



AUSTIN
COLLEGE

Emergency Operations Plan

PROMULGATION STATEMENT

The Emergency Operations Plan (EOP) outlines standard emergency response protocols for Austin College. The EOP is written in support of emergency management, safety preparedness, and is built upon the National Response Framework as scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities. This plan and contents within shall apply to all college personnel participating in mitigation, safety preparedness, response, and recovery efforts. Furthermore, tasked organizations supporting EOP guidelines may maintain additional procedures or guidelines and actively participate in the training, exercise, and maintenance needed to support this plan.

The EOP was prepared by Austin College staff and approved by senior leadership, thereby enabling activities contained within this document to be performed within campus capability. Furthermore, this EOP has been made available to external agencies that may be affected by its implementation.

This EOP is also accessible via the Austin College website.

APPROVAL AND IMPLEMENTATION

This Emergency Operations Plan (EOP) was prepared by Austin College to develop, implement, and maintain a viable all hazards response capability and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a spectrum of activities.

This plan shall apply to all college personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any college sponsored events, whether on or off campus, and all public or private college-sanctioned activities.

This plan addresses emergency response activities on the Austin College campus in Sherman, Texas. It does not address emergency response activities at the lake campus.

Austin College Campus Police & Safety shall be responsible for plan oversight and coordination with applicable stakeholders, with assistance from Institutional Marketing & Communications. This EOP is based on the “all-hazards” concept and plans for natural and man-made disasters and incidents. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by College senior leadership.

PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

Purpose

The purpose of the Austin College Emergency Operations Plan (EOP) is to outline the College's approach to emergency operations and to enable local, state and federal coordination. It provides general guidance for emergency management activities. The EOP and its contents describe the College's emergency response organization and assigns responsibilities for various emergency tasks.

Additionally, the EOP describes capabilities and resources, as well as establishes responsibilities and operational processes, to help protect the College from natural and manmade hazards, to save lives, to protect public health, safety, property, and the environment; and to reduce adverse psychological consequences and disruptions.

Although emergencies, disasters and catastrophic incidents typically result in impacts far beyond the immediate or initial incident area, the EOP provides a framework to enable the management of cascading impacts and multiple incidents, as well as, the prevention of and preparation for subsequent events.

This EOP is aligned with Sherman's Emergency Management Program. It is the responsibility of those referenced in this plan to integrate their departmental procedures, guidelines, and emergency management activities, such as task performance and organization, while also participating in training, exercises, plan integration, and maintenance needed to support a collective process.

Additionally, the EOP

- Outlines the duties and responsibilities of Austin College personnel.
- Empowers employees in an incident to act quickly and knowledgeably.
- Informs key stakeholders on their roles and responsibilities before, during, and after an incident.
- Provides other members of the community with assurances that Austin College has established guidelines and procedures to respond to incidents/hazards in an effective way.
- Provides guidance for emergency operations and the utilization of all available college resources for the protection of lives, property, and the continuance of college operations in an emergency.

Scope

This plan and all contents contained herein shall apply to all campus personnel. An incident or event affecting the college may also impact the surrounding community; therefore, this plan and all contents contained herein shall support Sherman's Emergency Management Program and any supporting Memorandums of Understanding (MOU).

The scope of the EOP applies to incidents and/or events of all sizes, including those that exceed the College's response services and capabilities, and may result in mutual aid activation, multijurisdictional response, and/or emergency operations center activation.

The College's EOP outlines the expectations of personnel, roles and responsibilities, direction and control systems, internal and external communications, training and sustainability of the EOP, authority and references as defined by local, state, and federal government mandates, common and specialized procedures, and specific hazard vulnerabilities and response/recovery.

Situation Overview

Austin College ranks among the nation’s oldest academic institutions in virtually all categories and is a major stakeholder in the local, state, and national disaster arenas.

Austin College is at risk for many hazards, some of which have the potential for disrupting the College community and causing widespread damage and casualties, because of its geographic location, population concentration, high-rise buildings, rail, air and highway traffic, and other risk factors.

