The Trinity Valley Community College District (TVCC) is committed to protecting the welfare of its community members as well as its intellectual property and facilities. For this reason, TVCC developed the Emergency Operations Plan (EOP) designed to facilitate a timely, effective, efficient and coordinated emergency response. This will minimize the impact of emergencies and maximize the effectiveness of the campus community’s response to and recovery from any occurrence.

Hazard-specific appendices are provided at the end of this plan in hopes of further preparing the TVCC community in responding when emergency conditions exist.

We can best prepare to meet the enormous challenges emergencies present by working together, therefore TVCC expects individual departments to develop their own normal everyday policies and procedures with effective emergency response and recovery in mind.

The EOP includes a chain of command that establishes the authority and responsibilities of campus officials and staff members. Operations are designed to protect lives, stabilize the incident, minimize property damage, and provide for the continuation and restoration of critical services.

The EOP is designed to help TVCC employees respond appropriately when emergency conditions exist. Although these situations are unpredictable, this plan allows for an immediate response by TVCC employees, thereby minimizing impact to our campuses.

The Emergency Operations Plan is a dynamic plan and will be reviewed, updated, and exercised annually. It is also part of a larger Emergency Management Program at TVCC.

Every member of the TVCC community should understand his or her role in emergency situations. This plan should be reviewed by all employees to ensure support for colleagues and protection for students, faculty, staff, and visitors in an emergency.

This Emergency Operations Plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

________________________________________________________

January 15, 2016

Dr. Glendon Forgey, TVCC President

Date

________________________________________________________

January 15, 2016

Dr. Jay Kinzer, Vice President Student Services

Date
Executive Summary

Base Plan

This Emergency Operations Plan (EOP) is designed to provide the Trinity Valley Community College District (TVCC) with a management tool to facilitate a timely, effective, efficient and coordinated emergency response. It is based on integrating TVCC’s emergency response resources with those of other government emergency response agencies. Depending on the severity of the emergency, TVCC may rely heavily on the local city, county and other state agencies to provide additional resources for law enforcement, fire services and emergency medical services.

The EOP uses the National Incident Management System-Incident Command System (NIMS ICS) for managing responses to emergencies and disaster events and is intended to be fully NIMS compliant.

The Incident Command System (ICS) is designed to be used for all types of emergencies and is applicable to small day-to-day emergency situations as well as large and complex disaster incidents. ICS provides a system for managing emergency operations involving a single agency within a single jurisdiction, multiple agencies within a single jurisdiction and multiple agencies from multiple jurisdictions.

This plan was developed with the understanding that all TVCC departments responding to an emergency will utilize ICS for overall coordination of the response effort. Response efforts for all Level II and III emergencies will be coordinated from a single location, normally TVCC Emergency Operations Center (EOC). Level I emergencies may be coordinated from an on-scene Incident Command Post (ICP). The designated event incident commander (IC) may determine it necessary to use an alternative location for the EOC.

The organizational structure of the ICS may not resemble the day-to-day organization of TVCC. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the incident increases, employee assignments may change in the ICS organizational structure. This means that an employee’s position in the ICS structure may change during the course of a single incident.

The EOP consists of a basic plan (this document), emergency support functional appendices, hazard specific appendices and a resource guide. The resource guide contains information used to contact personnel and resources during a major emergency. Many of the appendices may be further developed as needed.

The basic plan and subsequent functional appendices are based on an all-hazard approach and acknowledge that most responsibilities and functions performed during a major emergency are not hazard specific.

The EOP is part of a larger integrated emergency management program at TVCC that focuses on mitigation, recovery, preparedness and response activities including the College’s Continuity of Operations Plan, which is currently under development. The TVCC College Emergency Response Team (CERT) is responsible for the overall development and maintenance of the EOP.
The plan is based on the fact that TVCC and local governments have primary responsibility for emergency response and operations for emergencies that occur on the TVCC campus. Operations are designed to protect lives, stabilize the incident, minimize property damage, protect the environment and provide for the continuation and restoration of critical services.

The plan provides a framework for emergency preparation, response and recovery efforts. Leadership, preparation, good judgment and common sense by personnel directing these efforts will determine the effectiveness of the overall emergency program. Given the nature of some emergency events, Executive Policy Group, College Emergency Response Team or the incident commander may alter the plan for more effective response or to accomplish strategic priorities.

