



Emergency Operations Plan

2023

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

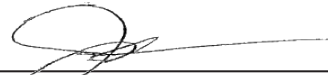
President

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.



Approved:

President
Grayson College

11-16-2021

Date:

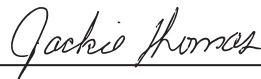


Approved:

Vice President for Business Services
Grayson College

2-16-2022

Date:



Approved:

Emergency Manager
Grayson College

7-01-2023

Date:

Record of Changes

Change Number	Date of Change	Change Entered By	Data 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
5	7/1/2023	Sharon Dray	Jackie Tomas - Emergency Manager

Table of Contents

Promulgation Statement.....	ii
Approval and Implementation.....	iii
Record of Changes	iv
Authority.....	1
Local	1
State.....	1
Federal.....	1
Purpose, Scope, Situation, and Assumptions.....	2
Purpose.....	2
Scope.....	2
Situation Overview	3
Geography.....	3
Population Characteristics	3
Capability Assessment	3
Mitigation Overview.....	4
Hazard Summary	4
Assumptions.....	9
Concept of Operations.....	11
Objectives	11
General	12
Phases of Emergency Management	13
Prevention	13
Preparedness	14
Response	14
Recovery	15
Mitigation.....	16
Emergency Operations Center	16
Activation Levels.....	17
Organization and Assignment of Responsibilities.....	18
Incident Management Policy Group Functions	18
President and Chief Executive.....	19
Vice President for Business Services.....	19
Emergency Management Coordinator	19
Public Information Officer.....	20
Safety Officer.....	21
Liaison Officer(s).....	21
Intelligence Officer	21
EOC General Staff	22
Operations Section Chief.....	22
Logistics Section Chief.....	22
Finance and Administration Section Chief.....	23
Emergency Support, Support Annex, and Hazard Annex Functions	24
Emergency Support Function Annexes.....	24

Support Annexes	29
Hazard-Specific Annexes	29
Succession of Leadership.....	29
Direction, Control, and Coordination	30
General.....	30
Authority to Initiate Actions	30
Command Responsibility for Specific Action.....	30
Information Collection, Analysis, and Dissemination	31
Communication	32
Public Information	32
Administration, Finance, and Logistics	33
Agreements and Understandings	33
Resource Management.....	33
Emergency Purchasing and Acquisition	33
Records and Reports	34
Post-Incident and Exercise Review	34
Plan Development and Maintenance.....	35
Operations Plan Maintenance, Updates, and Revisions.....	35
Annex Update and Maintenance Responsibilities	35
Training, Testing, and Exercising	37
Safety and Security Audit	37
Terms and References.....	38
Terms.....	38
Texas Traditional Model Annex Mapping	39
Distribution List.....	41
Transportation ESF #1	1-i
Communication ESF #2.....	2-i
Public Work and Engineering ESF #3	3-i
Firefighting ESF #4	4-i
Emergency Management ESF #5.....	5-i
Mass Care, Emergency Assistance, Housing, and Human Services ESF #6.....	6-i
Logistics Management and Resource Support ESF #7.....	7-i
Public Health and Medical Services ESF #8.....	8-i
Search and Rescue ESF #9	9-i
Oil and Hazardous Material Response ESF #10.....	10-i
Energy ESF #12.....	12-i
Public Safety and Security ESF #13	13-i
Long-Term Community Recovery ESF #14.....	14-i
External Affairs ESF #15	15-i
Warning Annex A.....	A-i
Training, Testing and Exercise Annex E	E-i
Hazardous Weather Annex H	H-i
Travel and Transportation Hazards Annex T	T-i

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.



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, agreements, contracts, and cooperative working relationships with outside agencies, as well as emergency response training provided to the faculty, staff, and students, build campus response capability.

Mitigation Overview

The Hazard Mitigation Plan, as outlined in the Hazard Mitigation Annex, has developed goals, objectives, and courses of action to mitigate the effects of those threat and hazard events identified as having the highest prevalence and/or potential impact. Mitigation actions for The District include multiple and diverse efforts related to preventative measures, property protection measures, natural resource protection, emergency services measures, structural projects, and public information and education activities.

Hazard Summary

The District is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A table of the major hazards is provided in Figure 1. More detailed information is provided in our District Hazard Analysis, published separately.

Figure 1: Hazard Summary

Note: Individual categories are classified on a scale of 1 to 3, 1 indicating lowest impact or probability, 3 indicating highest. Likelihood of Occurrence based on historical events, observations in current time, and institutional knowledge.

Table 1: Fire Emergencies

Hazard Type	Likelihood of Occurrence (1-3)	Estimated Impact on Public Health and Safety (1-3)	Estimated Impact on Property (1-3)	Total
Minor Fire	3	1	1	5
Major Fire	2	2	2	6
Explosion	1	3	3	7

Table 2: Medical Emergencies

Hazard Type	Likelihood of Occurrence (1-3)	Estimated Impact on Public Health and Safety (1-3)	Estimated Impact on Property (1-3)	Total
Death and/or Accidental Death	2	1	1	4
Injury	3	1	1	5
Food Poisoning	1	1	1	3
Mass Casualties	1	3	2	6
Communicable Disease Exposure and/or Outbreak	2	3	1	6
Suicide	2	1	1	4
Homicide	1	2	1	4

Table 3: Hazardous Materials

Hazard Type	Likelihood of Occurrence (1-3)	Estimated Impact on Public Health and Safety (1-3)	Estimated Impact on Property (1-3)	Total
Hazardous Material Release	1	2	2	5
White Powder/ Chem/Bio/Rad/ Spill Exposure	1	3	3	7
Radiation Exposure	1	1	1	3
Asbestos Release	1	2	3	6

Table 4: Transportation Accidents

Hazard Type	Likelihood of Occurrence (1-3)	Estimated Impact on Public Health and Safety (1-3)	Estimated Impact on Property (1-3)	Total
Automobile Accident	3	2	2	7
Aircraft Accident	2	3	3	8
Pedestrian/Auto Collision	3	2	1	6
Bus Accident	2	2	1	5

Table 5: Evacuation

Hazard Type	Likelihood of Occurrence (1-3)	Estimated Impact on Public Health and Safety (1-3)	Estimated Impact on Property (1-3)	Total
Planned Events	2	1	1	4
Evacuation	2	2	1	5
Shelter-in-place	3	1	1	5

Table 6: Weather Emergencies

Hazard Type	Likelihood of Occurrence (1-3)	Estimated Impact on Public Health and Safety (1-3)	Estimated Impact on Property (1-3)	Total
Flooding	1	1	2	4
Ice/Snow Storm	2	2	2	6
Tornado	3	3	3	9
Inclement Weather	3	3	3	9

Table 7: Building Systems

Hazard Type	Likelihood of Occurrence (1-3)	Estimated Impact on Public Health and Safety (1-3)	Estimated Impact on Property (1-3)	Total
Telephone Failure	2	3	1	6
Campus-wide Utility Failure	2	3	2	7
Limited Utility Failure	3	2	2	7
Campus-wide IT Failure	2	3	2	7
Limited IT Failure	3	2	2	7
Structural Failure	1	3	3	7

Table 8: Threat of Violence

Hazard Type	Likelihood of Occurrence (1-3)	Estimated Impact on Public Health and Safety (1-3)	Estimated Impact on Property (1-3)	Total
Bomb Threat	1	3	3	7
Campus Violence	1	2	1	4
Weapons on Campus	3	1	1	5
Vandalism	3	1	2	6
Hostage Situation	1	3	1	4

Table 9: Terrorism

Hazard Type	Likelihood of Occurrence (1-3)	Estimated Impact on Public Health and Safety (1-3)	Estimated Impact on Property (1-3)	Total
National/State Level	2	3	3	8
Local Level	1	3	3	7
Interpersonal Emergencies	1	1	1	3
Sexual Assault	2	1	1	4
Stalking	2	1	1	4
Relationship Violence	3	1	1	5
Missing Student/ Staff	2	1	1	4

Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the potential worst-case conditions. These assumptions indicate areas where adjustments to the plan have to be made ad hoc, as any emergency or disaster evolves. This emergency operation plan assumes the following:

1. It is assumed that any emergency or disaster individually or in combination with other emergencies may cause a serious situation for the College District. It is also assumed that these incidents will vary in size and intensity. For this reason, planning efforts are made as general as possible so that great latitude is available in their application and considering the potential for simultaneous occurrence of emergencies or disasters in multiple locations.
2. The District will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
3. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning
4. Outside assistance will be available in most emergency situations affecting our College District. Since it often 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 to the best of our ability.
5. Proper mitigation actions, such as awareness and education, following disaster resilient and code conforming construction guidelines, floodplain management, and fire inspections, can prevent or reduce disaster-related losses.
6. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.
7. For The District, severe weather hazards pose the most probable threat of emergency conditions. As a result, the following planning assumptions were incorporated into this plan:
 - a. Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater based radio systems, cellular telephones, and information technology systems.
 - b. Regional and local services may not be available.

- 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.

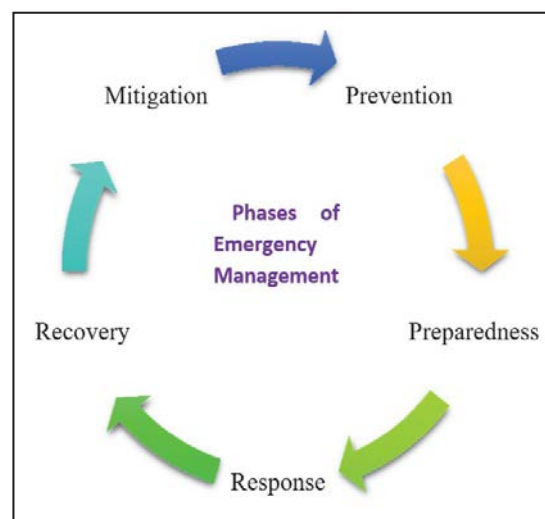
8. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies, generally parallel to some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed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

ESF #1: Transportation

- 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

- 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

- 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

- 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

- 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.
- 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

- 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 Great Western Dining 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

- 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.
- 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

- 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

- 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

- 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

- 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

- 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

- 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 officials in requesting state or federal disaster assistance.
- 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

- 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

A: Warning

- 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

- 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

H: Hazardous Weather

- 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

- 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.

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

Table 10: Emergency Support Function (ESF) Annex Responsibilities

Annex	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

Annex	Annex Title	Responsible Party
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	Emergency Management
ESF #15	External Affairs	Public Information Officer

Table 11: Support Annex Responsibilities

Annex	Annex Title	Responsible Party
A	Warning	Emergency Management Coordinator
E	Training, Testing, and Exercise	Emergency Management Coordinator

Table 12: Hazard-Specific Annex Responsibilities

Annex	Annex Title	Responsible Party
H	Hazardous Weather	Emergency Management Coordinator

Annex	Annex Title	Responsible Party
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

Terms

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 Mapping

Table 13: Mapping Texas Traditional Model Annexes onto ESF Model

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

Texas Traditional Model Annex	ESF/Support/Hazard Model Annex
Annex C: Shelter and Mass Care; Annex O: Human Services	ESF #6: Mass Care, Emergency Assistance, Housing, and 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; Annex Q: Hazmat and Oil Spills	ESF #10: Oil and Hazardous Materials Response
Annex L: Utilities	ESF #12: Energy
Annex E: Evacuation; Annex G: Law Enforcement; Annex V: Terrorism	ESF #13: Public Safety and Security
Annex J: Recovery	ESF #14: Long-Term Community Recovery
Annex I: Emergency Public Information	ESF #15: External Affairs
Support Annex	Annex A: Warning; Annex E: Training, Testing, and Exercise
Hazard Specific	Annex H: Hazardous Weather; 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 Officer	1
GC Information Technology Services	1
GC Police Department	1
Campus Dean, Van Alstyne	1
Vice President for Business Services	1



Transportation

ESF #1

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation.....	1-2
Record of Changes	1-3
Emergency Support Function 1 - Transportation.....	1-4
ESF Coordinator	1-4
Primary.....	1-4
Support and External Agencies.....	1-4
Authority.....	1-5
Introduction.....	1-5
Purpose.....	1-5
Scope.....	1-6
Situation	1-6
Assumptions.....	1-6
Concept of Operations.....	1-7
General.....	1-7
Organization.....	1-7
Activation.....	1-7
Direction and Control	1-7
Emergency Support Function Operations.....	1-8
Responsibilities.....	1-8
ESF Coordinator	1-8
ESF Primary Agency.....	1-9
ESF Support and External Agencies.....	1-9
Terms and References.....	1-10
Acronyms.....	1-10
Definitions.....	1-10
Distribution List.....	1-11

Approval & Implementation

Annex

Emergency Support Function #1 Transportation Grayson College



President
Dr. Jeremy McMillen

11/16/2021

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex

ESF Transportation #1

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #1	11-16-2020	Sharon Dray	11-16-2020
2 #1	11-16-2021	Sharon Dray	11-16-2021
2 #1	7/1/2023	Sharon Dray	7-1-2023

Emergency Support Function 1 - Transportation

ESF Coordinator

Director of Facilities

6101 Grayson Dr.
Denison, TX 7502
Phone: 903-463-8620

Primary

Department of Public Safety

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-4630-8777

Support and External Agencies

TAPS Public Transit

5104 Texoma Pkwy.
Sherman, TX 75090
Phone: 800-256-0911

Denison ISD

3906 TX-91
Denison, TX 75020
Phone: 903-462-7100

Sherman ISD 2701

Loy Lake Rd
Sherman, TX 75090
Phone: 903-891-6400

Van Alstyne ISD

549 Miller Ln.
Van Alstyne, TX 75495
Phone: 903-482-8802

Authority

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of internal and external department and agencies to support emergency transportation needs and availability of transportation thoroughfares during an emergency or disaster impacting Grayson College.

The Transportation ESF assists college District, local, federal, state government entities, and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency. ESF 1 will also serve as a coordination point between response operations and restoration of the transportation infrastructure.