HAZARD TYPE	LIKELIHOOD OF	ESTIMATED IMPACT TO	
	OCCURANCE	PUBLIC HEALTH & SAFETY	PROPERTY
Man-Made Hazards			
Acts of Violence (Active Shooter, Bomb Threats, etc.)	Low	High	Low
Civil Disorder	Low	Medium	Low
Cyber Security	High	Low	High
Utility Disruption	Low	Medium	Medium
Hazardous Materials Release	Low	Medium	Low
Structural Fire	High	Low	Medium
Terrorism	Low	High	Medium
Natural Hazards			
Dam Failure	Low	Low	Low
Flood	Medium	Low	Medium
Hail	Low	Low	High
Hurricane	Low	Low	Low
Infectious Disease Outbreak	Low	Medium	Low
Thunderstorms	High	Low	Low
Tornado	Low	Medium	High
Winter Storm	Low	Low	Low

Note: All categories designated as either Low, Medium, or High.

Planning Assumptions

The Austin College EOP is based on the following planning assumptions and considerations as presented in this section.

- Any employee of Austin College may be tasked by this EOP.
- External resources may be requested to assist the College if the nature of the incident overwhelms local capability.
- Incident management activities will be initiated and conducted in accordance with the National Incident Management System (NIMS).
- Local emergency response resources will be available in emergency situations affecting the College.
- It is possible for a major disaster to occur any time and any place in or near the College. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many disasters can, and may, occur with little or no warning.
- College officials and representatives recognize their responsibilities for the safety and well-being of students, faculty, staff, and visitors, and assume their responsibilities in the implementation of this EOP.
- Proper implementation and understanding of these guidelines through training and exercising will reduce or prevent disaster-related losses.
- The local police and fire departments will respond where support agreements or mutual aid

agreements exist.

- Emergencies on the College campus may involve multiple responding departments and agencies which could include, but not be limited to, Campus Police, Student Life, Academic Affairs, Marketing and Communications, and other appropriate College, city, county, state and federal agencies.
- In most cases, Austin College campus police will assume Incident Command, depending on the type of emergency.
- Hazardous conditions may follow any major disaster thereby increasing the risk of injuries and death.
- Casualties will be transported to local area hospitals.
- Other College agencies or system components operating on the campus shall coordinate their emergency actions with this EOP.
- Regardless of the threat or type of emergency, it is possible that the following results may be encountered:
 - Death, injury, or illness of people and/or animals
 - Interruption or disruption to transportation
 - Interruption or disruption to normal communications
 - Interruption or disruption to utilities and other essential services
 - Congregation of large numbers of people at the scene, at central locations, at shelters, etc.
 - Significant numbers of people being displaced, requiring some, or all of the following: evacuation, shelter, feeding, welfare, and other assistance
 - Structural damage to streets, buildings, utilities, and other property
 - Contamination of food, water, personnel, vehicles, property, and other substances
 - Shortages of essential items
 - Periods of civil unrest or disorder, including looting, rioting, mob scenes, violence, etc.
 - Initial confusion of the affected population, with probable delays in response due to disaster incidents
 - Extensive need for public information
 - Disruption of business activities
 - Other

CONCEPT OF OPERATIONS

General

It is the responsibility of the College to protect life and property from the effects of disasters within its own jurisdiction. Austin College has the primary responsibility for initial emergency management activities. Information located in this section is designed to give an overall picture of incident management. It will primarily clarify the purpose, and explain the College's overall approach to an emergency (i.e., what should happen, when, and at whose direction) to include the division of local, state, federal, and any intermediate interjurisdictional entities.

Top priorities for incident management are to:

- Save lives and protect the health and safety of students, faculty, staff, visitors, responders and recovery workers
- Ensure security of the College
- Protect and restore critical infrastructure and key resources
- Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution and/or attribution
- Protect property and mitigate damages and impacts to individuals, the community, and the environment
- Facilitate recovery of individuals
- Recover operations

This EOP is based on the "all-hazards" approach. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by College senior leadership.

The College's concept of operations is that the emergency functions of various agencies/organizations/divisions/departments involved in emergency management will generally parallel normal day-to-day functions or operations. To the maximum extent possible, the same personnel and material resources will be employed in both cases.

Day-to-day functions that do not contribute directly to the emergency response may be suspended for the duration of any emergency. The efforts that would normally be required for those functions may be redirected to the accomplishment of emergency tasks by the department, division, or agency concerned.

The EOP addresses all preparedness activities embedded within the key areas of emergency planning.

