



# **Travel and Transportation**

## **Hazards Annex**

### **T**

**GRAYSON COLLEGE EMERGENCY**

**MANAGEMENT**

# Table of Contents

- Table of contents ..... 1**
- Approval and implementation ..... 2**
- Recorded of change..... 3**
- Authority..... 4**
- Introduction..... 4**
  - Purpose ..... 4
  - Scope... ..... 4
- Passenger Car and Bus Travel Incidents..... 4**
- Domestic Travel Incidents. .... 5**
- International Travel and Study Abroad Incidents..... 5**
  - Information Sharing Prior to Travel ..... 6
  - Emergency Preparation..... 7
  - Response Operations ..... 7
  - International Travel Restrictions..... 7
- Term and references ..... 8**
  - Acronyms ..... 8
  - Definitions..... 8
- Distribution List..... 9**

# APPROVAL & IMPLEMENTATION

Grayson College

Hazard Annex T - Travel and Transportation



11-16-2021

College President

Date

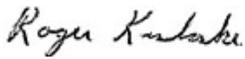
**Dr. Jeremy McMillen**



2-16-2022

Vice President for Business Services

Date



11-16-2021

Emergency Manager

Date

**Chief Roger Kisloski**

**NOTE: The signature(s) will be based upon district administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex may sign the annex.**

## RECORD OF CHANGES

Page and Section # of Change	Date of Change	Entered By	Date Entered
01	November, 2016	Sultan Alsaadi	Creation of new Hazard annex
2 ANNEX T	11-16-2020	Sharon Dray	11-16-2020
2 ANNEX T	11-16-2021	Sharon Dray	11-16-2021
2 ANNEX T	2-07-2022	Sharon Dray	2-16-2022

## Authority

See Emergency Operations Plan, Authority.

## Introduction

The Hazard Annexes to the Emergency Operations Plan organize the applicable college district positions, departments, and outside support agencies into groups according to their roles in response to a pre-determined category of hazard(s) that may create a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The Hazard Annex provides basic information for hazard-specific operations and resources which might be needed for an incident that affects North Central Texas College. Hazard Annexes may trigger EOC and subsequent ESF Annex activations will provide response command and control.

Hazard Annexes provide hazard-specific guidance for the Emergency Operations Center (EOC) Manager and ESFs in response to all activation level emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the district. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

### **Purpose:**

The purpose of the Travel and Transportation Annex is to provide a hazard-specific framework for use during a domestic or international travel related emergency or disaster impacting Grayson College.

### **Scope:**

The Travel and Transportation Hazard Annex:

- Is applicable to all incidents that are District sponsored, occur on District property, or utilize District transportation resources.
- May expand to aid neighboring agencies with travel or transportation emergencies as requested by those agencies.

## Passenger Car and Bus Travel Incidents

Prior to passenger car or bus travel with District owned transportation, the operator will follow administrative procedures for obtaining a vehicle, declaring the occupants, filing a destination, and following any administrative policies as defined by the District.

Upon the notification of a passenger car or bus travel incident the District will stand up the EOC and activate the necessary ESFs to manage the situation. Response and recovery operations will be conducted as identified in the EOP and departmental SOPs.

## Domestic Travel Incidents

Emergencies and disasters may occur and impact members of the campus community who are travelling within the United States. The District may stand up the EOC for incidents that occur during college sponsored travel. Administrative policies and procedures established by the District shall be followed for all travel events. Response and recovery operations will be conducted as identified in the EOP and departmental SOPs.

### Information Sharing Prior to Travel

Before any District sponsored domestic travel event a faculty or staff representative will be designated the coordinator for the event. The travel coordinator will collect the following information for all persons travelling to be provided to the District Emergency Management Coordinator:

- Full Name
- Date of Birth
- Cell Phone Number
- Health Insurance and Medical Information
  - Insurance Provider
  - Insurance Number
  - Group Code
  - Known Allergies or Existing Medical Conditions
  - Existing Medications
- Emergency Contact Name
- Emergency Contact Phone Number
- Emergency Contact Address
- Detailed Group Flight, Train, and/or Shuttle Information
- Detailed Group Lodging Information
- Detailed Group Itinerary

## International Travel and Study Abroad Incidents

Emergencies and disasters may occur and impact members of the campus community who are travelling internationally. International incidents complicate emergency and disaster response. Emergency plans and procedures are in place to provide a framework for planning, preparedness,

response, and recovery for international travel emergency. Potential emergencies within the scope of this annex include, but are not limited to:

- Criminal cases
  - Sexual harassment or sexual assault
  - Assault
  - Theft
  - Arrest
- Civil or Political Unrest
- Terrorist Acts
- Hostage Situation
- Natural Disaster
- Serious Illness or Injury
- Death

### **Information Sharing Prior to Travel**

Before any District sponsored international travel or study abroad event a faculty or staff representative will be designated the coordinator for the event. The travel or study abroad coordinator will collect the following information for all persons travelling to be provided to the District Emergency Management Coordinator:

- Full Name
- Date of Birth
- Passport Number
- Passport Expiration Date
- Cell Phone Number
- Health Insurance and Medical Information
  - Insurance Provider
  - Insurance Number
  - Group Code
  - Known Allergies or Existing Medical Conditions
  - Existing Medications
- Emergency Contact Name
- Emergency Contact Phone Number
- Emergency Contact Address
- Detailed Group Flight, Train, and/or Shuttle Information
- Detailed Group Lodging Information
- Detailed Group Itinerary

## **Emergency Preparation**

Each student, faculty, and staff member who is a U.S. citizen and traveling internationally will register with the U.S. Embassies or Consulates through the U.S. Department of State's Smart Traveler Enrollment Program (STEP) <https://step.state.gov/step>. Registration will make a traveler's presence and whereabouts known should it be necessary to contact them in an emergency. STEP also provides the ability to obtain routine information from the nearest U.S. Embassy or Consulate.

## **Response Operations**

For emergencies occurring during a travel event, and after contacting any needed local authorities or resources, the travel coordinator will contact the District EMC to communicate the emergency situation. The District EMC will activate the EOC, if necessary, and begin appropriate actions.

The District EMC will communicate with the U.S. State Department in order to share relevant information and assist in coordinating response to emergencies overseas involving members of the District travelling internationally.

The EOC may be fully activated for any natural disaster, terrorist incident, mass casualty event, or other incident deemed significant by the EMC that involves members of the campus community travelling internationally. The EOC will activate the appropriate ESFs for reaching emergency contacts, coordinating any necessary evacuations, coordinating any necessary medical provisions, and communicating externally.

## **International Travel Restrictions**

The District may impose restrictions on college sponsored travel activity to areas of conflict or outbreak of infectious disease. The travel warnings issued by the U.S. State Department, U.S. Centers for Disease Control and Prevention, and the World Health Organization shall be heeded by all District sponsored travel planners. Additional return-to-campus restrictions may be placed on faculty, staff, or students that are known to have traveled (including personal travel) to locations with infectious disease warnings and public health may be negatively impacted by an individual or group's immediate return to the campus population.

## Terms and References:

### Acronyms

GC	Grayson College
EOC	Emergency Operation Center
ICS	Incident Command System
ICP	Incident Command Post
IP	Internet Protocol
IC	Incident Command

### Definition:

Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

## 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