The guidelines and procedures included in this plan use the best information and planning assumptions available at the time of preparation. There is no guarantee in outcome or performance implied by this plan. In an emergency, resources may be overwhelmed and essential services may be delayed, inadequate or in extreme cases not be available at all. Deviation from these guidelines may be necessary given the facts of any particular situation.
## Record of Changes

**Base Plan**

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I. Authority

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 USC§ 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
8. National Incident Management System

B. State

1. Rules and Regulations of the Board of Regents of TVCC of Texas System
2. Government Code, Chapter 418 (Emergency Management)
4. Government Code, Chapter 433 (State of Emergency)
5. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
6. Education Code, Chapter 51 (Multi-hazard Emergency Operations Plan)
7. Education Code, Chapter 37 (Multi-hazard Emergency Operations Plan)
8. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
10. Executive Order of the Governor Relating to the National Incident Management System
11. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
14. TVCC Texas System Policies

C. Local

15. Board of Trustees Policies of the Trinity Valley Community College District
16. Inter-local Agreements
17. Inter-agency participation and training
II. Concept of Operations

The TVCC Emergency Operations Plan is designed to provide framework and guidance for coordinated response to minor emergencies, major emergencies and disasters. This document includes an appendix with safety procedures and addresses hazardous material and similar environmental health responses as well.

The Emergency Operations Plan is an “all-hazards” document. In other words, it contains concepts, policies and procedures that apply regardless of the nature or origin of an emergency or disaster, and it is not designed to address unique conditions that result from a particular hazard or event. The plan does, however, provide a framework within which administrators, emergency operations staff, and other relevant department personnel work together to develop and maintain hazard-specific appendices.

Because this plan is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Moreover, although it is based on a worst-case scenario and provides for the critical functions and roles of TVCC during disaster response, its general procedures for the management of information, activities and operations can be applied as needed during any level of emergency.

The planning in this document is based on the National Incident Management System (NIMS) Incident Command System (ICS), a management structure adopted throughout the U.S. and international communities. It also stems from State of Texas Emergency Planning Guide, and various U.S. Department of Homeland Security presidential decision directives. Accordingly, this plan’s approach to emergency management is rooted in a four-phase structure where the phases of mitigation, preparedness, response and recovery each contain a critical TVCC procedure for emergencies. This provides for a smooth transition to restoring normal services and implementing recovery programs.

While the EOP can be used as a reference for integrating internal plans into TVCC’s strategic operational plans, it does not replace departments’ responsibilities to develop and test their own emergency plans. The EOP directs response efforts when normal everyday policies and or procedures are insufficient to handle an emergency. With this in mind, departments can and should use this plan as a model and reference to help determine the relationships, responsibilities, and general guidelines to establish their normal everyday policies and procedures. The development and testing of normal everyday policies and procedures by department should be coordinated with the CERT.

Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan or its appendices.

Nothing in this plan is intended, or should be construed, as creating a duty on the part of the Trinity Valley Community College District toward any party.
III. Priorities, Activation & Levels

Emergency Response Priorities
Priorities for all emergency response at the Trinity Valley Community College District are as follows:

1. Protection of life
   a. Emergency response personnel
   b. At risk people
   c. Students, faculty and staff
   d. General public

2. Stabilization of the event
   a. Bring the situation to a point of order
   b. Determine course of action
   c. Prevent the incident from expanding
   d. Isolate the scene and deny entry

3. Protection of TVCC property
   a. Facilities used for emergency response are high priority
   b. Facilities necessary for shelter and care of students are a high priority
   c. Facilities used for education and operational purposes
   d. Critical TVCC records, collections and research

4. Restoration of critical services, education and research programs
   a. Services necessary for emergency response are of high priority
   b. Services critical to the well-being of students are of high priority
   c. Services critical to the integrity of research projects and educational services

Emergency Operations Plan (EOP) Activation
This plan is activated whenever emergency conditions exist in which normal everyday policies and procedures cannot be performed, or are inadequate, and immediate action is required to:

- Save and protect lives
- Prevent damage to the environment, systems and property
- Initiate Incident Command System (ICS) and develop an appropriate organizational structure to manage the incident
- Coordinate communications
- Provide essential services
- Temporarily assign TVCC staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff TVCC Emergency Operations Center (EOC)

Levels of Emergency
TVCC classifies responses using a three-level system, according to increasing severity. The severity of an incident will be identified by the incident commander (IC) or the first qualified individual to arrive at the scene of the incident. The severity level of the incident may increase or decrease during response activities, requiring the level of response to be adjusted. The severity of an incident is determined by the threat to the safety of the campus community and TVCC property, as well as the ability of TVCC to handle the incident. See Figure 1 for summary of levels and potential action steps.
## Levels of Emergency

