



Emergency Operations Plan

2022

GRAYSON COLLEGE EMERGENCY
MANAGEMENT

Promulgation Statement

Grayson College is committed to the safety and security of students, faculty, staff, and visitors on its campuses. In order to support that commitment, college staff have conducted a thorough review of the emergency mitigation, prevention, preparedness, response, and recovery procedures relevant to natural and manmade emergencies and disasters.

The Emergency Operations Plan that follows is the official procedure of Grayson College. It is a result of a comprehensive review and update of school policies and procedures. We commit this institution's resources to the ongoing training, exercise, and maintenance required by this plan and its supporting documents.

This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the college community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential.

The approval of this plan provides clear delegation of authority for the emergency management staff, as defined by the National Incident Management System, to conduct operations during events and incidents when activated.



Dr. Jeremy McMillen

President
Grayson College

Approval and Implementation

Grayson College

Emergency Operations Plan

This Emergency Operations Plan (EOP) is hereby approved for the Grayson County Junior College District. This plan shall apply to all College District personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any College District sponsored events, whether on or off campus, and all public or private District sanctioned activities. This plan is effective immediately and supersedes all previous editions.



11-16-2021

Approved:

Date:

President

Grayson College



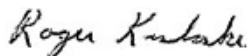
2-16-2022

Approved:

Date:

Vice President for Business Services

Grayson College



11-16-2021

Approved:

Date:

Emergency Manager

Grayson College

Record of Changes

Change #	Date of Change	Change Entered By	Date Entered
1	12/27/2016	Sultan Alsaadi	Position and Titles Updates
2	11-16-2020	Sharon Dray	11-16-2020
3	11-16-2021	Sharon Dray	11-16-2021
4	2-16-2022	Sharon Dray	2-16-2022

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Authority:

This Emergency Operations Plan (EOP) is established and authorized by the President and Chief Executive Officer of the Grayson College District, hereinafter referred to as "District," through the authority of the elected Board of Trustees. Emergency management plans and operations derive their creation and implementation authority through local policy, state law, and federal law. The functional positions within this plan are authorized to perform their duties through the policies and laws in this section and are described further in the sections: Organization and Assignment of Responsibilities, Direction and Control, and/or this plan's supporting documents.

Local

1. Board of Trustees District Policy, CGC (Safety Program - Emergency Plans and Alerts)
2. Board of Trustees District Policy, CG (Safety Program)
3. Inter local Agreements, Memorandums of Understanding, and Contracts

State

1. Education Code, Chapter 37, Sec. 37.108 (Multi-hazard Emergency Operations Plan; Safety and 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

Federal

1. Jeanne Clery Act, 34 C.F.R. 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 Plan
12. National Strategy for Homeland Security, July 2002
13. Nuclear/Radiological Incident Annex of the National Response Plan

Purpose, Scope, Situation, and Assumptions

Purpose

This purpose of this plan is to outline The District's approach to all-hazard emergency operations. It represents a series of best practice guidelines and general guidance for emergency management activities and an overview of The District's methods of prevention, mitigation, preparedness, response, and recovery.

The plan describes The District's emergency response organization and assigns responsibilities for various emergency tasks. The plan and its corresponding annexes provide the framework for responding to major emergencies that threaten the health and safety of the college community or seriously disrupt programs and operations.

The District has developed this plan in order to promote a secure and resilient collegiate environment with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from hazards facing the community.

In any emergency situation, the overriding goals at Grayson College are to:

- Protect life
- Secure District infrastructure and facilities
- Resume instruction and all academic programs

Scope

This Emergency Operations Plan (EOP) applies to the Grayson College District. It may be implemented across all District properties, owned or leased, in all counties in which the District operates, and for all activities in which the District participates during an emergency situation.

i *The emergency situations in which this plan applies consist of a broad range of incidents that include, but are not limited to:*

- *Bomb Threats / Detonations*
- *Civil Disturbances*
- *Epidemic / Infectious Disease*
- *Violent Intruders (To Include Active Shooter)*
- *Fires and Explosions*
- *Hazardous Materials Releases*
- *Hazardous Weather*
- *Mass Casualty Events*
- *Search and Rescue Incidents*
- *Study Abroad Incidents*
- *Terrorism*
- *Transportation Accidents*

Situation Overview

Geography

The Grayson College District operates as a regional county college in North Central Texas with 2 campuses in the cities of Denison, and Van Alstyne. Texas Education Code § 130.190 defines the service area of the Grayson College District to include the territory within: Grayson county; the Bonham, Dodd City, Wolfe City, Ector, Leonard, Savoy, Trenton, Whitewright, and Sam Rayburn independent school districts located in Fannin County. The District lies in FEMA Region VI and Texas DPS Regions 1 and 5. The District is also divided between state Disaster Districts 3, 4A, and 22.



Population Characteristics

The College District population of students and staff is approximately 5,000 persons, as indicated in the 2015-2016 Grayson County College Fact Book. The Denison Campus has resident housing of approximately 86 students in the Viking hall. The District has a commuter student population and large adjunct faculty population resulting in significant travel that occurs between multiple campuses. District properties lie in both urban and rural areas with varying emergency response capabilities.

