

# **Basic Plan**



**March 2023**

## PROMULGATION STATEMENT

Angelina College and its stakeholders expect all colleges are to be safe havens for education. However, a college cannot predict exactly when and where an incident is going to happen. This unpredictability means that every campus, each facility, all faculty and staff, adjunct instructors, and students must be prepared to respond efficiently and effectively to an incident. Through its emergency management plan, Angelina College strives to ensure it continues to provide a safe and orderly environment for students, faculty, and staff while supporting the community. As a result, the Angelina College emergency management plan focuses on the five phases of emergency management; supports local, state, and federal legal authorities; and incorporates mandated requirements.

This Basic Plan is the core of the Angelina College Multi-hazard Emergency Operations Plan (EOP). This EOP, including its supporting documents, provides a framework that outlines our intended approach to manage incidents of all types. It is designed to allow for integration with local, state, and federal emergency management agencies. This EOP is reviewed and updated at least annually and is to be regarded as guidelines rather than performance guarantees.

The President is responsible for approving and ensuring promulgation of this EOP, which supersedes all previous versions of this EOP. If any portion of this EOP, or its supporting documents, are held to be invalid by judicial or administrative review, such ruling shall not affect the validity of the rest of the EOP.

The President is responsible for emergency management planning for the college district and may designate an individual to serve as the emergency management coordinator who oversees the emergency management plan. The President may also identify individuals whose responsibilities are to support the college emergency management plan. Significant changes to this EOP will be signed by the President.

\_\_\_\_\_  
Dr. Michael Simon  
Angelina College President

Date Signed \_\_\_\_\_

## APPROVAL FOR IMPLEMENTATION

This Basic Plan is hereby approved for implementation and supersedes all previous versions.

Approved: \_\_\_\_\_  
Kerwin Smith  
Manager of Environmental Projects

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

Approved: \_\_\_\_\_  
Steve Capps  
Sr. Director of Physical Plant

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

Approved: \_\_\_\_\_  
Doug Conn  
Chief of Police

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

Approved: \_\_\_\_\_  
Chris Sullivan  
V.P. of Business Affairs

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

## RECORD OF CHANGES, ANNUAL REVIEW, AND DISTRIBUTION

### RECORD OF CHANGES AND ANNUAL REVIEW

According to the dates below, this EOP has been reviewed and/or updated. This Record of Changes and Annual Review identifies only significant changes made to this Basic Plan as part of the EOP review process. If no significant changes were made, the phrase "Annual EOP Review Conducted" has been placed in the *Summary of Significant Changes and Annual Review* column.

CHANGE NUMBER	DATE OF CHANGE	NAME OF PERSON OR AGENCY MAKING THE CHANGE	SUMMARY OF SIGNIFICANT CHANGES AND ANNUAL REVIEW
1	08/14/2019	Kerwin Smith, Manager of Env. Projects	Annual EOP Review Conducted
2	08/17/2020	Kerwin Smith, Manager of Env. Projects	Annual EOP Review Conducted
3	03/01/2021	Kerwin Smith, Manager of Env. Projects	Annual EOP Review Conducted
4	10/03/2022	Kerwin Smith, Manager of Env. Projects	Annual EOP Review Conducted
5	03/01/2023	Kerwin Smith, Manager of Env. Projects	Revised according to TxSSC review

### RECORD OF DISTRIBUTION

Updated versions of this Basic Plan have been distributed to the following college employees and applicable response agencies.

TITLE AND NAME OF PERSON RECEIVING THE PLAN	NAME OF AGENCY RECEIVING THE PLAN	DATE OF DELIVERY	NUMBER OF COPIES
Dr. Michael Simon	President, Angelina College (AC)		1
Dr. Tim Ditoro	VP of Academic Affairs (AC)		1
Chris Sullivan	VP of Business Affairs (AC)		1
Dr. Esther Campbell	Assist. VP of Academic Affairs (AC)		1
Dana Smithhart	Exec. Dir. of Student Services (AC)		1
Krista Brown	Exec. Dir of Marketing (AC)		1
Jennifer Ragsdale	Dir. of Information Technology (AC)		1
Steve Capps	Sr. Dir. Physical Plant (AC)		1
Doug Conn	Police Chief (AC)		1
Ricky Conner	Emerg. Manager-Angelina County		1
Gerald Williamson	Emerg. Manager City of Lufkin		1
EOC Boxes	Angelina College		6

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## **SECTION 1.0 – PURPOSE AND SCOPE**

### **A. Purpose**

The purpose of this multi-hazard emergency operations plan (EOP) is to educate and inform the college on what to do before, during, and after an incident by outlining the responsibilities and duties of administrators, faculty, staff, adjunct instructors, students, response agencies, and the community. The goal of this EOP is to minimize the loss of life and damage to property. As a result, it identifies emergency management practices, relationships, responsibilities, and general considerations for facilities and campus within the college district. This EOP has been tailored to meet the specific and unique needs, capabilities, and circumstances found throughout the district.

