



# Emergency Operations Plan

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## SECTION I - MAJOR EMERGENCY GUIDELINES

### A. PURPOSE

The College Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

1. An emergency or a disaster may occur at any time of the day or night.
2. **The succession of events in an emergency is not predictable; hence published support and operational plans will serve only as a guide and not as a mandate or specific checklist. Specific plans may require field modification in order to meet the requirements of the emergency.**
3. Disasters may affect residents in the geographical location of the college; therefore, city, county, and federal emergency services may not be available. A delay in off-campus emergency services may be expected up to 72 hours.
4. A major emergency may be declared if information indicates that such a condition is developing or is possible.

The basic emergency procedures contained herein are provided in order to enhance the protection of lives and property through effective use of college and campus community resources. Whenever an emergency affecting the college reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the Chief/Incident Commander (College President) or designee may declare a state of emergency and these contingency guidelines may be implemented.

There are two general types of emergencies that may result in the implementation of this plan. These are (1) large scale disorder, and (2) large scale natural/man-made disaster. **Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.**

### B. SCOPE

These procedures apply to all personnel, buildings, and grounds owned and operated by Galveston College.

### C. AUTHORITY

This revised plan was developed by the Emergency Management Command Staff of Galveston College during the 2022-2023 academic year. This Plan will be reviewed and revised (as applicable) each following school year.

### D. DEFINITION OF EMERGENCY AND DISASTER

The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

1. **EMERGENCY: An incident, potential or actual, which affects an entire building or buildings, or human life or well-being, and which will disrupt the overall operation of the college.**

2. **DISASTER:** An event or occurrence which has taken place and has seriously impaired or halted the operations of the campus or entire college.
3. **MEDIA RELATIONS CRISIS:** Any incident which has the potential for adverse publicity concerning operation of the college.

#### **E. EMERGENCY OPERATIONS CENTER**

When an emergency occurs or is eminent, it shall be the responsibility of the Emergency Preparedness Safety Officer (Vice President for Administration and Student Services) under the direction of the Chief/Incident Commander (College President) to set-up and staff an appropriate Emergency Operations Center/Office as directed in Section II.

If the emergency involves a large part of the campus, the Emergency Operations Center (EOC) is to be set up in the President's Conference Room, M202. If this site is unavailable, the Chief/Incident Commander (College President) will select an alternate location. These include R-261, and the Seibel Wing Conference Room.

If Emergency services are required they are to report to the Emergency Operations Center.

#### **F. DECLARATION OF CAMPUS STATE OF EMERGENCY**

The authority to declare a campus state of emergency rests with the Chief/Incident Commander (College President) or his/her designee, as follows:

In the event of a situation on or near the campus, the Vice President for Administration and Student Services (Emergency Preparedness Officer) shall report to the Chief/Incident Commander (College President) all appropriate information regarding the emergency and the possible need for a declaration of a campus state of emergency. The President or his/her designee has the authority to declare a campus or College state of emergency based on the best information available at the time.

During the period of any campus major emergency, the Emergency Preparedness Officer, as required, shall place into immediate effect the appropriate procedures necessary to meet the emergency and safeguard persons and property, and maintain the educational facilities.

**G. TYPES OF EMERGENCY PROCEDURES**

Types of emergencies covered in this Emergency Response Plan are as follows:

**Evacuation and Shelter in Place Procedures**

- Building Evacuation
- Campus-Area Evacuation
- Shelter-in-Place
- Campus Lockdown

**Crisis (Emergency) Procedures**

- Bomb Threat
- Hazardous Materials: Chemical and/or Radiation Spill on Campus
- Child Abuse Reporting
- Child Abduction
- Child Left at College
- Picking Up a Child in a Crisis
- Custody Laws Pertaining to a Child in a Crisis
- Civil Disturbance or Demonstrations
- Death of Student/Faculty/Staff on Campus
- Drug and Alcohol Abuse
- Explosion, Aircraft Down (Crash) on Campus
- Fire
- Gang-Related Activity
- Illness and Injury (Medical and First Aid)
- Nuclear Preparedness
- Physical or Mental Abuse
- Power Failures
- Psychological Crisis
- Stranger in or Around Campus
- Hazardous Materials: Toxic Fume Release off Campus
- Vehicular Accidents (College Owned)
- Violent or Criminal Behavior
- Weapons, Suspicion or Possession
- Communicable Diseases/Pandemic Health Crisis

**Severe Weather / Natural Disaster Procedures**

- Severe Weather Emergency Preparedness (Hurricane, Tornado)

## SECTION II - RESPONSIBILITIES

### A. **EMERGENCY MANAGEMENT COMMAND STAFF:**

The Chief/Incident Commander (College President) or his/her designee shall begin contacting all necessary members of the Emergency Management Command Staff, which consists of the following personnel:

- Chief/ Incident Commander – College President
- Emergency Preparedness Safety Officer / Operations Section Chief - Vice President for Administration and Student Services
- Liaison Officer- Galveston County Deputy Sheriffs, Sr. Officer
- Public Information Officer- Director of Marketing and Communications
- Intelligence Officers / Planning Section Chiefs -Vice Presidents (coordinate the activities of their Deans & Directors)

\*General responsibilities of the team members are listed below. **Note:** During a campus lockdown, or any incident involving the Galveston County Deputy Sheriffs, the Galveston County Deputy Sheriffs will assume command of the scene and provide statements to the media. The Galveston County Deputy Sheriffs will also ensure proper communications are established with the families of those affected.

#### 1. **CHIEF/ INCIDENT COMMANDER:** *(The President or designee)*

- a) Responsible for the overall direction of the College's emergency responses.
- b) Determines reassignment of employees and may solicit volunteers (during and after the event)
- b) Contacts members of the Emergency Management Command Staff and apprises them of the nature of the emergency.
- c) Works with the Emergency Preparedness Safety Officer and others in assessing the emergency and preparing the College's specific response.
- d) Declares and ends, when appropriate, the campus state of emergency as provided for in the Major Emergency Guidelines of this Plan (Section I).
- e) Notifies and conducts liaison activities with the College administration, governmental agencies, Emergency Management Command Staff, and others as necessary.

#### 2. **EMERGENCY PREPAREDNESS SAFETY OFFICER / OPERATIONS SECTION CHIEF:** *(Vice President for Administration and Student Services)*

- a) Responsible to carry out the overall direction of the Emergency Director-Chief.
- b) Takes immediate and appropriate action to protect life and property and to safeguard records as necessary.
- c) Determines the type and magnitude of the emergency and establishes the appropriate Emergency Operations Center.
- d) Implements recording of closing information on the College Telephone/Voice System
- e) Notifies and utilizes Galveston County Deputy Sheriffs in order to maintain safety, security, and order.
- f) Notifies and conducts liaison activities with appropriate outside organizations, such as fire, police, office of emergency services, etc.

- g) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- h) Provides vehicles, equipment, and operators for movement of personnel and supplies, assign vehicles as required by the Emergency Management Command Staff for emergency use.
- i) Obtains the assistance of utility companies as required for emergency operations, and coordinates with the City's Emergency Operations Center (EOC) if necessary.
- j) Surveys habitable space and relocates essential services and functions.
- k) Shall provide for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.
- l) Maintains the Security Department in a state of constant readiness.
- m) Monitors city emergency warning and evacuation systems.
- n) Shall provide traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- o) The Emergency Preparedness Safety Officer prepares and submits a report to the Chief/Incident Commander (College President) appraising the final outcome of the emergency regarding damage.

**3. PUBLIC INFORMATION OFFICER** (*Director of Marketing and Communications or Galveston County Deputy Sheriffs- see note above\**)

- a) Establishes liaison with the news media and produces public announcements of information as requested by the President.
- c) Arranges photographic and audio-visual services, if requested by President.
- d) Advises Chief/Incident Commander (College President) or designee of all news concerning the extent of disaster affecting the College.
- e) Prepares all internal announcements and information including Blackboard Connect and releases announcements upon the approval of the Chief/Incident Commander (College President).

**4. INTELLIGENCE OFFICERS / PLANNING SECTION CHIEFS:** (*Vice Presidents*)

- a) Establish phone trees with their Deans and Directors to ensure all their subordinates can be contacted during and after the emergency
- b) Develop individual departmental plans with each of their Deans and Directors to prepare and secure their departments prior to campus evacuations.
- c) Develop individual departmental plans with each of their Deans and Directors to fully recover their departments upon return from campus evacuations. These plans are to include makeup class scheduling with their faculty.

**5. DIRECTOR OF HUMAN RESOURCES & RISK MANAGEMENT:**

- a) Submits updated list of employee phone numbers and addresses to IT monthly.
- b) Makes the employee list available to the Emergency Management Command Staff members both in hard copy and electronically as requested for emergency purposes.
- c) Coordinates the property insurance claims with each carrier and their adjusters and FEMA.



**6. DIRECTOR OF INFORMATION TECHNOLOGY:**

- a) Maintains the Computing Services Department in a state of constant readiness.
- b) Maintains backup systems for security of College records.
- c) Provides support for all computerized communications resources.
- d) Provides emergency repairs to the College IT Infrastructure as required.
- e) Reroutes or relocates Computer Assets as needed.
- f) Updates employee and student phone numbers and addresses in Blackboard Connect to be utilized during emergency situations.
- g) Protect all computer assets and computerized communications resources.

**7. STUDENT LIFE COORDINATOR:**

- a) Communicates with Coaches regarding emergency closures that may affect their College housing residents.
- b) Provides the Chief/Incident Commander (College President) with a list of all the College housing residents that includes contact information for each resident.
- c) Develops a plan for the evacuation of the College housing residents to temporary housing locations and submits it to the Emergency Director-Chief.
- d) In the event of an evacuation gives written notice to all student residents that the College is not responsible for any personal items left in housing and ensures all refrigerators are completely emptied and defrosted (including the removal and disposal of ice).

**8. ASSOCIATE VICE PRESIDENT OF STUDENT SERVICES:**

- a) Communicate with student organization leadership concerning any emergency closures that may affect organization's events or ceremonies.
- b) Assist in the process of communicating emergency procedures to student groups and individual students both in times of emergency and non-emergency status.

**B. OTHER RESOURCES: GENERAL STAFF****1. AREA SAFETY LIAISONS:**

Area Safety Liaisons will be appointed by the Emergency Preparedness Safety Officer (Vice President for Administration and Student Services) or designee, and will have the following general responsibilities prior to and during an emergency:

- a) When alarm sounds put on safety vest and emergency backpack
- b) Direct all personnel in their area to proceed to designated assembly area outside the building
- c) Close office doors after verification that all areas are vacated
- d) Upon exiting assigned area contact a Security Representative and give confirmation of the evacuation
- e) Proceed out of the building and join group; account for all individuals
- f) Ensure no vehicles enter the parking lots and no one re-enters the buildings until the "all clear" is given.
- g) Once the "all clear" is given ensure the employees and students are safely escorted back in to the College buildings

**2. FACULTY AND SUPERVISORS:**

- a) Educate students and/or employees concerning College emergency procedures as well as evacuation procedures for their building and/or activities.
- b) Inform students and/or staff of an emergency and initiate emergency procedures as outlined in this plan.
- c) Report all safety hazards to the Emergency Preparedness Safety Officer (Vice President of Administration).

**3. LOGISTICS (*Purchasing Coordinator & Director of Facilities*):**

- a) Arrange for the purchase of emergency supplies as needed through purchase orders, petty cash, credit cards, and checks.
- b) Track and maintain records by property address, of all incident related supplies, materials and repairs.
- c) To the extent possible, communicate with vendors of any anticipated large deliveries concerning possible closure of the College.

**4. FINANCE / COMPTROLLER / CFO:**

- a) Will maintain separate financial record keeping of event expenditures and receipts.

**C. OTHER RESOURCES: OUTSIDE AGENCIES****1. MUTUAL AID FROM LOCAL AGENCIES:**

- a) The protocol to request outside assistance from local agencies (Galveston Police, Fire, EMT, etc.) shall follow the Emergency Management Command Staff chain of command: The Chief/Incident Commander (College President), the Emergency Preparedness Safety Officer (Vice President for Administration and Student Services), the Intelligence Officers (Vice Presidents) and the remaining members of the Command Staff.
- b) The level of assistance provided by Galveston Police and Fire should follow the specifications defined in City of Galveston Emergency Operation Plan, Annex G and Annex F (see Exhibit A and Exhibit B).
- c) During an event that requires local authority assistance (Galveston Police, Fire, EMT, etc.) the Galveston County Deputy Sheriffs will take command of the incident or other emergency situation.
- d) The College through Chief/Incident Commander (College President) or his/her designee shall work with the Galveston County Deputy Sheriffs to determine the compatibility of resources.
- e) The Chief/Incident Commander (College President) or his/her designee working with the Galveston County Deputy Sheriffs shall determine who will have access to the EOC and who will have access to the incident scene.
- f) The Galveston County Deputy Sheriffs shall determine, by nature of the event, appropriate search and rescue procedures, triage procedures, procedures for handling casualties, and/or other procedures as appropriate. It is the responsibility of the Galveston County Deputy Sheriffs to request appropriate resources and/or assistance from the College through the College President and/or his/her designee.

## SECTION III - NOTIFICATION PROCEDURES

### A. IMMEDIATE EMERGENCY RESPONSE

In the event of an emergency, the Galveston College Public Announcement (PA) Notification System will be accessed through the College phone network (or an outside line). The PA announcements will be made by the administrator in charge of the campus at the time of the incident following the chain-of-command: first- College President, Vice President of Instruction, Vice President for Administration and Student Services, Associate Vice President of Student Services, and last- Director of Human Resources & Risk Management. The Student Life Coordinator and the Coaches will be responsible for contacting the resident students.

Immediately following the PA announcement: Marketing and Communications and IT will follow with text messages, phone calls, and post a notice on the College webpage. Following the personnel order: first- Director of Marketing and Communications, second- Director of IT, third- Digital Communications & Web Services Manager. Maintenance needs will follow- Director of Facilities, Maintenance Technician, and the Custodial Foreperson. Security needs will follow: first - Vice President for Administration and Student Services and second - the senior Galveston County Deputy Sheriff on-duty.

The system of using the College Emergency Communication Chart is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the college (see Attachment A). During an emergency the College may send out updates through an appropriate media which may include informational updates on the College's website, announcements through Blackboard Connect, and/or announcements to the local media. During an emergency situation, College telephones must be restricted to college official communication only. In the absence of telephone services, the Security Department may utilize issued two-way hand-held radios for emergency notification (contingent on available personnel).

### B. COLLEGE CLOSINGS

**The College Campus is not a designated place of refuge.** No person may shelter on the College Campus without first obtaining the permission of the Chief/Incident Commander (College President) or his/her designee. Only the Chief/Incident Commander (College President) or his designee may authorize an on-campus shelter.

1. The Chief/Incident Commander (College President) or his/her designee may confer with the Emergency Management Command Staff and other appropriate personnel on all closings due to emergency situations.
2. Once a decision has been made to close the College, the Chief/Incident Commander (College President) or his/her designee will contact the Emergency Preparedness Safety Officer (Vice President for Administration and Student Services), the Public Information Officer, and other members of the Emergency Management Command Staff, as appropriate.
3. The Director of Public Affairs has responsibility for seeing that appropriate information is posted on the College's Telephone/Voice System.
4. The Public Information Officer (Director of Marketing and Communications) has responsibility for contacting the local and/or regional radio and television stations regarding college closings. (These stations typically include: KPRC Channel 2, KTRK Channel 13, KHOU Channel 11, KTRH 740 AM, KRIV Channel 26.)
5. The Public Information Officer (Director of Marketing and Communications) and the Emergency Preparedness Safety Officer (Vice President for Administration and Student Services) will initiate the notification system.

6. Galveston County Sheriff's Deputies will notify faculty, students, and staff of closing if they arrive on campus early and are unaware of the closing.
7. The Galveston County Sheriff's Deputies and or part-time security personnel will check that buildings are secure.
8. Maintenance employees will also check for security and damages (roof leaks, window leaks, water on floor, etc.)
9. College emergency information may be made available for all employees and students through the following, as appropriate, and or any other appropriate media:
  - a) College's Emergency Notification System (Connect ED),
  - b) Posted on the College's Web Site,
  - c) The student Whitecaps e-mail accounts, and
  - d) The College Status Update phone number **(866) 483- 4242**, and or
  - e) Other appropriate media

**To receive notices from Connect ED all employees and students must ensure the College has current contact phone numbers and addresses on file.** To update contact information, employees call the HR Department (409) 944-1280 and students call the Admissions Office (409) 944-1230.

If there is a question as to responsibility of the college workforce in emergency situations all employees should call their immediate supervisor.

## SECTION IV - SOURCES OF ASSISTANCE DURING EMERGENCIES

### A. ON-CAMPUS ASSISTANCE

1. **Security Services** are available twenty-four hours per day, seven days per week, and may be reached at **Ext. '0'** from an on-campus phone, or **409-944-4242 or 409-996-7663** (Security Cell).
2. Maintenance Operations (Plant Operations) .....363
3. Purchasing Department ..... 213
4. Receiving ..... 363
5. IT .....352
6. Human Resources ..... 209

### B. OFF-CAMPUS ASSISTANCE: EMERGENCY RESPONSE PROVIDERS:

Emergency Resource Telephone Numbers (from College phones- 409 area code) \*

1. Emergency ..... \*911
2. Fire Department..... \*911
3. Sheriff's Department..... \*911
4. Hospital (Emergency)--The University of Texas Medical Branch ..... 409-772-1521
5. Ambulance/Emergency Medical Services ..... \*911
6. **Emergency Management Agencies:**
  - Galveston Emergency Operation Center (*Fax 797-3711*) ..... 797-3710
  - Texas City Emergency Management/Safety ..... 643-5707
7. National Response Center
  - (*To Report Toxic Chemical and Oil Spills [Voice I TTY]*) ..... 1-800-424-8802
8. Children's Protective Services ..... 766-5932
9. Texas Department of Health .....512-834-6600
10. Poison Control Center ..... 1-800-764-7661
11. American Red Cross Galveston County Unit..... 945-7200
12. National Weather Service – Dickinson .....281-337-5074
13. City of Galveston Police (Non- Emergency) ..... 797-3702
14. Bomb Squad..... \*911

**\*Remember to Dial 9 for an outside line and always give the operator your exact location.**

Galveston College Locations	
<b>Galveston College</b> <b>4015 Avenue Q</b> <b>Galveston, TX 77550</b>	<b>Charlie Thomas Family</b> <b>Applied Technology Center</b> <b>7626 Broadway St</b> <b>Galveston, TX 77554</b>

## SECTION V - EMERGENCY PROCEDURES

This section contains basic guidelines or procedures for specific types of emergencies. These guidelines may be changed or altered based on the College President or his/her designee, or a local authority based on specific conditions or the emergency situation.