Scope

Emergency Support Function 1:

- Meets transportation requirements to include needs by persons with disabilities, directing traffic, closing or blocking roadways, and the District's aviation and airspace management and control.
- Coordinates transportation activities and resources during the response phase immediately following an emergency or disaster.
- Facilitates equipment damage assessments to establish priorities and determine needs of available transportation resources.
- Coordinates evacuation transportation as its first priority and facilitate movement of the campus in coordination with other transportation agencies.
- Facilitates movement of the campus population, transportation flow, and manages transportation thoroughfares in coordination with other transportation agencies.
- Used to respond to incidents that overwhelm normal Incident Command response actions.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions

The District makes the following planning assumptions:

- During certain major emergencies and major population relocation/evacuation requiring movement of large numbers of people, local transportation resources will be stressed.
- The District has the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.
- Major natural or man-made disasters may disrupt normal transportation systems leaving many students, staff, and faculty, especially people with disabilities without transportation.
- In many major disasters, it may be necessary to evacuate rapidly students, staff, and faculty from the hazard area.
- District resources will be quickly overwhelmed.
- The District's transportation equipment and that of private transportation companies may sustain damage during emergencies and trained equipment operators may become disaster victims, limiting the means available to transport people, relief equipment, and supplies.
- Transportation infrastructure, e.g. roads, bridges, and railroads may sustain damage during emergencies making it difficult to use some of the transportation assets that are otherwise available.

- Signs, signals, and other types of markers, which facilitate traffic movement and control, may be damaged or destroyed.
- Communication will be disrupted.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 1 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Review and update this annex.
 - Participate in any exercises, as appropriate.
 - Conduct periodic transportation needs assessments.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.
- **Response**
 - When requested by the EOC Manager, immediately respond to EOC.
 - Identify transportation needs required to respond to the emergency. Some cargo may require materials handling equipment at the on-load point and the delivery point.
 - Obtain, prioritize, and allocate available transportation resources.
 - Coordinate emergency information for public release through EOC Manager and ESF 15, External Affairs.
- **Recovery**
 - Coordinate transportation assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
 - Ensure that ESF 1 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency

- Serves as the lead agency for ESF 1, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 1 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may be found in the Training, Testing, and Exercise support annex, published under a separate cover.
- The primary agency of ESF 1 will assist in the identification of essential transportation needs for transporting people, equipment, supplies, and material to and from disaster sites.

ESF Support and External Agencies

- Support the District with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- May need to provide services for evacuation.
- May need to provide services to enable access to transportation thoroughfares during emergency or disaster situations.
- Support the primary agency as needed.

Terms and References

Acronyms

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

Definitions

Term	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
Vice President for Business Services	1



Communication

ESF #2

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation	2-2
Record of Changes	2-3
Emergency Support Function 2 - Communication	2-4
ESF Coordinator	2-4
Support and External Agencies.....	2-4
Authority	2-5
Introduction	2-5
Purpose.....	2-5
Scope.....	2-6
Situation	2-6
Assumptions.....	2-6
Concept of Operations	2-6
General.....	2-6
Organization.....	2-7
Activation.....	2-7
Direction and Control	2-7
Emergency Support Function Operations	2-7
Responsibilities	2-8
ESF Coordinator	2-8
ESF Primary Agency.....	2-8
ESF Support and External Agencies	2-8
Infrastructure	2-9
Terms and References	2-10
Acronyms	2-10
Definitions.....	2-10
Distribution List	2-11

Approval & Implementation

Annex

Emergency Support Function #2 Communications

Grayson College



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex

ESF Transportation #2

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #2	11-16-2020	Sharon Dray	11-16-2020
2 #2	11-16-2021	Sharon Dray	11-16-2021
2 #2	2-16-2022	Sharon Dray	2-16-2022
2 #2	7/1/2023	Sharon Dray	7-1-2023

Emergency Support Function 2 - Communication

ESF Coordinator

Public Information Officer/Marketing Director

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8628

GC Police Department

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8777

Support and External Agencies

GC Information Technology Services.

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8772

Grayson County Office of Emergency Management

100 W. Houston St.
Sherman, TX 75090
Phone: 903-813-4217

Authority

See Basic Plan, Section I.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

This annex provides information about Grayson College's communication equipment and capabilities available during emergency operations. The emergency communication system is discussed and procedures for its use are outlined. The purpose of ESF 2 is to maintain communication systems to ensure operations and instructional continuity, as well as support public safety in normal operating conditions and emergency situations.

Scope

Emergency Support Function 2- communication is:

- Works to ensure accurate and efficient transmission of information during an incident.
- Coordinates communication activities and resources during the response phase immediately following an emergency or disaster.
- Facilitates damage assessments of communications infrastructure to establish priorities and determine needs of available communication resources.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions

The District makes the following planning assumptions:

- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

A common operating procedure within the District and across local jurisdictions provides the framework for communications capabilities. Interoperable systems make this framework possible. Extensive communications networks and facilities are in existence throughout the college District and the cities in which District properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 2 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Review and update this annex.
 - Participate in any exercises, as appropriate.
 - Conduct periodic transportation needs assessments.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.
- **Response**
 - When requested by the EOC Manager, immediately respond to EOC.
 - Identify communications needs required to respond to the emergency.
 - Obtain, prioritize, and allocate available communications resources.

- Initiate or support the warning procedures as outlined in the Warning support annex through the EOC.
- Coordinate emergency information for public release through EOC Manager and ESF 15, External Affairs.
- **Recovery**
 - Coordinate transportation assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
 - Ensure that ESF 2 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency

- Serves as the lead agency for ESF 2, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 2 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.
- The primary agency of ESF 2 will assist in the identification of essential communications needs for initiating warning, communication among response agencies, and communicating with external entities during an emergency or disaster.

ESF Support and External Agencies

- Support the District with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- May need to provide additional modes of communications during emergencies.
- Support the primary agency as needed.

Infrastructure

The existing communications network at Grayson College serves to perform the communications efforts for emergency operations comprised of:

- Internet protocol (IP) telephone systems.
- E-mail.
- Internet connectivity.
- Emergency notification system branded by the District as GC Alert, which allows text messaging via electronic devices, emails, and integration through multiple systems. The GC Alert emergency notification system is detailed in the Warning support annex, published under a separate cover.

Landline circuits integrated into distributed IP phone systems for each District campus serve as the primary means of communication with other communication systems as a backup.

Secondary resources may be cell phones and other electronic devices.

During emergency operations, all departments should maintain their existing equipment and procedures for communicating with their field units. Departments should keep the Emergency Operations Center (EOC) informed of their operations and status at all times.

To meet the increased communications needs created by an emergency, various state and regional agencies, amateur radio operators, and other organization's radio systems may be asked to supplement communications capabilities. These resource capabilities are requested through the local municipalities, mutual aid agreements, or the State of Texas.

Terms and References

Acronyms

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

Definitions

Term	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.

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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



Public Work and Engineering

ESF #3

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation	3-2
Record of Changes	3-3
Emergency Support Function 3 - Public Works and Engineering	3-4
ESF Coordinator	3-4
Support and External Agencies.....	3-4
Authority	3-5
Introduction	3-5
Purpose.....	3-5
Scope.....	3-6
Situation	3-6
Assumptions.....	3-6
Concept of Operations	3-6
General.....	3-6
Organization.....	3-7
Activation.....	3-7
Direction and Control	3-7
Emergency Support Function Operations	3-7
Responsibilities	3-8
ESF Coordinator	3-8
ESF Primary Agency.....	3-8
ESF Support and External Agencies	3-8
Terms and References	3-9
Acronyms	3-9
Definitions.....	3-9
Distribution List	3-10

Approval & Implementation

Annex

Emergency Support Function #3 Public Works and Engineering Grayson College



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex

ESF Public Works and Engineering #3

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #3	11-16-2020	Sharon Dray	11-16-2020
2 #3	11-16-2021	Sharon Dray	11-16-2021
2 #3	2-7-2022	Sharon Dray	2-16-2022
2 #3	7/1/2023	Sharon Dray	7-1-2023

Emergency Support Function 3 - Public Works and Engineering

ESF Coordinator

Director of Facilities

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8640

Support and External Agencies

Grayson County, Texas

100 W. Houston St.
Sherman, Texas 75090

City of Denison Water and Sewer

430 W Chestnut Street
Denison, TX 75021
Phone: 903-465-2720

Atmos Energy

5111 N Blue Flame, Rd
Sherman, TX 75090
Phone: 903-891-4236

Authority

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 3 is to identify the internal and external departments responsible for public works infrastructure actions that may take place in an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support public works and infrastructure needs during an emergency or disaster. This ESF encompasses debris management, water, sewer, and electrical resources, as well as individual repairs for District buildings.

Scope

Emergency Support Function 3

- Engages in infrastructure protection and emergency repair.
- Initiates debris clearance and provides emergency ingress/egress to affected area(s).
- Provides emergency restoration of critical District services and facilities.
- Provides maintenance of the buildings and grounds and engineering-related support.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions

The District makes the following planning assumptions:

- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

A common operating procedure within the District and across local jurisdictions provides the framework for public works, engineering, facility maintenance, utility, and debris management capabilities. Interoperable systems make this framework possible. Extensive communications networks and facilities are in existence throughout the college District and the cities in which District properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 3 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Review and update this annex.
 - Identify private contractors and procurement procedures that may be needed in the event of an emergency.
 - Participate in any exercises, as appropriate.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.
- **Response**
 - When requested by the EOC Manager, immediately respond to EOC.
 - Activate the necessary equipment to address the emergency.

- Prioritize debris removal.
- Assist in assessing the degree of damage of facilities.
- Inspect buildings for structural damage.
- Post appropriate barricades and signage to close structurally unsafe facilities.
- **Recovery**
 - Prioritize and implement the restoration of critical facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, and heating/air conditioning.
 - Coordinate assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
 - Ensure that ESF 3 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency

- Serves as the lead agency for ESF 3, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 3 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies

- Support the District with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- Support the primary agency as needed.

Terms and References

Acronyms

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

Definitions

Term	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
Vice President for Business Services	1



Firefighting

ESF #4

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation	4-2
Record of Changes	4-3
Emergency Support Function 4 - Firefighting	4-4
ESF Coordinator	4-4
Support and External Agencies.....	4-4
Authority	4-5
Introduction	4-5
Purpose.....	4-5
Scope.....	4-6
Situation	4-6
Assumptions.....	4-6
Concept of Operations	4-6
General.....	4-6
Organization.....	4-7
Activation.....	4-7
Direction and Control	4-7
Emergency Support Function Operations	4-7
Responsibilities	4-8
ESF Coordinator	4-8
ESF Primary Agency.....	4-8
ESF Support and External Agencies	4-9
Terms and References	4-10
Acronyms	4-10
Definitions.....	4-10
Distribution List	4-11

Approval & Implementation

Annex

Emergency Support Function #4 Firefighting Grayson College



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex

ESF Firefighting #4

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #4	11-16-2020	Sharon Dray	11-16-2020
2 #4	11-16-2021	Sharon Dray	11-16-2021
2 #4	2-7-2022	Sharon Dray	2-16-2022
2 #4	7-1-2023	Sharon Dray	7-1-2023

Emergency Support Function 4 - Firefighting

ESF Coordinator

Department of Public Safety

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8777

Support and External Agencies

Denison Fire Department

500 W Chestnut Street
Denison, TX 75021
Phone: 903-465-2720

Sherman Fire Department

318 S Travis St
Sherman, TX 75090
Phone: 903-892-7273

Van Alstyne Fire Department

280 N Preston St.
Van Alstyne, TX 75495
Phone: 903-482-6666

North Texas Regional Airport Fire Department

4717 Airport Drive
Denison, Texas 75020
Phone: 903-786-9841

Authority

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 4 is to identify the internal and external departments responsible for firefighting actions that may take place in an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support firefighting needs during an emergency or disaster.

Scope

Emergency Support Function 4 Firefighting is:

- Provides coordination of campus firefighting activities as well as support to all firefighting operations during an emergency or disaster.
- Managing firefighting, emergency medical and hazardous materials response assets.
- Detection and suppression of fires.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions

The District makes the following planning assumptions:

- Not all district buildings are fire alarmed or sprinkled.
- For minor fire suppression, extinguishers are made available in all facilities.
- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

A common operating procedure within the district and across local jurisdictions provides the framework for firefighting capabilities. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- Because the district does not operate its own firefighting capability, the **ESF coordinator will assign the ESF support agency respective to campus location and with primary jurisdiction as the primary agency for this ESF.**
- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 4 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Review and update this annex.
 - Participate in any exercises, as appropriate.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.

- **Response**
 - When requested by the EOC Manager, immediately respond to EOC.
 - Obtain, prioritize and allocate available resources.
 - Develop and maintain plans and procedures to provide fire, rescue, emergency medical, and hazardous material response services.
 - Activate the necessary equipment and resources to address the emergency.
 - Requests mutual aid from neighboring jurisdictions, as appropriate.
- **Recovery**
 - Prioritize and implement the restoration of critical facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, and heating/air conditioning.
 - Coordinate assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
 - Ensure that ESF 4 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.
- Support external firefighting agencies with primary fire jurisdiction.

ESF Primary Agency

- Serves as the lead agency for ESF 4, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 4 when district EOC is activated.
- At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 on line classes should be completed by assigned personnel. In addition, ICS- 300 and ICS-400 in residence training must be completed by designated leadership

positions. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

- Engages in fire prevention and suppression.
- Engages in emergency medical treatment.
- Engages in hazardous materials incident response and training.
- Engages in radiological monitoring and decontamination.
- Assists with evacuation.
- Assists with search and rescue.
- Assists in initial warning and alerting.
- Requests assistance from supporting agencies when needed.
- Arranges liaison with fire chiefs in the area.
- Implements mutual aid.

ESF Support and External Agencies

- **The supporting external agencies in this ESF will assume *primary agency status*, with all responsibilities of the primary agency as indicated in this annex, upon their arrival as the district does not operate its own firefighting capability.**
- Support the district with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.