Capability Assessment

The College District operates its own public safety agency to include a police department with sworn Texas Peace Officers and non-sworn security officers on the Denison and Van Alstyne Campuses. The college does not operate its own emergency medical or fire response agency. District leadership has the capability of utilizing this plan for maintaining continuity and coordinating recovery efforts. For any medical emergency, fire emergency, or police emergency of a large scale, outside resources will be required. Established memorandums of understanding,

- c. Major roads, overpasses, bridges, and local streets may be damaged.
- d. Buildings and structures may be damaged.
- e. Damage may cause injuries and displacement of people in the community as well as displacement of those in on-campus housing.
- f. Normal suppliers may not be able to deliver materials.
- g. Contact with families and households of the College District community may be interrupted.
- h. People may become stranded on campus, and conditions may be unsafe to travel off campus.
- i. Emergency conditions that affect campus will likely affect the surrounding community, potentially including the cities of Denison, Sherman, Knollwood, Pottsboro, Southmayd, Van Alstyne.
- j. The College District may not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of onsite resources and management of emergency operations on campus, through the campus EOC while emergency conditions exist.
- k. Communication and exchange of information will be one of the highest priority operations for the campus EOC.

Concept of Operations:

Objectives

The objectives of our emergency management program and this operations plan are to protect public health and safety and preserve public and private property. To achieve these objectives in a structured manner, this plan supports:

1. **Organization**, which will:
 - a. Provide guidelines for the most critical functions during an emergency response.
 - b. Provide an easy-to-follow format in which users can quickly determine their roles, responsibilities, and primary tasks.

- c. Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response, in which all entities have access to the emergency response process and know what is going on at the college.
2. **Communications and Information Management**, which will:
 - a. Serve as the central point of communications both for receipt and transmission of urgent information and messages.
 - b. Serve as the official point of contact for the college during emergencies when normal channels are interrupted.
 - c. Provide 24-hour, comprehensive communication services for voice, data and operational systems.
 - d. Collect and collate all disaster information for notification, public information, documentation and post-incident analysis.
 - e. Provide a basis for training staff and organizations in emergency response management.
 3. **Decision Making**, which will serve as a reference for:
 - a. Determining the level of response and extent of emergency control and coordination that should be activated when incidents occur, through a clear decision process.
 4. **Response Operations**, which will provide guidance for:
 - a. Utilizing college resources to implement a comprehensive and efficient emergency operations team.
 - b. Continuously preparing a pro-active emergency response guide, for the possibilities and eventualities of emerging incidents.
 5. **Recovery Operations**, which will provide guidance for:
 - a. Transitioning response operations over to normal management processes as able.
 - b. Supporting business resumption plans and processes, as needed, during restoration phases.
 - c. Providing documentation and information support to the state and federal disaster assistance programs.

General

This section provides a clear methodology to realize goals and objectives for execution of the EOP. It describes general requirements and a sequence of response concepts employed by The District.

1. As required by Texas Education Code Statute 37.108, the Grayson County College District will adopt and implement a multi-hazard emergency operations plan for use in

the District's facilities. The plan will provide emergency management services and facilitate prevention, protection, mitigation, response, and recovery actions for presenting emergency or disaster situations.

2. It is the District's responsibility to protect public health & safety and to preserve property from the effects of hazardous events. The college has the primary role in identifying, mitigating, preparing for, responding to, and managing the recovery from hazards and emergency situations that affect the College District community.
3. It is necessary for the campus community to prepare themselves to cope with emergency situations and manage their affairs and property in ways that will aid the College District in managing emergencies. The District will assist the campus community in carrying out these responsibilities by providing training, public information, and instructions prior to and during emergency situations.
4. The College District is responsible for organizing, training, and equipping public safety and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for establishing inter-local agreements or relationships for emergency services.
5. To achieve these general objectives, the District has organized an emergency management program that is both integrated (employs the resources of the College District, local government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.
6. 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.
7. Positions, 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.
8. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies, generally parallel to 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.
9. The District has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. The adoption

of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows for the integration of response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

10. 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, the District will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

Phases of Emergency Management

The District recognizes that most emergencies occur with little or no advance warning, requiring near-immediate activation of this plan and the commitment and deployment of all obligated resources and personnel. The coordination of this response is achieved through five emergency management phases. While not every emergency or disaster will require coordination through all phases, general response activities and emergency operations are accomplished through phase-specific objectives.



Prevention

The prevention phase focuses on preventing human-impact hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented. This phase has much in common with the mitigation phase, but is considered to be applicable to areas where actions can exceed mitigation's mere hazard impact reduction and prevent impacts entirely.

Preparedness

The preparedness phase includes activities to develop operational capabilities and effective responses to emergency situations or disasters. The District's goal under preparedness is to increase readiness and resiliency. Preparedness activities include the following:

- Emergency Planning
- Providing emergency equipment and facilities

- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist the District during emergencies.
- Conducting periodic drills and exercises to test plans and training.
- Campus community information sharing, education, and outreach
- District and department-level policies and procedures

Response

Coordination and response actions are transitioned from the preparedness to the response phase when a hazard is recognized as active or imminent. The goals of response actions for the District surround protection of life, property, the environment, and the continuity of instruction and operation. Tactical response operations will utilize the incident command system (ICS) and establishing an incident command post (ICP). All response phase decisions are designed as protective measures and are made via execution of a decision process that is outlined below.