### A. – EVACUATION AND SHELTER IN PLACE PROCEDURES

#### 1. **BUILDING EVACUATION: INCIDENT ACTION PLAN (IAP)**

All building evacuations will occur when an alarm sounds and/or upon notification by the Area Safety Liaison.

- Leave by the nearest designated exit and alert others to do the same.
- Carry out all personal items in your possession, i.e., books, purses, etc.
- Close doors behind you but do not lock them.
- **Assist the handicapped in exiting the building.**
- **DO NOT USE THE ELEVATORS.**
- Report to your designated area assembly point.

Once outside, proceed to a clear area **up wind** that is at least 300 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

**NOTE: STAY IN THE AREA DIRECTED UNTIL OFFICIAL NOTIFICATION TO RE-ENTER.**

#### 2. **CAMPUS AREA EVACUATION: INCIDENT ACTION PLAN (IAP)**

Evacuations of all or part of the campus grounds will be announced by the Chief/Incident Commander (College President) or designee. All persons are to immediately vacate the area in question. Instructors and their designees are responsible for aiding handicapped persons.

#### 3. **SHELTER-IN-PLACE: INCIDENT ACTION PLAN (IAP)**

Shelter-in-place is a designation used when a situation requires the lock-down of the campus in order to protect students and staff from threats usually associated with, but not limited to, chemical or environmental disasters.

- Go inside building.
- Close all windows and doors.
- If radio or television is available, the station should be tuned to a local or regional station for continuous updates. (KTRH 740 AM, KHOU TV Channel 11, KPRC TV Channel 2, KTRK TV Channel 13, KRIV TV Channel 26)
- If eyes, nose, or throat become irritated, protect your breathing by covering your mouth with a damp cloth, take frequent shallow breaths and stay calm.

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

#### 4. **CAMPUS LOCKDOWN: INCIDENT ACTION PLAN (IAP)**

This procedure is used when an intruder invades the premises or there is an imminent danger to the student and staff. Galveston County Deputy Sheriffs will assume command of the scene and provide statements to the media. The Galveston County Deputy Sheriffs will also ensure proper communications are established with the families of those affected.

##### **Emergency Management Command Staff:**

- **Galveston County Deputy Sheriffs will immediately notify the local authority (Galveston Police 911).**
- The level of assistance provided by Galveston Police should follow the specifications defined in City of Galveston Emergency Operation Plan, Annex G (see Exhibit B).
- During an incident the Galveston County Deputy Sheriffs will take command of the scene. The Galveston County Deputy Sheriffs working with the Chief/Incident Commander (College President) will:
  - determine the compatibilities of resources
  - determine who will have access to the EOC and the incident scene
  - determine an alternate site for the EOC, if necessary.
  - determine the search and rescue procedures, triage procedures and procedure for handling casualties.
- The Chief/Incident Commander (College President), working with the Emergency Preparedness Safety Officer (Vice President for Administration and Student Services) and Galveston County Deputy Sheriffs will sound the "All-Clear" when the incident is resolved.

##### **Faculty/ Staff:**

###### **Secure immediate area:**

- Close, lock and barricade all classroom and office doors.
- Close blinds and block windows, if safe to do so.
- Turn off lights, radios, and computer monitors. Silence cell phones.
- Move to the corners of the room - away from doors and windows.
- Keep occupants calm, quiet and out of sight.
- Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets.
- Place signs in exterior windows to identify the location of injured persons.
- No one is allowed to enter or leave the room until the "All-Clear" is given.
- No one is allowed to enter or leave the campus until the "All-Clear" is given.
- When the "All-Clear" is given students and staff will return to their regular activities.

###### **Exiting a secure area:**

- Consider the safety of masses vs. the safety of few.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

###### **Contacting Authorities:**

- Use Emergency 911 and **409-996-7663** (GC Security Mobile Number).
- **Be aware that the 911 system will likely be overwhelmed. Program 409-966-7663 and 409-944-4242 into your cell phone for emergency use or consider email.** Email may be an option when unable to speak.

###### **What to Report:**

- Your specific location/building name and office/room number
- Number of people at your specific location
- Injuries and the number injured, types of injuries

- Assailant(s) location, number of suspects, race/gender, clothing description, physical features, types of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

## B. – CRISIS (EMERGENCY) PROCEDURES

### 1. BOMB THREAT: INCIDENT ACTION PLAN (IAP)

**IMPORTANT REMINDER:** Two-way radios, pagers, and cellular telephones should **NOT** be used **AT ANY TIME** during a bomb threat!

If you observe a suspicious object or potential bomb on campus:

- **DO NOT HANDLE THE OBJECT!**
- Immediately contact College Security at Ext “0” or (409-944-4242) or 409-996-7663 and they will contact the local authorities.
- Do not turn lights on or off.
- Do not open drawers or cabinets.
- Follow the evacuation procedure as directed (see Section V-A-1 above).
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.
- If requested, assist emergency crews as necessary.

In cases of a bomb threat where the location of the bomb has not been determined, the local authority will conduct the bomb search. The Chief/Incident Commander (College President) will make the decision to activate the Emergency Operations Center.

Any person receiving a phone call bomb threat should ask the caller: (**See sample Bomb Threat Report Form next**).

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?
6. What is your name?

Keep talking to the caller as long as possible and record the following:

1. Time of call.
2. Age and sex of caller.
3. Speech pattern, accent, possible nationality, etc.
4. Emotional state of caller.
5. Background noise.

Report the incident immediately to the College's Security Emergency extension 0. The Security Department will then notify the Chief/Incident Commander (College President).



**BOMB THREAT REPORT**

Time and Date Reported \_\_\_\_\_ How Reported \_\_\_\_\_

Exact Words of Caller: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions to Ask: **(REMAIN CALM AND SPEAK DISTINCTLY)**

- 1. Tell caller that the school building is occupied and innocent people will be hurt.  
When is the bomb going to explode? \_\_\_\_\_
- 2. Where is the bomb right now? \_\_\_\_\_
- 3. What kind of bomb is it? \_\_\_\_\_
- 4. What does it look like? \_\_\_\_\_
- 5. Why did you place the bomb? \_\_\_\_\_

**TRY TO KEEP THE CALLER TALKING AS LONG AS POSSIBLE!**

Description of caller's voice:

Sex \_\_\_\_\_ Age \_\_\_\_\_ Accent: \_\_\_\_\_

Tone of voice: \_\_\_\_\_

Caller appeared to be: Calm \_\_\_\_\_ Angry \_\_\_\_\_ Nervous \_\_\_\_\_ Drunk \_\_\_\_\_ Sober \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Background Noise: \_\_\_\_\_  
\_\_\_\_\_

Is voice familiar: \_\_\_\_\_ If so, who does it sound like? \_\_\_\_\_

Other voice characteristics: \_\_\_\_\_  
\_\_\_\_\_

Time Caller Hung Up \_\_\_\_\_ Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit completed form to Galveston County Sheriff's Office – N102

## 2. HAZARDOUS MATERIALS: CHEMICAL and/or RADIATION SPILL (ON CAMPUS): (IAP)

If a **spillage** of a hazardous chemical or radioactive material occurs:

- Report it immediately to the Security at **Ext '0'** or **409-944-4242** or **409-996-7663** and to the Emergency Preparedness Safety Officer (Vice President for Administration and Student Services) at **409-944-1205** or **Ext. 205**.
- **When reporting, be specific about the nature of the involved material and exact location.**
- The College's Security Department will contact the necessary specialized authorities and medical personnel.
- The key person on site should vacate the affected area at once, closing all doors (**do not lock doors**) to prevent further contamination of other areas until the arrival of the College's Security Officers.
- If possible, secure air conditioning to prevent contamination spreading through the re-circulation system.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give his/her name to the College's Security Officers.
- Required first aid and clean-up by specialized authorities should be started at once.
- **DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.**
- If requested, assist emergency crews as necessary.

If an **emergency** exists:

- Activate the manual pull station building alarm system.
- **REPORT EMERGENCY TO THE COLLEGE'S SECURITY DEPARTMENT IMMEDIATELY** at **Ext '0'** or **409-944-4242** or **409-996-7663**.
- Follow the evacuation procedure as directed (see Section V-A-1 above).

**The Chief/Incident Commander (College President) or his/her designee will make the decision to activate the Emergency Operations Center.**

## 3. HAZARDOUS MATERIALS: CHEMICAL/TOXIC FUME RELEASE (OFF-CAMPUS): (IAP)

If you notice chemical or toxic fumes released on campus call Security at **Ext '0'** or **409-944-4242** or **409-996-7663**.

During an accidental industrial release of toxic fumes from chemicals, a train derailment or other emergency where the air quality threatens persons on the campus, Sheltering-in-Place (as described in Section V – A-3 above) is recommended.

It is the responsibility of the local authorities to notify our campus security to issue orders for in-place sheltering during chemical emergencies generated off campus.

The Chief/Incident Commander (College President) or his/her designee will make the decision to activate the Emergency Operations Center.

In the event of a chemical spill or a toxic fume release:

- Students, faculty, and staff shall be notified in an appropriate and timely manner with directions on seeking shelter-in-place, or if appropriate, to evacuate the facility.
- Facilities personnel will also turn off or recirculate HVAC systems.

**4. CHILD CRISIS: INCIDENT ACTION PLAN (IAP)****a. CHILD ABUSE REPORTING**

*Anyone who suspects a child is being abused or neglected has a legal obligation to report it, within 48 hours, to the Texas Department of Family & Protection Services (800) 252-5400. If child abuse is suspected these procedures must be followed:*

1. If the child is attending Galveston College classes or programs (i.e., Kid's College) or if the child is the offspring of a Galveston College student or employee, contact the Vice President of Instruction and/or the Associate Vice President of Student Services. It will be their responsibility to notify Security, the President, and the appropriate authorities including the Texas Department of Family & Protection Services (800) 252-5400.
2. In order to document reports of child abuse or neglect, campus personnel reporting suspected cases of child abuse or neglect are encouraged to use the reporting form on the next page. (See Child Abuse Form on Next Page)
3. College employees working with minor children are required to complete the Dallas Children's Advocacy Center online training at [dcactraining.org](http://dcactraining.org)

**NOTE: For information on physical signs and behavioral symptoms, see Attachment B.**

**GALVESTON COLLEGE  
REPORTING FORM FOR CHILD ABUSE AND NEGLECT**

Today's Date: \_\_\_\_\_ Person/Agency Notified: \_\_\_\_\_  
\_\_\_\_\_

Name of Child: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Birthday or Age: \_\_\_\_\_

Name and age of siblings: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (home and work): \_\_\_\_\_

How did this child come to be at the College? \_\_\_\_\_  
\_\_\_\_\_

Type of suspected abuse or neglect? \_\_\_\_\_

Conditions prompting this report including events, time and places \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Person making report:**

Name \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

What follow-up occurred and by whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Attach to this form any additional or pertinent information and submit to the Vice President of Instruction or the AVP of Student Services within one working day.**

**b. CHILD ABDUCTION**

1. Children will be in view of the adults supervising them at all times. Teachers will count children in their group each time the group transitions to a new setting. Teachers will have a list of persons to whom each child in care may be released. If an individual other than the familiar parent/guardian is picking up, the teacher will view that person's driver's license or other form of official, picture identification, matching the license number with the number listed on the enrollment form.
2. Parents should inform the teacher if anyone other than the usual person is picking up. In the event a parent must phone in a request to release the child to any other individual, the teacher will confirm the identity of the parent making the phone request before releasing the child. It may be necessary to place a call back to the parent to verify the caller's identity. Proper identification will be presented when the alternate person arrives to pick up the child. The child will not be released if any question exists.

**NOTE: CERTIFIED COURT ORDERS WITH SEAL SHOULD BE ON FILE WITH COLLEGE SECURITY DEPARTMENT (A copy shall also be given to the program coordinator)**

3. In the event a child is actually taken, the following steps will be followed:
  - a) NOTIFY CAMPUS SECURITY IMMEDIATELY at **Ext '0' or 409- 944-4242 or 409-996-7663.**
  - b) Care givers will remain calm and observant to obtain as much information as possible; car make, color and license number, direction offender goes, identifying characteristics of both adult and child such as weight, height, coloring of clothes.
  - c) Call the appropriate Vice President.
  - d) Obtain help to assure the safety of the rest of the group.
  - e) Call custodial parent/legal guardian or emergency contact.

**NOTE: No contact will be made, nor information given to any member of the media.**

**5. CIVIL DISTURBANCE OR DEMONSTRATIONS: INCIDENT ACTION PLAN (IAP)**

The freedom of assembly is recognized by the College; however, the College will not permit any group or individual to disrupt or attempt to disrupt the operation and functioning of the College by any means.

Students desiring to meet in assembly shall follow policy FLA(LOCAL) for Student Rights and Responsibilities – Student Expression and Use of College Facilities.

Congregating by students and others on the walkways of the campus, in lobbies, halls, classrooms, or office doorways so as to prevent College employees or students from attending classes, entering libraries, study rooms and offices shall not be permitted. Students who participate in such activities shall be subject to disciplinary sanction.

Those unconnected with the campus shall be referred to local law enforcement authorities for possible prosecution under the laws of Texas.

**a. Non-Violent, Disruptive Demonstrations**

In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:

- The Chief/Incident Commander (College President) or his/her designated representative may ask the demonstrators to terminate the disruptive activity (see Attachment C).
- The Chief/Incident Commander (College President) or designee may, if deemed appropriate, call for a photographer with video recording equipment to document the proceedings. Efforts may be made to secure positive photographic identification of demonstrators in violation to facilitate later testimony.
- Demonstrators may be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by the College's Security Department (see Attachment D).
- The Chief/Incident Commander (College President) or designee may determine the need for the injunction of civil authorities.
- If court injunction is obtained, the demonstrators will be so informed. Demonstrators who refuse to comply will be warned of the intention to arrest.

**b. Violent Disruptive Demonstrations**

In the event of a violent demonstration in which injury to persons or property occurs or appears eminent, the Chief/Incident Commander (College President) will be notified.

During regular office hours:

1. The Vice President for Administration and Student Services, and the Associate Vice President of Student Services and all available Security Officers will be summoned to the scene.
2. The Chief/Incident Commander (College President) or designee will call to have the demonstration documented with photographs or video.
3. The Chief/Incident Commander (College President) or designee, in consultation with the Vice President for Administration and Student Services and the Associate Vice President for Student Services, will determine if and when arrests are to be made.
4. The local Police Department will be requested for assistance.

After regular office hours:

1. The Security Department will be notified of the disturbance immediately.
2. The Security Department will investigate the disruption and report findings to Chief/Incident Commander (College President) and Vice President for Administration and Student Services.
3. The Chief/Incident Commander (College President) or designee shall:
  - a) Report the circumstances to the Associate Vice President of Student Services.
  - b) Notify other key administrators.
  - c) Notify the Public Information Officer (Director of Marketing and Communications), who will arrange for a photographer if necessary.
  - d) If necessary, the Chief/Incident Commander (College President) may authorize the Emergency Preparedness Safety Officer (Vice President for Administration and Student Services) to notify the Galveston Police Department (GPD) of the need to make arrests as appropriate.

**NOTE: The Emergency Preparedness Safety Officer (Vice President for Administration and Student Services) may request GPD officer intervention without counsel from others if it is deemed to be of paramount importance to the safety and security of persons and property.**

## 6. DEATH OF STUDENT/FACULTY/STAFF (ON CAMPUS) – Procedures

**Call 911** and Campus Security at **Ext '0' or 409-944-4242 or 409-996-7663**. The Chief/Incident Commander (College President) or designee will notify the family of the deceased and will make the decision to activate the Emergency Operations Center, if appropriate.

The Emergency Management Command Staff should be convened within one hour after the incident is reported (when feasible) to collect accurate and detailed information about the death(s).

- A. Issues to be covered:
1. Determine if the Counseling staff or Human Resource office can handle the situation or if the services of an outside agency (EAP, MADD, Hospice, Etc.) are required.
  2. Determine if a room(s) at the College is needed for those grieving.
  3. Develop statements (as needed) for the following:
    - a) Media: To be delivered by the Chief/Incident Commander (College President) or the Public Information Officer (Director of Marketing and Communications).
    - b) Students, faculty, and staff
  4. Determine what the College's role for the funeral proceedings will be (if any) (flowers, donations, cards, eulogy, etc.).
  5. Determine if a memorial or memorial service is appropriate.

Note: Depending on the situation, several meetings of the team may be necessary. It may also be necessary to include students in some of the meetings and planning sessions.

- B. The Emergency Management Command Staff may conduct a follow-up review meeting to bring closure to the incident and critique the process.

**Note: For assistance in coping with death see Attachment E.**

## 7. DRUG AND ALCOHOL ABUSE – Procedures

Once an administrator, instructor, or staff member is aware that an individual's faculties have been impaired by drugs or alcohol, the employee should assess the level of the crisis and respond using the following guidelines:

**Emergency Level:** This describes a student or employee whose behavior is impaired or out of control because he/she is under the influence of drugs or alcohol. In this situation, you should:

1. Take steps to ensure your own safety and the safety of others.
2. Contact the Campus Security Department immediately at **Ext '0' or 409-944-4242 or 409-996-7663**. Campus Security will notify the local authorities at **911**.
3. Clearly state that you need immediate assistance. Give your name, location, and briefly describe the situation.
4. **DO NOT HANG UP** until told to do so.