<table>
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<th>Level</th>
<th>Definition</th>
<th>Action</th>
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| I EOC Standby | An emergency incident that can be handled with normal daily operating procedures. While there may be some damage and/or interruption, the conditions are localized and the EOC does not need to be activated. The EOC operates in stand-by mode in Level I, unless it is upgraded to Levels II or III. | • The onsite lead unit/dept. handles the situation following the lead unit’s normal daily operating procedures. The lead unit responding to an incident is the Incident Commander (IC).  
• If a situation requires additional resources, the IC contacts the College Emergency Response Team (CERT) and/or the Executive Planning Group (EPG). EOC is placed on stand-by mode. |
| II Partial/Full EOC Activation | The emergency incident is severe and causes damage and/or interruption to TVCC’s operations. Coordination of resources and campus services is needed to respond effectively. A partial or full activation of the EOC is needed. TVCC may be the only affected entity. | • The IC communicates with the CERT and EPG to gather necessary resources to determine whether the EOC should be partially or fully activated based on the need for additional resources or coordination of campus services.  
• The IC contacts the president or their designee for the determination of whether to activate the EOC and president designates the appropriate IC.  
• The CERT sets up the EOC and calls on support staff for assistance.  
• Emergency Planning Group representatives convene in the administration conference room if necessary.  
• IC reports to the EOC and determines necessary Incident Command Staff needed to report to the EOC.  
• Some operations and classes may be suspended. |
| III Full EOC Activation | The emergency situation is a disaster condition and TVCC must fully activate the EOC to address an immediate emergency response. Emergency conditions are widespread and TVCC must be self-sufficient for a period of up to 72 hours. TVCC may request mutual assistance from local city police and fire, local county, and/or state agencies. Requests for federal assistance will be made through the county. | The Emergency Operations Plan and EOC are fully activated.  
• Normal TVCC operations are suspended.  
• Pending staff vacations and planned leaves may be cancelled.  
• TVCC coordinates efforts with the city, county, or state as needed.  
• Unified command, an authority structure in which the role of incident commander is shared by two or more individuals from different agencies, is typically used to manage incident response. |
IV. Situation & Assumptions

TVCC campuses, students, staff and visitors can be exposed to a number of hazards with the potential to disrupt operations, create damage and cause casualties. The following situation and assumptions provide an overview of a potential emergency situation at TVCC and the assumed operational conditions that provide a foundation for establishing protocols and procedures.

Situation
TVCC can vary in the number of faculty, staff and students located on campus depending on the time of day and event. The TVCC district has a student enrollment of approximately 6,500 – 7,000 and a staff of approximately 500. The majority of these students and staff may be on any given campus at any given time. In addition, TVCC draws large groups for athletic, academic, social and cultural events.

A number of hazards can affect the TVCC campuses. These include:

- Severe weather
- Flooding
- Terrorism and law enforcement situations
- Pandemic events and communicable diseases

In addition, threat of technological and biological hazards, those caused by human omission or error, such as transportation accidents, hazardous materials incidents, or utility failures are also possible.

Assumptions
In the event of a worst-case emergency situation, such as a tornado, TVCC will operate under a set of assumptions that are incorporated into this plan. The following assumptions could apply in an emergency situation:

- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones and information systems.
- Regional and local services may not be available.
- Major roads, overpasses, bridges and local streets may be damaged.
- Buildings and structures, including homes, may be damaged.
- Unsafe conditions including structural and toxic environments may exist.
- Structural integrity issues may cause injuries and displacement of people.
- Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- People may become stranded at TVCC – conditions may be unsafe to travel off campus.
- TVCC will need to conduct its own rapid damage assessment, situation analysis, and deployment of on-site resources and management of emergency operations on campus from the EOC while emergency conditions exist.
- Communication and exchange of information will be one of the highest priority operations at the EOC. The inter/intranets may be down.
V. Activities by Phases of Emergency Management

This plan addresses emergency actions that are conducted during all four phases of emergency management.

A. Mitigation
Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. The responsibility for mitigation rests with each TVCC department.

B. Preparedness
TVCC will conduct preparedness activities to develop the response capabilities needed in the event an emergency. All departments should include preparedness as part of their normal everyday policies and procedures. The preparedness activities of the CERT include:

1) Providing emergency equipment and facilities.
2) Emergency planning, including maintaining this plan, its appendices and development of appropriate normal everyday policies and procedures by TVCC departments.
3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other TVCC officials and volunteer groups who assist us during emergencies.
4) Conducting periodic drills and exercises to test plans and training.