- **Pre-Impact Response Phase: Hazard Control and Assessment.** The District will act to perceive and assess the threat or hazard and begin to select control and mitigation strategies. Primary operational priorities may include the following:
 - Dissemination of accurate and timely emergency information and warnings
 - Intelligence gathering and assessment of the evolving situation
 - Resource allocation and coordination
 - Incident access and control
- **Impact Response Phase: Protective Action Implementation.** In this phase, the District will select protective action(s) appropriate to the evolving situation and deploy additional primary and support resources. Operational priorities may include the following:
 - Dissemination of accurate and timely emergency information and warnings
 - Law enforcement action and scene security
 - Emergency medical services (EMS), fire services, search, and Hazmat
 - Evacuation on small or large scales
 - Public health interventions
 - Determination of need for mutual aid
 - Engaging plans for continuity of instruction and operation
- **Assessment and Allocation of Short-term Needs.** Short-term operational needs are determined and dependent upon actions and assessment during the Impact Response Phase. These operations often transcend the response and recovery phases. Short-term needs may include the following:
 - Dissemination of accurate and timely emergency information and warnings
 - Shelter operations
 - Access and security adjustments

- Determination of need for (continued) mutual aid

Recovery

Following stabilization of the emergency or disaster situation and resolution or establishment of life-safety issues, the District will shift operational focus to recovery. Examples of recovery programs include temporary housing, resumption of regular instruction, restoration of college student and administrative services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities. Recovery priorities may include the following:

- Continuing continuity of instruction and operation efforts
- Physical restoration of essential services, facilities, and infrastructure
- Establishing and implementing restoration priorities
- Short-term operations seek to restore vital services to the College District and provide for the basic needs of the residents in campus housing or those stranded on campus
- Long-term recovery focuses on restoring the college to its normal state

Mitigation

The Mitigation Phase transcends all phases of emergency management, as it involves actions that occur prior to, during, and after an emergency or disaster event. Mitigation focuses on reducing the impact of hazards which exist and are a threat to life, property, and the environment. All mitigation actions and the mitigation planning process are detailed in the Hazard Mitigation Annex, published under a separate cover.

Emergency Operations Center

The District does not currently operate a 24-hour dedicated emergency operations center (EOC). A stand-up multi-use EOC facility is available, however, for District use for any emergency or disaster. The availability of this EOC is also a requirement to comply with the Hazardous Weather Support Annex Storm Ready **Guideline #2 - Establish an Emergency Operations Center**. The function of the EOC is to provide a centralized focus of authority and information to allow face-to-face coordination among personnel who must make decisions regarding priorities in the use of resources. Only minor activation level events allow for the use of a virtual emergency operations center (VEOC), by internet chat or video conference, at the discretion of the District emergency management coordinator.

The District EOC must provide for:

- An operations area (to perform emergency response and management functions);
- A conference/media room (for meetings and press briefings);
- A call center room (for establishing an emergency information call center);
- A space that may be quickly secured (to prohibit unauthorized access);
- A location with redundant power (to continue operations in the event of power failure); and
- A location with internet and telephone access (to maintain communications, information gathering, and coordination functions).

The District EOC follows command and control concepts described in the NIMS to interface with ICS as it is utilized at the ICP. The EOC will activate when a hazard has or may present conditions of such a magnitude that a large commitment of resources from numerous sources may be required over an extended period of time or other implementation of District command and control measures are needed.

The function of the EOC is to:

- Receive and disseminate warnings;
- Coordinate emergency operations between agencies and organizations;
- Develop policies and determine the state of emergency for elected officials;
- Collect intelligence from and disseminate information to the various EOC representatives, other jurisdictions, state, and federal agencies;
- Maintain current situational maps and information display boards;
- Prioritize response and the allocation of resources;
- Control and coordinate the operations and logistical support resources; and
- Coordinate mutual aid.

Activation Levels

The District may operate the

- **Level IV (Monitoring Activation).** This level may be implemented whenever emergency management receives notice of an incident that may escalate to threaten the safety of the campus community. Personnel may partially staff the EOC or Virtual EOC (VEOC) to monitor conditions.
- **Level III (Event-specific Limited Activation).** This level may be implemented by the District emergency manager or his or her designee. This activation is in response to a hazards specific event that requires response from the College District or for utilizing the EOC to assist in coordination with planned events such as commencement ceremonies.
- **Level II (Limited Activation).** This level may be implemented for a major event. Activation in these cases will increase the required staff in the EOC to effectively respond to the event.
- **Level I (Full Activation).** This level builds upon Level II and may include representatives from affected municipalities as well as representatives from agencies that support the functional branches, including state and federal agencies.

Organization and Assignment of Responsibilities

In addition to routine day-to-day responsibilities, most departments within Grayson College have emergency functions in addition to their normal day-to-day duties. During emergency situations, normal organizational arrangements are modified to facilitate emergency operations. The emergency organization at Grayson College includes an Incident Management Policy Group and is made up of the College President, all Vice Presidents, Public Information Officer, Emergency Manager, and Facilities Director. The organizational structure used in the College District during emergencies originates from three sources: The State of Texas Emergency Operations Plan, NIMS, and accepted ICS structure. The organizational structure is

configured this way to maximize compatibility with state and federal assets, as well as incident commanders in the field. The response function format is compatible with State and Federal organizational structures, but these functions are placed in the context of the ICS. Each function, branch, or unit may be scaled up or down to one or many positions depending on the size and scope of the incident.

1- Incident Management Policy Group

The emergency management team provides guidance and direction for emergency management programs and for emergency response and recovery operations. The emergency management team for Grayson College includes the president's executive council, representatives from facilities services, public safety and faculty.

2- Emergency Services

Emergency services include the incident Commander and those departments, agencies, and groups with primary emergency response action. The incident commander is the person in charge at an incident site. The group typically includes management personnel from the Grayson College Police Department and/or Facilities Services.

3- Emergency Support Services

The group include departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

4- Volunteer and Other Services

This group includes organized volunteer groups such as college preparedness team and businesses that have agreed to provide certain support for emergency operation.