**Secondary Level:** This describes a student or employee who approaches you confidentially, requesting help because he/she has a drug or alcohol problem. In this situation, you should:

1. **If a student**, immediately call or escort the individual to the Counseling Center or the Associate Vice President of Student Services.
2. **If an employee**, refer to EAP, Human Resource office, or the employee's supervisor.

**Note:** For information on Drug and Alcohol Abuse Behavioral Signs and Symptoms, see Attachment F.

## 8. EXPLOSION, OR AIRCRAFT DOWN (CRASH) ON CAMPUS: INCIDENT ACTION PLAN (IAP)

In the event of an explosion or downed aircraft (crash) on campus, take the following action:

- Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
- Stay calm.
- After the effects of the explosion and/or fire have subsided, **IMMEDIATELY contact Campus Security at Ext '0' or 409-944-4242 or 409-996-7663**. Campus Security will notify the local authorities at 911.
- Give your name and describe the location and nature of the explosion(s).
- If an emergency exists, activate the manual pull station building alarm system.
- Evacuate as directed in Section V-A-1.
- If requested, assist emergency crews as necessary.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by College official.

The Chief/Incident Commander (College President) or designee will make the decision to activate the Emergency Operations Center. Keep clear of the Emergency Operations Center unless you have official business.

## 9. FIRE: INCIDENT ACTION PLAN (IAP)

KNOW THE LOCATION OF FIRE EXTINGUISHERS, FIRE EXITS, AND PULL ALARM SYSTEMS IN YOUR AREA AND HOW TO USE THEM.

**If a minor fire appears controllable:**

- **IMMEDIATELY** contact Campus Security at **Ext '0' or 409-944-4242 or 409-996-7663**
  - Promptly direct the charge of the fire extinguisher toward the base of the flame.
- If a large fire appears uncontrollable:**



- **IMMEDIATELY** notify Campus Security at Ext. '0' or 409-944-4242 or 409-996-7663.
- Activate the manual pull station building alarm system.
- Evacuate as directed in Section V-A-1
- If requested, assist emergency crews as necessary.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

The Chief/Incident Commander (College President) or designee will make the decision to activate the Emergency Operations Center.

**NOTE: Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!**

#### 10. **GANG-RELATED ACTIVITY**

If you witness gang related activity that could be detrimental to the campus setting or you have reason to suspect that a student may be involved in gang activity, notify:

Campus Security at Ext '0' or 409-944-4242 or 409-996-7663.

#### 11. **GAS LEAKS: INCIDENT ACTION PLAN (IAP)**

Natural gas is mixed with Tertiary Butyl Mercaptan to give it odor. The gas goes up and the odor goes down. If odor is detected in or near the building, do the following:

- **Do not use light switches, cell phones, or telephones**
- **Go to an area away from the Gas Leak and call campus security at Ext '0' or 409-944-4242 or 409-996-7663.**
- Evacuate the building immediately as directed in Section V-A-1.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by college security officers or other college personnel.

The Chief/Incident Commander (College President) or designee will make the decision to activate The Emergency Operations Center.

#### 12. **ILLNESS AND INJURY (MEDICAL AND FIRST AID)**

**CALL POLICE EMERGENCY 911 IF YOU NEED ASSISTANCE AND CONTACT COLLEGE SECURITY at Ext '0' or 409-944-4242 or 409-996-7663.**

When an injury or illness occurs, evaluate the situation (USE COMMON SENSE). Initiate appropriate action:

**Minor conditions** with no threat to life or limb:

- Call Security at Ext '0' or 409-944-4242 or 409-996-7663.
- Direct the person to the nearest first aid kit location:
  - **Main Campus:** (Business Office, Admissions Office, Hermes Fitness Center or Physical Plant/Maintenance)
  - **ATC:** (Building 2 Welding/Electrical Department)
- Ask if they need assistance to home, hospital, or doctor.
- On the job injuries - contact HR for location of contracted Worker's Comp clinic.
- Both the supervisor and employee will complete the Accident Report forms posted on the College's intranet.

**Major conditions** – Unconsciousness, Difficulty Breathing, Choking, Seizures, Chest Pain, Serious Bleeding, etc.:

- Get help.
- Dial Police Emergency at 911 and Security at **Ext '0' or 409-944-4242 or 409-996-7663.**
- If possible, report if the person is **conscious, breathing, or bleeding.**
- If no phone is available, send someone to contact the College Security and direct them to the incident. They may also be needed to direct the EMS to the scene.
- If possible, during the emergency, determine:
  1. Does the person have any medical conditions?
  2. Does the person take any medications?
  3. Does the person have any allergies?
- If an 'emergency contact' can be identified, the designated 'emergency contact' will be notified as quickly as possible. (Remember to look for an ICE ('In Case of Emergency') phone number in the individual's cell phone.)
- The individual or responsible legal guardian must cover all medical expenses

**Cardio-vascular Emergencies** - Automated External Defibrillators (AED) are available for immediate use in case of an emergency including cardiac arrest.

- Defibrillators are located at the following locations:
 

ATC Buildings 1, 2 and 3
Baseball Field
Fine Arts Building 2 <sup>nd</sup> and 3 <sup>rd</sup> floors
Hermes Fitness Ctr. 1 <sup>st</sup> floor (Lobby Weight Room)
Moody Building 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> floors
Northen Building 1 <sup>st</sup> floor (Security Office) and 2 <sup>nd</sup> , and 3 <sup>rd</sup> floors
Regents Building 1st, 2nd & 3rd floors
Softball Field
Student Center/Seibel Wing
- Coaches, Security and Nurses have been trained to use this equipment. Follow instructions if no trained personnel are available.
- Security officer will deactivate AED to silence audible alarms.
- Upon completion of CPR/AED Procedure, Security officer will replace AED unit and re-activate the system as quickly as possible.
- Responding officer is responsible for completing Accident/Illness Report to be turned in to supervisor.

### 13. MISSING STUDENT- Procedure

#### Missing Student Designation

A student is considered missing when Galveston College has determined the student to be missing. A student may be considered missing if no contact has been made with the student physically through a welfare check after receiving a credible report of the student's absence. A student may be determined as missing even if the period of absence is less than 24 hours. Concerns that may result in an investigation of a missing student may consist of but are not limited to:

- Credible report of a disappearance or irregular contact with the student from parent/guardian, room/house mate, or team/class mate.
- Galveston College official has made a report of concern or request for a wellness check.
- Medical or health related problems.
- Residence Life Staff and/or Galveston College Security believes a student may be missing based upon absence from on-campus housing or other information received by staff.

**Emergency Contact Policy**

Students living in student housing have the option to establish an individual as Emergency Contact to be contacted no later than 24 hours after the student has been determined as missing. Students will register this information with the college through their housing application. If the student wishes to update their designated emergency contact, then the student must communicate in writing to Residence Life staff (Housing@gc.edu) through their official whitecaps email the name, relationship, and contact information of the updated emergency contact. If the student is less than 18 years of age and not emancipated, a parent/guardian will be contacted in addition to the emergency contact if the two differ.

**Procedure when student is or may be missing**

If a student is suspected to be missing, then the reporting party will either first notify Student Life (Student Life Coordinator, Assistant Coaches) or College Security. Once Galveston College officials receive notice of a student that is or may be missing, or suspects a student to be missing, the notification process to the emergency contact will be conducted by Residential Life. Residential Life staff will also contact Galveston College Security to convey information regarding the suspected missing student.

If Student Life is unable to immediately locate the suspected missing student, Residential Life staff will report the suspicion that the student may be missing to Galveston College Security and the Associate Vice-President of Student Services. If after Galveston College officials have failed to contact the suspected missing student, the student will be designated as missing. Once a student is determined to be missing, Student Life staff will contact the designated Emergency Contact of the missing student. Galveston College Security and Student Life will conduct an active investigation to determine the status of the reported missing student. All gathered information and updates will be shared with involved parties. Galveston College faculty and staff may be asked to assist in physically locating the student. Actions that the college may take but are not limited to in the investigation or search for the student are as follows:

- Accessing student's assigned housing spaces.
- Searching of public campus locations (Housing courtyards, Library, Student Center, etc.).
- Speaking with roommates, Faculty/staff, and any known associates of the student.
- Issuing a community notice, including photograph of the missing student, to assist in locating the student.
- Accessing campus parking permit registry for vehicle information associated to the student.
- Accessing Information Technology resources to examine email logs and Wi-Fi access locations.

When the student is found, Student Life will contact the student and provide information or references to support services available to the student. The Associate Vice-President of Student Services may also determine any additional follow up necessary for the student originally reported missing or any additional students impacted by the incident.

**14. NUCLEAR PREPAREDNESS**

**EXECUTION:** Since any type of nuclear emergency would, in scope, involve a large geographic area the area plan developed by the Galveston County and City of Galveston Emergency Management Agencies will control the event. Therefore, upon the occurrence of a nuclear accident or disaster, the institution will come under the Agencies established plan.

**15. PHYSICAL AND MENTAL ABUSE**

**Emergency Level:** If you are a victim of or a witness to any physical and/or mental abuse on campus promptly notify Campus Security at **Ext '0' or 409-944-4242 or 409-996-7663**.

1. Report the incident, including the following:
  - a. Nature of incident
  - b. Location of the incident
  - c. Description of person(s) involved
2. Assist the officers when they arrive by supplying them with all available information and ask others to cooperate.

**Secondary Level:** If a student or employee approaches you confidentially requesting help because they have been abused, you should:

1. If student, immediately call or escort the individual to the Counseling Center or the campus administrator in charge, if the student is willing.
2. If employee, refer to Human Resource office, EAP or their supervisor.

**Note: For information on Physical and Mental Abuse Behavioral Signs, see Attachment G.**

**16. POWER FAILURES: INCIDENT ACTION PLAN (IAP)**

If there has been a power failure on the campus or lines are reported down in the area of the campus:

**TOTAL or PARTIAL POWER FAILURE:**

- Notify the Maintenance Department, 409-944-1363 or 409-944-1365.
- Evacuate the building if directed (see Section V-A-1)
- Maintenance personnel will make proper restoration of power by repair or by notifying the utility company.
- Electrical panels will be turned off by Maintenance personnel ONLY.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

**ELECTRICAL LINES DOWN ON CAMPUS:**

- Direct all personnel away from the area.
- Notify Security, at **Ext. '0' or 409-944-4242 or 409-996-7663**
- Maintenance will determine ownership of the wire, secure the area, and make repairs or notify utility company for needed services.

The Chief/Incident Commander (College President) or designee will make the decision to activate the Emergency Operations Center.

**In case of afterhours emergencies, notify:**

Tracy Morgan:	(918) 402-9550
Arlo Adolphs:	(409) 370-0381
Anthony Sanabria:	(409) 655-9795
Scott Pearse:	(409) 256-2586

## 17. **PSYCHOLOGICAL CRISIS: INCIDENT ACTION PLAN (IAP)**

A psychological crisis exists when an individual is threatening harm to himself/herself or others.

### a. **PROCEDURES FOR INTERVENTION OF SUICIDAL TENDENCIES**

#### ***Emergency Level:***

#### **If the individual has attempted or done harm to himself/herself:**

- **Call 911 and Security at Ext. '0' or 409-944-4242 or 409-996-7663.**
- Ambulatory service will automatically take individual into custody and make decision of where to be transported.

#### **If the individual is making an attempt on his/her life at the present time, or is threatening to do so:** (This includes the individual who has a weapon or other immediate means of ending his/her life).

1. Do not leave the individual alone.
2. Remove all weapons if possible; however, do NOT confront an individual with a weapon. (In case of a weapon, **call 911 and Contact Campus Security at Ext. '0' or 409-944-4242 or 409-996-7663 (Security Cell)**)
3. If the individual is willing to accept assistance, work to provide appropriate assistance through the Counseling Center. The Counseling Center will help by contacting an appropriate family member or by arranging for appropriate transportation to an appropriate treatment facility.
4. If the individual is unwilling to accept assistance, **call 911 or Contact Campus Security at Ext. '0' or 409-944-4242 or 409-996-7663.**
5. Once Campus Security or the local authorities have arrived on the scene they will follow their appropriate protocols and determine an appropriate course of action.

### b. **PROCEDURES FOR INTERVENTION OF HOMICIDAL TENDENCIES**

This describes an individual who is making an attempt on someone's life at the **present** time, or is threatening an **immediate** attempt. Assess the level of the crisis and respond using the following guidelines:

#### **An individual possessing a weapon:**

- Take steps to ensure your own safety and the safety of others.
- **Call 911 and Campus Security at Ext. '0' or 409-944-4242 or 409-996-7663** immediately.

#### **An individual that does not appear to possess a weapon:**

- Take steps to ensure your own safety and the safety of others.
- Contact Campus Security at **Ext. '0' or 409-944-4242 or 409-996-7663** immediately.
- Contact the Associate Vice President of Student Services and the Counseling Center as soon as possible.
- If the individual is willing to accept assistance, work to provide appropriate assistance through the Counseling Center. The Counseling Center will help by contacting an appropriate family member or by arranging for appropriate transportation to an appropriate treatment facility.
- If the individual is unwilling to accept assistance, the individual and the situation should be referred to the appropriate authority. Once Campus Security or the local authorities have arrived on the scene they will follow their appropriate protocols and determine an appropriate course of action.

In all such situations (a and/or b), the Associate Vice President of Student Services or designee shall review and/or investigate the incident to determine if a violation of the Student Code of Conduct has occurred, and if so, to determine the appropriate type/level of disciplinary action to be invoked.

#### 18. **STRANGER IN OR AROUND CAMPUS (LOITERING)**

Loitering on a college campus or in a college building, or near a college campus is a misdemeanor and is covered under the Texas Education Code 4.23.

Immediately call Campus Security at **Ext. '0' or 409-944-4242 or 409-996-7663** for their assistance.

#### 19. **VEHICULAR ACCIDENTS (COLLEGE OWNED)**

**TRIPS AWAY FROM CAMPUS** - In the event of an accident

- Remain calm.
- If threat of fire exists, move students to a safe place
- Call emergency vehicles/services: police, fire, ambulance, highway patrol, and begin administration of first aid.
- Notify Campus Security Department at **Ext. '0' or 409-944-4242 or 409-996-7663 (Security Cell)**.
- Refer all media inquiries to the College Marketing and Communications Office.
- Complete the Accident Report Form located in the glove compartment of the vehicle.

#### 20. **VIOLENT OR CRIMINAL BEHAVIOR**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

- Promptly notify Campus Security at **Ext. '0' or 409-944-4242 or 409-996-7663**. Once Campus Security has arrived on the scene they will follow College procedures and their appropriate protocols, and determine an appropriate course of action which may include contacting local authorities.
- Report the incident, including the following:
  1. Nature of the incident.
  2. Location of the incident.
  3. Description of person(s) involved.
  4. Description of property involved.
- Avoid personal risk or confrontation.
- Should gunfire or discharged explosives occur on the campus, take cover immediately.
- After the disturbance, seek emergency first aid if necessary.

#### **WHAT TO DO IF TAKEN HOSTAGE:**

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unbalanced. Do nothing which could jeopardize or compromise your well-being, or that of others.
3. Don't speak unless spoken to, and then only when necessary. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Attempt to

establish rapport with the captor. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.

4. Be patient; wait. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected. Displaying a certain amount of fear can possibly work to your advantage.
5. Be observant. When you are released, or when you escape, the personal safety of others may depend on what you remember about the situation.
6. Be prepared to answer the police on the phone.
7. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

## **21. WEAPONS, SUSPICION or POSSESSION OF**

If you believe an individual is in possession of a weapon:

- Do not approach/confront the individual.
- **Dial 911.**
- Contact Campus Security at **Ext. '0' or 409-944-4242 or 409-996-7663 (Security Cell).**

## **22. COMMUNICABLE DISEASES/PANDEMIC HEALTH CRISIS**

According to the Office of State Personnel Communicable Disease Emergency Policy the State Health Director or the Governor has authority to declare a public health emergency. The Governor may close all schools, community colleges, universities, childcare and adult day care facilities and order that no public events shall be held where large numbers of people are gathered in one physical location. The Governor may also close all non-mandatory State services and order mandatory services to remain operational.

In the absence of such an order, the Chief/Incident Commander (College President) is responsible for the College. The President and/or designee may seek guidance from local/state Public Health officials to determine the severity of the individual situation and to determine what actions should be taken (including the closure of the College). In the absence of a directive from appropriate local/state health authorities, the authority to close the College resides with the College President or his/her designee.

Decisions will be made and implemented based on the best information available received from various entities, including county and state health officials, state and national authorities, and other advisories gathered during the emergency.

In the event of the declaration of a Public Health Emergency by the State, or, by agreement between Public Health officials and the College, the following social distancing actions may be taken, in accordance with Office of State Personnel Communicable Disease Policy:

- Requiring sick employees, or employees with sick family members, to remain at home until a physician has determined they (or their family member) are no longer contagious
- Increasing distance between people (5-6 feet)
- Decreasing the number of contacts
- Canceling public events or mass gatherings
- Suspension of classes
- Evacuation of residence halls
- Alternatives to face to face contact at work by requiring employees to fulfill their responsibilities by: working at home, working at an alternate site, by working in shifts, or by being excluded from the workplace

<b>C. – SEVERE WEATHER / NATURAL DISASTER PROCEDURES</b>
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<b>1. SEVERE WEATHER EMERGENCY PREPAREDNESS: INCIDENT ACTION PLANS (IAP)</b>
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**a. GENERAL HURRICANE PLAN**

This plan provides information and procedures to be followed from the time a hurricane or tropical depression first appears or it is expected to enter the Gulf of Mexico. The objectives of the Hurricane Protection Plan are:

1. To take every step possible to ensure the safety of all College personnel (student, staff, faculty, and visitors) within the College's community: In the case a major storm, the general procedure will be to evacuate all personnel (staff and students) in time to prevent a disaster here on the Island or a disaster related to impassable roads.
2. Protection of property: Every step possible will be taken, excluding risk to human life, to protect all Galveston College property. It is not the intent of Galveston College to endanger the lives or property of its employees. However, certain employees are critical to the protection of the College.