C. Response
TVCC will respond to emergency situations effectively and efficiently. The focus of most of this plan and its appendices is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue as well as other associated functions.

D. Recovery
If a disaster occurs, TVCC will carry out a recovery program that involves both short and long-term efforts. Short-term operations seek to restore vital services to TVCC and provide for the basic needs of students, faculty and staff. Long-term recovery focuses on restoring TVCC to its normal state. Examples of recovery programs include academic continuity, temporary housing, and restoration of TVCC services, debris removal, and restoration of utilities, disaster mental health services and reconstruction of damaged buildings.
VI. Organization & Incident Command

Emergency response activities at TVCC are directed under the authority of two distinct groups; the Executive Planning Group (EPG) and the College Emergency Response Team (CERT).

During emergency situations, the normal organizational arrangements for TVCC departments are modified to facilitate emergency operations. TVCC organization for emergencies is based on the Incident Command System (see Figure 4).

Executive Planning Group
The Executive Planning Group provides direction in making strategic policy decisions for any incident that impacts TVCC’s ability to perform its critical business functions. The Executive Planning Group is chaired by the President. The Executive Planning Group is composed of the following and is subject to change based on need:

- President
- Vice president of student services
- Vice president of administrative services
- Vice president of institutional advancement
- Vice president of instruction
- Vice president of information technology
- Provost at Palestine*
- Provost at Terrell*
- Provost at Health Science Center - Kaufman*

*as needed based on incident

College Emergency Response Team
The College Emergency Response Team (CERT) includes the individuals with primary emergency response functions and will populate the positions of the Incident Command Structure (ICS). The CERT reports to the Executive Planning Group through the incident commander and is the first level of authority within TVCC’s emergency response organization. The CERT coordinates with municipal emergency services personnel, mutual aid partners and other emergency response resources. The CERT is composed of the following:

- Director of public safety/chief of police
- Associate vice president of facilities management
- Director of communications
- Director of housing / judicial officer
- Network administrator
- Web developer
- Counselor
- Emergency medical technology instructor
- Director of human resources
- Vice president of student services
**Incident Commander**

The incident commander is an individual who is in command and has ultimate authority for all decisions and responsibility for the overall management of the incident. Command also includes certain staff functions. The command function within the incident management system may be conducted either through incident command or unified command and includes the following responsibilities:

- At the onset of any critical incident, is essential that one person take responsibility for coordinating the response.
- When a critical incident involves the utilization of local and/or statewide support agencies a unified command ICS structure may be employed. Unified command is a unified team effort which allows all agencies with responsibility for the incident, either jurisdictional or functional, to jointly provide management direction to an incident through a common set of incident objectives and strategies established at the command level. This is accomplished without losing or abdicating agency authority, responsibility or accountability.
- Establishing the command center.
- Establishing clear lines of authority utilizing the incident command system by assigning command post functions, outlining the scope of authority and responsibility.
- Directing the response of the critical incident utilizing the appropriate action plan based on clearly established incident objectives and strategies.
- Managing the ongoing activity of the response, monitoring the response and reviewing for appropriate proactive or reactive response.
- Making all command decisions in consult with the appropriate personnel (Executive Planning Group, Red Cross, police personnel, etc.).
- Ensuring planning meetings are conducted.
- Approving and authorizing the implementation of the incident action plan.
- Determining information needs and informing command personnel of needs.
- Coordinating staff activity.
- Managing incident operations.
- Approving requests for additional resources and requests for release of resources.
- Coordinating with public information officer for the release of information to the news media.
- Approving the plan for demobilization and post-incident action.
- Directing the completion of the incident and post-incident action report.

**Establishing an Incident Commander**

The incident commander (IC) will vary depending on the situation at hand. The IC may not always be the highest ranking individual at TVCC, but rather an individual with the specific skills, knowledge base and training needed to respond to the specific situation.

When an incident occurs, the initial incident commander is automatically the highest ranking TVCC official on-scene until a person of higher authority assumes command, or the vice president for student services designates the IC. The on-site TVCC IC will provide a situation status briefing to the IC assuming command. Incident command may be carried out by a Unified Command established jointly by units and/or agencies that have direct functional or jurisdictional responsibility for the incident.
The following TVCC positions on Campus will typically assume the incident commander position for the following events.