Incident Management Policy Group Functions

The Incident Management Policy Group is responsible for oversight of District operations, including emergency operations. The Policy Group coordinates the overall District effort and operates in conjunction with neighboring resources and federal and state assets that may be involved in emergency activities. The Policy Group will consist of the College President, Vice President of Business Services, Emergency Manager, Director of Facilities, and the Public Information Officer.

President and Chief Executive

- Authorizes activation of the EOC by delegation in this plan;
- Establishes objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program;
- Monitors the emergency response during disaster situations and provide direction where appropriate; and

- With the assistance and coordination from the Incident Management Policy Group and PIO, keeps the public informed during emergency situations.

Vice President for Business Services

- Assures that members of the Incident Management Policy Group are aware of situation updates; and
- Serves as the liaison between the President and the Incident Management Policy Group.

Emergency Management Coordinator

The Emergency Management Coordinator (EMC) develops the emergency management program and serves as the key leader in planning, coordination of operations, and supporter of mitigation efforts. The EMC is responsible for coordinating all components of the emergency management system that are within or interface with the District during emergency situations. These coordinated components consist of fire and police, emergency medical service, facilities, public works, various District departments, volunteers, and other groups contributing to the management of emergencies.

The EMC, by virtue of the authority of the President and Chief Executive:

- Coordinates activation of the EOC and supervises its operation as Emergency Operations Center Manager;
- Provides overall direction of the activities of the District's departments while the EOP is in use;
- Implements the policies and decisions of the executive body relating to emergency management;
- Organizes the emergency management program and identifies personnel, equipment, and facility needs;
- Prepares and maintains this Emergency Operations Plan;
- Assigns emergency management program tasks to positions, departments, and agencies;
- Ensures that departments and agencies participate in emergency planning, training, and exercise activities;
- Coordinates the operational response of local emergency services;
- Evaluates incoming information and direct response efforts;
- Keeps the Policy Group and the EOC staff updated;
- Prioritizes emergency efforts taking place across the District when limited resources are available;
- Approves Incident Action Plans (IAPs) for each operational period; and

- Delegates and designates responsibilities appropriate to the size and scope of the presenting emergency or disaster situation, including:
 - Serving as liaison with local, state, and federal agencies participating in response and recovery efforts;
 - Maintaining coordination with appropriate governmental, public, private, and nongovernmental enterprises to ensure their cooperative support in the event it is needed;
 - Ensuring necessary narrative and operation journals and essential records are maintained during emergencies and that appropriate information and reports are provided to higher, adjacent, and support jurisdictions; and
 - Approving any activation and deployment of emergency response assets under the District's jurisdiction

Public Information Officer

The Public Information Officer (PIO) is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The PIO gathers, verifies, coordinates, and disseminates accurate, accessible, and timely information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external audiences. The PIO may also perform a key public information-monitoring role. Whether the command structure is single or unified, only one PIO should be designated per incident. Assistants may be assigned from other involved agencies, departments, or organizations. The Incident Commander, Unified Command, or Emergency Operations Center Manager, depending on the level of incident activation, must approve the release of all incident-related information. In large-scale incidents or where multiple command posts are established, the PIO should participate in or lead the Joint Information Center (JIC) in order to ensure consistency in the provision of information to the public. The PIO may perform the following additional and specific responsibilities:

- Collects and distributes the most accurate and timely information regarding emergency events as approved by the EOC Manager;
- Assumes responsibilities for public communications in the EOC and in designated JICs;
- Leads and/or collaborates in joint command emergencies (the primary responding agency will take the lead in releasing information); and
- Establishes and maintains ground rules with the media and serves as the central clearinghouse for public communications and releases.

Safety Officer

In any emergency situation every position holds responsibilities in calling attention to unsafe situations. The Safety Officer position is dedicated to this effort and performs the following:

- Monitors incident operations at an EOC level and advises the EOC Manager on pertinent life safety protective actions for the incident as a whole; and
- Assumes responsibilities for safety of the EOC and directs EOC staff and other personnel as to appropriate actions in the event of an emergency at the EOC location.

Liaison Officer(s)

The Liaison Officer is a position that may be staffed as an accessory to the EOC at the discretion of the EOC Manager or his or her designee. This position may serve appropriate function in incidents when the District EOC must interface with other operations centers as the scale of the incident grows to a large area or regional event. Responsibilities of this position may include the following:

- Obtain cooperating and assisting agency information;
- Contact and brief assisting/cooperating agency representatives and mutual aid cooperators;
- Communicate with agency representatives concerning resources and capabilities, and restrictions on use and provide this information at planning meetings; and
- Work with the PIO and the EOC Manager to coordinate media releases associated with inter-governmental cooperation issues

Intelligence Officer

The Intelligence Officer is a position that may be staffed as an accessory to the EOC at the discretion of the EOC Manager or his or her designee. This position may serve appropriate function in incidents requiring handling of information that is sensitive or otherwise critical to the end objectives of response and recovery efforts. Responsibilities of this position may include the following:

- Ensuring compliance with FERPA and student information;
- Coordinates collection and handling of intelligence;
- Analyzes and shares intelligence related to the District, city, county, state, and national security, classified information, or other operational information, such as risk assessments, medical intelligence, and surveillance with the EOC manager;
- Develops and manages information-related security plans and operations; and
- Protects sensitive information of all types and ensures its transfer only to those who need to access it and maintain proper clearance

EOC General Staff

The EOC General Staff make up and direct the majority of EOC staffing and operations. In addition to the responsibilities outlined below, each section will interface with ESF, support, or hazard-specific annexes to the functions outlined in this EOP. The EOC General Staff is

comprised of the chiefs responsible for the four strategic sections: The Operations Section Chief, the Planning Section Chief, the Logistics Section Chief, and the Finance and Administration Section Chief.