Terms and References

Acronyms

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

Definitions

Term	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
Vice President for Business Services	1



Emergency Management

ESF #5

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation.....	5-2
Record of Changes	5-3
Emergency Support Function 5 - Emergency Management.....	5-4
ESF Coordinator	5-4
Support and External Agencies.....	5-4
Authority.....	5-5
Introduction.....	5-5
Purpose.....	5-5
Scope.....	5-5
Situation	5-6
Assumptions.....	5-6
Concept of Operations.....	5-6
General.....	5-6
Organization.....	5-6
Activation.....	5-7
Direction and Control	5-7
Emergency Support Function Operations.....	5-7
Responsibilities.....	5-8
ESF Coordinator	5-8
ESF Primary Agency.....	5-8
ESF Support and External Agencies.....	5-8
Terms and References.....	5-9
Acronyms.....	5-9
Definitions.....	5-9
Distribution List.....	5-10

Approval & Implementation

Annex

Emergency Support Function #5 Emergency Management Grayson College



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex

ESF Emergency Management #5

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #5	11-16-2020	Sharon Dray	11-16-2020
2 #5	11-16-2021	Sharon Dray	11-16-2021
2 #5	2-7-2022	Sharon Dray	2-16-2022
2 #5	7-1-2023	Sharon Dray	7-1-2023

Emergency Support Function 5 - Emergency Management

ESF Coordinator

Department of Public Safety

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8777

Support and External Agencies

Grayson County Office of Emergency Management

100 W. Houston St.
Sherman, Texas 75090
Phone: 903-813-4200

Authority

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 5 is to identify the internal and external departments responsible for coordinating the emergency management actions that may take place in an emergency.

Scope

Emergency Support Function 5 Emergency Management is:

- The lead department will be responsible for the management of the Emergency Operation Center to include the EOC activation process.
- ESF-5 includes the development and maintenance of district emergency plans and incident action planning.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents.

Assumptions

The District makes the following planning assumptions:

- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

A common operating procedure within the district and across local jurisdictions provides the framework for emergency management coordination and direction. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.
- The Director of Emergency Management, as the district's Emergency Management Coordinator, will operate during an emergency as the EOC Manager.

Activation

- If ESF 5 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by district personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- All emergency management operations will be coordinated through the EOC using the proper procedures provided by NIMS, the district EOP, its annexes, and departmental SOPs.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Maintain the Emergency Operations Plan (EOP) and the district-wide emergency management program.
 - Conduct and coordinate any exercises.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.
- **Response**
 - When necessary, activate and manage the EOC.
 - Obtain, prioritize, and allocate available resources.
 - Activate the necessary equipment and resources to address the emergency.
 - Coordinate all emergency operations through NIMS compliant procedures.
- **Recovery**
 - Coordinate assistance as needed by the IC or EOC Policy Group, as appropriate.
 - Ensure that ESF 5 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.
- Maintain the EOC handbook to include activation and general operating actions.

ESF Primary Agency

- Serves as the lead agency for ESF 5, supporting all phases of emergency management operations before and after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Maintain plans and procedures for providing timely information and guidance to the campus community or general public in time of emergency
- Test and exercise plans and procedures.
- Conduct outreach/mitigation programs for internal and external stakeholders.
- Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.
- Identify, train, and assign personnel to staff ESF 5 when district EOC is activated.
- Training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies

- Develop, maintain, and update plans and procedures for use during an emergency.
- Identify, train, and assign personnel to staff ESF 5 when district EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- Support the primary department as needed.

Terms and References

Acronyms

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

Definitions

Term	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

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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



**Mass Care, Emergency Assistance,
Housing, and Human Services**

ESF #6

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation	6-2
Record of Changes	6-3
Emergency Support Function 6 - Mass Care, Emergency Assistance, Housing, and Human Services	6-4
ESF Coordinator	6-4
Support and External Agencies	6-4
Authority	6-5
Introduction	6-5
Purpose.....	6-5
Scope.....	6-6
Situation	6-6
Assumptions.....	6-6
Concept of Operations	6-6
General.....	6-6
Organization.....	6-6
Activation.....	6-7
Direction and Control	6-7
Emergency Support Function Operations.....	6-7
Responsibilities	6-8
ESF Coordinator	6-8
ESF Primary Agency.....	6-8
ESF Support and External Agencies	6-9
Terms and References	6-10
Acronyms.....	6-10
Definitions.....	6-10
Distribution List	6-11

Approval & Implementation

Annex

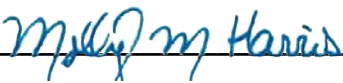
Emergency Support Function #6 Mass Care, Emergency Assistance, Housing, And Human Services Grayson College



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Dean Academic and Student Affairs
Dr. Molly Harris

11/17/2023

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex #6

ESF Mass Care, Emergency Assistance, Housing and Human Services

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #6	11-16-2020	Sharon Dray	11-16-2020
2 #6	11-16-2021	Sharon Dray	11-16-2021
2 #6	2-7-2022	Sharon Dray	2-16-2022
2 #6	7-1-2023	Sharon Dray	7-1-2023

Emergency Support Function 6 - Mass Care, Emergency Assistance, Housing, and Human Services

ESF Coordinator

Department of Public Safety

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8777

Support and External Agencies

GC Human Resources

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8770

American Red CROSS

Phone: 903-465-4677

Grayson County Health Department

515 N Walnut St.
Sherman, TX 75090
Phone: 903-893-0131

Great Western Dining

6101 Fm 691
Denison, TX 75020
Phone: 903-463-8632

GC Counseling Services

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8730

Grayson County Office of Emergency Management

100 W. Houston St
Sherman, TX 75090
Phone: 903-813-4200

Authority

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 6 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of internal and external department and agencies to support mass care of district employees, students, and emergency personal during an emergency or disasters impacting on Grayson College.

The Mass Care, Emergency Assistance, Housing, and Human Services ESF assists college District, local, federal, state government entities, and voluntary organizations to perform response missions following a disaster or emergency. ESF 6 will also serve as a coordination point between response operations and restoration of District or neighboring infrastructure.

Scope

Emergency Support Function 6:

- Provides mass care, temporary shelters, emergency mass feeding, disaster housing, food safety & security and other human services.
- Activation for sheltering local populations in disaster shall be triggered through established MOUs or through the consent of the College President.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents.

Assumptions

The District makes the following planning assumptions:

- District resources will be quickly overwhelmed.
- Communication will be disrupted.
- Housing and shelter facilities may be limited.
- Food services may be limited by available utilities including electric, water, and gas.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 6 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Review and update this annex.
 - Participate in any exercises, as appropriate.
 - Establish and maintain MOUs for providing sheltering, food, water, and other human services.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.
- **Response**
 - When requested by the EOC Manager, immediately respond to EOC.
 - Provide facilities and personnel for sheltering, food, water, counseling, and special needs services.
 - Identify needs required to respond to the emergency.
 - Coordinate emergency information for public release through EOC Manager and ESF 15, External Affairs.

- **Recovery**
 - Coordinate the deactivation of sheltering, emergency food, and other human services as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
 - Make recommendations and identify priorities for human services required for short-term recovery operations.
 - Identify needs and provide resources for short and long term recovery disaster counseling.
 - Ensure that ESF 6 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency

- Serves as the lead agency for ESF 6, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Manage alternative or emergency housing for student residents in the event residence halls are unable to be occupied for any reason.
 - Maintain MOUs for alternative and temporary housing.
 - Coordinate with ESF 1 for transportation from alternative site(s) to classes.
 - Coordinate with ESF 3 for remediating residence hall(s).
- Identify, train, and assign personnel to staff ESF 6 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100, IS-700, and IS-806 on line classes should be completed by assigned personnel. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies

- Support the District with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- May need to provide qualified shelter managers for sheltering operations.
- May need to provide emergency food and water during mass care or sheltering operations.
- May need to inspect for food safety, sheltering compliance, and provide basic human services during emergency operations.
- Support the primary agency as needed.

Terms and References

Acronyms

Acronym	Meaning
GC	Grayson College
EOC	Emergency Operation Center
ICS	Incident Command System
ICP	Incident Command Post
IP	Internet Protocol
IC	Incident Command
ESF	Emergency Support Function
EOP	Emergency Operations Plan
MOU	Memorandums of Understanding
MAA	Mutual Aid Agreements
SOP	Standard Operating Procedures

Definitions

Term	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).
ESF Primary Agency	A Federal agency with significant authorities, roles, resources, or capabilities for a particular function within an ESF.
ESF Coordinator	The entity with management oversight for that particular ESF.

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



**Logistics Management and
Resource Support**

ESF #7

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Contents

Approval & Implementation.....	7-2
Record of Changes	7-3
Emergency Support Function 7 - Logistics Management and Resource Support.....	7-4
ESF Coordinator	7-4
Primary.....	7-4
Support and External Agencies.....	7-4
Authority.....	7-5
Introduction.....	7-5
Purpose.....	7-5
Scope.....	7-5
Situation	7-6
Assumptions.....	7-6
Concept of Operations.....	7-6
General.....	7-6
Organization.....	7-6
Activation.....	7-6
Direction and Control	7-7
Emergency Support Function Operations.....	7-7
Responsibilities.....	7-8
ESF Coordinator	7-8
ESF Primary Agency.....	7-8
ESF Support and External Agencies.....	7-8
Terms and References.....	7-9
Acronyms.....	7-9
Definitions.....	7-9
Distribution List.....	7-10

Approval & Implementation

Annex

Emergency Support Function #7 Logistics Management and Resource Support Grayson College



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex

ESF Logistics Management and Resource Support #7

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #7	11-16-2020	Sharon Dray	11-16-2020
2 #7	11-16-2021	Sharon Dray	11-16-2021
2 #7	2-7-2022	Sharon Dray	2-16-2022
2 #7	7-1-2023	Sharon Dray	7-1-2023

Emergency Support Function 7 - Logistics Management and Resource Support

ESF Coordinator

Department of Public Safety

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8777

Primary

Director of Business Office

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8761

Support and External Agencies

Grayson County Office of Emergency Management

100 W. Houston St
Sherman, Texas 75090
Phone: 903-813-4200

Vice President for Business Services

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8620

GC Human Resources

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8770

Authority

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 7 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of internal and external department and agencies to support all phases of emergency management during an emergency or disaster impacting Grayson College.

The Logistics Management and Resource Support ESF assists college District, local, federal, state government entities, and voluntary organizations requiring the acquisition and management of expanding supplies and resources following a disaster or emergency.

Scope

Emergency Support Function 7:

- Provides comprehensive incident logistics planning, management, and resource support.
- Locates, procures, and issues resources, personnel, and equipment.
- Identifies emergency resources such as facility space, office equipment and supplies, contracting services, and heavy equipment prior to an emergency.
- Coordinates the acquisition and management of identified resources to provide emergency operations.
- Used to respond to incidents that overwhelm normal Incident Command response actions.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions

The District makes the following planning assumptions:

- The District has the ultimate responsibility for arranging for or providing the resources needed to support localized emergency operations and recovery.
- District resources will be quickly overwhelmed.
- Communication will be disrupted.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 7 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- The ESF shall not self-deploy to the incident scene. Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Review and update this annex.
 - Participate in any exercises, as appropriate.
 - Conduct periodic resource needs assessments based on the District hazard assessment, published separately.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.
- **Response**
 - When requested by the EOC Manager, immediately respond to EOC.
 - Obtain, prioritize, and allocate available resources as requested by the EOC Manager.
 - Coordinate emergency information for public release through EOC Manager and ESF 15, External Affairs.

- **Recovery**
 - Coordinate resource allocation as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
 - Ensure that ESF 7 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency

- Serves as the lead agency for ESF 7, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 7 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may be found in the Training, Testing, and Exercise support annex, published under a separate cover.
- The primary agency of ESF 7 will assist in the identification of essential transportation needs for transporting people, equipment, supplies, and material to and from disaster sites.

ESF Support and External Agencies

- Support the District with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- Support the primary agency as needed.

Terms and References

Acronyms

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

Definitions

Term	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

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President	1
Emergency Management Coordinator	1
Public Information Office	1
GC Information Technology Services	1
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Campus Dean - Van Alstyne	1
Vice President for Business Services	1



**Public Health and Medical
Services**

ESF #8

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation	8-2
Record of Changes	8-3
Emergency Support Function 8 - Public Health and Medical Services	8-4
ESF Coordinator	8-4
Support and External Agencies.....	8-4
Authority	8-5
Introduction	8-5
Purpose.....	8-5
Scope.....	8-6
Situation	8-6
Assumptions.....	8-6
Concept of Operations	8-6
General.....	8-6
Organization.....	8-6
Activation.....	8-7
Direction and Control	8-7
Emergency Support Function Operations.....	8-7
Responsibilities	8-8
ESF Coordinator	8-8
ESF Primary Agency.....	8-8
ESF Support and External Agencies	8-8
Infectious Disease Emergencies	8-9
Terms and References	8-10
Acronyms.....	8-10
Definitions.....	8-10
Distribution List	8-11

Approval & Implementation

Annex

Emergency Support Function #8 Public Health and Medical Services

Grayson College



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex

ESF Public Health and Medical Services #8

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #8	11-16-2020	Sharon Dray	11-16-2020
2 #8	11-16-2021	Sharon Dray	11-16-2021
2 #8	2-7-2022	Sharon Dray	2-16-2022
2 #8	7-1-2023	Sharon Dray	7-1-2023

Emergency Support Function 8 - Public Health and Medical Services

ESF Coordinator

Department of Public Safety

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8777

Support and External Agencies

Counseling Department

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8730

Texas Dept. of State Health Services

1301 S. Bowen Road, Suite 200
Arlington, TX 76013
Phone: 817-822-6786

Texoma Medical Center

5016 S US Hwy 75
Denison, TX 75020
Phone: 903-416-4000

Grayson County Health Department

515 N Walnut St
Sherman, TX 75090
Phone: 903-893-0131

Wilson N. Jones Regional Medical Center

500 N Highland Ave
Sherman, TX 75092
Phone: 903-870-4630

Denison Fire Department

700 W Chestnut St
Denison, TX 75020
Phone: 903-464-4427

Van Alstyne Fire Department

280 N. Preston Ave. Post Office Box 247
Van Alstyne, TX 75495
Phone: 903-482-6666

Authority

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 8 is to provide, in a coordinated manner, the resources for public health, mental health, and medical services that may be needed in an emergency during an emergency or disaster impacting Grayson College.