**Law Enforcement/Fire/Public Safety/Civil Disturbance**
1. Chief of police
2. Police officer on duty
3. Relief police officer

**Public Works/Power Loss/Storm Damage**
1. Associate vice president of facilities
2. Director of building services
3. Director of transportation & logistics

**Biohazard/Chemical or Radiological Hazard/Public Health/Infectious Disease**
1. Director of transportation & logistics
2. Provost of the TVCC Health Science Center
3. Health occupations faculty

The incident commander (IC), working with College Emergency Response Team (CERT), is responsible for the overall management of the incident and all activities/functions until the IC delegates and assigns them to Command or General Staff. The incident commander is responsible for the following tasks:

- Providing overall leadership for incident response.
- Assessing incident situation.
- Establishing incident goals and objectives.
- Developing the incident action plan (in conjunction with general staff section chiefs when general staff is activated).
- Initiating Incident Command System by developing an appropriate organizational structure and delegating authority/functions to others.
Incident Command Structure

Executive Planning Group

Incident Commander

Public Information Officer

Liaison Officer

Safety Officer

Operations

Planning

Logistics

Administration & Finance

Figure 4 – Incident Command Structure
Command Staff
Command staff report directly to the incident commander. These positions are established to assign responsibility for key activities not specifically identified in the general staff elements. Positions include the public information officer, liaison officer, and safety officer.

Public Information Officer
In an emergency situation, the director of communications for the College will act as the public information officer and is responsible for relaying incident related information to the public and media and with other agencies. This position is always activated in a level II or III emergency and as needed in level I situations

a. Obtain briefing from the incident commander
b. Contacts the jurisdictional agency to coordinate communications activities.
c. Establishes a communications center as necessary.
d. Arrange for necessary work space, materials, telephones and staffing for communications.
e. Prepare initial information summary as soon as possible.
f. Observe constraints on the release of information.
g. Obtain approval for release from the Executive Planning Group.
h. Completes media notification reporting that an incident has occurred, providing information regarding the nature of the incident.
i. Attends meeting to update information releases.
j. Provides escort service to the media and VIPs.
k. Respond to requests for information.
l. Ensure the establishment of a press area.
m. Ensure periodic contact with the media in the press area, utilizing established time intervals, if applicable.
n. Receive all telephone inquiries from news media, local residents, and others in a timely manner with those details of the incident as authorized.
o. Maintain a log of all information received, relayed, or released on the incident. All formal news releases, both direct and telephone response will be standardized in written form as to ensure consistency and accuracy of the information.
p. Prepare a final written news release for distribution.

1. TVCC director of communications
2. Vice president of institutional advancement
**Liaison Officers**
The liaison officer will be appointed by the incident commander and is responsible for facilitating the integration of the local and state wide agency resources into the incident organization.

The liaison officer’s function is to be a point of contact for representatives from assisting and cooperating agencies. At the onset of a critical incident, the liaison officer will initiate notification contact with the appropriate local support agencies. When Unified Command is established, the liaison officer will assist in the integration of other agencies representatives into the command structure. Agency representatives assigned to an incident should have authority to speak on all matters for their agency.

a. Obtain a briefing from the incident commander. Insure that all agency resources have completed check-in.
b. Initiate the initial contact with the appropriate local supporting agencies/representatives and provide and initial briefing.
c. Identify agency representatives from each agency including communications and location.
d. Respond to requests from incident personnel from inter-organizational problems.
e. Monitor incident operations to identify current or potential inter-organizational problems.
f. Maintain a post log.
g. Attend planning meetings as required.
h. Oversee the well-being and safety of agency personnel assigned to the incident.
i. Advise of any special agency needs or requirements.
j. Insure that all agency personnel and/or equipment is properly accounted for and/or released.
k. Insure that all required agency forms, reports, and documents are completed.
l. Maintain a unit log.

1. Assigned faculty or staff
2. Assigned faculty or staff
**Safety Officer**
The safety officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. Although the safety officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The officer will generally correct unsafe acts or conditions through the regular line of authority. The safety officer maintains awareness of active and developing situations, approves the medical plan and includes safety messages in each incident action plan.

a. Obtain briefing from incident commander.
b. Identify hazardous situations associated with the incident.
c. Participate in planning meeting.
d. Review incident action plans.
e. Identify potentially unsafe situations.
f. Exercise emergency authority to stop and prevent unsafe acts.
g. Investigate accidents that have occurred within incident areas.
h. Review and approve medical plan.
i. Maintain Unit Log

1. Assigned faculty or staff
2. Assigned faculty or staff

**General Staff**
The general staff is comprised of four sections: *(1) operations, (2) planning, (3) logistics and (4) finance and administration.* Each section is headed by a section chief and is scalable and can be expanded to meet the resources and needs of the response. Section chiefs report directly to the incident commander.