Angelina College will review and update this EOP at least annually. These revisions will enhance our ability to support all phases of emergency management.

### **B. Scope**

This EOP addresses planning for all incidents and is applicable to all college facilities and campus and ensures that individuals with disabilities, those with access and functional needs, and those with limited English language proficiency are addressed.

## **SECTION 2.0 – LEGAL REQUIREMENT**

Texas Education Code 37.108 states that “each public junior college district shall adopt and implement a multi-hazard emergency operation plan for use in the district’s facilities. The plan must address prevention, mitigation, preparedness, response, and recovery.”

## **SECTION 3.0 – SITUATION OVERVIEW AND ASSUMPTIONS**

### **A. Situation Overview**

To provide an effective response to an incident, this multi-hazard emergency operations plan (EOP) may be activated in part or in whole, as necessary, by the President or designee.

The intent of this EOP is to prevent or mitigate the effects of hazards that may affect the Angelina College campus. The campus is located within Angelina County and the City of Lufkin. Angelina College manages a center within Polk County and the City of Livingston.

#### **1. Individuals with Disabilities or Access and Functional Needs**

It is the intention of the college to provide equal safety during an incident for individuals with disabilities or access and functional needs in accordance with Texas Education Code 37.108. Students, faculty, or staff may require temporary assistance due to injuries (for example: on crutches or wearing a cast).

#### **2. Individuals with Limited English Proficiency**

It is the intention of the college to provide equal safety during an incident for individuals with limited English proficiency.

#### **3. Campus Facilities**

A master list of facilities is available at the Campus Services Building. A map of each facility annotated with evacuation routes, shelter locations, fire alarm pull-stations, fire alarm control panel stations, fire standpipe connections, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, server rooms, mechanical rooms, electrical rooms, and utility shutoffs is being developed.

#### **4. Hazard Summary**

There are many hazards that have the potential to disrupt college operations resulting in loss of life and damage to property. Specific hazards have been identified through conducting a hazard analysis. The Hazard Priority Table for identified college's hazards is located in Attachment 1: College Hazard Analysis Summary Data (page 16).



## 5. Resources

Angelina College will use its own resources to respond to incidents. If these resources prove to be inadequate, the college has agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and community organizations to ensure access to needed resources during an incident impacting the college district.

A list of current agreements is found in Attachment 2: Formal Agreements (page 17). These agreements can be obtained through the Vice President of Business Affairs.

## B. Assumptions

Planning requires a commonly accepted set of assumptions that provide a foundation for establishing emergency management protocols and procedures. The following assumptions identify what the college regards to be true in this EOP. Should an assumption prove to be false, this EOP will be modified accordingly.

1. This EOP is a framework that provides guidance and structure to support our educational mission within a safe and secure environment.
2. This EOP is intended to provide guidance but does not imply performance guarantees. We may deviate from this plan as necessary.
3. Those individuals or agencies listed in the Record of Distribution acknowledge receipt, review, and intent to use this plan during an incident.
4. Students, faculty, and staff are empowered to assess the seriousness of a situation and respond accordingly which may prevent an incident from occurring.
5. An incident such as a fire, gas leak, or hazardous material spill could occur without warning. Faculty and staff should not wait for directions from local response agencies before activating this EOP, thus protecting lives and property.
6. Probable or developing conditions may result in leadership making the decision to delay or cancel classes or events in order to avoid potential injury or loss of life if conditions were to evolve into an incident.
7. Incident management will be conducted in a manner consistent with the principles contained in the U.S. Department of Homeland Security National Incident Management System (NIMS) doctrine.
8. We are prepared to take initial response actions until help from responding agencies is available.
9. Upon arrival, a member of a responding agency (for example: law enforcement, fire) may assume the Incident Commander (IC) position or establish a Unified Command (UC) depending on the incident.