The Public Health and Medical Services ESF assists college District, local, federal, state government entities, and voluntary organizations in performing response missions following a disaster or emergency.

Scope

Emergency Support Function 8:

- May include triage treatment and emergency medical transportation.
- May include psychological first aid and disaster mental health treatment for the faculty, staff, and students of Grayson College.
- Used to respond to incidents that overwhelm normal Incident Command response actions.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions

The District makes the following planning assumptions:

- During a disaster, the physical and mental health of members of the campus community, including emergency responders, may be impacted.
- Communication will be disrupted.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 8 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Review and update this annex.
 - Participate in any exercises, as appropriate.
 - Conduct periodic transportation needs assessments.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.
- **Response**
 - When requested by the EOC Manager, immediately respond to EOC.
 - Coordinate emergency information for public release through EOC Manager and ESF 15, External Affairs.
- **Recovery**
 - Coordinate disaster health assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
 - Ensure that ESF 8 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency

- Serves as the lead agency for ESF 8, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 8 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.
- The primary agency of ESF 8 will assist in the identification and implementation of essential public health and medical services.

ESF Support and External Agencies

- **The supporting medical external agencies in this ESF will assume *primary agency status* for medical only incidents, with all responsibilities of the primary agency as indicated in this annex, upon their arrival as the district does not operate its own emergency medical service capability.**
- Support the District with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- Support the primary agency as needed.

Infectious Disease Emergencies

Although timing is not certain, the occurrence of a dangerous infectious disease incident in the future can be predicted with a fair degree of certainty.

Three conditions must be met for an incident to occur:

- a disease must emerge or resurge;
- the disease must infect humans; and
- the disease must be suited to large scale human to human transmission.

The avian or bird flu (subtype H5N1) continues to receive much publicity as a potential pandemic. Bird flu, found mainly in Asia at present, meets the first two conditions, but is not yet capable of large scale human to human transmission. The situation could change. Flu viruses as a class generally undergo mutations on a frequent basis. The possibility of bird flu virus undergoing mutation and thereby meeting all three criteria for pandemic is a real threat. If this occurs, a pandemic event will ensue and progress rapidly around the world. Whether the pandemic is caused by H5N1 or some other unknown flu strain is not of great importance.

Scientists agree that a pandemic will happen, and society in general is not prepared for such a crisis. These are concerns that must be addressed.

Each year the United States health care system faces a routine influenza outbreak resulting in an average of 200,000 patients requiring hospitalization and 36,000 deaths from flu and/or secondary complications. During a pandemic, the level of illness and death increases dramatically. The impact on the local economy and business processes could be devastating. It is estimated that 15-35% of the entire United States population will be ill at some time during the crisis. There is a potential for high levels of hospitalizations and deaths, as well as significant disruption to our social infrastructure.

The anticipated level of illness and death brought on by a pandemic event prompted the Department of Health and Human Services Center for Disease Control and Prevention to develop a pandemic severity index based on the number of deaths in the 2006 United States population, assuming a 30% illness rate and unmitigated pandemic without interventions.

Terms and References

Acronyms

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

Definitions

Term	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

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President	1
Emergency Management Coordinator	1
Public Information Office	1
GC Information Technology Services	1
GC Police Department	1
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Vice President for Business Services	1



Search and Rescue

ESF #9

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation	9-2
Record of Changes	9-3
Emergency Support Function 9 - Search and Rescue	9-4
ESF Coordinator	9-4
Support and External Agencies.....	9-4
Authority	9-5
Introduction	9-5
Purpose.....	9-5
Scope.....	9-5
Situation	9-6
Assumptions.....	9-6
Concept of Operations	9-6
General.....	9-6
Organization.....	9-6
Activation.....	9-7
Direction and Control	9-7
Emergency Support Function Operations	9-7
Responsibilities	9-8
ESF Coordinator	9-8
ESF Primary Agency.....	9-8
ESF Support and External Agencies	9-8
Terms and References	9-9
Acronyms	9-9
Definitions.....	9-9
Distribution List	9-10

Approval & Implementation

Annex

Emergency Support Function #9 - Search and Rescue Grayson College



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex

ESF Search and Rescue #9

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #9	11-16-2020	Sharon Dray	11-16-2020
2 #9	11-16-2021	Sharon Dray	11-16-2021
2 #9	2-7-2022	Sharon Dray	2-16-2022
2 #9	7-1-2023	Sharon Dray	7-1-2023

Emergency Support Function 9 - Search and Rescue

ESF Coordinator

Department of Public Safety

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8777

Support and External Agencies

Denison Fire Department

700 W Chestnut St
Denison, TX 75020
Phone: 903-464-4427

Sherman Fire Department

318 S Travis St.
Sherman, TX
Phone: 903-892-7273

Pottsboro Fire Department

401 Franklin Ave.
Pottsboro, TX 75076
Phone: 903-786-2495

Van Alstyne Fire Department

280 N. Preston Ave.
Post Office Box 247
Van Alstyne, TX 75495
Phone: 903-482-6666

Authority

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 9 is to identify the internal and external departments responsible for Search and Rescue that may take place in an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support Search and Rescue during an emergency or disaster.

Scope

Emergency Support Function 9:

- Provide life-saving assistance and coordinate overall search and rescue operations.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions

The District makes the following planning assumptions:

- Disasters may cause conditions requiring the search and rescue of people and animals.
- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

A common operating procedure within the district and across local jurisdictions provides the framework for Search and Rescue. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 9 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The district emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Identify and map areas for use as storm shelters or severe weather refuge.
 - Review and update this annex.
 - Participate in any exercises, as appropriate.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.
- **Response**
 - When requested by the EOC Manager, immediately respond to EOC.
 - Obtain, prioritize and allocate available resources.
 - Activate the necessary equipment and resources to address the emergency.
 - Requests mutual aid from neighboring jurisdictions, as appropriate.

- **Recovery**
 - Coordinate assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
 - Ensure that ESF 9 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency

- Serves as the lead agency for ESF 9, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 9 when district EOC is activated.
- At a minimum, the National Incident Management System ICS-100, IS-200, IS-700, and IS-800 on line classes should be completed by assigned personnel. In addition, ICS-300 and ICS-400 in residence training must be completed by designated leadership positions. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies

- Support the District with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- Support the primary agency as needed.

Terms and References

Acronyms

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

Definitions

Term	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

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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



Oil and Hazardous Material

Response

ESF #10

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation.....	10-2
Record of Changes	10-3
Emergency Support Function 9 - Search and Rescue	10-4
ESF Coordinator	10-4
Support and External Agencies.....	10-4
Authority.....	10-5
Introduction.....	10-5
Purpose.....	10-5
Scope.....	10-6
Situation	10-6
Assumptions.....	10-6
Concept of Operations.....	10-6
General.....	10-6
Organization.....	10-7
Activation.....	10-7
Direction and Control	10-7
Emergency Support Function Operations	10-8
Responsibilities.....	10-9
ESF Coordinator	10-9
ESF Primary Agency.....	10-9
ESF Support and External Agencies	10-9
Terms and References.....	10-10
Acronyms	10-10
Definitions.....	10-10
Distribution List.....	10-11

Approval & Implementation

Annex

Emergency Support Function #10 - Oil and Hazardous Material Response Grayson College



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex

ESF Oil and Hazardous Material Response #10

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #10	11-16-2020	Sharon Dray	11-16-2020
2 #10	11-16-2021	Sharon Dray	11-16-2021
2 #10	2-7-2022	Sharon Dray	2-16-2022
2 #10	7-1-2023	Sharon Dray	7-1-2023

Emergency Support Function 9 - Search and Rescue

ESF Coordinator

Department of Public Safety

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8777

Support and External Agencies

Denison Fire Department

700 W Chestnut St
Denison, TX 75020
Phone: 903-464-4427

Sherman Fire Department

318 S Travis St.
Sherman, TX
Phone: 903-892-7273

Pottsboro Fire Department

401 Franklin Ave.
Pottsboro, TX 75076
Phone: 903-786-2495

Van Alstyne Fire Department

280 N. Preston Ave.
Post Office Box 247
Van Alstyne, TX 75495
Phone: 903-482-6666

Grayson College Facilities

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8640

Texas Commission on Environmental Quality

12100 Park 35 Circle
Austin, TX 78753
Phone: 512-239-1000

Grayson County Office of Emergency Management

100 W. Houston St
Sherman, TX 75090
Phone: 903-813-4200

Authority

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 10 is to identify the internal and external departments responsible for oil and hazardous material that may take place in an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support Oil and Hazardous Material during an emergency or disaster.

Scope

Emergency Support Function 10:

- May be activated for any emergency involving hazardous materials including chemical, biological, and radiological incidents.
- Coordinate the response to and recovery from a hazardous materials release.
- Document and provide proper notifications of spills or releases as required by the District's Environmental Management System.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions

The District makes the following planning assumptions:

- Hazardous materials events may trigger shelter or evacuation requirements with little to no notice.
- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

A common operating procedure within the district and across local jurisdictions provides the framework for firefighting capabilities. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 10 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The district emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Maintain the District's Environmental Management System (EMS), published separately, to identify the types and quantities of hazardous materials present within the district, potential release situations, and possible impacts.
 - The environmental management system provides for Hazmat education, proper licensing, and hazardous material quantity limitations.
 - Radiological, hazardous material, and petroleum inventories on campus will be maintained in the EMS.
 - Review and update this annex.
 - Participate in any exercises, as appropriate.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.
- **Response**
 - Identify involved hazardous materials; continuously evaluate hot, warm, and cold zones established by IC; and coordinate with ESFs for warning, communications, and executing protective actions if necessary.
 - When requested by the EOC Manager, immediately respond to EOC.
 - Obtain, prioritize and allocate available resources.
 - Activate the necessary equipment and resources to address the emergency.
 - Requests mutual aid from neighboring jurisdictions, as appropriate.
- **Recovery**
 - Coordinate assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
 - Ensure that ESF 10 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency

- Serves as the lead agency for ESF 10, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 10 when district EOC is activated.
- At a minimum, the National Incident Management System ICS-100, IS-700, and IS-800 on line classes should be completed by assigned personnel. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies

- Local fire departments or hazardous material response agencies will generally serve as IC during such emergencies.
- Support the primary agency as needed.
- Support the district with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.

Terms and References

Acronyms

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

Definitions

Term	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

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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



Energy

ESF #12

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

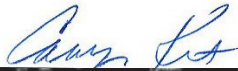
Table of Contents

Approval & Implementation	12-2
Record of Changes	12-3
Emergency Support Function 12 - Energy	12-4
ESF Coordinator	12-4
Support and External Agencies.....	12-4
Authority	12-5
Introduction	12-5
Purpose.....	12-5
Scope.....	12-6
Situation	12-6
Assumptions.....	12-6
Concept of Operations	12-6
General.....	12-6
Organization.....	12-7
Activation.....	12-7
Direction and Control	12-7
Emergency Support Function Operations	12-7
Responsibilities	12-8
ESF Coordinator	12-8
ESF Primary Agency.....	12-8
ESF Support and External Agencies	12-9
Terms and References	12-10
Acronyms	12-10
Definitions.....	12-10
Distribution List	12-11

Approval & Implementation

Annex

Emergency Support Function #12 - Energy Grayson College



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex

ESF Energy #12

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #12	11-16-2020	Sharon Dray	11-16-2020
2 #12	11-16-2021	Sharon Dray	11-16-2021
2 #12	2-7-2022	Sharon Dray	2-16-2022
2 #12	7-1-2023	Sharon Dray	7-1-2023

Emergency Support Function 12 - Energy

ESF Coordinator

Department of Public Safety

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8777

Support and External Agencies

Atmos Energy

5111 N Blue Flame Rd.
Sherman, TX 75090
Phone: 903-891-4236

Oncor Electric Delivery

2401-2499 Woodlake Rd.
Sherman, TX 75090

Authority

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 12 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of internal and external department and agencies to support energy needs during an emergency or disaster impacting Grayson College and the areas around it.

The Energy ESF assists college District, local, federal, state government entities, and voluntary organizations requiring grid energy, power generation, and power distribution to perform response missions following a disaster or emergency. ESF 12 will also serve as a coordination point between response operations and restoration of the energy generation and distribution infrastructure.

Scope

Emergency Support Function 12:

- Provides infrastructure protection and emergency repair.
- Assesses extent of energy generation or distribution system damage.
- Emergency restoration of critical public services and facilities.
- Repair and maintenance of generation and distribution systems.
- Provide maintenance of the buildings and grounds and engineering-related support.
- Used to respond to incidents that overwhelm normal Incident Command response actions.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions

The District makes the following planning assumptions:

- District resources will be quickly overwhelmed.
- Communication will be disrupted.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

A common operating procedure within the district and across local jurisdictions provides the framework for firefighting capabilities. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 12 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The district emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Review and update this annex.
 - Participate in any exercises, as appropriate.
 - Conduct periodic energy needs assessments.
 - Conduct periodic tests of power generation equipment.
 - Conduct regular inspection and maintenance of power distribution infrastructure.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.

- **Response**
 - When requested by the EOC Manager, immediately respond to EOC.
 - Activate the necessary equipment and resources to address the emergency.
 - Maintain and operate backup power generation systems to allow for continued response and recovery operations.
 - Perform emergency energy disconnects as required for damaged energy infrastructure that threaten the safety of life or property. Coordinate through EOC Manager, ESF 4, and ESF 13 if evacuations are required.
 - Coordinate emergency information for public release through EOC Manager and ESF 15, External Affairs.
- **Recovery**
 - Prioritize and implement the restoration of energy to critical facilities and services.
 - Evaluate safety of any damaged energy distribution infrastructure.
 - Ensure that ESF 12 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency

- Serves as the lead agency for ESF 12, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 12 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may be found in the Training, Testing, and Exercise support annex, published under a separate cover.
- The primary agency of ESF 12 will assist in the identification of essential needs for energy generation, distribution, and energy safety.