In the event of a Hurricane:

- The Chief/Incident Commander (College President) shall immediately begin contacting members of the Emergency Management Command Staff to review procedures and to consider the possible impact of the storm on upcoming events.
- The primary defense for hurricane protection will be at the division/department level. Essential Personnel will direct hurricane protection procedures at the departmental levels under the direction the Emergency Management Command Staff and be responsible for the implementation of the program.
- Departmental procedures will be assisted by Security and Maintenance Departments when possible; however, the individual departments must perform the tasks. **Do not wait for someone else,** as they may be too busy across the campus.

**b. HURRICANE CONDITIONS: *These procedures and timelines are subject to change based on the level and severity of the storm.*****CONDITION 4 – HURRICANE ALERT:**

Issued when a hurricane or a tropical storm is closer than Latitude 15 degrees North and Longitude 80 degrees West, or has already entered the Gulf of Mexico. An alert is issued by the National Weather Bureau when storm conditions can be expected to reach Galveston within 72 to 144 hours.

**Division and Department Heads:** All personnel (both academic divisions and non-academic departments) will report to their department head to receive instructions for duty assignments.

**Maintenance Department:**

1. Remove all light weight objects from the campus grounds. This includes all waste containers.
2. All construction materials will be removed from job sites if possible and stored within the maintenance building.



3. Review the current inventory of storm supplies.
4. Purchase items in short supply.

**Campus Security:** All security officers will report to their supervisor for instructions.

### **CONDITION 3 – HURRICANE WATCH:**

Issued when hurricane winds can be expected to reach Galveston within 36 to 120 hours.

- The time for dismissal for all personnel and classes will be announced by the President's office and communicated through the Public Information Officer (Director of Marketing and Communications Office).
- All personnel not specifically assigned to college duties are to depart the campus and take preventive measures for the duration of the storm.
- College buildings will be closed until faculty, staff, and students are notified it is safe to return to the campus.

**Division and Department Heads:** Department heads are to implement the following procedures and complete the Evacuation Checklist (**see Attachment H**):

1. Move books, office machines and other documents to rooms which will not get water damage in case of window breakage or lower level flooding.
2. Cover computer equipment in offices and classrooms. Plastic and cord will be available from Maintenance Department. Rooms with a northerly exposure are considered to be the safest in regard to window breakage and blowing rain, but precautions should be taken to cover any items which may be damaged by wind and water.
3. All scientific instruments and teaching equipment shall be moved away from windows to a safe area and covered with plastic, if deemed necessary.
4. Ensure all important data is located on the network H: drive or S: drive. Data stored on C: drives (Desktops) will not be backed up by IT.
5. Drapes and blinds are to be drawn to reduce the effects of flying glass in the event of window breakage.
6. All electrical and gas operated equipment are to be unplugged or shut off wherever possible to protect machinery and eliminate electrical and gas hazards (refrigerators will be emptied).
7. Essential personnel are to report to the President's office for additional assignments or for permission to evacuate non-essential personnel.
8. After preparations are complete, and the Checklist has been submitted to each area supervisor, non-essential personnel are to be dismissed to tend to their families or other duties.

### **Maintenance Department:**

1. Support academic and non-academic departments in completion of their primary duties.
2. Distribute emergency flashlights, lanterns, first-aid kits as required.
3. Prepare College vehicles (fill up with gas). College vehicles will remain on campus and will be parked under the cover of a permanent building.

**Campus Security:**

1. Obtain from the Maintenance Department: drinking water, batteries, flashlights, first-aid equipment, and other necessary items of equipment for comfort and safety of Security Department personnel.
2. As time allows, assist any other departments of the college seeking help with hurricane preparations.

Hurricane Watch, these supplies will be issued to Essential Personnel for use in hurricane protection. The Emergency Preparedness Safety Officer (Vice President for Administration and Student Services) will update this list as needed. Less critical items will be drawn from all college supplies as needed.

The list of the supplies includes:

12 rolls.....	Plastic polyethylene sheets	6.....	Electric lanterns
1500 ft. ....	1/8" nylon cord	3.....	First Aid Kit
36 rolls.....	1-1/2" masking tape	3.....	5-gallon water cans
6 .....	2 cell flashlights	4 quarts .....	Motor oil
50 .....	D cell batteries	25-gal.....	Gasoline

**CONDITION 2 – HURRICANE WARNING:**

Issued when hurricane winds are expected within 24 to 96 hours. This event is likely to be preceded by heavy rain squalls and winds. Street flooding in the College area can be expected. All personnel not specifically assigned to college duties should have departed and taken preventive measures for the duration of the storm.

**Division and Department Heads:**

All preparations are to be completed and personnel are to leave the campus after approval. At this time, heavy rains can be expected to be in the area making the roads impassable.

**Maintenance Department:**

1. Park all motor vehicles under the cover of a permanent building
2. Inspect all facilities to ensure that everything is 'battened down'.
3. Check with the Emergency Preparedness Safety Officer (Vice President of for Administration and Student Services) for further orders or for dismissal permission.
4. The Director of Facilities will close down all HVAC operations just prior to departing the campus.

**Campus Security:**

1. Check to ensure that all windows are closed and outside doors are locked.

**CONDITION 1 – HURRICANE:**

Issued when hurricane winds are expected within 12 to 72 hours.

- All final preventive and security measures are to be completed for the protection of all buildings, grounds, and vehicles.
- All evacuation planning is to be concluded.

**Campus Security:**

1. Should breakage or any other damage occur on campus, Security officers will secure the campus to avoid looting.
2. Reports will be filed of all damage.
3. Photographs of all damage will be taken.

**SUPPLIES:**

A "Hurricane Closet" had been supplied and is in the maintenance area under the direct control of the Emergency Preparedness Safety Officer or designee and is maintained through maintenance funds.

**RISK MANAGEMENT:** Following the hurricane the Risk Manager, working with the Emergency Preparedness Safety Officer (Vice President for Administration and Student Services) or designee to take all necessary steps to minimize the damage to the College facilities.

1. The College shall maintain a contractual relationship with a dedicated recovery vendor that will respond within 72 hours following the hurricane to begin the recovery process.
2. The Risk Manger will file all insurance claims and secure individual carrier adjusters to inspect the campus.
3. The Risk Manager, working with the Director of Facilities will document all damages and process all insurance claims and will begin the communication process with State and Federal Offices (FEMA).

**c. GENERAL TORNADO / WATERSPOUTS PLAN**

**Severe Thunderstorm Watch or Warning:** Stay indoors until the threat has passed.

**Tornado Watch:** Indicates that conditions are favorable for a possible tornado. It is not necessary to interrupt the normal operations of the College during a tornado watch.

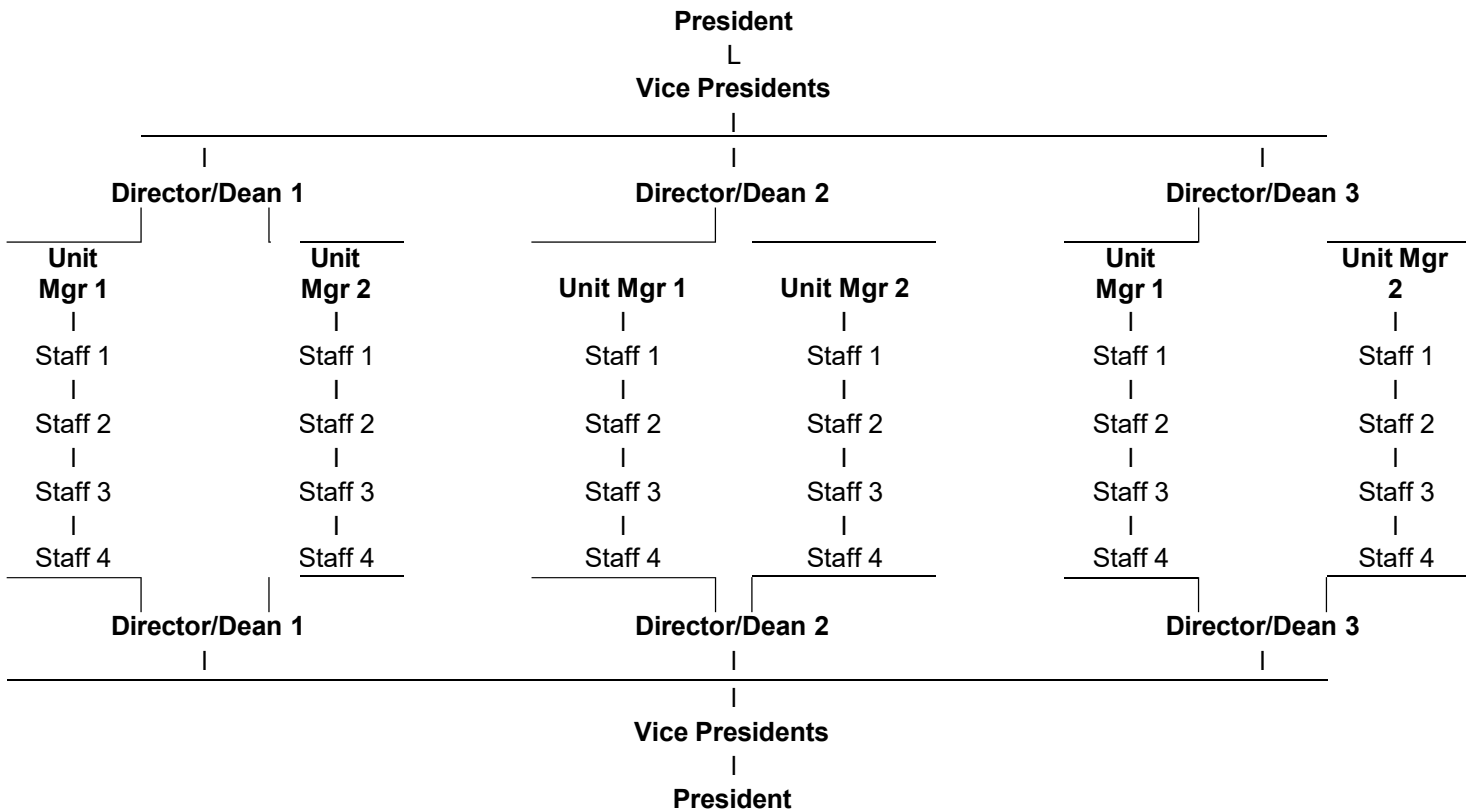
- Notify Security and Emergency Management Command Staff.
- Notify all key personnel of impending weather and ask that they advise all personnel in their areas.

**Tornado Warning:** indicates that a tornado has been sighted and is a definite threat to geographical areas specific to the College. Upon notification that a tornado warning has been issued, the College should take immediate safety precautions.

- Notify Emergency Management Command Staff.
- Faculty and supervisors will evacuate all persons in their respective areas of responsibility to the predetermined safest area of the buildings.
- Protective posture (duck and cover) will be assumed. Coats, jackets, and books may be used to cover head, arms, and legs, put hands over your eyes.
- Stay inside away from windows.
- Remain near an inside wall of a room or hall.
- Exterior windows will not be opened. Exterior doors should remain closed.
- Keep calm and do not get excited.
- Avoid any area with a large and poorly supported roof.
- Persons outside or in automobiles should take cover in the nearest building.

The Galveston College Security Department will be directly monitoring the weather status by the primary weather radio station, two-way radio signal or by one of the other local law enforcement agencies. Tornado warnings are canceled by official notification only.

## ATTACHMENT A - COLLEGE EMERGENCY COMMUNICATION CHART



VPs contact Directors/Deans. Directors/Deans call their unit managers, who call Staff 1, who call Staff 2, and so on. The Staff 4 position (whoever is last on the list) calls-back to the Director to assure that the call tree has worked. The Directors call-back to the VPs.

### TIPS:

- If you are conducting a test, always remember to say, "This is a test."
- If you get an answering machine, leave a message and then call the next person on the call tree to keep it going.
- Write down what the message is so you can be confident that you are relaying it exactly!

**ATTACHMENT B - CHILD ABUSE / NEGLECT SYMPTOMS****Physical Neglect**

- Poor hygiene, inappropriate dress
- Consistent hunger
- Consistent lack of supervision, especially for long periods of time, or engages in dangerous activities
- Unattended physical/medical needs
- Abandonment

SYMPTOMS: Consistent body odors and soiled clothing, begging for or stealing food, thefts, consistent fatigue (listlessness), alcohol/drug abuse, temper tantrums (young child) or aggression (older child) may signify masked depression, clings to people or is fearful and shy around people, hyper-activity, short attention span, poor school performance.

**Emotional Abuse**

- Speech Disorders
- Lags in physical development
- Failure to thrive
- Aggression

SYMPTOMS: Habit disorders (sucking, biting, rocking, etc.), conduct disorders (tantrums, destructive, demanding, etc.), or overly compliant interactions (passive, lack of spontaneity, inhibition of play, etc.), impaired peer relations, infantile or pseudo adult behavior, developmental lags (cognitive and emotional), poor school performance.

**Physical Abuse**

- Repeated/unexplained bruises, burns, welts, on face lips, mouth, torso, back, buttocks, or thighs
- Marks evident after absence, weekend or vacation marks in various stages of healing
- Unexplained lacerations and fractures

SYMPTOMS: Behavioral extremes and withdrawal or aggression, wary of physical contact, excessive concern for parent's needs, poor peer relations (excessive shyness, dependence, immobility, lack of curiosity), reluctant to go home, inappropriate clothing (i.e., long sleeves in warm weather), run away, substance abuse, suicidal ideation, poor school performance. ~: In severe abuse, rather than exhibiting hostility, rarely makes demands, adapts to adult expectations quickly and is generally fearful.

**Sexual Abuse**

- Pain, itching, discharge (genitals)
- Difficulty walking or sitting
- Torn, stained, bloody underclothing
- Venereal disease
- Pregnancy

SYMPTOMS: Increased nightmares or night terrors, bed wetting after age 5, excessive public masturbation after 6 or 7, clutching genitals, sophisticated sexual knowledge, seductive/pseudo mature behavior, sexual abuse of other children, sexually promiscuous, fatigue, day dreams, reluctance to go home, over attachment to or fearful of father, poor school performance with acting out behavior in school or super-kid syndrome (good grades, leader), run away, substance abuse, suicidal ideation.

**ATTACHMENT C - DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION**

A directive should be read by either the Chief/Incident Commander (College President) or the Associate Vice President of Student Services. A video recorder should be available to document the reading of this directive as well as the activities. These documents will be for future reference in case an incident should go to court.

**IDENTIFY YOURSELF:**

This assembly and the conduct of each participant is seriously disrupting the operations of Galveston College and is in clear violation of the rules of the district. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the district. (In no event will the administration of the district accede to demands backed by force). Accordingly, you are directed to terminate this demonstration. If you have not done so within fifteen minutes, I will take whatever measures are necessary to restore order including active involvement of the college security department and the Galveston Police Department. Any student who continues to participate in this demonstration is subject to possible arrest, and will also be subject to suspension from further classes here at Galveston College.

**ATTACHMENT D - TERMINATE DEMONSTRATION WITH SECURITY ASSISTANCE**

A directive should be read by either the Chief/Incident Commander (College President), the Vice President for Administration and Student Services or the Associate Vice President of Student Services. A photographer, with a video recorder, should document the reading of this directive and people creating the disruption.

**IDENTIFY YOURSELF:**

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review.

The district's Security Department and Galveston Police Department will now assist in dispersing this assembly. Those of you who fail to leave immediately will be subject to arrest.

**SUSPENSION HEARING:**

Be advised that students summarily suspended have the right to request a due process hearing. The request must be in writing and must be presented to the Associate Vice President of Student Services within three working days from the date of the suspension. The hearing shall be convened and conducted in accordance with College Policy.



**ATTACHMENT E - COPING WITH DEATH**

1. Tell co-workers/students about the death in a quiet and direct manner as soon as the facts are known, which will help to de-escalate the situation.
2. Avoid platitudes; be aware of and sensitive to various religious beliefs.
3. Allow permission for a range of emotions without judgment.
4. Do not offer unnecessary details, but do answer all questions.
5. Physical contact may comfort some people.
6. Discuss the meaning and effect of the loss and discuss funeral etiquette, appropriate memorials or remembrances of the deceased.
7. Attend the funeral or call family members to extend personal condolences.
8. Offer to help by doing something specific.
9. Do not be afraid of tears.
10. Maintain your contact with the grieving person and encourage others to do the same to help break the isolation which might be felt.

Grief is a normal, healthy response to loss. The intensity of emotions surrounding the loss is high for several months after the death, continuing for a year. Research shows that actual resolution of grief may take anywhere from 1-6 years.

The seven stages of grief are as follows:

1. Shock and Disbelief
2. Disorganization and Confusion
3. Volatile Emotions
4. Guilt
5. Sense of Loss and Loneliness
6. Relief
7. Re-establishment of Equilibrium

Indicators of Resolved Grief:

- The bereaved lets go of the past and lives in the present.
- The bereaved finds meaning in the death.
- The bereaved talks about the deceased without crying.
- The bereaved invests in familiar activities and relationships.
- The bereaved establishes new relationships.

**ATTACHMENT F - DRUG/ALCOHOL ABUSE BEHAVIORAL SYMPTOMS****Symptoms of Chemical Dependency**

- Wide mood swings, elated or depressed, omnipotent or sorry for oneself
- New friends, peer group
- Increased secrecy
- Confusion, lethargy, bloodshot eyes, empty stares
- Increased irresponsibility at home, work or school
- Stealing, selling household items, gambling, shoplifting
- Lying
- Becoming defensive, demanding, arguing over trivial things
- Changing sleeping, eating, personal habits, clothing, weight
- Demonstrating an inability to harmonize with friends, co-workers, authority figures

**Symptoms of Depression**

- Depressed mood -- feelings of sadness lasting more than two weeks
- Social withdrawal
- Irritability
- Impaired sleep or appetite
- Spontaneous crying spells
- Lack of interest in previously enjoyable activities
- Chronic fatigue
- Decreased sexual desire
- Suicidal thoughts

**Symptoms of Co-Dependency**

- Difficulty identifying and expressing feelings
- Difficulty forming or maintaining close relationships
- Low self-esteem
- Profound sense of shame, anxiety and guilt
- Constant need for approval
- Perfectionism
- Extreme need to please
- Compulsive need to rescue, "care take", and control
- Feeling overly responsible for the actions of others
- Compulsive or addictive behavior relating to food, sex, alcohol, drugs, smoking, etc.