10. An intentional threat against the college will result in security and law enforcement response actions.
11. A quick and appropriate response will reduce the number and severity of injuries.
12. A large-scale incident requires an effective and coordinated response between the college, community, and response agencies resulting in minimizing public concern; assisting in recovery efforts; and reducing the impact on students, faculty, and staff.
13. During an incident, faculty and staff are expected to perform tasks beyond their daily duties.
14. Utilities (for example: water, electrical power, natural gas, telephone communications, radio systems, cell towers, information systems) may be interrupted due to an incident.
15. Buildings, major roads, overpasses, bridges, and local streets may be damaged. Individuals may become stranded on campus due to unsafe traveling conditions.
16. Conducting regular drills, exercises, and trainings with students, faculty, and staff on the hazards identified in this EOP improves our readiness to respond to incidents and reduce incident related losses.

## **SECTION 4.0 – CONCEPT OF OPERATIONS**

### **A. Approach to Emergency Management**

The multi-hazard emergency operations plan (EOP) is based on an all-hazards approach and may be activated in its entirety or in part, based on the incident and decisions of leadership.

This EOP does not replace the responsibility of each facility and campus to develop and test emergency plans. To the extent possible, the same personnel and resources used for daily operations will transition to response operations. Faculty, staff, and resources may be limited, so some routine services and activities that do not contribute to the incident response will be redirected or suspended to accomplish response and recovery efforts.

The President is responsible for emergency management planning for the college district and may designate an individual to serve as the emergency management coordinator who oversees the emergency management plan. The President may also identify individuals whose responsibilities are to support the college's emergency management program.

In order to ensure the college has a more efficient and effective response to incidents, and is eligible to receive federal preparedness funds, we have formally adopted and implemented the National Incident Management System (NIMS).

### **B. Emergency Operations Organization**

To manage all planned events and incidents the college will implement the Incident Command System (ICS). ICS is the standardized approach used to support events and emergency operations by defining roles and responsibilities while creating a system for decision making.

### **C. Phases of Emergency Management**

In compliance with Texas Education Code 37.108, this EOP addresses each of the five phases of emergency management, as defined by the Texas School Safety Center (TxSSC), in conjunction with the Governor's Office of Homeland Security, and the Commissioner of Higher Education.

1. **Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Examples: Cyberbullying prevention, pandemic influenza sanitation measures, building access control procedures, security systems and cameras, etc.
2. **Mitigation:** Includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Examples: Structural changes to buildings, elevating utilities, bracing and locking chemical cabinets, properly mounting lighting fixtures, ceiling systems, cutting vegetation to reduce wildland fires, etc.

3. Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Examples: Conducting drills, preparing homework packages to allow continuity of learning if school closures are necessary, etc.
4. Response: Activities that address the short-term, direct effects of an incident. Examples: Lockdown, shelter-in-place, evacuation of students, search and rescue operations, fire suppression, etc.
5. Recovery: Encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Examples: Short-term recovery focuses on crisis counseling and restoration of lifelines such as water and electric supply, and critical facilities. Long-term recovery includes more permanent rebuilding.

#### D. Physical and Psychological Safety

The physical safety of students, faculty, staff, and others in the community during an incident is addressed throughout every annex.

In addition to physical safety, this EOP ensures provisions for supporting the psychological safety of students, faculty, staff, and others in the community during an incident. These provisions are aligned with best practice-based programs and research-based practices in accordance with Texas Education Code 37.108, and in alignment with Section 161.325 of the Health and Safety Code.

## SECTION 5.0 – ASSIGNMENT OF RESPONSIBILITIES

This section provides an overview of the responsibilities of college personnel during each phase of emergency management. Key personnel in the following tables have been trained in the National Incident Management System (NIMS) and the Incident Command System (ICS) to ensure effective emergency management planning and decision making.

While it is expected that personnel will take action to manage an incident until response agencies arrive, there are additional responsibilities prior to, and after an incident, that personnel will need to fulfill. We acknowledge that the primary responsibility concerning the response to an incident needs to be assigned to the individual who has the most subject matter expertise to managing the incident.

Tables signifying roles, responsibilities, and during which phase of emergency management each responsibility is to be fulfilled are located on the following pages.