Operations Section Chief

The Operations Section Chief coordinates incident operations at the District level with support from and in cooperation with the other Section Chiefs and the EOC Manager. This position will be designated by the EOC Manager based on the type of hazard and which organization is best suited to guide the efforts of field personnel. The Section Chief may change following the transition from response to recovery efforts.

Since the types of necessary expertise vary in an all-hazards environment, it is prudent to remain flexible. The following functional branches comprise the Operations Section. In addition, each functional branch provides a representative to the EOC, as requested, to facilitate coordination of the unique responsibilities of each branch and to support the overall mission and actions of the Operations Section and subsequently the District EOC.

Logistics Section Chief

The Logistics Section Chief is responsible for providing the Operations Section with the equipment and resources it needs to complete its objectives and for coordinating with the Planning Section to provide resources for future emergency operations. This position will be designated by the EOC Manager based on the type of hazard and which organization is best suited to guide the efforts of section personnel.

The Logistics Section Chief coordinates the activities of the following functional branches. In addition, each functional branch provides a representative to the EOC, as requested, to facilitate coordination of the unique responsibilities of each branch and to support the overall mission and actions of the Logistics Section and the District EOC.

- **Communications Branch**
 - Supports and provides all required telecommunications, radio support, and phone bank operations for disaster incidents.
- **General Services and Engineering Branch**
 - Coordinates repair of facilities and utilities, support services, fleet management, emergency debris clearance, debris management, and long-term sheltering requirements.
- **Ground Support Branch**
 - Coordinates storage, staging, and maintenance of resources acquired, procured, and/or donated in support of emergency response and disaster recovery operations.

- **Volunteer and Donations Coordination Branch**

- Coordinates receiving and tracking of donations offered in support of emergency response and disaster recovery operations; and
- Establishes volunteer staging and facilitates volunteer training and assignment to emergency response operations, as required.

Finance and Administration Section Chief

The Finance and Administration Section Chief oversees activities related to procurement, invoicing, projection of disaster-related costs, and documentation of costs and expenditures, including man-hours and overtime. This position will be designated by the EOC Manager based on the type of hazard and which organization is best suited to guide the efforts of section personnel.

The Finance and Administration Section Chief works closely with other EOC Section Chiefs and the functional branch lead agencies to ensure proper documentation of disaster-related expenses and cost projections as needed. This includes expenses related to volunteers assisting in response and recovery.

The Finance and Administration Section Chief coordinates the activities of the following Finance and Administration Section functions. In addition, each function provides a representative to the EOC, as requested, to facilitate coordination of the unique responsibilities of each function and to support the overall mission and actions of the Finance and Administration Section and the District EOC.

- **Time Unit**

- Ensures proper recording of personnel time and equipment-use time, in coordination with the Logistics Section.

- **Procurement Unit**

- Administers all financial matters pertaining to vendor contracts; and
- Assists in the identification of sources for equipment and facilitates requirements for rental and supply of needed resources.

- **Compensation and Claims Unit**

- Coordinates tracking of financial expenditures resulting from property damage, injuries, or fatalities at the incident; and
- Coordinates tracking of financial expenditures from responders.

Emergency Support, Support Annex, and Hazard Annex Functions

Emergency Support Function (ESF) Annexes		
Annex	Title	Function
ESF #1	Transportation	<ul style="list-style-type: none"> • Coordinate with potential resource entities in identifying local public and private transportation resources and coordinate their use in emergencies. • Coordinate deployment of transportation equipment to support emergency operations. • Establish and maintain a reserve pool of drivers, maintenance personnel, parts, and tools. • Maintain records on use of transportation equipment and personnel for purpose of possible reimbursement.
ESF #2	Communications	<ul style="list-style-type: none"> • Identify the communications systems available within the District and local area, determine the connectivity of those systems, and ensure their interoperability. • Develop plans and procedures for coordinated use of the various communications systems available during emergencies. • Determine and implement means of augmenting communications during emergencies, including support by private sector and volunteer organizations.
ESF #3	Public Works and Engineering	<ul style="list-style-type: none"> • Protect facilities and vital equipment. • Assess damage to District owned roadways, parking areas, facilities, and other infrastructure. • Direct temporary repair of vital facilities. • Restore damaged roadways and parking. • Restore District waste disposal systems. • Arrange for debris removal. • Provide building inspection support.
ESF #4	Firefighting	<ul style="list-style-type: none"> • Fire prevention activities. • Fire detection and control. • Evacuation support. • Post-incident reconnaissance and damage assessment support. • Fire safety inspection of temporary shelters • Prepare and maintain fire resource inventory
ESF #5	Emergency Management	<ul style="list-style-type: none"> • Direct utilization of District resources and assets. • Oversee the EOC during any or all activation levels. • Assemble departmental directors and their staff when needed at the EOC.