**ATTACHMENT G – PHYSICAL/MENTAL ABUSE: SYMPTOMS****Symptoms of Family Violence:**

- Physical mistreatment: slapping, hitting, burning, etc.
- Sexual abuse: rape, incest
- Verbal abuse: threats, insults, harassment
- Psychological/emotional abuse: withholding sympathy and understanding
- Neglect: inadequate physical or emotional care

**Contributing Factors:**

The pressures of daily life-job worries, unpaid bills, strained relationships can mount until a person feels overwhelmed and takes out these frustrations on family members.

Many people lose contact with family and friends that could provide support when pressures build, and they don't know where or to whom to turn for help.

Some people are reared to view violence as a natural outlet for anger.

Family violence is viewed as a private matter.

Society has condoned family violence by allowing men to control their families by force, if necessary.

Violence is passed from one generation to the next as role models are violent towards family members.

Unreasonable or conflicting expectations about the roles of husband and wife may lead to friction, frustration and ultimately to violence.

Abusers may feel unable to fulfill responsibilities or to live up to their image of the person they'd like to be. Shame and guilt may be expressed as violence toward others.

An elderly relative may feel like a physical and financial burden and resented for interference in family affairs.

Abusers may sedate or physically restrain an older person in order to be free to do other things.

Violence and intimidation are sometimes used to make elderly people give up pensions, change wills or insurance policies, etc.

### **Why Family Violence Continues:**

People see no way out and are often economically dependent on abusers, lacking money to support themselves and skills to find work.

Victims may feel helpless, guilty or worthless and ashamed of the poor quality of the relationship and don't trust those that could help them.

Abusers may fear the consequences of seeking help

Victims feel isolated and have nowhere to turn and often hide the abuse from family, friends, human service agencies and police.

Family members may be unaware that help is available from local human service agencies, shelters and the police. They may not know their legal rights or realize that there are alternatives to living in a violent home.

Abusers may not realize that with proper treatment, they can learn to express anger in nondestructive ways.

Many victims and abusers have ambivalent feelings about each other and keep hoping for improvement, but without help, violence usually gets worse.

**ATTACHMENT H - EVACUATION CHECKLIST**

- \_\_\_\_\_ 1. Move books, office machines and other documents to rooms which will not get water damage in case of window breakage or lower level flooding.
- \_\_\_\_\_ 2. Cover computer equipment in offices and classrooms. Plastic and cord will be available from Maintenance Department. Rooms with a northerly exposure are considered to be the safest in regard to window breakage and blowing rain, but precautions should be taken to cover any items which may be damaged by wind and water.
- \_\_\_\_\_ 3. All scientific instruments and teaching equipment shall be moved away from windows to a safe area and covered with plastic, if deemed necessary.
- \_\_\_\_\_ 4. Ensure all important data is stored on the network H: drive or S: drive. Data stored on C: drives (Desktops) will not be backed up by IT.
- \_\_\_\_\_ 5. Drapes and blinds are to be drawn to reduce the effects of flying glass in the event of window breakage.
- \_\_\_\_\_ 6. All electrical and gas operated equipment is to be unplugged or shut off wherever possible to protect machinery and eliminate electrical and gas hazards. **All refrigerators are to be completely emptied and defrosted by individuals within the department or area. (This includes the removal and disposal of ice).**
- \_\_\_\_\_ 7. After preparations are complete, and the Checklist has been submitted to each area supervisor, non-essential personnel are to be dismissed to tend to their families or other duties.
- \_\_\_\_\_ 8. Essential personnel are to report to the President's office for additional assignments or for permission to evacuate non-essential personnel.

Area: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Person(s) Completing Checklist: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Received by (Supervisor Signature): \_\_\_\_\_

Approval to be dismissed: \_\_\_\_\_ Yes \_\_\_\_\_ No\*

\*Checklist Items Not Completed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) DEFINITIONS:**

**Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

**Assistant:** Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

**Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant

or assistants, as needed.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Emergency:** Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan:** The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Response Provider:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from

dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT):** The IC and appropriate Command and General Staff personnel assigned to an incident.



**Incident Objectives:** Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Initial Action:** The actions taken by those responders first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and Marketing and Communications into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm,

high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-agency Coordination Entity:** A multi-agency coordination entity functions within a broader Multi-Agency Coordination System. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-agency Coordination Systems:** Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-Agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National:** Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

**National Disaster Medical System:** A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

**National Incident Management System:** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and

nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Plan:** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

**Nongovernmental Organization:** An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Planning Meeting:** A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups and fora that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened

inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Qualification and Certification:** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**Reception Area:** This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit:** Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the

incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Strategy:** The general direction selected to accomplish incident objectives set by the IC.

**Supporting Technologies:** Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Technical Assistance:** Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a

violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type:** A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Volunteer:** For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed.

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) ACRONYMS:**

**ALS** Advanced Life Support  
**DOC** Department Operations Center  
**EMAC** Emergency Management Assistance Compact  
**EOC** Emergency Operations Center  
**EOP** Emergency Operations Plan  
**FOG** Field Operations Guide  
**GIS** Geographic Information System  
**HAZMAT** Hazardous Material  
**HSPD-5** Homeland Security Presidential Directive-5  
**IAP** Incident Action Plan  
**IC** Incident Commander  
**ICP** Incident Command Post  
**ICS** Incident Command System  
**IC or UC** Incident Command or Unified Command  
**IMT** Incident Management Team  
**JIS** Joint Information System  
**JIC** Joint Information Center  
**LNO** Liaison Officer  
**NDMS** National Disaster Medical System  
**NGO** Nongovernmental Organization  
**NIMS** National Incident Management System  
**NRP** National Response Plan  
**POLREP** Pollution Report  
**PIO** Public Information Officer  
**PVO** Private Voluntary Organizations  
**R&D** Research and Development  
**RESTAT** Resources Status  
**ROSS** Resource Ordering and Status System  
**SDO** Standards Development Organizations  
**SITREP** Situation Report  
**SO** Safety Officer  
**SOP** Standard Operating Procedure  
**UC** Unified Command  
**US&R** Urban Search and Rescue

# EXHIBIT A

## ANNEX F

### Firefighting

# City of Galveston








# APPROVAL & IMPLEMENTATION

## Annex F

### Firefighting

  
Fire Chief

3-22-2021  
Date

  
Emergency Management Coordinator

3-22-21  
Date

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## ANNEX F

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### FIREFIGHTING

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#### AUTHORITY

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See Section 1 of the Basic Plan for general authorities.

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#### II. PURPOSE

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The purpose of this annex is to outline operational concepts and organizational arrangements for firefighting during emergency situations in our community. In addition to firefighting, the fire service has the responsibility for rescue, warning, and radiological protection operations as addressed in Annexes R, A, and D, respectively.

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#### EXPLANATION OF TERMS

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##### A. Acronyms

DOC	Disaster District Committee
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
<b>NIMS</b>	National Incident Management System
NRF	National Response Framework
RRP	Regional Response Plan
<b>SOC</b>	State Operations Center
SOP	Standard Operating Procedures
TFS	Texas Forest Service
TRRN	Texas Regional Resource Network
VFD	Volunteer Fire Department

##### B. Definitions

1. Consequence Management. Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management. The requirements of crisis management and consequence management are combined in the National Response Framework (NRF).
2. Crisis Management. Measures taken to define the threat and identify terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law Enforcement agencies will normally take the lead role in crisis management. The

requirements of crisis management and consequence management are combined in the **NRF**.

3. Expedient Evacuation. Evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander (IC) at the scene.
4. Hazmat. Hazardous materials. The NRF defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated under the provisions of 49 CFR 172.101. The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.
5. Incident Action Plan. An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of an incident during one or more operational periods.
6. Terrorist Incident. Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

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#### **IV. SITUATION AND ASSUMPTIONS**

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##### **A. Situation**

1. The City of Galveston depends on the Fire Department for fire protection.
2. The challenges of fire prevention and control are exacerbated when other emergency situations occur simultaneously or have already impacted the local area.
3. Uncontrolled fires may reach such proportions as to become a major emergency situation. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment.
4. Natural hazards and emergencies, such as flash flooding, may necessitate the use of fire service resources.
5. Fire scenes may present problems **requiring** a response by law enforcement, public works, utilities, public health authorities, and environmental protection agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.
6. Large-scale emergencies, disasters, and acts of terrorism may adversely impact firefighting personnel, equipment, facilities, and communications systems.

## **B. Assumptions**

1. During emergency situations, we will use our firefighting resources and those available pursuant to inter-local agreements, including mutual aid plans and agreements with industry.
2. Our resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. State and/or federal resources will be available to augment our firefighting requirements.
3. During major emergency situations, our firefighting resources may be damaged and specialized supplies depleted.

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## **IV. CONCEPT OF OPERATIONS**

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### **A. General**

1. The fire service has the primary responsibility for protecting our community from fire hazards, hazmat spills, and radiological incidents. Our firefighting resources include:
  - a. The Texas City Fire Department.
  - b. The Jamaica Beach Volunteer Fire Department.
  - c. The La Marque Volunteer Fire Department.
  - d. The Hitchcock Volunteer Fire Department
  - e. The Santa Fe Volunteer Fire Department
  - f. The Tiki Island Volunteer Fire Department
  - g. The Bayou Vista Volunteer Fire Department
2. Fire service responsibilities in emergency situations are basically the same as in daily operations. These responsibilities include fire control, hazmat and oil spill response, and radiological protection operations. (The fire service is responsible for (all/certain) rescue operations.] During emergency situations, fire service teams may also be assigned to perform additional emergency tasks. These tasks may include providing fire protection for temporary shelters, assisting law enforcement personnel in route alerting, or going door-to-door to warn citizens who cannot be reached by primary warning systems.

### **B. Implementation of NIMS/ CS**

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. For fire, hazmat, and radiological incidents, the senior firefighter will generally assume the role of IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.
2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource

and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations. In the event of a catastrophic incident, considerations will be made for the implementation of the Regional Response Plan (RRP).

### **C. Protective Action Recommendations**

Fire service personnel are generally the most knowledgeable regarding the threats posed by fire, radiological materials, and other hazardous materials. As such, they are responsible for assessing threat hazards and recommending to the IC appropriate protective actions for emergency responders, including requirements for personal protective equipment. Fire service personnel are also responsible for recommending appropriate protective actions to ensure public safety in the immediate vicinity of a threat.

### **D. Evacuation Operations**

1. The IC may direct an expedient evacuation at the incident site, isolation area, or protective action area associated with a fire, hazmat spill, or radiological incident. Fire service and other emergency responders on site will normally initiate the evacuation pending the arrival of follow-on forces.
2. Major fires, hazardous material spills, or a terrorist incident may require a large-scale evacuation. Law enforcement is the lead agency responsible for pre-planning evacuation of known risk areas and carrying out large-scale evacuation operations. During such evacuations, fire service teams may be tasked to:
  - a. Alert residents in the affected area who have not been warned by other means.
  - b. Evacuate individuals who require assistance.

### **E. Terrorist Incident Response**

1. Crisis Management. Law enforcement agencies generally have the lead in terrorism crisis management activities. The fire service will provide support as requested. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities.
2. Consequence Management. Coordination will be paramount during terrorist incident consequence management activities due to multi-agency involvement and potentially overlapping roles and responsibilities. The ranking official from the agency with primary responsibility for the incident will assume the position of IC. The Fire Department will normally have the lead local role in consequence management for terrorist incidents involving conventional explosives, radiological materials, and chemical agents. During consequence management, the IC will coordinate response and recovery operations with law enforcement authorities conducting crisis management operations. Refer to Annex V, Terrorist Incident Response, Section V.B.2, for further information on terrorist incident consequence management.

### **F. Requesting External Assistance**

1. If our local fire resources are inadequate to deal with an emergency situation, the Fire Chief or other authorized official may request additional fire resources pursuant to inter-

local (mutual aid) agreements to which local fire departments are a party. The Fire Chief may also request assistance from industries and businesses with firefighting resources that have agreed to assist us during emergencies.

2. If our fire service resources and those obtained pursuant to inter-local agreements are insufficient to deal with an emergency situation, statewide mutual aid will be requested in accordance with the *Texas Fire and Rescue Mutual Aid Plan* (see *State of Texas Emergency Management Plan*, Annex F, Section IV.H).
3. If the foregoing resources are inadequate to deal with an emergency situation, the Mayor may request state firefighting assistance, in accordance with Section V.F. of the Basic Plan, from the DOC in Houston.
4. During times of extreme fire danger, the TFS will pre-stage firefighting resources in several parts of the state. The Mayor, Emergency Management Coordinator, or Fire Chief shall make requests for these resources to the DOC. During emergency situations where time is of the essence, the Mayor or Emergency Management Coordinator may make resource requests directly to a TFS Regional Fire Coordinator.

## **G. Actions by Phases of Emergency Management**

1. Prevention
  - a. Enforce fire codes.
  - b. Conduct fire safety education programs for the public.
  - c. Recommend fire prevention activities such as brush clearance, outdoor burning restrictions, and use of fireworks when conditions warrant.
  - d. Maintain current information on the types and quantities of hazardous materials present in local businesses and industrial facilities.
  - e. Maintain current information on known fire hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.
  - f. Operate the local warning system (see Annex A).
2. Preparedness
  - a. Maintain a list of all firefighting resources (see Annex M). In accordance with Section IX.A of the Basic Plan, City of Galveston resources are entered into the Texas Regional Resource Network (TRRN), as required, to facilitate assistance pursuant to mutual aid agreements.
  - b. Inspect and maintain all equipment.
  - c. Stockpile specialized supplies.
  - d. Ensure all fire service personnel are properly trained on fire control, hazmat response, rescue, and NIMS/ICS. Our emergency response personnel meet the NIMS national qualification and certification standards.

- e. Develop communications procedures to ensure adequate communications between fire units, law enforcement units, and other emergency responders.
  - f. Plan and execute NIMS compliant training exercises for all firefighting personnel on a regular basis.
  - g. Test, maintain, and repair equipment on a scheduled basis.
  - h. Revise and update response plans at regular intervals.
3. Response
- a. Contain, control, and extinguish fires.
  - b. Initiate rescue missions, as necessary.
  - c. Alert and advise all emergency response personnel and decision-makers to the dangers associated with hazmat and fire during emergency operations.
  - d. Control hazmat incidents within departmental capabilities giving priority to public and firefighter safety and protecting property, respectively (see Annex Q).
  - e. Conduct radiological monitoring and assessment within departmental capability. Maintain an operational Radiological Protection Program in accordance with state and federal standards (see Annex D). The NRF Nuclear/Radiological Incident Annex addresses the federal response to incidents involving radiological materials.
  - f. Initiate evacuation of emergency scenes, if necessary.
  - g. Provide fire inspections and fire protection for temporary shelter and mass care facilities.
4. Recovery
- a. Perform fire inspections of restored or reconstructed buildings.
  - b. Perform or assist in decontamination and cleanup.
  - c. Assess damage to fire equipment and facilities, if necessary.
  - d. Recommend condemnation of unsafe buildings.
  - e. Review fire codes in relation to an incident or disaster and recommend improvements to City Council.

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## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

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### **A. General**

1. Our normal emergency organization, described in Section VI.A and depicted in Attachment 3 of the Basic Plan, shall coordinate firefighting efforts conducted as part of emergency operations in accordance with NIMS. Most fires can be handled by fire



service personnel, with limited support from one or two other emergency services, operating under an IC. The EOC will normally be activated during major emergencies and disasters involving significant fires or fires occurring simultaneously with other hazards. These situations may require the commitment of all emergency services and external assistance. In such incidents, transition to a Multiagency Coordination System is advisable. In the event of a catastrophic incident, considerations will be made for the implementation of **RRP**.

2. The Fire Chief shall serve as the Chief Fire Officer and coordinate emergency firefighting operations. A fire officer shall normally serve as the IC for the response to fires, hazmat incidents, oil spills, and radiological incidents.
3. The City Council may restrict outdoor burning and use of fireworks if drought conditions are determined to exist by the TFS (see Annex U, Legal).

## **B. Task Assignments**

1. The Fire Department will:
  - a. Coordinate all fire service activities.
  - b. Provide fire control and protection.
  - c. Assist in warning and operation of warning sirens (see Annex A).
  - d. Provide support for shelter/mass care operations (see Annex C).
  - e. Provide support for radiological protection (see Annex D).
  - f. Provide assistance during evacuations (see Annex E).
  - g. Respond to hazmat accidents/incidents (see Annex Q).
  - h. Enforce fire codes.
  - i. Prepare and execute inter-local agreements.
  - j. Provide support for other public safety operations, as necessary.
  - k. Conduct search and rescue operations (see Annex R).
  - l. Provide qualified individuals to staff the EOC and ICPs when activated.
2. The IC will:
  - a. Establish an ICP and control and direct emergency response resources.
  - b. Assess the incident, request any additional resources needed, and provide periodic updates to the EOC, if activated.
  - c. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.

- d. Approve the Incident Action Plan and all requests pertaining to the procurement and release of incident resources.
- e. Establish a specific division of responsibilities between the incident command operation and the EOC, if activated.
- f. During an incident of national significance, make a situation assessment and coordinate resource needs, as required, with the NRF, ESF #4. Coordination shall be made through the DOC, SOC, and TFS to the JFO (See NRF, ESF #4-Fire- fighting Annex).

3. Law Enforcement will:

Upon request of the IC, initiate evacuation actions and provide perimeter access control around incident sites.

4. The Public Works Department will:

Upon request of the IC, provide heavy equipment support for fire control operations.

5. The TFS will:

- a. Detect and/or coordinate response to wildland fires in the state.
- b. Process requests for state firefighting assistance.
- c. Coordinate firefighting ESF group actions to develop and implement mutual aid programs and procedures.
- d. Coordinate firefighting activities and issues involving fire departments.
- e. Within capabilities, provide personnel and equipment to assist local governments and industry in conducting fire suppression operations.
- f. Conduct wildland fire training academies for state and local personnel.

6. The U.S. Forest Service will:

Upon request from the TFS, provide support for local fire control operations when U.S. Forest Service lands are threatened.

