsequently issue orders referencing that declaration to invoke certain emergency powers granted the governor in the Texas Disaster Act *on an appropriate District scale* in order to cope with the disaster. A mayor or county judge may also invoke emergency powers granted the governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:

        1) Suspending procedural laws and rules to facilitate a timely response.
        2) Restricting the movement of people and occupancy of premises in and around District property.
        3) Force evacuation to include the District community.

        A disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance.

    c. <u>Authority for Evacuations</u>. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions, including District property and surrounding areas. District personnel would work cooperatively with Tarrant County as well as the Cities of Arlington, Crowley, Fort Worth, Hurst, Mansfield, North Richland Hills, River Oaks, and Saginaw to ensure efficient evacuation of the District community should an evacuation be ordered.

H. Actions by Phases of Emergency Management

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.

    a. Mitigation

        We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

b. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in our emergency management program are:

1) Providing limited emergency equipment and facilities.
2) Emergency planning, including maintaining this plan, and appropriate SOPs/SOGs.
3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who may assist us during emergencies.
4) Conducting periodic drills and exercises to test our plans, training, and warning systems.

c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the District and provide for the basic needs of the District community. Long-term recovery focuses on restoring the District to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. A disaster event of catastrophic magnitude would be beyond our capability and it would likely impact the surrounding community and necessitate a collaborative recovery process with the cities Arlington, Crowley, Fort Worth, Hurst, Mansfield, North Richland Hills, River Oaks, and Saginaw.

VI.	ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

Some departments within the District have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. The emergency organization at the District includes an Executive Policy Group, Emergency Services Group, and Support Services Group. An attachment to this plan will depict our emergency organization.

2. Executive Policy Group

The Executive Policy Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Emergency Management Team includes the Chancellor, Executive Vice Chancellor & Provost, Vice Chancellor for Administration & General Counsel, Vice Chancellor for Real Estate & Facilities, Vice Chancellor for Communications & External Affairs, Vice Chancellor of Information Technology and additional CELT members as necessary.

3. Emergency Services Group

Emergency Services includes the Incident Commander and those departments, agencies, and groups with primary emergency response actions.   The incident commander is the person in charge at an incident site.   The group typically includes management personnel from the District Police Department, Facilities Operations, Department of Safety & Emergency Management, and Information Technology.

4. Support Services Group

This group includes departments and outside support agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources. This group will consist of but not limited to TCC Communications & External Affairs, Police, Fire & EMS Departments from Cities of Arlington, Crowley, Fort Worth, Hurst, Mansfield, North Richland Hills, River Oaks, Saginaw, Medstar Ambulance Service, Tarrant County Office of Emergency Management, Oncor Power, and Atmos Gas.

5. Volunteer and Other Services

This group includes organized volunteer groups (Tarrant County VOAD) and businesses that have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. General

In addition to routine day-to-day responsibilities, all departments and divisions in the District maintain obligations to emergency functions to provide the most effective and efficient

emergency operations. Each department is responsible for understanding these obligations, as well as maintaining professional development practices, training, and plans (as necessary) to maintain its own emergency preparedness. For most emergency functions, successful operations require a coordinated effort from District Administration, a number of District departments, outside agencies, and groups. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has organizational or legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions.

2. Annex Functions

The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in an attachment to this plan. Listed below are general responsibilities assigned to the Executive Policy Group, Emergency Services Group, Support Services Group, and others as necessary. Additional specific responsibilities can be found in the functional annexes to this Basic Plan.

3. Executive Policy Group Responsibilities

   1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
   2) Monitor the emergency response during disaster situations and provides direction where appropriate.
   3) With the assistance of the Vice Chancellor for Communications and External Affairs, keep the District community informed during emergency situations.
   4) With the assistance of the Emergency Management Director and Legal Staff, facilitate the declaration of a District state of disaster, request the appropriate Mayor or County Judge to declare a state of emergency, or invoke the emergency powers of the District when necessary.
   5) Request assistance from local governments or the State when necessary.
   6) Direct activation of the EOC.