**Operations Section**
The Operations Section is responsible for managing all incident specific operations of an emergency response. The Operations Section will normally include branches for police, facilities, medical and student welfare.

The operations section chief supervises organization elements in accordance with the incident action plan and directs its execution. The operations section chief also directs the preparation of unit operational plans, request or release resources, makes expedient changes to the incident action plan as necessary and reports to the incident commander.

1. Roles and responsibilities of the operations section chief:
   a. Responsibility for the direct management of all incident tactical activities. The tactical priorities, and the safety and welfare of the personnel working in the operations section.
   b. Direct involvement in the preparation of the action plan.
   c. Ensure accurate and effective communication within the operations sections and other sections.
d. Converting incident objectives into strategies, tactics, and assignments for the branches, divisions, groups, strike teams, task forces or single resources assigned to the operations section.

2. Specific actions to be taken during a critical incident:
   a. Obtain briefing from the incident commander.
   b. Develop the operations portion of the incident actions plan.
   c. Brief and assign operations personnel in accordance with the incident action plan.
   d. Determine the need and request additional resources.
   e. Review the suggested list of resources to be released and initiate recommendations to release of resources.
   f. Assemble and disassemble resources assigned to the operations section.
   g. Report information about special activities, events, and occurrences to the incident commander.
   h. Direct the activities of the organizational elements of the operations section.
   i. Direct the development of operations orders based on the incident objectives and strategies to resolve the incident.
   j. Work with the planning section in developing incident intelligence and tracking incident resources.

**Planning Section**
The Planning Section is responsible for collecting, monitoring, evaluating, and disseminating information relating to the response effort. They are responsible for the development, maintenance and distribution of the Incident Action Plan (IAP). The Planning Section will normally include branches for *situation-status, damage assessment, documentation and resources*.

1. Roles and responsibilities of the planning section chief:
   a. Obtain briefing from incident commander
   b. Activate planning section units appropriate to the needs of the incident.
   c. Establish information requirements and reporting schedules for all planning section units for use in preparing the incident action plan.
   d. Notify the resources unit of planning section units activated. Including names and locations of assigned personnel.
   e. Supervise the preparation of the incident action plan.
   f. Assemble information on alternative strategies.
   g. Identify the need for use of specialized resource(s)
   h. Perform operation planning for the Planning section.
   i. Provide periodic predictions on incident.
   j. Compile and display incident status summary information.
   k. Advise the command post staff of any significant changes in the status of the incident.

**Logistics Section**
The Logistics Section is responsible for procuring supplies, personnel and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.). The Logistics Section will normally include branches for *communications, information technology, workforce management and supply services & food*.
1. Roles and responsibilities of the logistics section chief:
   a. Obtain briefing from incident commander.
   b. Plan organization of logistics section.
   c. Assign work locations and preliminary work tasks to section personnel.
   d. Notify resources unit of logistics section units activated including names and locations of assigned personnel.
   e. Assemble and brief brand directors and unit leaders.
   f. Assist in establishing incident facilities including the command post, staging areas, and other facilities as the incident develops.
   g. Participate in preparation of incident action plan.
   h. Identify service and support requirements for planned and expected operations.
   i. Provide input to and review the communications plan and medical plan.
   j. Advise on current service and support capabilities.
   k. Estimate future service and support requirements.
   l. Receive demobilization plan from planning section.
   m. Supervise the resources ordering process and ensure that the resources unit is advised of resource order status.
   n. Insure general welfare and safety of the Logistics Section personnel.
   o. Maintain a unit log.

Administration & Finance Section
The Administration & Finance Section is responsible for purchasing and cost tracking relating to the response effort. This section documents expenditures, purchase authorizations, damage to property, equipment usage and vendor contracting, and develops FEMA documentation. The Administration & Finance Section will normally include branches for time, procurement, claims and cost.

Transfer of Command
Transfer of command is the process of moving the responsibility for incident command from one incident commander to another. Transfer of command may take place for many reasons, including:
- A jurisdiction or agency is legally required to take command.
- Change of command is necessary for effectiveness or efficiency.
- Incident complexity changes.
- There is a need to relieve personnel on incidents of extended duration.
- Personal emergencies (e.g., incident commander has a family emergency).
- Agency administrator/official directs a change in command.