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Executive Staff	Responsibility	During Which Phase of Emergency Management it is Fulfilled
President	Assumes responsibility for emergency management planning, ensuring the process includes each phase of emergency management.	All Phases
	May designate an individual to serve as the emergency management coordinator who oversees the emergency management plan.	Preparedness
	May identify individuals whose responsibilities are to support the emergency management plan.	All Phases
	Approves and ensures promulgation of the multi-hazard emergency operations plan (EOP).	Preparedness
	Signs-off on all significant changes to this EOP.	Preparedness
	Activates, in part or in whole, this EOP in order to provide for an effective response to an incident.	Response
	Provides guidance for the direction and control of an incident according to NIMS and the college emergency management plan.	All Phases
	Assigns a representative, with decision-making authority, to the Emergency Operations Center (EOC) to support and coordinate college activities during the response to an incident.	Response
	Establishes a line of succession for making college decisions during an incident.	Preparedness Response
	Ensures this EOP is reviewed annually.	Preparedness
College Deans	Takes steps to ensure overall safety of students, faculty, and staff.	All Phases
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Departments	Responsibility	During Which Phase of Emergency Management, it is Fulfilled
Maintenance Department	Develops plans to surveys and reports the condition of buildings.	Preparedness Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Food Service Contractor	Develops plans to inventory existing food and supplies.	Preparedness Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Legal Department	Creates formal agreements with agencies and community organizations to ensure the district has access to needed resources during an incident	All Phases
	Protects, maintains, and stores essential records in collaboration with the President, in accordance with legal requirements for document retention.	All Phases
Faculty / Instructors	Remains with students until directed otherwise.	Response
	Takes attendance of their class when relocating to a safe location.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Emergency Management Coordinator (EMC)	Oversees the emergency management program.	All Phases
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Public Information Officer (PIO)	Assumes responsibility as the official spokesperson for the district during an incident.	Response
	Creates and maintains an updated Media Roster that contains the contact information for each local media outlet listed in the Communications Annex of the District's Basic Plan.	Preparedness
	Prepared and delivers accurate messages in a timely and professional manner.	Preparedness Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery

## **SECTION 6.0 – DIRECTION AND CONTROL**

### **A. General Information**

To provide for the effective direction and control of an incident impacting the health and safety of the college, this Multi-hazard Emergency Operations Plan (EOP) will be activated. The President or designee will provide guidance for the direction and control of an incident according to the National Incident Management System (NIMS) and the emergency management plan. The college will implement the Incident Command System (ICS) to manage the incident.

The first ICS trained individual to arrive at the incident will serve as the Incident Commander (IC) until relieved by a more qualified individual. The IC will establish an Incident Command Post (ICP), assign individuals to fill positions in order to effectively respond to the incident, direct the on-scene response from the ICP, and provide an assessment of the situation to college officials and responding agencies. When an incident expands beyond the college's response capabilities, multiple agencies will respond bringing with them their own IC. As a result, the district IC, and all other agency ICs, come together under a Unified Command (UC) in order to make collaborative decisions and coordinate an effective response. If the first IC is a college employee, that individual will be prepared to become a member of the UC and represent the district.

In an incident impacting the community, the local office of emergency management may activate their Emergency Operations Center (EOC) to manage the response. A representative from the college, with decision-making authority, will be sent to the EOC to support and coordinate college activities.

### **B. Chain of Command**

In accordance with Texas Education Code 37.108, the district has established the following line of succession for making district decisions during an incident.

1. President
2. Vice President of Business Affairs
3. Vice President of Academic Affairs

### **C. Coordination with Response Agencies**

In accordance with Texas Education Code 37.108, Angelina College has measures in place to ensure coordination with the following agencies during an incident.

1. Department of State Health Services
2. City of Lufkin Emergency Management
3. City of Lufkin Police & Fire
4. Transportation and/or Temporary Housing

## **SECTION 7.0 – PUBLIC INFORMATION OFFICER**

The Public Information Officer (PIO) is the official spokesperson for the college. The PIO maintains an updated Media Roster that contains the contact information for each local media outlet. The PIO is responsible for delivering accurate messages in a timely and professional manner.

## **SECTION 8.0 – ADMINISTRATION AND SUPPORT**

### **A. Purchasing.**

1. The Angelina College Business Affairs Office follows established policy while:
  - a. Overseeing all financial activities during an incident including purchasing resources.
  - b. Arranging contracts for services.
  - c. Tracking incident costs.
  - d. Timekeeping for personnel.
  - e. Verifying compliance with applicable laws and policies for financial coding.
  - f. Submitting forms for reimbursement.
  - g. Preserving all incident-related documentation.
2. Angelina College is a political subdivision of the State of Texas and operates under specific requirements for the procurement of goods and services. The college is a tax-exempt entity and will supply tax-exempt verification upon request. The purchasing process is outlined in CF 2.02 of the Angelina College Policy Manual.