4. The Vice Chancellor for Administration & General Counsel will:

   1) Implement the policies and decisions of the District relating to emergency management.
   2) Coordinate with the Director of Emergency Management to organize the emergency management program and identify personnel, equipment, and facility needs.
   3) Assign emergency management program tasks to departments and agencies.
   4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
.
5. The Director of Emergency Management will:

   1) Serve as the staff advisor to the CELT on emergency management matters.
   2) Keep District officials apprised of our preparedness status and emergency management needs.
   3) Coordinate District planning and preparedness activities and the maintenance of this plan.

4) Arrange appropriate training for mission critical District emergency management personnel and emergency responders.
5) Coordinate emergency drills, and exercises with appropriate departments to test our plan, training levels, and capabilities.
6) Manage the EOC, develop procedures for its operation, and provide training opportunities for those who staff it.
7) Activate the EOC when required.
8) Perform day-to-day liaison duties with other local emergency management personnel.

6. Common Responsibilities for all emergency services and support services staff includes:

1) Providing personnel, equipment, and supplies to support emergency operations upon request.
2) Develop and maintain SOPs/SOGs for emergency tasks.
3) Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
4) Provide updated emergency response team personnel contact information.
5) Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

7. Emergency Services Group Responsibilities

a. The Incident Commander is the first person that arrives on scene until otherwise relieved by someone of higher authority or command experience.

b. The Incident Commander will:

1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
2) Keep the Emergency Operations Center staff informed of the situation until the incident has been resolved.
3) Determine and implement required protective actions for response personnel and the public at an incident site.

C. Annex Functions

1. Warnings & Notifications.

    1) Primary responsibility for this Annex is assigned to the Department of Safety & Emergency Management, who will develop and maintain any supporting SOPs/SOGs.

        Note: The Cities of Arlington, Hurst, North Richland Hills, or Fort Worth community warning systems for weather events will be activated by the City Emergency Management. At the same time or immediately following the City warning system activation, The District may activate District warning/notification systems.

    2) Emergency tasks to be performed may include:

        a) Receive information on emergency situations.
        b) Alert key District officials of emergency situations.
        c) Disseminate warning information and instructions to the affected campus/District through available warning systems.
        d) Maintain operational readiness of alert/warning systems

2. Law Enforcement.

    1) Primary responsibility for this Annex is assigned to the Police Department, who will develop and maintain supporting SOPs/SOGs.

    2) Emergency tasks to be performed may include:

        a) Maintenance of law and order.
        b) Traffic control.
        c) Hostile intruder and/or terrorist incident response.
        d) Provision of security for vital facilities, evacuated areas, and shelters.
        e) Access control for damaged or contaminated areas.
        f) Warning support.
        g) Post-incident reconnaissance and damage assessment.
        h) Prepare and maintain law enforcement resource inventory.
        i) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
        j) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
        k) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
        l) Ensure required notification of terrorist incidents is made to state and federal authorities.

3. Real Estate & Facilities.

   1) Primary responsibility for this Annex is assigned to the Department of Real Estate & Facilities, who will develop and maintain supporting SOPs/SOGs.

   2) Emergency tasks to be performed may include:

      a) Protect District facilities and/or infrastructure operations and/or vital equipment where possible.
      b) Assess damage to District properties.
      c) Direct temporary repair of vital facilities.
      d) Arrange for debris removal.
      e) Building inspection support.
      f) Provide specialized equipment to support emergency operations.
      g) Prioritize restoration of utility service to District facilities.
      h) Arrange for the provision of emergency power sources where required.
      i) Assess damage to, repair, and restore utilities.
      j) Monitor recovery activities of privately owned utilities.
      k) If damages are beyond our capability to deal with, compile information for use by District Manager of Insurance & Risk or in requesting state or federal disaster assistance.

4. Information Technology.

   1) Primary responsibility for this Annex is assigned to the Department of Information Technology, who will develop and maintain any supporting SOPs/SOGs.

   2) Emergency tasks to be performed may include:

      a) Provide and maintain reliable information system network availability
      b) Identify the communications systems available within the District and determine the connectivity of those systems, and ensure their interoperability.
      c) Develop plans and procedures for coordinated use of the various communications systems available in the District during emergencies.
      d) Determine and implement means of augmenting communications during emergencies.

5. Communications & External Affairs

   1) Primary responsibility for this Annex is assigned to the Department of Communications and External Affairs, who will develop and maintain supporting SOPs/SOGs.