ESF Support and External Agencies

- Support the primary agency as needed.
- Support the district with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- Support the primary agency as needed.

Terms and References

Acronyms

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

Definitions

Term	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).

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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



Public Safety and Security

ESF #13

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation	13-2
Record of Changes	13-3
Emergency Support Function 13 - Public Safety and Security	13-4
ESF Coordinator	13-4
Support and External Agencies.....	13-4
Authority	13-5
Introduction	13-5
Purpose.....	13-5
Scope.....	13-6
Situation	13-6
Assumptions.....	13-6
Concept of Operations	13-7
General.....	13-7
Organization.....	13-7
Activation.....	13-7
Direction and Control	13-8
Emergency Support Function Operations	13-8
Responsibilities	13-9
ESF Coordinator	13-9
ESF Primary Agency.....	13-9
ESF Support and External Agencies	13-9
Evacuations	13-9
Emergency Support Function Actions for Evacuation.....	13-10
Evacuation Decisions.....	13-10
Access Control to Evacuated or Damaged Areas	13-11
Guidance for Personnel Staffing Access Control Points.....	13-11
Active Shooter and Terrorist Incident Response	13-12
Preparedness and Response	13-12
Crisis Management	13-12
Consequence Management	13-13
Terms and References	13-14
Acronyms.....	13-14
Definitions.....	13-14
Distribution List	13-15

Approval & Implementation

Annex

Emergency Support Function #13 - Public Safety and Security Grayson College



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex

ESF Public Safety and Security #13

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #13	11-16-2020	Sharon Dray	11-16-2020
2 #13	11-16-2021	Sharon Dray	11-16-2021
2 #13	2-7-2022	Sharon Dray	2-16-2022
2 #13	7-1-2023	Sharon Dray	7-1-2023

Emergency Support Function 13 - Public Safety and Security

ESF Coordinator

Grayson College Police Department

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8777

Support and External Agencies

Grayson County Sheriff's Office

200 S. Crockett St
Sherman, TX 75090
Phone: 903-813-4408

Denison Police Department

108 W. Main St
Denison, TX 75021
Phone: 903-465-2422

Sherman Police Department

317 S Travis St.
Sherman, TX 75090
Phone: 903-892-7290

Van Alstyne Police Department

242 N. Preston Ave.
Post Office Box 247
Van Alstyne, TX 75495

Grayson County Office of Emergency Management

100 W. Houston St
Sherman, TX 75090
Phone: 903-813-4217

Authority

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 13 is to identify the internal and external departments responsible for public safety and security actions that may take place in an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support law enforcement, public safety, security, and evacuation needs during an emergency or disaster.

Scope

Emergency Support Function 13:

- Provides coordination of facility and resource security, security planning, and technical resource assistance, and support to access, traffic, and crowd control.
- Maintains law and order where resources are deployed.
- Performs evacuation planning and executes evacuations as directed by the EOC.
- Provides access control for damaged or contaminated areas.
- Carries out counterterrorism and terrorism consequence operations to protect persons and property.
- Ensures proper notifications are made to state and federal resources in the event of a terrorist incident.
- Secures the EOC and EOC utilized facilities during emergency situations.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions

The District makes the following planning assumptions:

- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.
- During large-scale emergencies and major disasters, law enforcement agencies may be required to expand their operations and undertake certain tasks that are not performed on a day-to-day basis.
- During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.

Concept of Operations

General

A common operating procedure within the District and across local jurisdictions provides the framework for public safety and security capabilities. Interoperable systems make this framework possible. Resources are in existence throughout the college District and the cities in which District properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. These responsibilities include enforcing laws, maintaining order, traffic control, and crowd control.
- During emergency situations, public safety and law enforcement may be called on to undertake a number of tasks not typically performed on daily basis, including protecting key facilities, enforcing curfews, performing evacuation or rescue, and controlling access to damaged areas.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 13 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The district emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Review and update this annex.
 - Participate in any exercises, as appropriate.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.
- **Response**
 - When requested by the EOC Manager, immediately respond to EOC.
 - Obtain, prioritize and allocate available resources.
 - Coordinate emergency information for public release through the EOC command structure as defined by NIMS and the District EOP.
- **Recovery**
 - Coordinate assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
 - Ensure that ESF 13 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency

- Serves as the lead agency for ESF 13, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 13 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies

- **The supporting external agencies in this ESF may assume a primary function status where District resources are not available, with all responsibilities of the primary agency as indicated in this annex, upon their arrival as the District does not operate full-time law enforcement or public safety capability.**
- Support the District with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- Support the primary department as needed.

Evacuations

Evacuation may be expedient or preplanned. Evacuation preplanning should be performed for those geographic areas known to be at risk from specific hazards. Such risk areas include areas subject to recurrent flooding and areas at risk from a release of hazardous materials from facilities that make, use, or store such materials.

- **Expedient evacuations** are evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander at the scene
- **Preplanned evacuations** for known risk areas will be conducted and primary and alternate evacuation routes will be identified by the ESF. Such evacuation preplanning should involve the emergency management staff and other emergency services. Known

hazardous materials risk areas and the evacuation routes from those areas shall be described in ESF 10, or its supporting documents, published under a separate cover.

Emergency Support Function Actions for Evacuation

During evacuations, the primary agency will:

- Determine preferred evacuation routes, based on the status of preplanned primary and alternate routes and the current situation.
- Coordinate with ESF 1 and the EOC for transportation support.
- Provide information on evacuation routes to the Public Information Officer (PIO) for dissemination to the public through the media.
- Alert those in the affected area who have not been warned by other means.
- Deploy units to direct and control traffic.
- If time permits, request that Facilities deploy signs and other traffic control devices to expedite the flow of traffic.
- Notify adjacent jurisdictions that may be affected by the evacuation, preferably before the evacuation commences.
- Monitor traffic flow and resolve problems; report evacuation progress to the EOC.
- Provide appropriate road condition information and travel recommendations to the public through the PIO.
- For large-scale evacuations, ensure that there are provisions to remove disabled or abandoned vehicles from impeding evacuation routes in a timely manner.
- Provide access control and security for damaged areas

Evacuation Decisions

The Incident Commander or, for large-scale evacuations, the Emergency Operations Center (EOC) shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:

- What areas or facilities are at risk and should be evacuated?
- How will the those in the evacuated area be advised of what to do?
- What do evacuees need to take with them?
- What travel routes should be used by evacuees?
- What transportation support is needed?
- What assistance will populations with access and functional needs require?
- What traffic control is needed?
- Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
- How will evacuated areas be secured?

Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.

The decision to recommend an evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing the incident. In general, the local authority of the city or county will issue the order for large-scale evacuations that may affect District campuses. District personnel will coordinate the localized campus evacuation in an effort to integrate with the wider evacuation.

Access Control to Evacuated or Damaged Areas

In areas that have suffered damage, access must be controlled to protect health and safety, as well as to protect property. When a county judge or mayor has issued a local disaster declaration, he or she may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area. The college President, Vice President for Business Services, Chief of Police, or Emergency Management Coordinator may issue an order for restricted access to areas or the entirety of District property. Law enforcement agencies will control access to such areas with barrier tape, roadblocks and, where appropriate, barricades. Access controls should be supplemented by stationed personnel or periodic roving patrols, particularly within areas that are readily accessible by persons on foot. Re-entry to damaged areas will generally be conducted in the three phases outlined below:

- **Phase One - Emergency Workers.** Admit police, fire, emergency medical, utility crews, emergency management personnel, building inspectors, facilities personnel, limited media on approval by the EOC, state and federal response agencies.
- **Phase Two - Concerned Parties.** Admit insurance agents, media, and contractors making temporary repairs. Residents may be admitted to residence halls for collecting personal property. Faculty, staff, and students may be admitted to buildings to collect personal property. The following conditions should prevail before these individuals are authorized to enter the damaged area:
 - The threat that caused the evacuation has been resolved.
 - Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired or rendered safe; and other significant safety hazards have been eliminated.
 - Structures have been inspected and those unsafe to enter are so marked.
 - Some means of fire protection is available.
- **Phase Three - General Public.**

Guidance for Personnel Staffing Access Control Points

- To ensure consistent treatment, personnel staffing access control points shall be provided with clear written guidance on who may be admitted to damaged areas in each phase or

reentry. This guidance should be formulated by the law enforcement staff and coordinated for approval through the EOC.

- A pass or permit system may be implemented to simplify regular ingress and egress. If a pass or permit system is used, passes or permits and appropriate written instructions for their use should be developed by the law enforcement staff and coordinated for approval through the EOC. Copies should be provided to all personnel staffing access control points. Common sense suggests that identification cards issued by government, utilities, insurance companies, and the media to their employees be honored as passes or permits for those individuals, unless questions arise regarding their authenticity.

Active Shooter and Terrorist Incident Response

During an active shooter or terrorist event, a multi-agency coordination system may be advisable. Central to this system is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. The IC should manage and direct the on-scene response from the Incident Command Post (ICP). The EOC should mobilize and deploy resources for use by IC, coordinate external resources and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.



When a credible threat of an active shooter scenario or terrorist attack exists on campus, the District shall activate the EOC or, if security necessitates, activate a specialized facility to coordinate law enforcement, investigative, and intelligence activities for the threats or incidents that may occur.

Preparedness and Response

Pre-incident preparedness and response activities include efforts to define the threat, identify terrorists or hostile parties, and prevent acts of violence or terrorism. Post incident consequence management activities include efforts to resolve the incident, conduct an investigation, collect evidence, and apprehend those responsible. The Grayson College Police Department, having jurisdictional authority, should collaborate with local, state and federal agencies in criminal investigations and intelligence collection activities.

Response and recovery activities undertaken to deal with effects of an active shooter or terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command.

Crisis Management

This ESF has the lead in active shooter and terrorism crisis management activities. Post incident crisis management activities include efforts to resolve the active shooter or terrorist incident, investigate it, and apprehend those responsible.

The Grayson College Police Department, as the primary agency of this ESF, has the lead role in crisis management on college District property and will coordinate its efforts with local, state, and federal law enforcement agencies as appropriate. The requirements of crisis management and consequence management are combined in the National Response Plan.

Consequence Management

Consequence management activities undertaken to deal with effects of an active shooter or terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management.

The lead agencies for crisis management and consequence management should mutually determine when crisis management activities are complete. The lead role in consequence management may be assigned to one of several local, state, or federal departments or agencies, depending on the type of incident that has occurred. Law enforcement agencies will typically play a significant supporting role in the conduct of consequence management activities. The requirements of crisis management and consequence management are combined in the National Response Plan.

Coordinated activities in consequence management include:

- Law enforcement agencies involved in consequence management should keep those agencies and/or departments responsible for response and recovery efforts informed of decisions made that may have implications on the placement of resources for response and recovery. Because of the sensitivity of law enforcement sources and methods and certain crisis management activities, it may be necessary to restrict dissemination of some information to selected emergency management and public health officials who have a need to know. Those individuals may have to carry out some preparedness activities surreptitiously.
- Until such time as primary agency and emergency management personnel agree that crisis management activities have been concluded, the primary agency should participate in IC or EOC operations to advise those carrying out consequence management operations with respect to protection of the crime scene, evidence collection, and investigative results that may have bearing on emergency operations. DPS and the FBI should normally provide personnel to participate in a Unified Command (UC) operation to coordinate state and federal law enforcement assistance.
- A joint information center, staffed by college District, local, state, and federal public affairs personnel, may be established as part of the UC organization to collect, process, and disseminate information to the public.

Terms and References

Acronyms

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

Definitions

Term	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
Vice President for Business Services	1



Long-Term Community

Recovery

ESF #14

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation.....	14-2
Record of Changes	14-3
Emergency Support Function 14 - Long-Term Community Recovery.....	14-4
ESF Coordinator	14-4
Support and External Agencies.....	14-4
Authority.....	14-5
Introduction.....	14-5
Purpose.....	14-5
Scope.....	14-5
Situation	14-6
Assumptions.....	14-6
Concept of Operations.....	14-6
General.....	14-6
Organization.....	14-6
Activation.....	14-7
Direction and Control	14-7
Emergency Support Function Operations.....	14-7
Responsibilities.....	14-8
ESF Coordinator	14-8
ESF Primary Agency.....	14-8
ESF Support and External Agencies.....	14-8
Terms and References.....	14-9
Acronyms.....	14-9
Definitions.....	14-9
Distribution List.....	14-10

Approval & Implementation

Annex

Emergency Support Function #14- Long-Term Community Recovery Grayson College



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex

ESF Long-Term Community Recovery #14

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #14	11-16-2020	Sharon Dray	11-16-2020
2 #14	11-16-2021	Sharon Dray	11-16-2021
2 #14	2-7-2022	Sharon Dray	2-16-2022
2 #14	7-1-2023	Sharon Dray	7-1-2023

Emergency Support Function 14 - Long-Term Community Recovery

ESF Coordinator

Department of Public Safety

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8777

Support and External Agencies

Grayson College Business Office

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8718

Grayson College Facilities

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8640

Grayson College Foundation

6101 Grayson Dr.
Denison, TX 75020
Phone: 903-463-8716

Authority

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 14 is to identify the internal and external departments responsible for Long-Term Community Recovery that may take place following an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support Long-Term Community Recovery after an emergency or disaster.

Scope

Emergency Support Function 14:

- District-wide responsibility for transitioning from continuity operations to regular college operations through the recovery process.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions

The District makes the following planning assumptions:

- Recovery planning must begin during an emergency in order to take over from continuity operations to return to regular operations.
- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

A common operating procedure within the district and across local jurisdictions provides the framework for Long-Term Community Recovery. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 14 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The district emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Review and update this annex.
 - Participate in any exercises, as appropriate.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.
- **Response**
 - When requested by the EOC Manager, immediately respond to EOC.
 - Obtain, prioritize and allocate available resources.
 - Activate the necessary equipment and resources to address the emergency.
 - Requests mutual aid from neighboring jurisdictions, as appropriate.