7. City Attorney will:

Upon request, assist the City Council by drafting legal documents enforcing outdoor burning and/or the use of fireworks (see Annex U).

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## VII. DIRECTION AND CONTROL

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### A. General

1. For most emergency situations, an IC will establish an ICP to direct and control fire service operations at the scene from the ICP. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC. This will typically be the senior fire service officer present. All fire service teams will carry out mission tasks assigned by the IC. The IC will be assisted by a staff, determined by the anticipated needs of the situation.
2. In some situations, the EOC may be activated without an incident command operation. This organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as the predicted landfall of a hurricane), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior fire service officer will normally report to the EOC to coordinate fire service actions.
3. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.
4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

### B. Incident Command System - EOC Interface

When both the EOC and an ICP are activated, it is essential to establish a division of responsibilities between the IC and the EOC. A general division of responsibilities is outlined in Section V.D of Annex N, Direction and Control.

### C. Line of Succession

The line of succession for the Chief Fire Officer is:

1. Assistant Fire Chief
2. Battalion Chief on duty in order of their attained seniority in the classification of Battalion Chief.

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## VIII. INCREASED READINESS ACTIONS

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### A. Readiness Level IV (Condition Green)- Normal Conditions

See the mitigation and preparedness activities in paragraphs V.G.1 and V.G.2 above.

### B. Readiness Level III (Condition Blue)- Increased Readiness

1. Monitor the situation and consider situation briefings for senior staff.

2. Alert key personnel, determine personnel availability, and update staff call lists.
3. Check readiness of all equipment and repair or replace as needed.
4. Check status of supply items and restock as needed.
5. Review inter-local agreements for use of firefighting resources operated by other agencies.
6. Review plans and procedures and update them, if necessary.

**C. Readiness Level II (Condition Amber)- High Readiness**

1. Alert personnel of possible emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP when activated.
4. Prepare to implement inter-local agreements.

**D. Readiness Level I (Condition Red)- Maximum Readiness**

1. Mobilize selected fire service personnel.
2. Consider precautionary deployment of personnel and equipment, if appropriate.
3. Dispatch fire service representative(s) to the EOC when activated.

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**ADMINISTRATION AND SUPPORT**

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**A. Reporting**

In addition to reports that may be required by their parent organization, fire service departments participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and periodic Situation Reports. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

**B. Records**

1. Activity Logs. The IC and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. See Section IX.B of Annex N, Direction and Control, for more information on the types of information that should be recorded in activity logs.
2. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazmat incidents may be recoverable from the responsible party. Hence, all fire service elements will maintain

records of personnel and equipment used and supplies consumed during large-scale emergency operations.

### **C. Preservation of Records**

Vital records should be protected from the effects of a disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

### **D. Resources**

1. A listing of local fire department resources is found in Annex M, Resource Management.
2. Our jurisdiction is in the process of implementing a firefighting equipment acquisition program to ensure our equipment complies with the relevant NIMS performance and interoperability standards. Our firefighting resources are categorized by size, capacity, capability, and skill.

### **E. Communications**

The fire service communications network is shown in Appendix 1. The fire service will operate a base station in the EOC communications room during response operations.

### **F. Post Incident Review**

For large-scale emergency operations, the Mayor, City Manager, or Emergency Management Coordinator shall organize and conduct an after-action critique of emergency operations in accordance with the guidance provided in Section IX.F of the Basic Plan. The After-Action Report will serve as the basis for an Improvement Plan.

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## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

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- A. The Emergency Management Coordinator is responsible for developing and maintaining this annex.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

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### **REFERENCES**

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- A. *State of Texas Emergency Management Plan.*
- B. *Texas Fire and Rescue Mutual Aid Plan.*

## State Planning Standards Checklist for Annex F, Firefighting

Jurisdiction(s): Ga. live station  
 Annex Date: 03/22/21 Date of most recent change, if any: 03/22/21

(The date which appears on the signature page)

**Note:** The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	Section/paragraph
<b>I. Authority</b>	
F-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic Plan.	I.
<b>II. Purpose</b>	
F-2. Include a purpose statement that describes the reason for development of the annex.	11.
<b>III. Explanation of Terms</b>	
F-3. Explain and/or define terms and acronyms used in the annex.	111.
<b>IV. Situation &amp; Assumptions</b>	
<i>F-4. Include a situation statement related to the subject of the annex.</i>	<b>IV.A</b>
<i>F-5. Include a list of assumptions used in planning for fire services during emergency situations.</i>	<b>IV.B</b>
<b>V. Concept of Operations</b>	
<i>F-6. Describe the local concept of operations, pursuant to NIMS, for fire management during emergency situations.</i>	<b>V.A-B</b>
<i>F-7. Describe fire service role in determining protective actions.</i>	V.C
<i>F-8. Describe fire service responsibilities relating to evacuations.</i>	V.D
<i>F-9. Describe the role of the fire service in terrorist incident response.</i>	V.E
<i>F-10. Describe how external fire response resources will be obtained if local resources are insufficient to deal with an emergency.</i>	V.F
<i>F-11. Include a list of actions by phases of emergency management, pursuant to NIMS, to be taken to ensure adequate fire services during emergency situations.</i>	V.G
<b>VI. Organization &amp; Assignment of Responsibilities</b>	
<i>F-12. Describe the organization that will be used to provide fire services during emergency situations.</i>	<b>VI.A</b>
<i>F-13. Include a listing by organization and/or position of the fire service tasks to be performed during emergency situations.</i>	VI.B
<b>VII. Direction &amp; Control</b>	
<i>F-14. Describe how fire service efforts will be directed and controlled, pursuant to NIMS, during emergency situations.</i>	<b>VII.A</b>
<i>F-15. Describe the interface between the Incident Commander and the EOG.</i>	<b>VII.B</b>
<i>F-16. Indicate the line of succession for key fire service personnel.</i>	VII.C

PS-F-  
1

<b>VIII. Readiness Levels</b>	
F-17. Describe actions to be taken at various readiness levels.	VIII.
<b>IX. Administration &amp; Support</b>	
F-18. Include policies on reporting, record keeping, and preservation of records.	IX.A-C
F-19. Refer to a list of NIMS compliant fire service response resources contained elsewhere in the plan or appended to this annex.	IX.D
F-20. Provide for a post-incident review of emergency operations.	IX.F
<b>X. Annex Development &amp; Maintenance</b>	
F-21. Specify the individual(s) by position responsible for developing and maintaining the annex.	X.A
F-22. Make reference to the schedule for review and update of annexes contained in section X of the Basic Plan.	X.B
<b>XI. References</b>	
F-23. List references pertinent to the content of the annex not listed in the Basic Plan.	XI.
<b>Other</b>	
F-24. Include a description or diagram of the fire service communications network.	Appendix 1

FOR LOCAL GOVERNMENT USE  
 This Checklist Completed By \_\_\_\_\_ Signature Mark Morgan Date 3-22-21

FOR DEM USE	Initials	Date
DEM Preparedness Section Processing		



# EXHIBIT B



## ANNEXG

Law Enforcement

# City of Galveston





APPROVAL & IMPLEMENTATION

Annex G

Law Enforcement

Police  
Director

15 MAR 21  
Date

3-15-21  
Date

# ANNEX G

## LAW ENFORCEMENT

### AUTHORITY

See Section 1 of the Basic Plan for general authorities.

### II. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures to accomplish emergency law enforcement requirements. This annex is applicable to all agencies, organizations and personnel assigned law enforcement functional responsibilities.

### 111. EXPLANATION OF TERMS

#### A. Acronyms

DOC	Disaster District Committee
DPS	Department of Public Safety
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
NIMS	National Incident Management System
NRF	National Response Framework
PIO	Public Information Officer
SOC	State Operations Center
SOPs	Standard Operating Procedures
UC	Unified Command

#### B. Definitions

1. Anti-terrorism Activities. Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.

2. Consequence Management. Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management.
3. Counter-terrorism Activities. Use of offensive measures to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.
4. Crisis Management. Measures taken to define the threat and identify terrorists, prevent terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law enforcement agencies will normally take the lead role in crisis management.
5. Hazmat. Hazardous materials. The National Response Framework (NRF) defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.
6. Incident Action Plan. An oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
7. National Incident Management System (NIMS). The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
8. National Response Framework (NRF). An all-discipline, all-hazards plan that establishes a single comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to State and local and tribal incident managers and for exercising direct Federal authorities and responsibilities.
9. Terrorist Incident. According to the National Response Framework (NRF), a terrorist incident is any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United State or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

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## **IV. SITUATION & ASSUMPTIONS**

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### **A. Situation**

1. Law enforcement agencies are expected to continue their efforts to protect lives and property during emergency situations.
2. 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.
3. Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment, and facilities.

### **B. Assumptions**

1. 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.
2. During large-scale evacuations, law enforcement support may be needed to control traffic. In the aftermath of an evacuation, security must be provided for areas that have been evacuated to protect property and deter theft.
3. In the aftermath of a disaster, it may be necessary to control access to damaged areas to protect public health and safety and deter theft.
4. If there is a threat of terrorism or civil disturbance, key local facilities that house government operations or provide essential services to the public may require protection.

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## **IV. CONCEPT OF OPERATIONS**

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### **A. General**

1. Local law enforcement agencies have the primary responsibility for enforcing laws and protecting lives and property during emergencies. Our law enforcement resources include:
  - a. The Sheriff's Office and its reserves.
  - b. The Galveston Police Department.
  - c. The Constables of Galveston County, who shall, when requested by the Sheriff, augment the Sheriffs Office during major emergencies.
  - d. The Park Board Police, who shall, when requested by the Police Chief, augment the Police Department during major emergencies.
  - e. The GISD School District Police, when requested by the Police Chief, augment the Police Department during major emergencies.

2. Our law enforcement emergency response operations are in accordance with National Incident Management System (NIMS), which employs two levels of incident management structures.
  - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
  - b. Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
3. 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.
4. During emergency situations, law enforcement may be called on to undertake a number of tasks not typically performed on daily basis, including protecting key facilities, enforcing curfews and restrictions on the sales of certain products, and controlling access to damaged areas.

## **B. Implementation of NIMS/ICS**

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an ICP. As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.
2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

## **C. Law Enforcement**

1. Law enforcement personnel are expected to enforce the laws and regulations during emergency situations in the same way that they do on a daily basis.
2. During emergency situations, particularly major disasters, some disaster-related laws and regulations may be put into effect for a limited period; these must also be enforced by local law enforcement agencies. When a disaster threatens or has occurred, the Mayor may issue a disaster declaration. The Mayor may then issue an order or the City Council may enact an emergency order suspending other orders and/or putting into effect temporary emergency regulations. Appendix 5 to Annex U, Legal, outlines the types of emergency measures that may be promulgated.

## 0. Evacuation Operations

1. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the Mayor may order a mandatory evacuation of our City, upon issuing a local disaster declaration. The Mayor may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area. Law enforcement agencies have the lead role in planning and conducting evacuations. See Annex E, Evacuation, for more detailed information on this emergency function.
2. 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 hurricane risk areas, areas subject to recurrent flooding, areas downstream from unsafe dams, and areas at risk from a release of hazardous materials from facilities that make, use, or store such materials.

- a. Expedient Evacuation

Expedient evacuations are evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander at the scene.

- b. Preplanned Evacuation

For known risk areas, evacuation preplanning will be conducted and primary and alternate evacuation routes identified as part of this plan. 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 Annex Q, Hazardous Materials & Oil Spill Response. Other known risk areas and the evacuation routes from those areas shall be described in Annex E, Evacuation. The Mayor will normally initiate preplanned evacuations.

- c. During evacuations, law enforcement will:

- 1) Determine preferred evacuation routes, based on the status of preplanned primary and alternate routes and the current situation.
- 2) Provide information on evacuation routes to the Public Information Officer (PIO) for dissemination to the public through the media.
- 3) Alert those in the affected area who have not been warned by other means.
- 4) Deploy units to direct and control traffic.
- 5) If the evacuation of correctional facilities becomes necessary, provide security support for such operations.
- 6) If time permits, alter traffic signal timing and request that [Public Works] deploy signs and other traffic control devices to expedite the flow of traffic.
- 7) Notify adjacent jurisdictions that may be affected by the evacuation, preferably before the evacuation commences.



- 8) Monitor traffic flow and resolve problems; report evacuation progress to the Emergency Operating Center (EOC).
- 9) Provide appropriate road condition information and travel recommendations to the public through the PIO.
- 10) For large-scale evacuations, ensure that there are provisions to remove disabled vehicles or those that run out of fuel from evacuation routes in a timely manner.

## **E. Warning**

1. The Police Communications Center has primary responsibility for the warning function and operates the local warning system. See Annex A, Warning, for further information on this emergency function.
2. Law enforcement agencies and other emergency services may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems, such as outdoor warning sirens and the Emergency Alert System. In most areas, law enforcement units and other vehicles equipped with sirens and public address systems can be used for route alerting. In some areas, such as large office or residential buildings, door-to-door warning may be necessary.

## **F. Area Security and Incident Scene Control**

### **1. Incident Scene Control**

In response to a request from the Incident Commander, the Police Department will provide traffic control and perimeter control at incident scenes, including hazmat spills, major fires and explosions, and other types of incidents.

### **2. Security for Evacuated Areas**

In an evacuation, the security of evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Experience has shown that law enforcement agencies must provide security in evacuated areas to minimize looting. Access to such areas will be controlled by roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot.

### **3. Access Control and Security for Damaged Areas**

- a. 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. Law enforcement agencies will control access to such areas with roadblocks and, where appropriate, barricades. Access controls should be supplemented by 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:

- 1) Phase One - Emergency Workers. Admit police, fire, EMS, utility crews, emergency management personnel, building inspectors, limited media, state and federal response agencies.
- 2) Phase Two - Concerned Parties. Admit homeowners, business owners, insurance agents, media, and contractors making temporary repairs. The following conditions should prevail before these individuals are authorized to enter the damaged area:
  - (a) The threat that caused the evacuation has been resolved.
  - (b) Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
  - (c) 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.
  - (d) Structures have been inspected and those unsafe to enter are so marked.
  - (e) Some means of fire protection is available.

3) Phase Three - General Public.

4. Guidance for Personnel Staffing Access Control Points

- a. 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, coordinated by the EMC, and approved by the Mayor.
- b. 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, coordinated by the EMC, and approved by the Mayor. 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.

## **G. Security of Key Facilities**

1. There are a number of public and private facilities that must remain in operation during and after an emergency situation to provide essential services to the public. These include selected government direction and control facilities, operating locations for emergency response units, utilities, medical facilities, food suppliers, and key communications services. When there is a credible threat to these facilities that threatens to disrupt continuity of government or provision of essential services to the public, law enforcement may be requested to provide security for these key facilities. A list of key facilities is provided in Appendix 1 to this annex.

2. In the event there is a credible threat of terrorist action within the State of Texas, the State Operations Center may provide an alert to the DOC located in S2A Texas City requesting an increase of security personnel at the critical infrastructure facilities (listed in Appendix 1) and other potential targets throughout the affected jurisdiction(s). Law enforcement personnel shall then alert the appropriate officials, who shall review the potential emergency situation, plans, and procedures, and implement appropriate readiness actions as determined by the Mayor, EMC, and/or appropriate facility personnel. See Annex V, Terrorist Incident Response, and Readiness Levels for a complete description of readiness actions.

## **H. Terrorism Incident Response**

### **1. Crisis Management**

Law enforcement agencies have the lead in terrorism crisis management activities. Pre-incident crisis management activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident crisis management activities include efforts to resolve the terrorist incident, investigate it, and apprehend those responsible. The City of Galveston Police Department has the lead local role in terrorism crisis management and will coordinate its efforts with state and federal law enforcement agencies as appropriate. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities. The requirements of crisis management and consequence management are combined in the National Response Plan.

### **2. Consequence Management**

Consequence management activities undertaken to deal with effects of a 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 terrorism consequence management may be assigned to one of several local 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.

## **I. Disaster Reconnaissance**

In the immediate aftermath of an emergency situation, the Incident Commander or the EOC staff may request law enforcement units to conduct reconnaissance to identify specified areas affected and provide an initial estimate of damages. Timely initial disaster reconnaissance, also referred to as a windshield survey, is important in deciding what assistance is needed immediately and where limited resources should be initially committed.

## **J. External Assistance**

If local law enforcement resources and those available through inter-local agreements are insufficient to deal with an emergency situation, local officials may request support from the State using the procedures outlined in Section V of the Basic Plan. Cities must seek assistance from their county before requesting resource assistance from the State.

## **K. Actions by Phases of Emergency Management**

### **1. Prevention**

- a. Operate a local warning system (see Annex A, Warning).
- b. Carry out anti-terrorist activities (see Annex V, Terrorist Incident Response).
- c. Avoid locating correctional facilities in known hazard areas so as to preclude the need for evacuation during emergency situations.

### **2. Preparedness**

- a. Review and update plans and procedures.
- b. Identify preplanned evacuation routes for known risk areas and prepare traffic control plans.
- c. Identify key facilities and determine possible security requirements.
- d. Develop communications systems that provide for connectivity of all local law enforcement agencies and external agencies that may respond pursuant to inter-local agreements.
- e. Train primary and auxiliary law enforcement personnel to conduct emergency operations.
- f. Identify and train law enforcement personnel to staff the EOC and ICP.
- g. Conduct drills and exercises to test plans, procedures, and training.

### **3. Response**

- a. Maintain law and order.
- b. Carry out backup warning (see Annex A, Warning).
- c. Perform traffic control for evacuations (see Annex E. Evacuation) and other appropriate situations.
- d. Carry out crowd control where needed.
- e. Provide security for key facilities (See Appendix 1 to this annex).
- f. Provide security for evacuated areas.
- g. Provide security for shelter and mass care facilities.
- h. Conduct counter-terrorism operations.
- i. Conduct initial disaster reconnaissance.
- j. Support other emergency operations.

### **4. Recovery**

- a. Continue security operations as needed.
- b. Perform traffic control for return of evacuees, if needed.
- c. Provide access control for damaged areas, issuing passes/permits if required.
- d. Assist in damage assessment.