### **B. Reporting**

#### **1. Situational Reports**

Situational reports will be completed daily and distributed by members of the Incident Command Post (ICP) and as requested by the Incident Commander (IC) during the incident.

2. Federal Emergency Management Agency (FEMA) Incident Command System (ICS) forms to be used:
  - a. ICS Form 213, General Message, will be used immediately as needed.
  - b. ICS Form 214, Activity Log, will be completed throughout the incident by individuals assisting with the incident.
  - c. The FEMA forms can be downloaded using this link:  
<https://training.fema.gov/emiweb/is/icsresource/icsforms/>.



C. Recordkeeping

1. The following records will be kept during an incident and retained in the manner described in point three below for as long as the AC Business Affairs office recommends:
  - a. Records related to purchases (mentioned above in the Purchasing paragraph).
  - b. Activation and deactivation of incident policies, procedures, and resources.
  - c. Major commitments of resources or requests for additional resources through formal agreements.
  - d. Significant changes in the incident situation.
2. Records can be easily damaged during an incident. Efforts will be made to protect them in order to resume daily operations. These records include but are not limited to: legal documents, student files, and faculty and staff files.
3. Essential records will be protected and are maintained in collaboration with the President and the Business Affairs office. These records will be stored and kept in accordance with legal requirements for document retention.

## **SECTION 9.0 – DEVELOPMENT AND MAINTENANCE PROCESS**

The following process has been established to ensure this Multi-hazard Emergency Operations Plan (EOP) is developed and maintained to provide guidance during all phases of emergency management.

- A. After-action reviews (AARs) will be conducted by the emergency management coordinator following every drill and incident. An AAR captures feedback on what went right, and what we can do better; gathers information and perspectives to create lessons learned; generates recommendations for the next drill or incident; and becomes a catalyst for updating the current EOP.
- B. The current EOP will be reviewed annually by the EH&S Team and the emergency management coordinator.
- C. Once the annual review has been completed, minor edits (such as grammar or spelling changes) require no notification to stakeholders. Significant changes (such as changes in guidelines, roles, or responsibilities) will be tracked in an updated version of this EOP and distributed to all relevant stakeholders for review and comment.
- D. All significant changes will be recorded in the Record of Changes and Annual Review table. If no significant changes were made to the current EOP, the phrase “Annual EOP Review Conducted” will be noted in the Summary of Significant Changes and Annual Review column of the Record of Changes and Annual Review table. The Record of Changes and Annual Review table also verifies the EOP has been reviewed annually. The updated EOP is then forwarded to the appropriate authorities for their review and approval for implementation.
- E. Once the EOP’s Approval for Implementation page has been signed, the updated EOP will be forwarded to the President to sign the Promulgation Statement. Additionally, the Promulgation Statement will be signed, as soon as possible, when a new President assumes leadership.
- F. The Record of Distribution indicates who receives each version of this EOP. Specifically, the Record of Distribution is updated to identify the receipt, review, and intent to use this EOP during an incident by those individuals and agencies (both internal and external) responsible for assisting the district during all phases of emergency management.

## SECTION 10.0 – EXPLANATION OF TERMS

### A. Acronyms

AAR	After-Action Review
AED	Automated External Defibrillator
EOC	Emergency Operations Center
EOP	Multi-hazard Emergency Operations Plan
ESC	Education Service Center
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
PIO	Public Information Officer
TEA	Texas Education Agency
TxSSC	Texas School Safety Center
UC	Unified Command

### B. Definitions

1. Actions: Critical activities that need to be accomplished during all phases of emergency management.
2. Agreement: Can consist of contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements between the district, responding agencies, and community organizations to ensure resources are available during an incident.
3. Contracts: Legally binding agreements between parties obligating one to provide goods or services for consideration or payment.
4. Drill: A preparedness activity designed to train individuals on responding effectively during an incident when loss of life or property are at risk.
5. EOP Planning Team: An individual, a collaborative team of individuals, a new team, or an existing team or committee that is responsible for developing, reviewing, and updating the district's multi-hazard emergency operations plan (EOP).
6. Exercise: A preparedness activity designed to practice and assess, in a more realistic setting than a drill, the actions of individuals responding to an incident when loss of life or property are at risk.
7. Hazard: A situation that has the potential to adversely impact the safety of individuals or cause damage to property.
8. Incident: A situation that adversely impacts the safety of individuals or causes damage to property.
9. Incident Action Plan: A document that is prepared after the first 24 hours of an incident that identifies the goals and objectives that need to be accomplished during a stated time period.