		<ul style="list-style-type: none"> • Coordinate District actions in all phases of emergency management through the EOC command structure. • Monitors the duties of the staff, use of message forms, and procedures for EOC activation.
ESF #6	Mass Care, Emergency Assistance, Housing, and Human Services	<ul style="list-style-type: none"> • Determine appropriate building(s) to designate as temporary shelter(s) for the District. • Arrange for social service assistant in the management of shelter and mass care operations through the Texas Division of Emergency Management, Counseling Services, relief agencies, and volunteer groups (e.g., American Red Cross (ARC), The Salvation Army (TSA), Campus/Community Emergency Response Teams (CERT), and Victim Relief). • Arrange for food services through <u>Great Western Dining</u> or established mutual aid agreements. • Coordinate with ARC for special care requirements for disaster victims such as special needs students, staff, and others as needed. • Coordinate the provision of disaster mental health services with the District • Make counseling services available to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.
ESF #7	Logistics Management and Resource Support	<ul style="list-style-type: none"> • Maintain and coordinate inventory of emergency resources with the emergency management coordinator. • During emergency operations, locate supplies, equipment, and personnel to meet specific needs. • Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency. • Establish emergency purchasing procedures and coordinate emergency procurements. • Establish and maintain a labor reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation. • Coordinate for transportation, sorting, temporary storage, and distribution of resources during emergencies. • Establish staging areas for resources, if required. • Coordinate with Volunteer and Donation Coordination support for additional personnel and resources. • Maintain records of emergency-related expenditures for purchases and personnel.

		<ul style="list-style-type: none"> Identify emergency feeding sites, secure emergency food supplies and coordinate with local cities or counties for additional services as necessary.
ESF #8	Public Health and Medical Services	<ul style="list-style-type: none"> Coordinate and support health and medical care and EMS as necessary and /or requested by the local response agencies during emergencies. They will liaison with local hospitals and public health offices. Provide mental and physical health information and education to faculty, staff and students. Coordinate with local health and/or Texas Department of State Health Services during public health emergencies.
ESF #9	Search and Rescue	<ul style="list-style-type: none"> Collaborate with emergency management coordinator to identify storm shelter or storm refuge locations. Post-disaster emergency response to conduct search and rescue with priority to lifesaving operations.
ESF #10	Oil and Hazardous Materials Response	<ul style="list-style-type: none"> In accordance with Homeland Security Presidential Directive 5, establish ICS to manage the response to Hazmat incidents. Establish the Hazmat incident functional areas (e.g., hot zone, warm zone, cold zone, etc.) Determine and implement requirements for personal protective equipment for emergency responders. Initiate appropriate actions to control and eliminate the hazard in accordance with established Hazmat response guidance and best practice guidelines. Determine areas at risk and which public protective actions, if any, should be implemented. Apply appropriate firefighting techniques if the incident has, or may, result in a fire. Determine when affected Hazmat areas may be safely reentered. Maintain inventory of radiological equipment and inventory as required. Ensure District personnel have current training in radiological monitoring and decontamination and requirements for transportation and handling as appropriate. Respond to radiological incidents, terrorist incidents involving radiological materials, and being the point of contact to response agencies as necessary regarding radiological incidents. Make notification concerning radiological incidents to state and federal authorities.

ESF #12	Energy	<ul style="list-style-type: none"> • Support emergency electrical power generation where available. • Assesses energy system damage and monitors repair work. • Support emergency disconnects of natural gas lines in the event of line breaks or leaks during an emergency or disaster situation. • Collects, assesses, and provides information on energy supply, demand, and contributes to situation and after-action reports. • Identifies supporting resources needed to restore energy systems.
ESF #13	Public Safety and Security	<ul style="list-style-type: none"> • Maintenance of law and order. • Traffic control. • Provision of security for vital facilities, evacuated areas, and shelters. • Access control for damaged or contaminated areas • Prepare and maintain law enforcement resource inventory. • Identify areas where evacuation has occurred, if any, or may be required in the future and determine if population is at risk. • Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements. • Develop simplified planning procedures for ad hoc evacuations. • Determine and recommend emergency campus information requirements. • Perform evacuation planning for special needs facilities. • Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities. • Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities. • Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property. • Ensure required notification of terrorist incidents is made to state and federal authorities.
ESF #14	Long-Term Community Recovery	<ul style="list-style-type: none"> • Assess and compile information on damage to property. If damages are beyond the capability of the District to assess, then information should be compiled for use by the College President and local

		<p>officials in requesting state or federal disaster assistance.</p> <ul style="list-style-type: none"> • If it is determined that the District is eligible for state or federal disaster assistance, then it should coordinate with state and federal agencies to carry out authorized recovery programs. • Engage with continuity programs to transition from continuity of instruction and operation to regular District functions.
ESF #15	External Affairs	<ul style="list-style-type: none"> • Provide information to the media during emergencies. • Arrange for media briefings. • Compiles online, print and/or photo documentation of emergencies. • Establish a Joint Information Center when applicable. • Compile and release information and instructions for the media during emergencies and respond to questions relating to emergency operations through EOC approval.

Support Annexes

Annex	Title	Function
A	Warning	<ul style="list-style-type: none"> • Disseminate warning information and instructions to the campus community through available warning systems. • Receive information on emergencies from local, state, or federal government or by local news media. • Alert key officials of emergencies. • Ensure Clery compliance for timely warning and notification.
E	Training, Testing, and Exercise	<ul style="list-style-type: none"> • Provide guidelines for training of students, faculty, and staff in all-hazards emergency management. • Establish NIMS compliant training requirements for members of, or those who interact with, the emergency operations center. • Establish requirements for drills and exercises to be performed on District property. • Establish requirements and schedules for the testing of the District's emergency notification systems.

Hazard-Specific Annexes

Annex	Title	Function
H	Hazardous Weather	<ul style="list-style-type: none"> • Identify requirements of the NWS Storm-Ready program. • Provide framework for operations during hazardous weather events. • Provide decision support and action guidance for winter weather event impacts.