   2) Emergency tasks to be performed may include:

a) Provide information to the media and the public during emergency situations.
b) Arrange for media briefings.
c) Compile print and photo documentation of emergency situations.
d) Establish a Joint Information Center (JIC)
e) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the media and public during emergency situations and respond to questions relating to emergency operations.
f) Appoint a TCC Communications Team Member as the Board of Trustees Liaison with the following tasks:
    (1) Communicate District actions to Board of Trustees
    (2) Brief the Board of Trustees on situational developments
    (3) Ensure the Board of Trustees will coordinate with TCC Communications and External Affairs with all media requests

6. EOC Direction and Control.

   1) Primary responsibility for this Annex is assigned to the Department of Safety & Emergency Management, who will develop and maintain supporting SOPs/SOGs.

   2) Emergency tasks to be performed may include:

      a) Maintain coordination with neighboring jurisdictions and the TX-DPS Disaster District.
      b) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
      c) Assemble departmental directors and their staff when needed at the EOC.
      d) Develop and identify the duties of the staff, use of displays and message forms, and procedures for EOC activation.
      e) Coordinate the emergency services group.

7. Inclement Weather.

   1) Primary responsibility for this Annex is assigned to the Department of Safety & Emergency Management, who will develop and maintain supporting SOPs/SOGs.

   2) Emergency tasks to be performed may include:

      a) Monitor weather conditions for potential hazards
      b) Participate in regional weather coordination meetings
      c) Maintain active National Weather Service credentials
      d) Ensure operational readiness and connectivity of amateur radio in the EOC with the Fort Worth / Tarrant County RACES Spotter Network.

VII.	DIRECTION AND CONTROL

A. General

1. The Chancellor is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, [he/she] may carry out those responsibilities from the EOC.

2. The Emergency Management Director will provide overall direction of the response activities of all our departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.

3. The Emergency Management Director will manage the EOC.

4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.

5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Incident Commander or Manager of the EOC. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but District-wide procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.

6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from the cities of Arlington, Crowley, Fort Worth, Hurst, Mansfield, North Richland Hills, River Oaks, Saginaw, Tarrant County, organized volunteer groups, or the State of Texas. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.

2. Emergency Operations Center. When major emergencies and disasters have occurred or appear imminent, we will activate the District EOC.

3. The following individuals are authorized to activate the EOC:

    a. Chancellor (or designee)

    b. Police Chief (or designee)

    c. Vice Chancellor for Administration & General Counsel (or designee)

4. The general responsibilities of the EOC are to:

    a. Assemble accurate information on the emergency situation and current resource data to allow District officials to make informed decisions on courses of action.

    b. Working with representatives of the Emergency Services Group, determine and prioritize required response actions and coordinate their implementation.

    c. Provide resource support for emergency operations.

    d. Suspend or curtail District services, recommend the closure of District operations and cancellation of private events on campuses.

    e. Organize and activate for special event operations.

    f. Provide emergency information to the public.

5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC.

6. An alternate EOC location may be designated elsewhere in the district.

C. **Line of Succession**

1. The line of succession for the Chancellor is:

    a. The Executive Vice Chancellor & Provost

2. The line of succession for the Director of Emergency Management is:

    a. Manager of Emergency Management.

3. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions may be detailed in departmental SOPs.

B. The following Readiness Levels will be used as a means of increasing our alert posture.

   1. **Level 4: Normal Conditions**

      a. Emergency incidents occur and District officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from local jurisdictions pursuant to established inter-local agreements.

      b. The normal operations of the District are not affected; examples may include but are not limited to:

         1) Water leak
         2) Vehicle accident
         3) Personal injury
         4) Temporary equipment failure

   2. **Level 3: Increased Readiness**

      a. Increased Readiness refers to a situation that presents a greater potential threat than "Level 4", but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:

         1) <u>Severe Weather Threat.</u> A severe weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and monitoring the weather via the weather channel, the National Weather Service website, or local television. Communication between the EOC and the Emergency Operations Centers in Fort Worth, Arlington, Hurst, and North Richland Hills may be necessary if the threat is such that the community warning sirens are activated for a severe weather event.

         2) <u>Tornado Watch</u> indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.

         3) <u>Flash Flood Watch</u> indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.

         4) <u>Mass Gathering</u>. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.

3. **Level 2: High Readiness**

   a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:

   1) <u>Severe Weather Threat.</u> A severe weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment.