10. Incident Command Post: The location where incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the incident is accomplished.
11. Incident Command System: The standardized approach globally used during an incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.
12. Incident Commander: The individual who has overall responsibility for managing the response to the incident.
13. Interlocal Agreement: Written formal agreements between two governmental entities made in accordance with Texas Government Code Title 7, Chapter 791, that are often binding and include performance expectations. These agreements essentially act like contracts between government entities.
14. Memoranda of Understanding: Formal or informal agreements between two government entities that, in its simplest use, creates a general understanding or level of cooperation between the entities that may not be binding. In practice these are often used as a more formal agreement, similar to an Interlocal Agreement, where they may define the responsibilities of each party, provide the scope and authority of the agreement, clarify terms and timelines, and outline compliance issues.
15. Mutual Aid Agreement: A formal written agreement between the district and another government entity that commits the participating parties to a mutually beneficial, cooperative agreement based on principles of contract law that support protecting lives and property. In most circumstances, participating parties provide resources, materials, or services during emergency incidents with the idea that there will be a future reciprocal exchange of roughly comparable value, if and when required.
16. National Incident Management System: A set of principles used by agencies across the Nation to coordinate and work effectively during all phases of emergency management in order to reduce the loss of life or property.
17. Resources: Includes personnel, equipment, supplies, and facilities available to be used during an incident.
18. Unified Command: Similar to the Incident Commander; however, now two or more individuals, with authority in different agencies, join together to create one leadership role that has overall responsibility for managing the response to the incident.

## SECTION 11.0 – ATTACHMENTS

### Attachment 1: College Hazard Analysis Summary Data (more information found in Section 3.0, A.4)

Hazard or Threat	Probability of Occurrence	Estimated Impact Upon Health & Safety			Estimated Impact Upon Operations		
		Limited	Moderate	Major	Limited	Moderate	Major
Natural Hazards							
Severe Thunderstorm	High	✓				✓	
Tornado	Moderate		✓			✓	
Winter Storm	Low	✓			✓		
Tropical Storm	Moderate		✓				✓
Hurricane	Moderate		✓				✓
Extreme Heat	Moderate	✓			✓		
Flooding	Low		✓			✓	
Earthquake	Low	✓			✓		
Pandemic Disease	Moderate			✓			✓
Technological Hazards							
Energy Utility Failure	Low	✓					✓
Water Utility Failure	Low		✓			✓	
Computer Network Outage	Moderate	✓					✓
9-1-1munications Network Failure	Moderate	✓					✓
Structural Fire	Moderate		✓				✓
Hazardous Materials Release (Fixed site)	Low		✓		✓		
Hazardous Materials Release (Transit)	Moderate		✓		✓		
Human Induced Hazards							
Workplace Violence	Low			✓			✓
Cyber (data/infrastructure)	Moderate	✓					✓
Sabotage	Low	✓					✓
Civil Unrest	Low	✓			✓		
Terrorism (CBRNE)*	Low			✓			✓
* Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE)							

**Attachment 2: Safety and Security Audits (more information found in Section 5.0, Committees Table, included in responsibilities for the School Safety and Security Committee)**

A safety and security audit has been conducted for all facilities at least once every three years in compliance with Texas Education Code 37.108. A Safety and Security Audit Report has been submitted to the board of trustees.

SAFETY AND SECURITY AUDIT CERTIFICATION STATEMENT		
Date Safety and Security Audit Was Completed	Person or Agency Who Conducted the Safety and Security Audit	Date Safety and Security Audit Report Was Submitted to the Board of Trustees
08/30/2012	Kerwin Smith, Steve Capps, Joe Madden	
08/31/2015	Kerwin Smith, Steve Capps, Joe Madden	
07/11/2018	AC Audit Team	08/13/2018
08/17/2021	AC Audit Team	

**Attachment 3: Title (more info found in Section x.x)**

**SECTION 12.0 – ANNEXES**

Functional annexes address general strategies for a specific set of broad actions such as how our district will handle communications or evacuations through the five phases of emergency management.

Hazard-specific annexes utilize the five phases of emergency management to address actions and responsibilities needed to manage an incident.

Active Threat Annex  
 Communicable Disease Annex  
 Continuity of Operations Plan Annex  
 Athletics / Activity Emergency Annex