- **Recovery**
 - Recovery is the primary function of ESF 14. The ideal recovery operation restores normalcy to the District and minimizes social and economic impact in the process to the best of the ESF's ability.
 - Coordinate assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
 - Ensure that ESF 14 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.
- ESF coordinator may appoint a dedicated Recovery Coordinator position to lead long-term recovery efforts.

ESF Primary Agency

- Serves as the lead agency for ESF 14, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 14 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies

- Support the primary agency as needed.
- Support the district with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.

Terms and References

Acronyms

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

Definitions

Term	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).

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Vice President for Business Services	1



External Affairs

ESF #15

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation.....	15-2
Record of Changes	15-3
Emergency Support Function 15 - External Affairs.....	15-4
ESF Coordinator	15-4
Support and External Agencies.....	15-4
Authority.....	15-5
Introduction.....	15-5
Purpose.....	15-5
Scope.....	15-6
Situation	15-6
Assumptions.....	15-6
Concept of Operations.....	15-6
General.....	15-6
Organization.....	15-7
Activation.....	15-7
Direction and Control	15-7
Emergency Support Function Operations.....	15-7
Responsibilities.....	15-8
ESF Coordinator	15-8
ESF Primary Agency.....	15-8
ESF Support and External Agencies	15-8
Terms and References.....	15-9
Acronyms	15-9
Definitions.....	15-9
Distribution List.....	15-10

Approval & Implementation

Annex

Emergency Support Function #15- External Affairs

Grayson College



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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

Annex

ESF External Affairs #15

Page and Section # of Change	Date of Change	Entered By	Date Entered
2 #15	11-16-2020	Sharon Dray	11-16-2020
2 #15	11-16-2021	Sharon Dray	11-16-2021
2 #15	2-7-2022	Sharon Dray	2-16-2022
2 #15	7-01-2023	Sharon Dray	7-01-2023

Emergency Support Function 15 - External Affairs

ESF Coordinator

Grayson College Marketing and Public Information

6101 Grayson Dr.

Denison, TX 75020

Phone: 903-463-8628

Support and External Agencies

N/A

Authority

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.

Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater 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.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed.

Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 15 is to identify the internal and external departments responsible for Long-Term Community Recovery that may take place following an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support Long-Term Community Recovery after an emergency or disaster.

Scope

Emergency Support Function 15:

- Coordinates external communications and public relations with media partners.
- Provides emergency public information and maintains local community relations.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions

The District makes the following planning assumptions:

- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

A common operating procedure within the district and across local jurisdictions provides the framework for Long-Term Community Recovery. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 15 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The district emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
 - Review and update this annex.
 - Participate in any exercises, as appropriate.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.
- **Response**
 - When requested by the EOC Manager, immediately respond to EOC.
 - Coordinate, if necessary, a Joint Information Center (JIC) with partner agencies in emergency response.
 - Coordinate emergency information for public release through EOC Manager.

- **Recovery**
 - Coordinate assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
 - Ensure that ESF 15 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency

- Serves as the lead agency for ESF 15, supporting the response and recovery operations after activation of the EOC.
- • Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 15 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may be found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies

- Support the primary agency as needed.
- Support the district with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.

Terms and References

Acronyms

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

Definitions

Term	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

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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



Warning

Annex

A

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation	A-2
Record of Changes	A-3
Authority	A-4
Introduction	A-4
Purpose.....	A-4
Scope.....	A-4
Situation	A-4
Assumptions.....	A-4
Warning Points	A-5
Receive Warnings	A-5
National and State Provided Warning	A-6
National Weather Service Provided Warning.....	A-7
Campus Community Provided Warning	A-7
Business and Industry Provided Warning	A-7
Dissemination of Warning to the Public	A-7
GCALERT	A-8
EAS Stations	A-8
Text Message and Email Notification Function.....	A-9
Social Media Notification Function.....	A-9
Facility Notification Function.....	A-9
Outdoor Warning.....	A-10
Route Alerting & Door-to-Door Warning	A-10
Warning Special Facilities and Populations.....	A-10
Clery Compliance in Warning	A-10
Responsibilities	A-11
Terms and References	A-12
Acronyms	A-12
Definitions.....	A-12
Distribution List	A-13

Approval & Implementation

Grayson College Support Annex A – Warning



College President
Dr. Jeremy McMillen

11/16/2021

Date



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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 support annex
2 Annex A	11-16-2020	Sharon Dray	11-16-2020
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2 Annex A	2-7-2022	Sharon Dray	2-16-2022
2 Annex A	7-01-2023	Sharon Dray	7-01-2023

Authority

To ensure timeliness of warning, the authority to activate the District’s emergency notification systems has been delegated to the Emergency Management Coordinator (EMC) and his or her trained designees.

For additional, see Emergency Operations Plan, Authority.

Introduction

This Support Annex to the Emergency Operations Plan (EOP) provides a comprehensive list of requirements and procedures for the District’s emergency operations in providing warning capability for the campus community.

Purpose

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to disseminate timely and accurate warnings to the public and government officials in the event of an impending emergency situation.

Scope

The functions of the Warning support annex are applied to emergency incidents, operational notifications, and other situations in which warnings to the campus community might be issued.

Situation

1. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. Grayson College can expect to experience emergency situations that could threaten public health and safety and both private and public property and necessitate the implementation of protective actions for the public at risk.
3. Emergency situations can occur at any time; therefore, equipment and procedures to warn the public of impending emergency situations must be in place and ready to use at any time.
4. Power outages may disrupt radio and television systems that carry warning messages and provide public instructions.

Assumptions

1. Timely warnings to the public of impending emergencies or those which have occurred may save lives, decrease injuries, and reduce some types of property damage.

2. Electronic news media are the primary sources of emergency information for the general public.
3. Some people directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.
4. Provision must be made to provide warnings to special needs groups such as the hearing and sight-impaired, and institutions (i.e. nursing homes and correctional facilities).
5. Local radio and television stations will broadcast Emergency Alert System (EAS) messages when requested by local government officials. To effectively utilize EAS, local governments and broadcasters must coordinate the procedures used to transmit warning messages and instructions from local government to broadcasters.
6. The local National Oceanic and Atmospheric Administration (NOAA) Weather Radio station will broadcast weather watches and warnings issued by the National Weather Service (NWS). Weather radios are activated when such messages are broadcast.
7. The District's emergency alert system, GC ALERT, is the primary source of information for the campus.
8. GC ALERT broadcast warning may require initial activation with limited information and providing general direction in the case of immediate danger from a no-notice hazard such as active shooter.

Warning Points

The District does not currently operate its own dispatch or public safety answering point. As such, memorandums of understanding and working agreements are established with local city or county dispatch agencies. These agencies operate as 24/7 (24 hours per day, 7 days per week) warning points to receive 9-1-1 calls and emergency messages from the state warning system and relay them to the District's public safety department.

The District-wide Local Warning Point (LWP) is operated virtually by the Emergency Management Coordinator or a designee who may be reached 24/7 by radio, phone, email, text, or internet messaging. A District LWP shall be maintained to comply with the Hazardous Weather Support Annex Storm Ready **Guideline #1 - Establish a 24-hour Local Warning Point**.

Receive Warnings

The District may receive warnings of actual emergencies or the threat of such situations from the following:

National and State Provided Warning

National Warning System

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

1. Attack warnings
2. Fallout warnings
3. Natural and technological emergency warnings

Warnings from the FEMA operations center are coordinated with the Department of Homeland Security operations center and relayed through the FEMA Regional Communications Center in Denton to the state warning point at the State Operations Center (SOC) in Austin. The state warning point further disseminates the civil emergency warnings through the Texas Warning System. The FEMA national radio system, a network of high frequency radios, serves as a backup for NAWAS.

Texas Warning System

The Texas Warning System (TEWAS) is a state level extension of NAWAS. It consists of a dedicated telephone warning system linking the state warning point at the SOC with area warning centers located in DPS offices around the state and with the seven NWS offices in Texas.

The state warning point relays national emergency warnings received on NAWAS to the area warning center using TEWAS. Area warning centers disseminate warnings they receive to LWPs via teletype messages on the Texas Law Enforcement Telecommunications System (TLETS). The District will receive warnings disseminated by telephone or radio through Memorandums of Understanding (MOUs) with local dispatch centers, as well as through email directly from the SOC to the District EMC.

TEWAS may also be used by the SOC to disseminate warning messages from the governor or other key state officials to specific regions of the state.

Homeland Security Information Network

The Homeland Security Information Network – Critical Infrastructure (HSIN-CI) is an unclassified network that immediately provides the Department of Homeland Security operations center with one-stop 24/7 access to a broad spectrum of industries, agencies, and critical infrastructure across both the public and private sectors. HSIN-CI delivers information sharing,

alert notification services to the right people, those that need to know and those that need to act. The District will receive these warnings through the fusion liaison or intelligence officer in the NCTC Department of Public Safety.

National Weather Service Provided Warning

National Weather Service (NWS) weather forecast offices, the NWS river forecast centers, the Storm Prediction Center, and the National Hurricane Center issue weather warning messages.

NWS disseminates weather forecasts, watches, and warnings via the NOAA Weather Wire Service, which is a satellite communications system that broadcasts to specialized receiver terminals. In Texas, NWS weather products, such as watches and warnings, are transmitted by NOAA Weather Wire to the SOC. The SOC, as the state warning point, retransmits these weather messages to appropriate area warning centers and LWPs by TLETS and email.

The District receives alerts directly from the NWS through the NOAA all-hazards radio system and complies with Hazardous Weather Support Annex Storm Ready **Guideline #4 - Provide NWR/SAME receivers for public facilities**. These radios are located in the EOC, Police Department, the office of each campus director, each campus public safety office, and the emergency management office.

Campus Community Provided Warning

The students, faculty, staff, and guests of the Grayson College District may provide warning of emergencies discovered. This may occur in person, by phone, or through the 9-1-1 system. As soon as this information is received by the District, details should be reported to the District LWP through any available means of communications to allow for timely confirmation and warning.

Business and Industry Provided Warning

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

Dissemination of Warning to the Public

Warnings will be disseminated for immediate threats to the campus community. In the initial stages of an emergency situation, the Emergency Management Coordinator (EMC) or designee will, with the authority delegated to the position:

- Determine if a warning needs to be issued
- Formulate a warning (using pre-scripted messages if available)
- Disseminate the warning

When the EOC has been activated, it will normally determine who needs to be warned and how. The EOC will normally formulate the warning messages and public instructions. The EMC or designee in the activated EOC staff will execute the warnings by activating the warning system. The EOC may disseminate emergency public information directly to the media.

The systems described in this annex will be used to issue warnings and instructions to the public. To facilitate dissemination of warning and public instructions, a set of pre-scripted warning messages and public information messages suitable for use in likely emergency situations has been developed.

GCALERT

The Grayson College GC ALERT system is used to disseminate mass emergency notifications to all of its users. This service will provide you the opportunity to include multiple phone numbers and email addresses to enhance your awareness during emergency conditions.

GC ALERT is a free service provided to keep you better informed in the event of severe weather and campus emergencies or closings. This program will allow us to reach students directly by sending a text message, email, and text to speech call to your cell phone. All faculty, staff and students should enroll into GC ALERT with their Grayson College email.



EAS Stations.

EAS stations (radio, TV, cable) serving the local area include:

A. Local Primary Radio Station 1

Call sign: KLAK Frequency: 97.5 FM
Contact Name: Scott Corbin
Address: Denison, TX
Telephone: 903-463-6800 Fax: 903-463-9816
E-mail Address: news@9311kmkt.com

B. Local Primary Radio Station 2

Call sign: KMKT Frequency: 93.1 FM
Contact Name: Scott Corbin
Address: Denison, TX
Telephone: 903-463-6800 Fax: 903-463-9816
E-mail Address: news@9311kmkt.com

C. Television and Cable Stations

Call sign: KXII Channel: 12
Contact Name: Rick Dean/Matt Brown
Address: Sherman, TX
Telephone: 903-892-8123 Fax: 903-893-7858

E-mail Address: firstnews@kxii.com

Emergency: 903-892-6397 1700hrs – 2230hrs 903-891-1212 2230hrs – 0500hrs

Call sign: KTEN Channel: 10

Contact Name:

Address: Denison, TX

Telephone: 903-465-5836 Fax: 1-503-214-9555 (e-fax)

E-mail Address: ajess@kten.com / opickett@kten.com

Emergency: 903-463-7716 0500hrs – 2300hrs 903-465-6675 2300hrs – 0500hrs

Text Message and Email Notification Function

Text messaging is a rapid means of notification for the District. Messages sent by this method are District-wide and may only be targeted to all employees, all students, or both. Text messages may be sent during immediate emergencies, for campus delays or closures, to relay critical information to the campus population, or during system tests. External agencies, such as food service and bookstore staff, who are contract services operating on District property are offered external agency enrollment in order to receive messaging.

The email functionality of the GCALERT system is designed to be supplemental to the immediate notification of text messaging. Email may be used for supplementing immediate alerts, notification of upcoming system testing by other means, campus delays or closures, to relay critical information to the campus population, or during system tests. Notification by email may experience significant delays as large numbers of emails may take systems time to process and deliver.

Social Media Notification Function

Social media notifications are supplementary functions of the alert system. Utilizing social media messaging, the District may reach beyond the student and employee population to include guests on campus, the public, and the media. The Texas State Operations Center also follows the GCALERT Twitter feed for emergency information. Notification by social media may be made for immediate alerts, notification of upcoming system testing, campus delays or closures, to relay critical information to the campus population, or during system tests.

Facility Notification Function

The facility notification functions of the GCALERT system are targeted notifications based on location. For emergencies, disasters, or threats thereof, that may impact a campus or within the immediate vicinity of a campus, the District may activate facility notification components of the GCALERT system. These include alert beacons, amplified speaker broadcasts, public address systems, network computer screen override, and digital signage override. Facility notifications may be used for immediate alerts, to relay critical information to the campus population, or during system tests.