---

## ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

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### A. General

Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will plan and carry out law enforcement operations.

### B. Task Assignments

1. The City of Galveston Police Department will:

- a. Prepare law enforcement inter-local agreements.
- b. Maintain law and order during emergency situations.
- c. Plan, direct, and control evacuations (see Annex E).
- d. Provide security for key facilities.
- e. Protect property in evacuated areas.
- f. Provide access control to damaged areas.
- g. Carry out traffic control when and where needed.
- h. Provide crowd control when needed.
- i. Manage the local warning system (see Annex A).
- j. Manage the local emergency communications network (see Annex B).
- k. Conduct counter-terrorism and anti-terrorist operations.
- l. Support search and rescue operations (see Annex R).
- m. Assist in hazardous materials incidents (See Annex Q).
- n. Provide security for shelter and mass care operations (See Annex C).
- o. If necessary, evacuate prisoners from the jail to another suitable facility.
- p. Provide qualified individuals to staff the EOC and ICPs when those facilities are activated.
- q. Support other emergency functions as necessary.

2. Constables will:

Upon request of the Sheriff, augment the Sheriff's Office during major emergencies.

3. School District Police will:

Upon request of the Police Chief, augment the Police Department during major emergencies.

4. The Incident Commander will:

- a. Establish an incident command post (ICP) and control and direct emergency response resources at the incident scene from that ICP to resolve the incident.
- b. Provide an initial incident assessment, request additional resources if needed, and provide periodic updates to the EOC.
- c. Establish a specific division of responsibilities between the incident command operation and the EOC, if the EOC has been activated.
- d. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.

5. City Public Works will:
  - a. Upon request, place traffic control devices to facilitate evacuation travel.
  - b. Assist in keeping evacuation routes open.
  - c. Upon request, provide barricades and barriers to restrict entry to evacuated and damaged areas.
6. City of Galveston Attorney will:

Upon request, advise law enforcement agencies regarding the emergency powers of local government and their potential impact on law enforcement requirements during emergency situations.

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## **VII. DIRECTION & CONTROL**

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### **A. General**

1. Routine law enforcement operations may continue during some emergency situations. Direction and control of such operations will be by those that normally direct and control day-to-day operations.
2. For most emergency situations, an Incident Commander will establish an ICP at the scene and direct and control emergency operations at incident site from that command post; law enforcement and other resources committed to the incident will carry out missions assigned by the Incident Commander. The Incident Commander will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present should serve as the Incident Commander. Hence, for incidents that primarily involve a law enforcement matter, the senior law enforcement officer present will typically serve as the Incident Commander.
3. In some situations, the EOC may be activated without an incident command operation. This type of organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as a predicted flood), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior law enforcement officer will normally direct the combined efforts of local law enforcement agencies from the EOC, receiving general guidance from the Mayor, and coordinating as necessary with the law enforcement agencies concerned and other emergency functions.
4. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

## **B. Incident Command System- EOG Interface**

If both the EOC and an ICP are operating, the Incident Commander and the EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort and conflicting guidance and direction. The EOC and the ICP must maintain a regular two-way information flow. A general division of responsibilities between the ICP and the EOC that can be used as a basis for more specific agreement is provided in Section V of Annex N, Direction & Control.

## **C. Continuity of Government**

The line of succession for the Police Chief is:

1. Chief
2. Captain
3. Lieutenant

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## **VIII. READINESS LEVELS**

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### **A. Readiness Level IV - Normal Conditions**

1. Review and update plans and SOPs.
2. Maintain list of law enforcement resources (see Annex M).
3. Develop and update a list of key facilities that may require security during emergency situations. See Appendix 1 to this annex.
4. Maintain and periodically test equipment.
5. Conduct appropriate training, drills, and exercises.
6. Identify potential evacuation, traffic control and security issues and estimate law enforcement requirements.
7. Develop tentative task assignments and identify potential resource shortfalls.

### **B. Readiness Level III - Increased Readiness**

1. Check readiness of law enforcement equipment, supplies and facilities.
2. Correct equipment and facility deficiencies.
3. Correct shortages of essential supplies.
4. Update incident notification and staff recall rosters.
5. Notify key personnel of possible emergency operations.
6. Update information on key facilities and related security requirements.
7. If evacuation of correctional facilities may be required, review procedures for relocating prisoners and determine availability of required specialized equipment.

### **C. Readiness Level II - High Readiness**

1. Alert personnel to the possibility of emergency duty.
2. Place selected personnel and equipment on standby.
3. Alert reserve/auxiliary personnel.
4. Identify personnel to staff the EOC and ICP if those facilities are activated.
5. Alert external resources covered by inter-local agreements.

#### **D. Readiness Level I - Maximum Readiness**

1. Mobilize selected law enforcement personnel.
2. Consider precautionary deployment of equipment and personnel to enhance response time.
3. If an evacuation has been recommended or spontaneous evacuation is taking place, activate traffic control plans and deploy traffic control resources.
4. Dispatch law enforcement representative(s) to the EOC when activated.
5. Provide increased security at key facilities if needed.

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### **ADMINISTRATION & SUPPORT**

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#### **A. Reporting**

In addition to reports that may be required by their parent organization, law enforcement elements participating in emergency operations should provide appropriate situation reports to the Incident Commander, or if an incident command operation has not been established, to the EOC. The Incident Commander will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

#### **B. Records**

1. Activity Logs. The Incident Commander and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. See Section IX.B of Annex N, Direction and Control, for more information on the types of information that should be recorded in activity logs.
2. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale law emergency operations.

#### **C. Post Incident Review**

For large-scale emergency operations, the City Manager/EMC shall organize and conduct a review of emergency operations in accordance with the guidance provided in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Law enforcement personnel who participated in the operations should participate in the review.



**0. Communications**

General emergency communications capabilities and connectivity are discussed and depicted in Annex B, Communications. The communications connectivity of law enforcement agencies is depicted in Appendix 2 to this annex.

**E. Resources**

A listing of law enforcement resources is provided in Annex M, Resource Management.

**F. Key Facilities**

A listing of key facilities that may require security during emergency situations is provided in Appendix 1 to this annex.

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**X. ANNEX DEVELOPMENT & MAINTENANCE**

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- A. The Police Chief or EMC is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

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**XI. REFERENCES**

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- A. Annex A (Warning) to the *State of Texas Emergency Management Plan*
- B. Annex E (Evacuation) to the *State of Texas Emergency Management Plan*
- C. Annex G (Law Enforcement) to the *State of Texas Emergency Management Plan*
- D. Annex V (Terrorist Incident Response) to the *State of Texas Emergency Management Plan*

**APPENDICES**

Appendix 1..... Key Facilities

Appendix 2 .....Law Enforcement Communications Diagram

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**KEY FACILITIES**

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FACILITY NAME	ADDRESS	POINT OF CONTACT
<b><i>Govt. Direction &amp; Control</i></b>		
City Hall	823 Rosenberg	City Manager
Galveston Police	601 54 <sup>th</sup> Street	Police Chief
EOC	601 54 <sup>th</sup> Street	EMS
<b><i>Emergency Response</i></b>		
Criminal Justice Center	601 54 <sup>th</sup> Street	Police Chief
Main Fire Station	823 26 <sup>th</sup> Street	Fire Chief
City EMC	601 54 <sup>th</sup> Street	EMC
<b><i>Utilities</i></b>		
Public Works Main Office Water, WW, Street & Traffic	823 Rosenberg	All Utilities Directors
<b><i>Medical Facilities</i></b>		
UTMB	30 University Dr.	ER UTMB PD
<b><i>Communications</i></b>		
Criminal Justice Center	601 54 <sup>th</sup> Street	
<b><i>Major Food Suppliers</i></b>		
Wal-Mart	6900 Seawall Blvd	Store Manager
<b><i>Fuel Distributors</i></b>		
City of Galveston Garage	31s <sup>t</sup> & Market	Garage Director
<b><i>Other</i></b>		
Scholes International Airport	2115 Terminal Drive	Airport Director

**LAW ENFORCEMENT COMMUNICATIONS DIAGRAM**

<b>Agency</b>	<b>800 Mhz Trunked Radio</b>	<b>Telephone</b>	<b>TLETS</b>
City of Galveston Dispatch	X	X	X
City of Galveston EOC	X	X	
City of Galveston Police Dept	X	X	
Galveston ISD Police Dept	X	X	
Port of Galveston Police Dept	X	X	
UTMB Police Dept	X	X	
Texas A&M University P.D	X	X	
Galveston County Sheriff's Office	X	X	X
Texas Department of Public Safety		X	X

## State Planning Standards Checklist for Annex G - Law Enforcement

**Jurisdiction(s):** \_\_\_\_\_

**Annex Date:** \_\_\_\_\_  
(The date which appears on the signature page)

**Date of most recent change, if any:** 03-15-21

**Note:** The annex will be considered Deficient if the italicized standards are not met.

This Annex shall:	Section/paraaraoh
<b>I. Authority</b>	
G-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.	
<b>11. Purpose</b>	
G-2. Include a purpose statement that describes the reason for development of the annex.	
<b>III. Explanation of Terms</b>	
G-3. Define terms and explain acronyms and abbreviations used in the annex.	
<b>IV. Situation &amp; Assumptions</b>	
G-4. <i>Include a situation statement related to the subject of the annex.</i>	
G-5. <i>Include a list of assumptions used in planning for law enforcement operations during emergency situations.</i>	
<b>V. Concept of Operations</b>	
G-6. <i>Summarize the general concept of law enforcement operations during emergency situations including how it relates to NIMS operating principles.</i>	
G-7. <i>Explain the role of law enforcement agencies in evacuations.</i>	
G-8. <i>Describe the role of law enforcement agencies in warning.</i>	
G-9. <i>Describe how security will be provided for evacuated or damaged areas and access to incident scenes controlled.</i>	
G-10. <i>Outline possible requirements for providing protection to key facilities, including in the event of a credible terrorist threat.</i>	
G-11. <i>Describe the role of law enforcement agencies in terrorist incident response.</i>	
G-12. <i>Outline the role of law enforcement agencies in disaster reconnaissance.</i>	
G-13. <i>Indicate how you will get law enforcement assistance from the State.</i>	
G-14. <i>Include a list of actions by phases of emergency management to be taken to ensure adequate law enforcement support during emergency situations.</i>	
<b>VI. Organization &amp; Assignment of Responsibilities</b>	
G-15. <i>Describe the emergency organization that will carry out law enforcement operations during emergency situations.</i>	
G-16. <i>Include a listing by organization and/or position of the responsibilities for law enforcement tasks during emergency situations.</i>	
<b>VII. Direction &amp; Control</b>	

PS-G-1

G-17. Describe how law enforcement efforts in support of emergency operations will be directed and controlled.	
G-18. Indicate the line of succession for key law enforcement personnel.	
<b>VIII. Readiness Levels</b>	
G-19. Describe law enforcement actions to be taken at various readiness levels.	
<b>IX. Administration &amp; Support</b>	
G-20. Include policies on record keeping and reporting.	
G-21. Provide for a post-incident review of emergency operations by those tasked in this annex in accordance with the guidance in Section IX.E of the Basic Plan.	
G-22. Describe or depict law enforcement communications connectivity.	
G-23. Include a listing of law enforcement resources or make reference to such a listing in the resource management annex.	
G-24. Include a list of key facilities.	
<b>X. Annex Development &amp; Maintenance</b>	
G-25. Specify, by position, the individual responsible for developing and maintaining the annex.	
G-26. Make reference to the schedule for review and update of annexes contained in the Basic Plan.	
<b>XI. References</b>	
G-27. Identify references pertinent to the content of the annex in addition to those listed in the Basic Plan.	

**FOR LOCAL GOVERNMENT USE**  
This Checklist Completed By:

**Signature**  
*Mark Morgan*

**Date**  
 3-15-21

FOR DEM USE	Initials	Date
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

Galveston College

# **Active Threat Annex**

## Section 1 – Purpose and Scope

1.1 Purpose: See Galveston College EOP

1.2 Scope: See Galveston College EOP Section 2 – General Information

### 2.1 Hazard Overview

The US Department of Homeland Security defines an active shooter as “...an individual actively engaged in killing or attempting to kill people in a confined and populated area...” (n.d.). This definition is applicable to all forms of active killers, regardless of the weapon used.

### 2.2 District Specific Hazard Risk

Galveston College identifies the following active threats as high priority.

#### Shooting

A shooting incident involves an attack with firearms being discharged at others. An Active Shooter Appendix to this Active Threat Annex includes specific tasks taken before, during, and after an active shooter incident.

#### Stabbing and Blunt Force Trauma

A stabbing attack involves use of a pointed object intended to harm others. A blunt force attack involves use of a dull, firm surface or object. Trauma from these attacks could result in stab wounds, contusions, lacerations, or fractures.

#### Bomb Threat

A bomb threat incident occurs when an individual threatens to harm others with a bomb or improvised explosive device. A bomb may look as harmless as a coffee cup or as obvious as a pipe bomb with a timer. Bomb threats may be received by telephone, written message, in person, or by electronic means.

#### Vehicular Assault

A vehicular assault incident involves an individual operating a vehicle with the intent to cause harm.

### 2.3 Hazard Preparedness and Warning

Galveston College acknowledges that districts across the country are at risk for an active threat incident; therefore, the risk for a campus is unpredictable. Consequently, it is difficult to determine an individual’s risk for harming themselves or others without the assistance of a comprehensive Multi-tiered System of Support (MTSS), which includes threat assessment and case management. MTSS is one of six student support components within Texas Education Agency’s Safe and Supportive School Program (SSSP).

Threat Assessment Team – N/A

#### Detecting Suspicious Activity

Galveston College uses the following methods to detect suspicious activity on campuses:

- Report the incident, including the following:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved
- Avoid personal risk or confrontation

### 2.4 Safety in Portable Buildings – N/A

### 2.5 Access and Functional Needs

In compliance with Texas Education Code 37.108, Galveston College utilizes the following measures to ensure the safety and security of individuals with access and functional needs during an active threat incident:

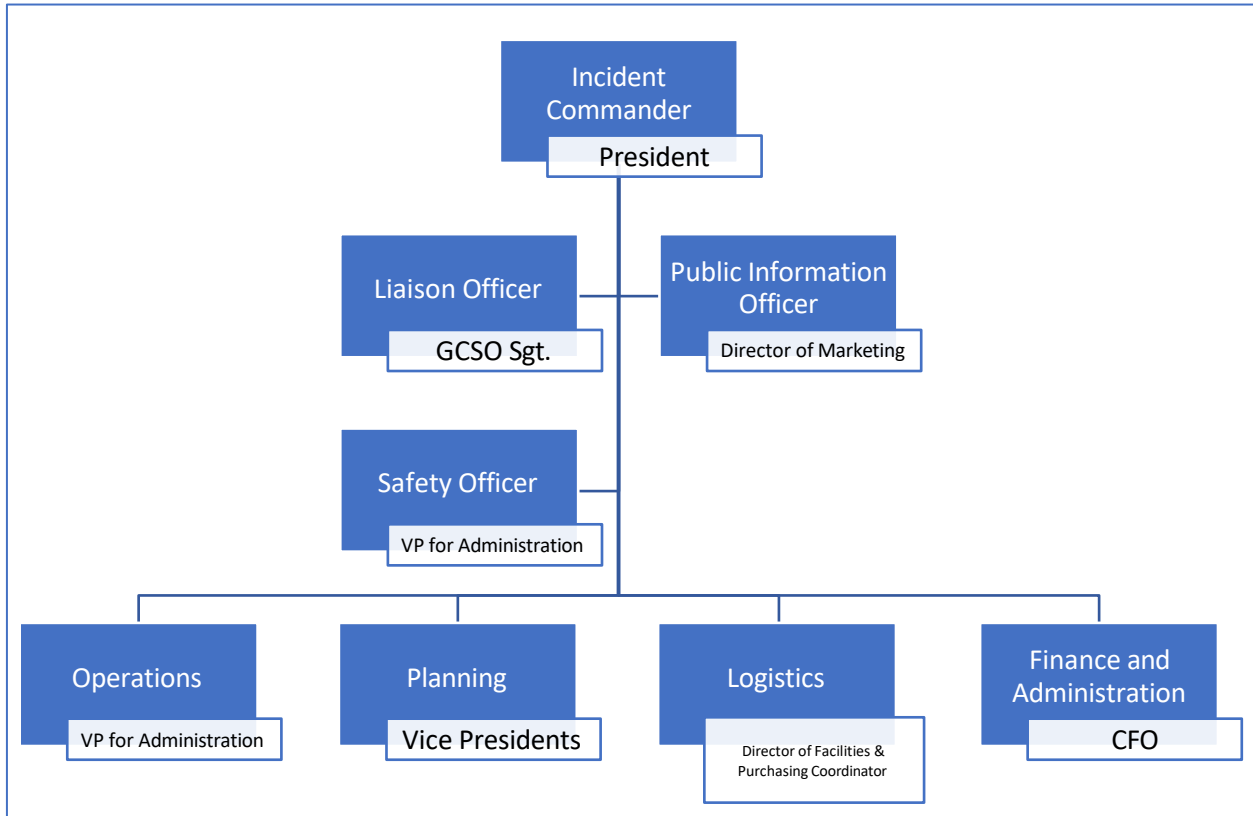
- Utilize Area Safety Liaisons to ensure all individuals are evacuated from buildings
- Text messages and emails sent allow the college to communicate effectively with individuals who may be deaf or hard of hearing
- The College has installed a PA system that can announce messages over loud speakers to aid those without text message capabilities or the blind to receive the message.

## Section 3 – Annex-Specific Incident Command System (ICS)

### 3.1 Annex-Specific ICS Organizational Chart

Galveston College will designate an Incident Commander for an active threat incident. The Incident Commander will have the ability to expand or contract the ICS structure as necessary during the incident.