T	Travel and Transportation Hazards	<ul style="list-style-type: none"> • Identify the hazards from travel and transportation activities. • Provide framework for response and recovery to passenger train, bus, passenger vehicle, and aircraft incidents. • Provide decision support and action guidance for domestic and international travel incidents.
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Succession of Leadership

For the order of succession with delegation of authority for the President and other leadership positions of the Grayson College District in the event that the primary representative is unavailable refer to the Succession of Leadership Appendix.

Direction, Control, and Coordination

General

Coordinating response and recovery activities through one central location provides for an efficient response to an emergency. When activated during an emergency, the EOC acts as the base of direction, control, and coordination for emergency management operations in the College District.

Authority to Initiate Actions

This EOP plan serves as a procedural document and references and/or indicates authority related to the following:

- The Grayson College police department EOP is the official operations source for Grayson College and governs all disasters related to administrative and operational tasks of the District.
- The Grayson College police department EOP is authorized by and promulgated under the authority contained by those local, state, and federal statutes listed herein.

All District departments and agencies are an integral part of this plan. These departments and agencies that do not have specific responsibilities outlined in this plan constitute a large reserve of material and manpower resources. At the direction of the President, Vice President for Business Services, or Emergency Management Coordinator, these departments may be requested to perform previously unassigned tasks or may be requested to supplement specifically assigned disaster response roles.

The Policy Group, in conjunction with the Grayson College police department EOC Command Group, establishes priorities and is responsible for providing accurate and timely information to the campus community, especially in time of emergency.

Command Responsibility for Specific Action

- The President of the Grayson College District, under the authority provided by the Board of Trustees, maintains the responsibility for identifying and minimizing the effects of the dangers to the College District.
- The Emergency Management Coordinator, the EOC Manager, or designee, acts as the chief advisor to the Policy Group during any declared emergency affecting the people and property of the Grayson County College Junior College District. Various District departments and agencies under the direction of the EOC Manager will conduct emergency operations.
- Local, state, and federal officials will coordinate their operations through the District EOC via EOC Liaison Officer(s) or other designated representative.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the District EOC, the EOC will coordinate all forms of essential and critical information. Coordination of disaster intelligence may require the following activities:

- Identification of types of information are needed
- Determination of where information is expected to come from
- Identification of what sections will need and use the information
- Establishing how the information will be disseminated

Disaster information is managed primarily under the Planning Section but may come into the EOC through any functional branch or via Command Staff or Policy Group representatives.

Communication

Communications requirements in emergency or disaster situations are supported through the protocols and coordination procedures that The District executes as part of routine, day-to-day operations. The Communications Branch Director will develop procedures to activate additional EOC communications support personnel and to expand the EOC communications capability, as required. These procedures will address the provisions for EOC message handling to include record keeping/documentation, distribution/internal message flow, and coordination of incoming/outgoing information.

Public Information

Public information will be managed through the PIO and/or Joint Information Center (JIC), if established. Information will be coordinated to flow through one central point to ensure accuracy, quality, and efficiency in dissemination. The PIO maintains responsibility for all actions and efforts surrounding the following:

- Media management
- Public relations strategy
- Videography and photography
- Public information administration and multi-agency/department coordination

Administration, Finance, and Logistics

Agreements and Understandings

Any agreements and/or contracts must be entered into by duly authorized officials and, where practicable, formalized in writing prior to performance.

Should College District resources prove to be inadequate during emergency operations, requests for assistance may be made to other governmental jurisdictions, volunteer agencies, and the private sector in accordance with existing contracts or negotiated emergency agreements.

Grayson College may provide emergency assistance to another local government, whether or not the local governments have previously agreed or contracted to provide that kind of assistance under Board of Trustees Policy GGE and Texas Government Code 791.027(a).

A list of all current and active memorandums of understanding (MOUs), mutual-aid agreements (MAAs), and contracts for emergency services between the District and third parties is available within the office of emergency management.

Resource Management

Resource management includes providing or obtaining goods or services, executing logistical or administrative activities for the College District's emergency response operations, and coordinating the use of the resources to facilitate an effective, efficient, and appropriate result.

College District resources, as well as mutual aid and donated resources and services, will be managed according to policies and procedures of the Logistics Section.

Emergency Purchasing and Acquisition

Emergency purchases, acquisitions, and other procurements may be authorized by the College President, the Vice President for Business Services, or his or her designee to support and facilitate objectives of Grayson College emergency operations. Policy mandates that all such purchases be reported to the Board of Trustees as soon as possible.

Records and Reports

The Incident Command Post and the EOC shall maintain accurate activity logs recording key response activities, including:

- Activation or deactivation of emergency facilities;
- Emergency notifications to other local governments and to state and federal agencies;
- Significant changes in the emergency situation;
- Major commitments of resources or requests for additional resources from external sources;
- Issuance of protective action recommendations to the public;
- Evacuations;
- Casualties; and
- Containment or termination of the incident.

In order to continue normal District operations following an emergency situation disaster, vital records must be protected. These include legal documents, student files, personnel files, and financial records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each department or agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs. If records are damaged during an emergency situation, the District will seek professional assistance to preserve and restore them.

Expenditures and obligations of public funds during emergency operations must be recorded by the responsible departments and agencies in accordance with District policies and procedures.

The Finance and Administration Section has responsibility for distributing approved forms for this purpose and for collecting and processing them during and after an emergency.

Narratives and operational journals of response actions will be kept by all departments and agencies with emergency responsibilities.