Phases of Emergency Management

In the event of an incident, the College will utilize the definitions below that are predicated on an all-hazards approach. The College acknowledges that most responsibilities and functions performed during an emergency are not hazard specific. Likewise, these guidelines account for activities pre-incident, incident and post-incident; consequently, key areas are noted as the following:

- **Mitigation:**
Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. It involves the structural and non-structural measures taken to limit the impact of disasters and emergencies.
- **Preparedness:**
Preparedness activities serve to develop the response capabilities needed should an emergency arise. Planning and training are among the activities conducted under this phase.
- **Response:**
Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery. Response activities include warning, fire response, evacuation, rescue, and other similar operations.

- **Recovery:**

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the College and provide for the basic needs of students, faculty, and staff. Long-term recovery focuses on restoring the university to its normal pre-disaster, or an improved, state of affairs. The recovery period is also an opportune time to institute future mitigation measures, particularly those related to the recent emergency.

National Incident Management System (NIMS)

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, Institutions of Higher Education are among local agencies that must adopt NIMS if they receive Federal grant funds.

The National Incident Management System (NIMS) provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

Austin College has adopted NIMS and the use of the Incident Command System (ICS) and in accordance with the U.S. Department of Education guidance, has identified key personnel such as Incident Commander to complete specific courses in order for individuals to meet the organizational NIMS compliance. Austin College will work to provide the training and equipment necessary for an appropriate response.

In a major emergency or disaster, College facilities may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command will be used to manage all incidents and major planned events.

Resource Designation Levels

Most emergencies follow some recognizable build-up period during which actions can be taken to achieve readiness. Actions of specific departments involved in emergency response are detailed in the appropriate sections of these guidelines; however, it is acknowledged that disasters are unique occurrences, which require specific resources dependent upon the type, nature, and extent of the emergency. In this regard, this document is not all-inclusive, nor does it limit or restrict reasonable or prudent actions.

If an incident occurs, the College may immediately determine it to be a Campus Incident, a Community Incident or State Level Incident. The following Resource Designation Levels will be used as a means of delineating resource requirements:

- **Campus Incident**

College response services and capabilities meet the needs of the circumstance without activation or notification of local authorities. Minor injuries to individuals or little damage to facilities may apply.

- **Community Incident**

College response services and capabilities are exceeded by the demands and needs of the circumstance. Local support may be activated for a coordinated response.

- **State Level Incident**

The College's and the community's response services and capabilities are exceeded by disastrous conditions. Mass casualties, severe injuries to persons, and/or severe damage to

property exist. Additional support requested from local, state and federal entities.

Emergency Operations Plan Activation Authority

The Chief of Campus Police is the responsible authority for coordinating emergency measures for the College and serves as the **Incident Commander**. If the Chief is unavailable, the Sergeant is backup. The president of the College and other designated personnel will obtain a briefing from the Incident Commander (IC) on the nature of the incident and assessment of the situation. Following the incident briefing and a brief discussion of next steps, the president or designees will brief senior leadership and other essential personnel.

Notification and Warning

Timely warnings of emergency conditions are essential to preserve the safety and security of the College community and critical to an effective response and recovery.

Emergency Communication

Reliable and interoperable communications systems are essential to obtain the most complete information on emergency situations and to direct and control the resources responding to those incidents.

Emergency Public Information

The Chief Marketing and Communications Officer along with the Institutional Marketing and Communications (IMC) division is responsible for communications efforts during an emergency involving the campus. Communications will be coordinated between senior leadership, Campus Police, and essential personnel.

Non-Emergency External Communications

During an incident, the College expects to receive a high volume of calls, emails, social media, and messages seeking information as to the welfare of students, staff, and faculty from concerned parents, relatives, spouses, friends, and loved ones. The surge in volume of calls to the College's main numbers may quickly exceed the system's capabilities. It is essential that message centers and social media are activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident. Message centers will only release information that has been approved by Institutional Marketing and Communications.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Organization

Emergency Management for Austin College is comprised of the following:

- **Executive Campus Emergency Preparedness Team**

In the event of an emergency, the Campus Emergency Preparedness Team will convene to handle the procedural logistics and support the Incident Command, which is under direction of the Chief of Campus Police. Meanwhile, Campus Police officers will respond directly to the situation.