A main feature of ICS is a procedure to transfer command with minimal disruption to the incident. This procedure may be used any time personnel in supervisory positions change. The following three key procedures should be followed whenever possible:
- The transfer should take place face-to-face.
- The transfer should include a complete briefing.
- The effective time and date of the transfer should be communicated to all personnel who need to know, both at the scene and elsewhere.

The transfer of command briefing should always take place. The briefing should include the following essential elements of information:
- Situation status.
- Incident objectives and priorities based on the IAP.
- Current organization.
- Resource assignments.
- Resources ordered and en route.
- Incident facilities.
- Incident communications plan.
- Incident prognosis, concerns and other issues.
- Introduction of Command and General Staff members.

**Emergency Operations Center (EOC)**

Emergency situations that require extensive coordination of resources, personnel and information sharing will be managed in part or in full from TVCC Emergency Operations Center (EOC).

TVCC EOC is the centralized facility where emergency response and recovery activities are planned, coordinated, and delegated. The EOC will operate on a 24-hour, 7-day basis during extended events with rotating shifts until the emergency is over. The president or designee determines whether the event no longer needs to be managed from the EOC. Normal shift rotation is 12 hours on, 12 hours off.

**EOC Locations:**

- **FIRST LOCATION:** LRC - IT offices – 2nd Floor
- **SECOND LOCATION:** Baugh Technology computer lab
- **THIRD:** Math/Journalism
- **OFF-SITE:** Cain Center

**EOC Activation**

The EOC may be activated during any situation that requires the immediate coordination of multiple TVCC departments and/or outside agencies.

Once the EOC is activated, the IC and CERT report immediately to the EOC. A CERT member will be assigned to be responsible for preparing the EOC facility for operation and checking staff into the EOC. The IC will determine which TVCC staff report to the EOC and which staff report to their normal workstations to coordinate response efforts.

As a standard practice the command staff and general staff section chiefs will report to the EOC to assume emergency response roles in a Level II or III emergency.

Command staff and general staff are required to check in with the IC upon arrival at the EOC. If a staff member is unavailable in an emergency, the IC will coordinate with the CERT to designate alternate staff positions based on the need.

**TVCC Line of Succession**

To maintain emergency management functions and an orderly continuation of leadership in an emergency situation, the following succession of authority applies:

1. The line of succession for the president is:
   a. Vice president of instruction
   b. Vice president of student services
2. The lines of succession for department directors and division chairs shall be in accordance with the policies established by those departments.
VII. Action Plans

Every response to an incident must have an oral or written *Incident Action Plan (IAP)*. The purpose of the IAP is to provide all incident supervisory personnel with directions and guidelines for their actions. IAPs that include the measurable, tactical operations to be achieved are always prepared around a time frame called an *operational period*.

Operational periods can be of various lengths, but should be no longer than 24 hours. Twelve-hour operational periods are common with many large incidents. It is not unusual, however, to have much shorter operational periods covering, for example, two- or four-hour time periods. The length of an operational period will be based on the needs of the incident, and these can change over the course of the incident. The planning of an operational period must be done far enough in advance to ensure that requested resources are available when the operational period begins.

Large incidents, which involve a partial or full activation of the ICS organization, should have written incident action plans. Incidents extending through the operational period should also have written incident action plans to ensure continuity due to personnel changes. The decision to have a written action plan will be made by the incident commander, and essential elements in any written or oral incident action plan are:

1. **Statement of objectives**: A list or outline of objectives that are appropriate to the overall incident.

2. **Organization**: A description of what parts of the ICS organization will be in place for each operational period.

3. **Assignments to accomplish the objectives**: A list or outline of assignments, which are normally prepared for each division or group and include the strategy, tactics and resources to be used.

4. **Supporting material**: A list or guide to additional documents, which may include, for example, a map of the incident, communications plan, medical plan, traffic plan, etc.

The operations chief will delineate the amount and type of resources needed to accomplish the plan. The Planning Section, Logistics Section, and Finance & Administration Section will have to work together to accommodate those needs.

The Planning Section is responsible for writing and maintaining the Incident Action Plan. The IAP will include standard forms and supporting documents that convey the incident commander’s intent and the Operations Section’s direction for the accomplishment of the plan. The Planning Section will communicate any materials and documentation needed to develop the plan with other section chiefs.