   2) <u>Tornado Warning.</u> Issued when a tornado has actually been sighted in the vicinity or indicted by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the appropriate campus by activating appropriate warning systems. When the threat has passed, another message should be broadcast to the campus stating the threat has passed.

   3) <u>Winter Storm Warning.</u> Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting crews on stand-by to clear and/or sand walkways, and continuous situation monitoring.

   4) <u>Mass Gathering.</u> Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence.

4. **Level 1: Maximum Readiness**

   a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a "Level 2" event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.

   1) <u>Severe Weather Warning.</u> The evacuation decision period is nearing for an approaching weather system that may impact the local area. Readiness actions may include continuous situation monitoring, full activation of the EOC, and recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.

   2) <u>Tornado Warning.</u> Tornado has been sighted especially close to a campus or moving towards the campus. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.

   3) <u>Flash Flood Warning.</u> Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.

4) <u>Mass Gathering.</u> Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.

IX.	ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should District resources prove to be inadequate during an emergency, requests will be made for assistance from local jurisdictions (Arlington, Crowley, Fort Worth, Hurst, Mansfield, North Richland Hills, River Oaks, Saginaw, and Tarrant County), other agencies, and/or industry in accordance with existing mutual-aid agreements and contracts as well as those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents and expectations of outcome, liable agency and monetary responsibility.

2. Any agreements and contracts pertinent to emergency management that we are a party to will be summarized in an attachment to this plan. Full copies will be on file within the TCCD Department of Safety & Emergency Management.

B. Reports

1. Hazardous Materials Spill Reporting. If the District is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. If the party responsible for a reportable spill cannot be located, the Director of Environmental Management shall ensure that the required report(s) are made.

2. Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State.

3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters.

4. Other Reports. Several other reports covering specific functions may be prepared and distributed.

C. Records

1. Record Keeping for Emergency Operations

The Chancellor 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 emergency operations. This shall be done in accordance with the established District fiscal policies and standard cost accounting procedures.

a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:

1) Activation or deactivation of emergency facilities.
2) Emergency notifications to other local governments and to state and federal agencies.

3) Significant changes in the emergency situation.
4) Major commitments of resources or requests for additional resources from external sources.
5) Issuance of protective action recommendations to the District Community.
6) Evacuations.
7) Casualties.
8) Containment or termination of the incident.

b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed costs for emergency operations to include:

1) Personnel and equipment operation costs, especially overtime costs
2) Costs for leased or rented equipment
3) Costs for contract services to support emergency operations
4) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from state and/or federal governments.

2. Preservation of Records

a. In order to continue normal operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property, tax, and student records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

D. Training

It will be the responsibility of each department director to ensure that their personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

E. Post-Incident and Exercise Review

The Director of Emergency Management is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) may entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X.	PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The Director of Emergency Management is responsible for developing and maintaining the Emergency Operations Plan. The Chancellor is responsible for approving this plan.

B. Distribution of Planning Documents

1. The Director of Emergency Management shall determine the distribution of this plan. In general, copies of plans should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.

2. The Basic Plan should include a distribution list that indicates who receives copies of the basic plan.

C. Review

The Basic Plan and its annexes shall be reviewed annually by the Department of Safety & Emergency Management. The Director of Emergency Management will establish a schedule for annual review of planning documents by those who are tasked within those documents.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or District structure occur.

2. The Basic Plan must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to the Director of Emergency Management.

3. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.

ATTACHMENTS:
1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System

ATTACHMENT 1
DISTRIBUTION LIST

District Positions

Chancellor
Assistant to the Chancellor
Executive Vice Chancellor and Provost
Vice Chancellor for Administration and General Counsel
Vice Chancellor for Communications and External Affairs
Vice Chancellor for Real Estate and Facilities
Vice Chancellor for Information Technology
Vice Chancellor for Finance
Director of the TCC Foundation
Associate Vice Chancellor for Real Estate and Facilities
Associate Vice Chancellor for Information Technology
Chief of Police
Assistant Chief of Police
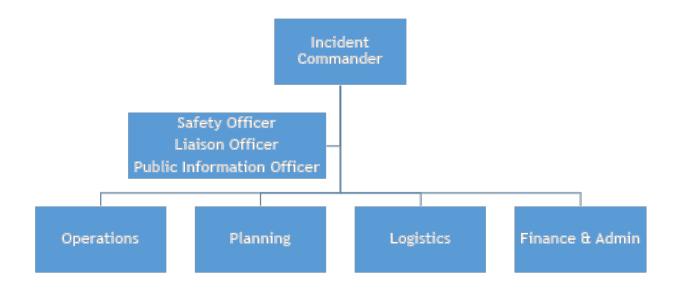Director of Emergency Management
Director of Facilities Operations