The following people are members of the Austin College Campus Emergency Preparedness Team:

- Vice President of Student Affairs, Chief Inclusion & Diversity Officer
- Vice President of Academic Affairs, Dean of the Faculty
- Chief of Campus Police
- Dean of Students
- Director of Physical Plant
- Title IX Coordinator (or Deputy Coordinator)
- Chaplain
- Director of Information Technology
- Chief Marketing & Communications Officer

College Position Roles and Expected Actions

Upon learning of an incident occurring on College grounds, the following position roles and actions should guide implementation of the EOP:

- **Administrative Departments (non-academic) shall:**
 - Shall support the activation of the EOP accordingly from the onset of notification of an incident.
 - Shall retain administrative and policy control over their employees and equipment, during emergency operations. However, personnel and equipment may be utilized to support the mission assignments directed by the Incident Commander, or the CEOC.
 - Should begin to formulate a plan to provide adequate time for personnel and crew rest while maintaining continuous relief efforts. *Initial reaction to a major incident may require extended operations with work crews operating in shifts.*
 - Upon CEOC activation, personnel, as assigned, will direct the efforts of their departments or organizations from the CEOC, unless advised otherwise, according to their respective guidelines for emergency operations or standard operating procedures (if applicable) or send a liaison to the CEOC if managing their efforts from a department operation center.
- **Supervisors** should work to emphasize safety of students, faculty, staff, visitors, and the public.

DIRECTION, CONTROL AND COORDINATION

The **Incident Command Post** is located within safe proximity to the emergency site and is generally responsible for incident response management as follows:

- Serves as a temporary field location for tactical-level on-scene incident command and management.
- Is the on-site headquarters for the Incident Commander (Chief of Campus Police) and officers.
- Serves as a field collection point for tactical intelligence and analysis.
- Provides the initial securing of the perimeter of the area, coordinates the actions of the operating units, and remains operational during the field actions (rescue, response, recovery, etc.) phases, as required.
- **Austin College Campus Police assumes Incident Command/Unified Command in all civil disturbances, bomb incidents, and terrorist activity operations (local and state police will coordinate with arriving FBI at a suspected terrorist event).**

Campus Emergency Operations Center (CEOC)

Upon activation, the CEOC becomes the centralized communication and coordination facility for Austin College emergency response.

The CEOC is the key to successful coordinated efforts and responsible for supporting the Incident Commander and consequence management actions. The CEOC, if applicable:

- Serves as the central meeting and gathering location for critical management and support personnel, and serves as the incident support operations and resource center.
- Facilitates the flow of communication and coordination between the different operating agencies, different levels of government, and the public.
- Supports the Incident Commander by mobilizing and deploying resources as requested.
- Assembles accurate information about the incident and provides situational analysis
- Issues community-wide warnings and alerts

- Communicates and implements policy-level decisions from the Executive Policy Group
- Organizes and implements evacuation
- Obtains local, state, and federal assistance as needed.

Community Emergency Operations Center (CEOC) and Incident Command Post (ICP) Interface

A clear division of responsibilities between the ICP and the CEOC (if activated) during an emergency is critical to an effective and timely operation. A general division of responsibilities is outlined below. A division of responsibilities may be modified based upon unique specific incidents and operations. If an incident warrants additional resources, the Incident Commander would initiate activation of the Community Emergency Operations Center (CEOC). Upon activation of the CEOC for a College incident, the College President, or designee, may serve as the CEOC Manager.

EOP PLAN DEVELOPMENT AND MAINTENANCE

The EOP utilizes existing program expertise and personnel to provide mitigation, preparedness, response and recovery efforts of post event consequences. While also following the principles of the National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation Program (HSEEP) the EOP addresses response, training, exercises, equipment, evaluation, and corrective action practices.

Austin College Campus Police shall oversee and/or coordinate with applicable partners the following EOP actions:

- The EOP shall be reviewed regularly and modified as necessary by Campus Police and senior leadership, as designated by the president. Final results of the reviews and any changes to the EOP shall be presented to senior leadership. The plan will be submitted for signatures every three years or sooner if significant changes are proposed.
- Each College unit or department identified as having a role in this EOP is responsible for communicating the content of the EOP to their staff.

EOP RECORD OF DISTRIBUTION

Austin College distributes an email annually to all students, faculty, and staff with information about emergency procedures and links to the electronic version of this Emergency Operations Plan.

This plan is publicly available on the Austin College website.