Section 4 – Actions and Responsibilities

**District Actions and Responsibilities Table**

<b>Prevention Phase</b>	
<b>Safeguard against consequences unique to an active threat incident.</b>	
<b>District Actions</b>	<b>Responsible Role</b>
<b>Identify and prioritize improvements to the physical security of facilities</b>	Administration

<b>Mitigation Phase</b>	
<b>Reduce the impact of an active threat incident.</b>	
<b>District Actions</b>	<b>Responsible Role</b>
<b>Develop ways to improve communication and coordination of activities with Galveston County Sheriff’s Deputies</b>	Administration
<b>Obtain lifesaving equipment:</b>	GCSO & Safety Officer

<b>Preparedness Phase</b>	
<b>Regularly review district readiness for an active threat incident.</b>	
<b>District Actions</b>	<b>Responsible Role</b>
<b>Review and update EOP annually</b>	Emergency Operations Team
<b>First Responder Familiarity with Campus</b>	GCSO

### Preparedness Phase

Regularly review district readiness for an active threat incident.

District Actions	Responsible Role

### Response Phase

District actions during an active threat incident.

District Actions	Responsible Role
Coordinate with Galveston County Sheriff's Office Deputies	Administration
Coordinate with First Responders	Liaison Officer

### Recovery Phase

Return to normal district operations following an active threat incident.

District Actions	Responsible Role
Prepare students, faculty, and staff to resume normal operations:	Administration
Complete After-Action Review	Administration

## Section 5 – Resources

### 5.1 Acronyms

ICS                      Incident Command System

### 5.2 Definitions

**Incident Command System:** The standardized approach globally used during an incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

Galveston College

**Active Shooter**

**Appendix**

**to the Active Threat**

**Annex**

## Purpose and Scope

### Purpose

This Active Shooter Appendix is being written to direct the specific district tasks necessary before, during, and after an active shooter incident. For the purposes of this appendix, the term active shooter is defined as any attempt to kill or seriously injure people in a populated area. **This appendix may serve as the district's active shooter policy, in accordance with Texas Education Code 37.108.**

### Scope

This document applies to the whole district community, including first responder agencies. All district staff, including substitute teachers, who are assigned emergency management roles and responsibilities should receive training in and have access to all district emergency plans. External stakeholders likely to respond to an active shooter incident should also review this appendix for compatibility with their operations and resources.

**Specific Tasks Taken Before, During, and After an Incident**

<b><u>Before an Active Shooter Incident</u></b>	
<b><u>Tasks</u></b>	<b><u>Responsible Role</u></b>
<u>Obtain lifesaving resources such as bleeding control kits. Install these resources in common spaces and regularly inform the community of their presence. Floorplans should clearly identify the locations of lifesaving resources.</u>	<u>VP for Admin / Dir. Marketing and Comm</u>
<u>Train staff in lifesaving techniques, including the use of bleeding control kits.</u>	<u>GCSO Deputies / Safety, Security, &amp; Energy Committee</u>
<u>Train staff on how to administer all actions for the Standard Response Protocol (SRP).</u> <ul style="list-style-type: none"> <li>• <u>During SRP training, encourage staff members supervising any student activities outside the building to make the best decision for students under their supervision.</u></li> <li>• <u>Train staff and students to use programs such as Civilian Response to Active Shooter Events (CRASE) to help them make individual decisions during an attacker incident. Consider adaptations for noninstructional facilities, such as stadiums, administration buildings, etc.</u></li> </ul>	<u>N/A</u>

<b><u>Before an Active Shooter Incident</u></b>	
<b><u>Tasks</u></b>	<b><u>Responsible</u></b> <b><u>Role</u></b>
<u>Train district and campus administration on the Incident Command System (ICS), including the concept of Unified Command.</u>	<u>Utilize FEMA Online Training</u>
<u>Train staff on how to find and use critical campus response resources such as bleeding control kits and two-way radios.</u>	<u>GCSO Deputies / Safety, Security, &amp; Energy Committee</u>
<u>Train staff to notify first responders of an attacker by using multiple communication options.</u>	<u>GCSO Deputies</u>
<u>Request that local emergency response agencies help develop training programs designed to educate staff members to safely observe and report information that would be useful to responders during an attack.</u>	<u>GCSO Deputies</u>
<u>Design and conduct drills and exercises that impart necessary skills without unduly creating trauma for staff and students.</u>	<u>GCSO Deputies / Safety, Security, &amp; Energy Committee</u>
<u>Conduct After-Action Reviews (AARs) and develop improvement plans after each drill and exercise.</u>	<u>EOP Team / GCSO Deputies / Safety, Security, &amp; Energy Committee</u>
<u>Empower all staff members to initiate SRP actions. Include this concept in drills and exercises.</u>	<u>N/A</u>
<u>Assign two-way communication devices (e.g., radios, cell phones, etc.) to administrators.</u>	<u>GCSO Deputies</u>



<b><u>Before an Active Shooter Incident</u></b>	
<b><u>Tasks</u></b>	<b><u>Responsible Role</u></b>
<u>Ensure that attendance records, staff rosters, and visitor lists can be accessed offsite by district staff and first responders.</u>	<u>N/A</u>
<u>Establish primary and secondary evacuation sites. Incorporate these into drills and exercises.</u>	<u>GCSO Deputies / Safety, Security, &amp; Energy Committee</u>
<u>Install and test panic button(s) at regular intervals. Include any staff members who would be in proximity to the panic alarm during an attack.</u> <ul style="list-style-type: none"> <li>• <u>Place panic buttons in a space that encourages legitimate use and discourages false alarms. Consider wearable panic buttons.</u></li> <li>• <u>Notify first responder agencies before testing panic buttons.</u></li> <li>• <u>Ensure that both first responders and district administrators receive alerts from panic buttons.</u></li> </ul>	<u>GCSO Deputies / Facilities</u>
<u>Ensure that persons with access and functional needs have equal access to safety.</u>	<u>Safety, Security, &amp; Energy Committee</u>
<u>Meet with law enforcement to identify additional or unique resources that might be needed during and after an attack.</u>	<u>GCSO Deputies</u>
<u>Provide opportunities for police, fire, and EMS to become familiar with district facilities.</u> <ul style="list-style-type: none"> <li>• <u>Host first responder tours on a regular basis.</u></li> </ul>	<u>GCSO Deputies</u>

<b><u>Before an Active Shooter Incident</u></b>	
<b><u>Tasks</u></b>	<b><u>Responsible</u></b> <b><u>Role</u></b>
<ul style="list-style-type: none"> <li>• <u>Encourage law enforcement training on school campuses.</u></li> </ul>	
<p><u>Provide first responders with access and navigation aids such as the following:</u></p> <ul style="list-style-type: none"> <li>• <u>Digital floor plans.</u></li> <li>• <u>Secure access boxes (Knox Boxes) with multiple sets of master keys and access cards.</u></li> </ul>	<p><u>GCSO Deputies /</u> <u>Facilities</u></p>
<p><u>Encourage, celebrate, and advertise positive police relationships with staff and students. Consider the following:</u></p> <ul style="list-style-type: none"> <li>• <u>Using police officers as mentors.</u></li> <li>• <u>Using police officers for class chats about safety.</u></li> <li>• <u>Establish report writing spaces for police officer use while on patrol.</u></li> </ul>	<p><u>GCSO Deputies</u></p>
<p><u>Prepare mass notification scripts for attacker incidents to include within your Communications Annex. Consider different audiences and situations, such as a common school day versus after-hours activities.</u></p>	<p><u>GCSO Deputies / Director of Marketing and Comm.</u></p>
<p><u>Designate and train multiple users on how to access mass notification systems and scripts. Empower users to send appropriate messaging using a protocol if necessary.</u></p>	<p><u>Director of Marketing and Comm.</u></p>
<p><u>Develop and implement a written schedule for regular safety and security inspections. Perform a monthly inspection and test of safety and security components such as the following:</u></p>	<p><u>GCSO Deputies</u></p>

<b><u>Before an Active Shooter Incident</u></b>	
<b><u>Tasks</u></b>	<b><u>Responsible</u></b> <b><u>Role</u></b>
<ul style="list-style-type: none"> <li>• <u>Locking hardware: Ensure that hardware allows for legitimate access and denies entry to unauthorized persons. Consider testing automation technology.</u></li> <li>• <u>Surveillance cameras: Ensure that video surveillance systems are installed in appropriate locations and provide video resolution that aids in identification. Continually evaluate the need to upgrade or expand the surveillance system. When possible, install systems that enable offsite monitoring by district administrators and emergency response agencies.</u></li> <li>• <u>Lighting: Conduct facility inspections after dark to evaluate the effectiveness of existing lighting and identify areas where facilities may benefit from additional lighting. Repair or upgrade lighting as needed.</u></li> <li>• <u>Emergency communications systems: Ensure that emergency communications systems effectively notify the intended audience and appropriate response agencies.</u></li> </ul>	
<p><u>Enforce and support safety and security policies. Ensure that administrators support practices that create a security-minded culture.</u></p>	<p><u>GCSO Deputies / Student Housing</u></p>

<b><u>Before an Active Shooter Incident</u></b>	
<b><u>Tasks</u></b>	<b><u>Responsible</u></b> <b><u>Role</u></b>
<ul style="list-style-type: none"> <li>• <u>Conduct a staff and student orientation session on safety and security measures and stress the importance of maintaining security.</u></li> <li>• <u>Support an environment that encourages reporting suspicious activity by policy and practice.</u></li> </ul>	
<u>Identify and mark safe rooms for visitors, staff, and students who may be away from their normal space.</u>	<u>N/A</u>
<p><u>Determine which armed defenders (Campus Security and GCSO Personnel) will be your first line of defense against an attacker.</u></p> <ul style="list-style-type: none"> <li>• <u>Ensure that armed defenders meet regularly with local law enforcement officers who would be responding to an attacker.</u></li> <li>• <u>Ensure that armed defenders train with local police officers at intervals that are decided between district and local law enforcement.</u></li> <li>• <u>Ensure that armed defenders can be readily identified by staff members and emergency responders during an attacker incident.</u></li> <li>• <u>Before the end of the spring semester, consult with local law enforcement to evaluate the feasibility of having armed defenders on campus. Develop and implement</u></li> </ul>	<u>GCSO Deputies</u>

<b><u>Before an Active Shooter Incident</u></b>	
<b><u>Tasks</u></b>	<b><u>Responsible</u></b> <b><u>Role</u></b>
<u>policies and procedures that help establish and maintain a viable armed defender program.</u>	
<p><u>Secure and review written agreements for the use of non-district resources that may be needed for an attacker incident, such as, but not limited to, the following:</u></p> <ul style="list-style-type: none"> <li>• <u>Assistance with offsite evacuation and transportation needs</u></li> <li>• <u>Support for food services</u></li> <li>• <u>Classroom space needed after an incident</u></li> <li>• <u>Additional law enforcement support following resumption of campus activities</u></li> <li>• <u>Additional psychological support services</u></li> </ul>	<u>VP for Administration</u>
<p><u>Ensure that the School Behavioral Threat Assessment Team convenes in a timely manner to discuss concerning and prohibited behavior.</u></p> <ul style="list-style-type: none"> <li>• <u>Ensure that the School Behavioral Threat Assessment Team errs on the side of early intervention and timely support to individuals exhibiting concerning behaviors.</u></li> </ul>	<u>N/A</u>
<u>At a minimum, provide suicide prevention training to required staff members.</u>	<u>Student Services</u>

<b><u>Before an Active Shooter Incident</u></b>	
<b><u>Tasks</u></b>	<b><u>Responsible</u></b>
	<b><u>Role</u></b>
<b><u>Add more tasks specific to your district</u></b>	

<b><u>During an Active Shooter Incident</u></b>	
<b><u>Tasks</u></b>	<b><u>Responsible</u></b>
	<b><u>Role</u></b>
<u>Call for help using redundant communications systems.</u>	<u>GCSO Dispatcher</u>
<u>Decide on SRP action.</u> <ul style="list-style-type: none"> <li>• <u>Lockdown is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep occupants quiet and in place.</u></li> <li>• <u>Evacuate may be followed by a location and is used to move people from one location to a different location in or out of the building.</u></li> <li>• <u>Secure (Lockout) is followed by the Directive: “Get Inside, Lock Outside Doors” and is the protocol used to safeguard people within the building.</u></li> <li>• <u>Encourage staff members who are supervising student activities outside the building to make the best decisions for their students.</u></li> </ul>	<u>GCSO Deputies</u>
<u>Initiate SRP action using brief, clear language offered by SRP over the campus announcement system.</u> <ul style="list-style-type: none"> <li>• <u>Lockdown: “Locks, Lights, Out of Sight”</u></li> </ul>	<u>GCSO Deputies</u>

<b><u>During an Active Shooter Incident</u></b>	
<b><u>Tasks</u></b>	<b><u>Responsible Role</u></b>
<ul style="list-style-type: none"> <li>• <u>Evacuate: “Evacuate to _____.”</u></li> <li>• <u>Secure (Lockout): “Get inside. Lock Outside Doors.”</u></li> </ul>	
<u>Follow directions from law enforcement. Wait for law enforcement direction before leaving secured areas.</u>	<u>Everyone</u>
<u>Use a simple response protocol, such as CRASE, when necessary. Avoid, Deny, Defend against Attackers.</u>	<u>Everyone</u>
<u>Begin to account for all staff, students, and visitors.</u>	<u>Vice Presidents</u>
<u>Inform your community of the current threat and status of the incident.</u> <ul style="list-style-type: none"> <li>• <u>Coordinate public information activities with local response agencies. Conduct joint briefings when possible.</u></li> <li>• <u>Send a timely message to the community using prepared scripts from your Communications Annex.</u></li> <li>• <u>Develop and publish a schedule for when and where authorized officials will provide incident updates.</u></li> </ul>	<u>GPD / GCSO / Dir Marketing and Comm</u>
<u>If necessary, implement your Continuity of Operations Plan (COOP) to ensure that the district continues to perform essential functions.</u>	<u>N/A</u>
<u>Add more tasks specific to your district</u>	

<b><u>After an Active Shooter Incident</u></b>	
<b><u>Tasks</u></b>	<b><u>Responsible Role</u></b>
<u>Perform an incident debriefing (hotwash) while staff and responders are still on scene.</u>	<u>GPD &amp; GCSO</u>
<u>Account for all personnel.</u>	<u>Supervisors in each area working with ASLs</u>
<u>Reunite children with parents using your Reunification Annex.</u>	
<u>Conduct an AAR session for staff and responders to discuss what went well and what needs to improve.</u>	<u>Emergency Operations Team</u>
<u>Develop and implement an Improvement Plan that includes recommended changes from the incident debriefing and AAR.</u> <ul style="list-style-type: none"> <li>• <u>Assign specific tasks to ensure accountability.</u></li> <li>• <u>Incorporate changes into future drills and exercises.</u></li> </ul>	<u>Emergency Operations Team</u>
<u>Activate your damage assessment team to identify replacement and repair needs.</u> <ul style="list-style-type: none"> <li>• <u>Consult and involve your city or county Emergency Management Coordinator.</u></li> </ul>	<u>Facilities / HR &amp; Risk Management</u>



<b><u>After an Active Shooter Incident</u></b>	
<b><u>Tasks</u></b>	<b><u>Responsible Role</u></b>
<ul style="list-style-type: none"> <li>• <u>Ensure that proper documentation of damages and expenses is maintained for potential insurance or reimbursement claims.</u></li> </ul>	
<u>Initiate repairs and cleanup of affected areas after they are cleared and released by investigators.</u>	<u>Facilities</u>
<p><u>Assess the trauma-informed and grief-informed care needs of the district community after an attacker incident and provide appropriate mental health resources.</u></p> <ul style="list-style-type: none"> <li>• <u>Call on neighboring districts and third-party providers to assist with resources needed for the initial return to school.</u></li> <li>• <u>Anticipate returning to instruction while providing for the ongoing and prolonged mental health needs of the district community.</u></li> <li>• <u>Reintroduce staff and students to school carefully after repairs have been made.</u></li> </ul>	<u>Student Services</u>
<u>Provide a visible security presence as staff and students transition back to school.</u>	<u>GCSO</u>
<u>Ensure that personnel are made available to provide</u>	<u>Administration</u>

<b><u>After an Active Shooter Incident</u></b>	
<b><u>Tasks</u></b>	<b><u>Responsible Role</u></b>
<u>statements to law enforcement and other investigating authorities.</u>	
<u>Add more tasks specific to your district</u>	

## Resources

### Acronyms

<u>AAR</u>	<u>After-Action Review</u>
<u>CRASE</u>	<u>Civilian Response to Active Shooter Events</u>
<u>SRP</u>	<u>Standard Response Protocol</u>
<u>TCOLE</u>	<u>Texas Commission on Law Enforcement</u>

### Definitions

1. **After-Action Review:** An AAR will be conducted by the district following every drill, exercise, planned event, and incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or incident; and becomes a catalyst for updating the current EOP.
2. **Civilian Response to Active Shooter Events:** CRASE was developed in 2004 to provide civilians with knowledge and training on the Avoid, Deny, Defend strategy for responding to active shooter events.
3. **Improvement Plan:** A document that includes a consolidated list of corrective actions and responsible parties and a timeline for completion.
4. **Incident Debriefing or Hotwash:** A guided discussion usually held immediately after an exercise or event while elements of the exercise are fresh on participants' minds.

5. **School Behavioral Threat Assessment Team:** A multidisciplinary behavioral threat assessment team of school personnel, including faculty, staff, administrators, coaches, and available school resource officers, who will direct, manage, and document the threat assessment process.
  
6. **School Guardian:** A school board may adopt a local policy that authorizes the designation of specified employees who are authorized to carry firearms on school premises.
  
7. **School Marshal:** State law (TEC 37.0811) allows a school district or charter school to appoint one or more specially trained and licensed employees as school marshals. The appointment must be made by the board of trustees, and the Marshal must have the appropriate licensing and certification by the Texas Commission on Law Enforcement. Information on the School Marshal Program can be found on the TCOLE website.
  
8. **Standard Response Protocol:** Provides clear, consistent language and actions to be used by all students, staff, and first responders in an emergency. These include SRP actions [Secure (Lockout), Lockdown, Evacuate, Shelter, and Hold] in a school setting.
  
9. **Trauma-Informed Care:** An approach to providing caring and supportive physical and psychological assistance, with training concentrations on recognizing various signs and symptoms indicating that trauma has occurred and understanding the paths for recovery without further traumatization.