ATTACHMENT 2
REFERENCES LIST

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1. Texas Department of Public Safety, Governor's Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10

2. Texas Department of Public Safety, Governor's Division of Emergency Management, *Disaster Recovery Manual*

3. Texas Department of Public Safety, Governor's Division of Emergency Management, *Mitigation Handbook*

4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*

5. FEMA, *State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning*

6. U. S. Department of Homeland Security, *National Response Framework*

7. 79th Texas Legislature, *House Bill 3111*

8. Environmental Protection Agency (EPA), *Resource Conservation and Recovery Act rules.*

9. Agency for Toxic Substances and Disease Registry (ATDSR), http://www.healthfinder.gov/scriPts/SearchContext.asp?topic=1515&page=0

EMERGENCY OPERATIONS

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                    ┌─────────────────┐
                    │    Incident     │
                    │   Commander     │
                    └────────┬────────┘
        ┌──────────────────┐ │
        │  Safety Officer  │ │
        │ Liaison Officer  │ │
        │ Public Information Officer │
        └──────────────────┘ │
     ┌──────────┬───────────┼───────────┬──────────────┐
┌─────────┐ ┌──────────┐ ┌──────────┐ ┌────────────────┐
│Operations│ │ Planning │ │Logistics │ │ Finance & Admin│
└─────────┘ └──────────┘ └──────────┘ └────────────────┘
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	Annex 1. Warnings & Notifications	Annex 2. Law Enforcement	Annex 3. Real Estate & Facilities	Annex 4. Information Technology	Annex 5. Communications & External Affairs	Annex 6. EOC Direction & Control	Annex 7. Inclement Weather													
Safety & Emergency Mgmt	P					P	P													
Police Department		P																		
Communications & Ext Affairs					P															
Real Estate & Facilities			P																	
Information Technology				P																

P – INDICATES PRIMARY RESPONSIBILITY

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┌─────────────────────────────────────────────────────┐
│                   ATTACHMENT 5                        │
│                 ANNEX ASSIGNMENTS                     │
└─────────────────────────────────────────────────────┘
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ANNEX	ASSIGNED TO:
Annex 1: Warning & Notification	Director of Emergency Management
Annex 2: Law Enforcement	Chief of Police
Annex 3: Real Estate & Facilities	Vice Chancellor for Real Estate and Facilities
Annex 4: Information Technology	Vice Chancellor for Information Technology
Annex 5: Communications & External Affairs	Vice Chancellor for Communications and External Affairs
Annex 6: EOC Direction & Control	Director of Emergency Management
Annex 7: Inclement Weather	Director of Emergency Management

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│                      ATTACHMENT 6                            │
│            SUMMARY OF AGREEMENTS & CONTRACTS                 │
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<u>Agreements</u>

Title: Tarrant County Public Health (TCPH) Department Memorandum of Understanding
Summary of Provisions: Form a partnership between Tarrant County College District (TCCD) and TCPH to ensure delivery of essential public health service to facilitate a mutual bio-terrorism response plan through the provision for space availability within TCCD locations.
Officials Authorized to Implement: Tarrant County Judge & TCCD Chancellor
Costs: none
Copies Held By: TCCD Department of Safety & Emergency Management & TCPH

ATTACHMENT 7
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY

A. BACKGROUND

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.

2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

B. COMPONENTS

1. <u>Command and Management</u>. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

   a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

      1) FEATURES OF ICS

         ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

         a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.

         b) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be "typed" with respect to capability. This typing will minimize confusion and enhance interoperability.

         c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.

         d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

e) Use of Position Titles. All ICS positions have distinct titles.

f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.

h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

2) UNIFIED COMMAND

a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.

b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

3) AREA COMMAND

a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.

b. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.

c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System* Plan, dated March 2004.

2. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.

3. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.

4. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.

5. Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.

6. Ongoing Management and Maintenance. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.