Outdoor Warning

Any outdoor warning systems in place on or near District facilities are outdoor sirens operated by local city or county officials respective to their location. The college District is responsible for the activation, maintenance, and testing of these systems.

Route Alerting & Door-to-Door Warning

The campus community may be warned by route alerting using vehicles equipped with sirens and public address systems. Route alerting may not work well in some areas, including remote areas where there is some distance from the road or for large buildings with few external windows. Response personnel going door-to-door may also deliver warnings. Both of these methods are effective in delivering warnings, but they are labor-intensive and time-consuming and may be infeasible for large areas. The route alerting method may be required for those with impairments of vision or hearing.

Warning Special Facilities and Populations

Special populations and facilities will be warned of emergency situations by available methods to include:

- **Visually-impaired:** GCALERT beacons, text-to-speech broadcast, route alerting, door-to-door notification.
- **Hearing-impaired:** GCALERT beacons, SMS text message, computer desktop override, digital signage override, route alerting, door-to-door notification
- **Non-English speaking:** Route alerting, door-to-door notification.

Clery Compliance in Warning

Grayson College will establish and maintain its emergency notification system in compliance with Texas Education Code Sec. 51.218 and the Jeanne Clery Act 20 U.S.C. § 1092(f).

Decisions for timely warning notifications of Clery defined crimes will be made by the Chief of Police by utilizing the Timely Warning Notice Determination form as directed by the Grayson Department of Public Safety's SOPs.

Timely warnings for imminent threats to campus safety for all other situations will be made by the EMC or trained designee. Notification method and scope may be determined by the following decision criteria:

Hazard Type

- What is the hazard? (Building fire, tornado, hazardous materials incident)
- What is the impact to Grayson College? (Minor, major, catastrophic)
- What is the potential for the situation to worsen?
- Is the situation under control?

Life Safety and Property Protection

- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for minor injury?
- What is the potential for damage to property?
- What is the potential for disruption to normal course of business?

Urgency

- How soon does the message need to go out? (Seconds, hours, days)

Audience

- Who needs to be warned? (Administration, faculty, staff, students, guests)
- How many people need to be warned? (Dozens, hundreds, thousands)

System(s) Capabilities

- What are the limitations of each system? (Limited audience, lengthy delivery time)
- How quickly can the messages be sent? (Immediately, minutes, hours)

Responsibilities

The EMC has primary responsibility for compliance with provisions of the college District's Emergency Operations Plan along with the operation of the EOC, therefore, they have the primary responsibility for ensuring an adequately trained and tested operational capability as outlined in this annex.

All individuals or departments responsible for staffing a position at the EOC during an emergency, operating within an ESF, or providing support to EOC operations, therefore, they are responsible for cooperating and assisting the EMC by making staff available to participate to the fullest extent possible in testing, training, and exercise activities.

Terms and References

Acronyms

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

Definitions

Term	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).

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Training, Testing and Exercise

Annex

E

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation	E-2
Record of Changes	E-3
Authority	E-4
Introduction	E-4
Purpose.....	E-4
Scope.....	E-4
Situation	E-4
Assumptions.....	E-4
Concept of operations	E-5
Exercise Methods.....	E-5
GCALERT Emergency Notification System Testing	E-6
GC Alert Emergency Notification System Testing Schedule.....	E-6
Clery Compliance for Drills, Exercises, and Tests	E-6
Training Requirements	E-7
District Conducted Training for the Campus Community	E-7
District Required Training for EOP Functions	E-8
Responsibilities	E-9
Terms and References	E-10
Acronyms	E-10
Definitions.....	E-10
Distribution List	E-11

Approval & Implementation

Grayson College

Support Annex E – Training, Testing and Exercise



College President
Dr. Jeremy McMillen

11/16/2021

Date



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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.

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01	November 2016	Sultan Alsaadi	Creation of new support annex
2 Annex E	11-16-2020	Sharon Dray	11-16-2020
2 Annex E	11-16-2021	Sharon Dray	11-16-2021
2 Annex E	2-7-2022	Sharon Dray	2-16-2022
2 Annex E	7-01-2023	Sharon Dray	7-01-2023

Authority

See emergency operations plan, Authority.

Introduction

This Support Annex to the Emergency Operations Plan (EOP) provides a comprehensive list of requirements and procedures for the district's emergency operations training, testing, and exercising.

Purpose

The purpose of this annex is to provide the campus community with an effective and efficient emergency response to real or threatened emergency situations by facilitating trained staff, exercised plans, and tested warning systems to meet the objectives identified in the EOP and its annexes.

Scope

All functions identified in the EOP and its annexes will be subject to tests, training and exercises established under this support annex. In addition, county, state, federal, volunteers, and private sector organizations will be included periodically as each are available to augment district capabilities in actual emergency situations.

Situation

- Training and Exercise functions and responsibilities are ongoing and independent of the threat or onset of an emergency or disaster event.
- Professional development and specific functional training will be required of those operating in the Emergency Operations Center (EOC), Emergency Support Functions (ESFs), or other identified support roles.
- Training on emergency procedures must be provided to faculty, staff, and students.
- The testing of emergency notification systems and emergency procedures is performed to ensure the working order of such systems and expose the campus community to their functionality prior to any real emergency.
- The emergency notification systems must be tested while members of the campus community are present to expose the public to the functionality of the system. Efforts must be made to minimize impact on instruction during system tests.
- The all hazards emergency operations plan utilizes National Incident Management System (NIMS), which accounts for emergency management activities before, during, and after emergency operations.

Assumptions

- New students, faculty, and staff may not be familiar with the district's emergency plan and will require orientation on emergency procedures.
- Regular training opportunities will be required for the campus community in order to maintain awareness with newly enrolled students and staff turnover.
- Contingencies must be made for all tests and exercises to accommodate for the potential of a real emergency occurring during any scenario.

Concept of operations

Exercise Methods

Mandatory exercises will be conducted by the district on a regular basis (at least once annually per campus) at times to be determined by the Emergency Management Coordinator (EMC). The following exercise methods may be used to test the EOC, emergency operations plan effectiveness, and practice emergency skills and procedures:

Full Scale

This exercise is a simulation of an actual disaster with real time exercise input and messages. Depending on the level of the exercise, it may include the use of props, actors, specialized equipment, and special effects in some instances to maximize realism. A full-scale exercise requires a high degree of training, organization, and planning. It can, however, be invaluable to practice all aspects of the emergency operations plan and to build teamwork and communications between all functional areas and external support elements of a community emergency event (i.e. EMC facilitates the involvement of all those involved in responding to a gas leak and explosion which has resulted in substantial facility damage, trapped victims, and mass casualties. The EOC is fully activated and field personnel are actively involved on scene, at a field command center, at area hospitals, and at a joint information center.)

Drills

A coordinated, supervised exercise activity, normally used to test a single specific operation or function. Drills may be used to practice a trained, manipulative activity used to prove, build or refresh skills and is based on organizational standard operating procedures (i.e. testing of the EOC activation call out procedure and successor list, evacuation or shelter drills in a specific building or residence hall.)

Tabletops

A facilitated, scenario driven exercise, designed to provide an analysis of an emergency situation in an informal and stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing operational plans and identify where those plans need to be refined.

Management personnel are provided a written scenario that steps participants through an activity. Participants affirm the process or identify problematic or incorrect assumptions as the scenario is played out. The tabletop exercise is thus used to practice emergency management skills, identify organizational or operational shortfalls, and build confidence in the overall Emergency Operations Center process (i.e. EM, Police, Fire, and EOC Staff gather at the EOC and, based on several escalating scenarios, talk through their operational responsibilities involving HAZMAT events involving airborne toxic releases.)

GCALERT Emergency Notification System Testing

The GCALERT Emergency notification system will be tested in compliance with state and federal laws requiring at least annual tests. A testing schedule has been established to provide guidance for setting test times and mode activations and is designed to exceed legal requirements. GCALERT emergency notification systems will not be tested during or surrounding any known potential event requiring the actual activation of the system. The activation of the system for any real situation will be documented and considered a system test completion in place of any other test for that period only if the annual test has already been met in Clery compliance.

The GCALERT emergency notification system is discussed further in the EOP’s Warning support annex, published under a separate cover.

GC Alert Emergency Notification System Testing Schedule

Function	Target Systems	Frequency	Planned Times
Desktop Alert	Network Computers, Speakers	Monthly	Alternating First Wednesday Month-to-month, 9:00 am
Full System	Test Message (SMS), Email, Network Computers, Alert Viking, Digital Signage, Social Media	Monthly	Wednesday each month, 9:00 am
Text Alert	Text Message (SMS), Email, Social Media	Monthly	Wednesday 9:00 am

Clery Compliance for Drills, Exercises, and Tests

The Jeanne Clery Act requires institutions of higher education to test emergency response and evacuation procedures on at least an annual basis. The Clery regulations define a “test” as regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. To comply with Clery requirements the test must meet all of the criteria in the definition. Tests must:

- **Be scheduled.** An actual emergency situation or a false emergency alarm may not serve as a test of the institution’s procedures. (Note: Scheduled testing that exceeds legal

requirements may be cancelled to allow the emergency to be documented in the place of a test, but only if legal minimum requirements have been met.)

- **Contain drills.** A drill is an activity that tests a single procedural operation (e.g., a test of initiating a cell phone alert system or a test of campus security personnel conducting a campus lockdown).
- **Contain exercises.** An exercise is a test involving coordination of efforts (e.g., a test of the coordination of first responders, including police, firefighters and emergency medical technicians).
- **Contain follow-through activities.** A follow-through activity is an activity designed to review the test (e.g., a survey or interview to obtain feedback from participants).
- **Be designed for assessment of emergency plans and capabilities.** This means that the test should have measurable goals. For example, “Everyone involved Support Annex A: Warning tasked in emergency response and notification procedures will understand his or her role and responsibility.”
- **Be designed for evaluation of emergency plans and capabilities.** Design the test so that, using the assessments, it may be determined if the test met its goals. For example, “The evacuation process accounted for/did not account for the diverse needs of all members of the campus community.”
- **Documentation will be maintained for all tests to include:**
 - A description of the drill or exercise (i.e., the test).
 - The date the test was held.
 - The time the test started and ended.
 - Whether the test was announced or unannounced.

Training Requirements

District Conducted Training for the Campus Community

Students

- All incoming students requiring orientation by the institution shall be provided an All-Hazard training on emergency procedures in the Campus Safety section of College 101 Orientation either in a face-to-face session or online.
- Emergency procedures from the district’s Emergency Response Guide, published separately, shall be publicized in conjunction with at least one annual drill, exercise,

or test. The publicized section of the procedures will correspond with the test being conducted and be broadcast by email and social media.

- At least two annual All-Hazard training sessions will be conducted for each campus.
- At least one annual severe weather seminar will be conducted for each campus in compliance with the Hazardous Weather Support Annex
- Additional situation or incident specific training may be conducted at the discretion of the EMC.

Employees

- All new employees shall be familiarized with the district’s emergency procedures during new employee orientation by the EMC.
- Emergency procedures from the district’s Emergency Response Guide, published separately, shall be publicized in conjunction with at least one annual drill, exercise, or test. The publicized section of the procedures will correspond with the test being conducted and be broadcast by email and social media.
- At least two annual All-Hazard training sessions will be conducted for each campus. These sessions will be open to contract services and partners who work in district facilities.
- At least one annual severe weather seminar will be conducted for each campus in compliance with the Hazardous Weather Support Annex
- Additional situation or incident specific training may be conducted at the discretion of the EMC.

District Required Training for EOP Functions

The district shall require those filling a role, function, or operating within an annex to the EOP to maintain a minimum level of training. The chart below outlines the training required by position. Other than the EMC position, all training is available for free online through the FEMA Emergency Management Institute. Each function must provide a copy of the certificate of completion for each training course to the EMC and Human Resources for record keeping.

Role/Function/Annex	Minimum Required Training
Emergency Management Coordinator (To Include ESF-5)	IS-100.HE, IS-700.a, IS-800.B NRF, IS-300, IS-400, IS-235.b, L-363, ICS-200.b, ICS-230.d, G-272, IS-775
EOC Policy Group	IS-700.a, IS-100.HE, IS-800.B NRF, IS-908
Public Information Officer (To Include ESF 15)	IS-700.a, IS-800.B NRF, IS-29, IS-702.a, IS-100.HE, IS-794, IS-250.a
ESF 1	IS-700.a, IS-100.HE, IS-801
ESF 2	IS-700.a, IS-100.HE, IS-802
ESF 3	IS-700.a, IS-100.HE, IS-803, IS-632.a

Role/Function/Annex	Minimum Required Training
ESF 4	IS-700.a, IS-100.HE, IS-804
ESF 6	IS-700.a, IS-100.HE, IS-806
ESF 7	IS-700.a, IS-100.HE, IS-807, IS-27
ESF 8	IS-700.a, IS-100.HE, IS-808
ESF 9	IS-700.a, IS-100.HE, IS-809
ESF 10	IS-700.a, IS-100.HE, IS-810, IS-3, IS-5.a, IS-301, IS-340
ESF 11	IS-700.a, IS-100.HE, IS-811, IS-111.a, IS-10.a, IS-11.a
ESF 12	IS-700.a, IS-100.HE, IS-812
ESF 13	IS-700.a, IS-100.HE, IS-813
ESF 14	IS-700.a, IS-100.HE (or IS-100.LE)
Annex A	IS-700.a, IS-100.HE, G-272
Annex D	IS-100.HE, IS-700.a, IS-244.b, IS-288.a
Annex H	IS-100.HE, IS-700.a, IS-271.a

Documentation

All training will be documented to include time and date. Rosters will be included with documentation of training topics and schedule. Documented student completion of College 101 will be sufficient for student All-Hazards orientation and is maintained by the Office Admissions and Registrar.

Reponsibilities

The EMC has primary responsibility for compliance with provisions of the college district's Emergency Operations Plan along with the operation of the EOC, therefore, they have the primary responsibility for ensuring an adequately trained and tested operational capability as outlined in this annex.