Post-Incident and Exercise Review

The emergency management coordinator is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will 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.

Plan Development and Maintenance

Primary responsibility for coordinating the plan development and maintenance process rests with the Director of Emergency Management serving as the District's Emergency Management Coordinator (EMC).

Operations Plan Maintenance, Updates, and Revisions

Periodic revisions to this plan will be identified by appropriate signatures and approval dates. The EMC is responsible for performing periodic reviews of plans and standard operating procedures (SOPs) with appropriate agencies and departments. The revision process will include incorporation of necessary changes based upon periodic tests, drills, exercises, or actual events.

To comply with the requirements outlined in Texas Education Code 37.108, the District must review, update (if needed), and certify this plan to be current on an annual basis.

Reasons the District will update this plan (in its entirety or individual components) may include:

- Changes to hazard consequences or risk areas;
- Changes to the concept of operations for emergency or disaster response;
- Reorganization of supporting departments, agencies, and other stakeholders that results in a change in the District's capability to respond to an emergency or disaster situation;
- Significant deficiencies in this plan or its components revealed by a training exercise or an actual emergency; and
- Changes to District policy, state requirements, or federal planning standards.

Annex Update and Maintenance Responsibilities

This operations plan is a framework for a system of emergency support functions, support functions, and hazard-specific annexes published under separate covers. The table in Figure 2 identifies the responsible positions for the annual maintenance and update of each annex.

Figure 2: EOP Annex Responsibilities

Emergency Support Function (ESF) Annexes		
Annex	Title	Responsible Party
ESF #1	Transportation	Director of Facilities
ESF #2	Communications	Public Information Officer
ESF #3	Public Works and Engineering	Director of Facilities

ESF #4	Firefighting	Emergency Management Coordinator
ESF #5	Emergency Management	Emergency Management Coordinator
ESF #6	Mass Care, Emergency Assistance, Housing, and Human Services	Vice President for Student Services
ESF #7	Logistics Management and Resource Support	Vice President for Business Services
ESF #8	Public Health and Medical Services	Vice President for Student Services
ESF #9	Search and Rescue	Emergency Management Coordinator
ESF #10	Oil and Hazardous Materials Response	Emergency Management Coordinator
ESF #12	Energy	Director of Facilities
ESF #13	Public Safety and Security	Chief of Police
ESF #14	Long-Term Community Recovery	Emergency Management Coordinator
ESF #15	External Affairs	Public Information Officer
Support Annexes		
Annex		
A	Warning	Emergency Management Coordinator
E	Training, Testing, and Exercise	Emergency Management Coordinator
	Hazard- Specific Annexes	
Annex		
H	Hazardous Weather	Emergency Management Coordinator
T	Travel and Transportation Hazards	Emergency Management Coordinator

Training, Testing, and Exercising

The EMC will schedule and conduct required training activities to ensure emergency response capabilities and certification. The preparedness and readiness measures of this section conducted by the District are outlined in the Training, Testing, and Exercising support annex, published under a separate cover.

Safety and Security Audit

In accordance with Texas Education Code Sections 37.108 and 51.217, this plan is required to have a safety and security audit every three years to verify the EOP and its annexes continue to provide for training, drills, emergency coordination, and implementation of the audit process. The District emergency management coordinator is responsible for the audit and for submitting copies of planning documents for review as necessary.

Terms and References

AAR	After Action Report
ARC	American Red Cross
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 or Operating Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency, an element of the DHS
FERPA	Family Educational Rights and Privacy Act
Hazmat	Hazardous Material

Area Command (Unified Area Command) 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.

Disaster District 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.







Disaster District Committee The 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.

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

Public Information Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster ensuring the needs of the whole community are addressed.

Texas Traditional Model Annex

ESF/Support/Hazard Model Annex

Annex S - Transportation		ESF #1 - Transportation
Annex B - Communications		ESF #2 - Communications
Annex K - Public Works		ESF #3 - Public Works and Engineering
Annex F - Firefighting		ESF #4 - Firefighting
Annex N - Direction and Control		ESF #5 - Emergency Management
Annex C - Shelter and Mass Care		ESF #6 - Mass Care, Emergency Assistance, Housing, and Human Services

Annex O - Human Services

Annex M - Resource Management  **ESF #7 - Logistics Management and Resource Support**

Annex H - Health and Medical Services  **ESF #8 - Public Health and Medical Services**

Annex R - Search and Rescue  **ESF #9 - Search and Rescue**

Annex D - Radiological Protection  **ESF #10 - Oil and Hazardous Materials Response**

Annex Q - Hazmat and Oil Spills

Annex L - Utilities  **ESF #12 - Energy**

Annex E - Evacuation  **ESF #13 - Public Safety and Security**

Annex G - Law Enforcement

Annex V - Terrorism

Annex J - Recovery  **ESF #14 - Long-Term Community Recovery**

Annex I - Emergency Public Information  **ESF #15 - External Affairs**

Support Annexes

Support Annex  **Annex A - Warning**

Support Annex  **Annex E - Training, Testing, and Exercise**

Hazard Specific Annexes

Hazard Specific  **Annex H - Hazardous Weather**

Hazard Specific  **Annex T - Travel and Transportation Hazards**

Distribution list:

This Emergency Support Function annex is distributed to the positions or locations indicated in the table below.

Distribution Area/ Position	Copies
President	1
Emergency management coordinator	1
Public Information Office	1
GC Information Technology Services	1
GC Police Department	1
Campus Dean- Van Alstyne	1
Vice President for Business Services	1