All individuals or departments responsible for staffing a position at the EOC during an emergency, operating within an ESF, or providing support to EOC operations, therefore, they are responsible for cooperating and assisting the EMC by making staff available to participate to the fullest extent possible in testing, training, and exercise activities.

Terms and References

Acronyms

Acronym	Meaning
GC	Grayson College
EOC	Emergency Operation Center
ICS	Incident Command System
ICP	Incident Command Post
IP	Internet Protocol
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Term	Definition
Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation
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Public Information Office	1
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Campus Dean - Van Alstyne	1
Vice President for Business Services	1



Hazardous Weather

Annex

H

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation	H-2
Record of Changes	H-3
Storm-Ready College and University Program	H-4
Background	H-4
Becoming a Storm-Ready Member	H-4
Authority	H-6
Introduction	H-6
Purpose.....	H-6
Scope.....	H-6
Situation	H-6
Assumptions.....	H-7
Responsibilities	H-7
Emergency Management Coordinator	H-7
Warning Systems and Activation Criteria	H-8
Receiving Warnings	H-8
Severe Weather Warning Activation Criteria	H-8
Severe Weather	H-9
Situation	H-9
Monitoring	H-9
Storm Sheltering	H-10
Storm Impact and Damage Reporting.....	H-10
Winter Weather	H-10
Situation	H-10
Winter Weather Closure Protocol	H-11
Terms and References	H-12
Acronyms	H-12
Definitions.....	H-12
Distribution List	H-13

Approval & Implementation

Grayson College Hazard Annex H – Hazardous Weather



College President
Dr. Jeremy McMillen

11/16/2021

Date



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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Record of Changes

Annex H

Hazardous Weather

Page and Section # of Change	Date of Change	Entered By	Date Entered
01	November 2016	Sultan Alsaadi	Creation of new support annex
2 Annex H	11-16-2020	Sharon Dray	11-16-2020
2 Annex H	11-16-2021	Sharon Dray	11-16-2021
2 Annex H	2-7-2022	Sharon Dray	2-16-2022
2 Annex H	7-01-2023	Sharon Dray	7-01-2023

Storm-Ready College and University Program

Background

In 1999, the National Weather Service (NWS) established the Storm Ready® program. Storm Ready® is a national program that encourages communities to take a proactive approach to improving local hazardous weather operations by providing clear-cut guidelines for emergency managers. Storm Ready® is a program by which communities can help implement procedures to



reduce the potential impacts from natural disaster events. The program focuses on improving communication and severe weather preparedness. The expansion of the program to colleges and universities provides for the voluntary participation of institutions of higher education in the “Weather Ready Nation” initiatives of the NWS.

Nearly 98% of all presidential declared disasters are weather related, leading to approximately 500 deaths per year, and nearly \$14 billion in damage. A Storm Ready® institution should be better prepared to respond before a natural disaster strikes. The Storm Ready® program is intended to:

- Help save lives by improving the timeliness and effectiveness of hazardous weather warnings for the campus community.
- Provide detailed and clear recommendations that help emergency managers establish and improve effective hazardous weather operations.
- Help justify costs and purchases that may be needed to support emergency response and hazard mitigation plans.
- Provides an image incentive and public recognition for colleges and universities that are recognized as Storm Ready®.

Becoming a Storm-Ready Member

To be certified as Storm-Ready®, communities must meet guidelines established by the NWS in partnership with federal, state, and local emergency management professionals. The program

recognition guidelines are population based. Storm-Ready® University recognition requires the Grayson Community College District to meet the same criteria as a small-medium sized city (population 2,500 – 14,999). The guidelines, as established by NWS, are identified and met by the district as follows

Guideline	Requirement	Met in
1 Communication	Establish a 24-hour local warning (LWP)	Support Annex A
1 Communication	Establish an Emergency Operation Center (EOC)	EOP
2 NWS Information	Establish at least 4 ways for the EOC or LWP to receive NWS warnings	Hazard Annex H
3 Monitoring	Establish at least 2 ways to monitor hydro meteorological data	Hazard Annex H
4 Warning	Establish at least 2 ways to disseminate warnings	Support Annex A
4 Warning	Provide NWR/SAME receivers for public facilities	Support Annex A
5 Preparedness	Provide at least 2 annual weather safety talks	Support Annex E
5 Preparedness	Provide biennial storm sportter and dispatcher training	Support Annex E
5 Preparedness	Host / co-host annual NWS spotter training (Not a requirement for our population bracket, but assistance to local partners will be provided when possible)	Support Annex H
6 Administrative	Create and maintain a hazardous weather operations plan	Support Annex H
6 Administrative	Emergency manager must visit NWS at least biennially	Support Annex H
6 Administrative	Host visit from NWS to the district at least once annually	Support Annex H

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 Grayson College.

Hazard Annexes may trigger EOC and subsequent ESF Annex activations to 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 Hazardous Weather Annex is to provide a hazard-specific framework for use during a weather related emergency or disaster impacting Grayson College.

Scope

The Hazardous Weather Annex:

- Is applicable to all phases of emergency management for District impacts from hazardous weather.

Situation

Weather related incidents have a high probability of impact at Grayson College. The District must address this hazard to aid in mitigating impacts and expediting disaster response and recovery.

Assumptions

The District makes the following planning assumptions:

- Hazardous weather often has little to no lead time for warning.
- District resources will be quickly overwhelmed.
- Communication will be disrupted.
- Shortfalls can be expected in both support personnel and equipment.

Responsibilities

The Emergency Management Coordinator (EMC) or EOC Manager is the primary responsible party for addressing all phases of emergency management related to hazardous weather situations. Delegation may be made for various response functions through the EOP and its ESF annexes.

Emergency Management Coordinator

- The EMC shall maintain this Hazardous Weather Annex in accordance with Storm-Ready **Guideline #6 - Hazardous Weather Operations Plan**.
- The EMC shall visit the local National Weather Service Forecast Office in Ft. Worth at least once every **two** years to comply with **Storm-Ready Guideline #7 - Biennial Visits to NWS**.
- The EMC shall host a representative from the National Weather Service at least once annually to comply with **Storm-Ready Guideline #8 - Annual Visit from NWS**.
- The EMC shall attend the annual the NWS Severe Weather Workshop (National Tornado Summit).
- The EMC may coordinate the annual hosting or co-hosting of NWS Storm Spotter Training to meet **Storm-Ready Guideline #5 - Host/Co-Host Annual NWS Spotter Training**. This is not a requirement of the District for obtaining and maintaining Storm-Ready status, but local partners will be assisted in this training whenever possible.

Warning Systems and Activation Criteria

The GCALERT emergency notification system is the local warning transmission system for the district and is further described in support Annex A, Warning, published under a separate cover.

Receiving Warnings

The District maintains seven means of receiving warnings disseminated by the NWS to meet and exceed the **Storm-Ready Guideline #2 - NWS Information Reception**.

1. NOAA Weather Radio All Hazards Receivers.
2. Emergency Management Weather Information Network (EMWIN).
3. Television.
4. Emergency Alert System.
5. NWS-Chat.
6. Wireless Emergency Alerts.
7. Amateur Radio Transceiver.

The NWS disseminates weather forecasts, watches, and warnings via the National Oceanic and Atmospheric Administration (NOAA) Weather Wire Service, which is a satellite communications system that broadcasts to specialized receiver terminals. NWS watches and warnings are transmitted to the State Operations Center (SOC). The SOC, as the State Warning Point, retransmits these weather messages to communities, including Grayson College, by the Texas Law Enforcement Telecommunications System and SOC e-mail distribution network.

These messages are also distributed among the other reception means listed above. Some of the weather messages that are provided are:

1. Flood and flash flood watches and warnings.
2. Severe weather watches and warnings.
3. Tornado watches and warnings.
4. Winter weather watches, warnings, and advisories.

Severe Weather Warning Activation Criteria

The GCALERT emergency notification system is not activated for every severe weather warning in the District's service area. Some established criteria, as shown in the table below, identifies the minimum requirements for broadcasting alerts. Alerts may be issued outside of this criteria as deemed necessary by the EMC. GCALERT activation mode is dependent on impact areas.

For example, a tornado warning may not trigger facility notifications (desktops and audio broadcast) if a campus will not be directly impacted, but text messages may be sent for those residing or travelling in the campus service area.

Weather Events	Description and Criteria
Tornadoes	Tornado Warnings - Tornadoes are deadly and unpredictable. GCALERT will be issued for these warnings. Students will be notified by GCALERT SYSTEM to seek shelters.
High Wind	Winds up to 70mph – These winds are considered hurricane force and can be damaging or deadly. GCALERT may be issued when there is potential campus or service area impact. Students will be notified by GCALERT SYSTEM to seek shelters.
Hail	<p>Hail up to 2.50” – Baseball size hail can be damaging or deadly. It can cause damage to cars and homes. GCALERT may be issued when there is potential campus or service area impact. Students should seek shelters immediately.</p> <p>Hail Any Size – When any planned outdoor event is occurring (baseball, softball, student life event, etc.) GCALERT or Route Alerting may be issued when there is potential campus or service area impact.</p>
Flooding	Flash Flood Warnings – Flooding in high traffic areas leading to a campus or any area on or near campus that might affect safe travel. GCALERT may be issued when there is potential campus or service area impact.

Severe Weather

Situation

The District’s highest probability high impact hazard is that of severe weather. Grayson College located in the heart of Tornado Alley, a nickname given to an area in the southern plains of the central United States that consistently experiences a high frequency of tornadoes each year. Tornadoes in this region typically happen in late spring and occasionally the early fall, but may occur during any season. In addition to the risk of tornadoes, the District faces threats of destructive high winds, large hail, lightning, and flooding rains.

Monitoring

The District Emergency Management Coordinator will monitor for potential severe weather impacts with information provided from the National Weather Service and the Storm Prediction Center. During this time the EOC will be at Level 4: Monitoring activation.

The District maintains at least two means of monitoring hydrometer logical conditions to meet the **Storm-Ready Guideline #3 - Hydro meteorological Monitoring**.

1. Weather Monitoring Stations. All two district campuses in Denison and Van Alstyne have internet connected weather stations. Stations provide the EMC’s office and the EOC

measured temperature, humidity, pressure, rainfall, and wind at each location in real time.

2. Weather Radar. Level 2 and/or Level 3 radar data is accessible through wired internet, wireless cellular internet, and broadcast media.

Monitoring established communications channels for warning reception, as outlined in Support Annex A, Warning, published under a separate cover, will be conducted in the EOC or Virtual Emergency Operations Center (VEOC) to initiate warnings and direct protective actions. The National Weather Service will issue watches and warnings to the public and local emergency response agencies as conditions dictate and these messages will be formatted for distribution through the GCALERT emergency notification system.

Storm Sheltering

Upon the issuance of a warning requiring sheltering, the campus community in District facilities will shelter in the best available area of severe weather refuge. Sheltering locations are identified on emergency maps and with signage throughout the District. Spaces labeled as “Severe Weather Areas” may not be designed as reinforced storm shelters, but have been deemed as best available areas of storm refuge. Sheltering should always occur in these areas or on the lowest level of a building in an interior room or hallway free of windows and glass when designated severe weather areas are at capacity, or signage/mapping is not present. It is not the policy of Grayson College to open District facilities for the severe weather sheltering of the general public.

Storm Impact and Damage Reporting

Basic storm impacts and damage reports from observers on the ground will be provided to the National Weather Service in real time to ensure that all relevant information to forecasting is available. The District EMC or designee will provide preliminary damage reports from the field to the NWS Forecast Office in Ft. Worth by established communication channels. Closure of campuses or areas of a campus due to storm damage will be the responsibility of the Emergency Support Functions to the EOP as necessary. Damage to facilities shall be immediately communicated to the EOC to activate ESF 9 and direct the first search and rescue operations to pre-designated “Severe Weather Areas.”

Winter Weather

Situation

The District is susceptible to winter weather events that may impact travel, utility services, and, as a result, life safety.

The District Emergency Management Coordinator will monitor for potential impacts with information provided from the National Weather Service beginning **120 hours in advance** (H-120) of a storm. During this time the EOC will be at Level 4: Monitoring activation.

This hazardous weather support annex section for winter weather events is established to aid in closure or delay determinations.

Students, faculty, and staff should monitor GCALERT notifications, the college website, social media, local television, and radio stations for weather closing announcements.

Winter Weather Closure Protocol

The Winter Weather Decision Support and Action Guidance below will be followed for all winter weather events impacting the District. Closure and delay determinations may also be made at the discretion of the College President outside of the decision guidance.

Most winter weather closing decisions will be made during the night prior to the impact of a weather event, however, the institution may be closed during the regular class/work day if warranted.

Early dismissal during regular instruction and operational hours may occur upon order of the College President or designee. Only the College President or designee is authorized to close, delay opening, or accelerate the end of the class day.

Terms and References

Acronyms

Acronym	Meaning
GC	Grayson College
EOC	Emergency Operation Center
ICS	Incident Command System
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Definitions

Term	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).
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Travel and Transportation

Hazards Annex

T

GRAYSON COLLEGE

EMERGENCY MANAGEMENT

Table of Contents

Approval & Implementation	T-2
Record of Changes	T-3
Authority	T-4
Introduction	T-4
Purpose.....	T-4
Scope.....	T-4
Passenger Car and Bus Travel Incidents	T-4
Domestic Travel Incidents	T-5
Information Sharing Prior to Travel.....	T-5
International Travel and Study Abroad Incidents	T-6
Information Sharing Prior to Travel.....	T-6
Emergency Preparation.....	T-7
Response Operations.....	T-7
International Travel Restrictions.....	T-7
Terms and References	T-8
Acronyms.....	T-8
Definitions.....	T-8
Distribution List	T-9

Approval & Implementation

Grayson College

Hazard Annex T – Travel and Transportation



College President
Dr. Jeremy McMillen

11/16/2021

Date



Vice President for Business Services
Carolyn Kasdorf

2/16/2022

Date



Emergency Manager
Chief Jackie Thomas

7/01/2023

Date

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Annex T

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2 Annex T	7-01-2023	Sharon Dray	7-01-2023

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.

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