The incident commander approves the written IAP. Copies of the IAP are distributed to the Executive Planning Group and members of the College Emergency Response Team. The IAP should be conveyed to all resources on scene. A briefing prior to each shift should be held to communicate the IAP to everyone involved in the ICS.
VIII. Roles & Responsibilities

This section outlines the roles and responsibilities of students, college safety associates, faculty, staff and department directors and division chairs in non-incident events as well as during emergencies.

**Students**

*General responsibilities*

Students are responsible for being aware of their surroundings and familiar with building evacuation routes, exits and the nearest faculty, staff and/or residence director. In the event of an emergency, they are required to listen for and follow directions provided by emergency responders and/or TVCC staff.

*Role in an emergency*

Students involved in an emergency should assess a situation quickly and thoroughly, but follow common sense when determining how to respond. If directly involved in an incident, students are required to contact TVCC Police as soon as possible, show public safety officers/responders where the incident occurred, and provide any requested information. If evacuation of a building is necessary, students should evacuate the building in an orderly fashion and follow directions from emergency responders, college safety assistants, faculty and staff.

**College Safety Assistants (CSAs)**

*General responsibilities*

College safety assistants are responsible for the dissemination of fire/life safety and emergency response information, hazard communications and monitoring buildings for public safety threats. CSAs are responsible for understanding department emergency and building evacuation procedures as well as campus emergency response procedures.

*Role in an emergency*

CSAs involved in an emergency should assess a situation quickly and thoroughly, and follow common sense when determining how to respond. The CSA is responsible for following department emergency and building evacuation procedures and will contact the department director/division chair, the College Emergency Response Team or facilities based on need. If an evacuation of the building is necessary, the CSA is responsible for coordinating evacuation measures with the department director/division chair. The CSA and the department director/division chair are responsible for ensuring that all people have exited the building prior to leaving the building themselves.

**Faculty and Staff**

*General responsibilities*

College faculty and staff are seen as leaders by students and must be prepared to provide leadership in emergency situations. Faculty and staff should understand department emergency and building evacuation procedures in areas where they work and teach. Faculty and staff may be the first to the scene of an incident and are responsible for following normal everyday policies and procedures and contacting the appropriate individuals. They should familiarize themselves with the basic concepts of how TVCC responds to an emergency situation.
Role in an emergency
Staff and faculty involved in an emergency should assess a situation quickly and thoroughly, but still follow common sense when determining how to respond. Faculty and staff should follow campus emergency procedures to report emergencies to department directors/division chairs or CSA’s and TVCC Police. If evacuation of a building is necessary, faculty and staff are required to provide assistance to CSAs to evacuate students from a building.

Department Directors and Division Chairs
General responsibilities
Department directors serve as leaders for TVCC departments and are responsible for providing overall guidance in the event of an emergency. Department directors and division chairs must be familiar with campus emergency and building emergency procedures as well as understand the overall emergency response procedures for the TVCC campus. Campus emergency response procedures are outlined in the Emergency Operations Plan, available from the College Emergency Response Team or TVCC Police.

Role in an emergency
Department directors and division chairs involved in an emergency should assess a situation quickly and thoroughly, while still following common sense when determining how to respond. Department directors and division chairs must follow department emergency and building evacuation procedures and report emergencies to the CSAs and TVCC Police. If evacuation of a building is necessary, department directors and division chairs will coordinate with building proctors to evacuate buildings and are responsible for ensuring that all people have evacuated a building before exiting the building themselves.
IX. Administration & Training

Agreements
Should TVCC’s resources prove to be inadequate for or during an emergency, requests will be made for assistance from local jurisdictions, agencies and vendors in accordance with existing mutual-aid agreements and those agreements concluded during the emergency. Such assistance may include equipment, supplies or personnel.

All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements should identify the local officials authorized to request assistance pursuant to those documents. The president or designee is authorized to enter into such agreements.

The agreements pertinent to emergency management that TVCC is a party to are summarized in an attachment to this EOP.

Reports
Initial Emergency Report
This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and TVCC may need assistance from other local governments or the State.

Situation Report
A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters.

Other reports
Several other reports covering specific functions are described in the appendices to this plan.

Records
Record keeping for emergency operations
TVCC will establish the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established TVCC policies and standard accounting practices, including payroll procedures.

a. Activity logs: The incident command post and the EOC shall maintain accurate logs recording key response activities, including:

1) Activation or deactivation of emergency facilities.
2) Emergency notifications to other local governments and to state and federal agencies.
3) Significant changes in the emergency situation.
4) Major commitments of resources or requests for additional resources from external sources.
5) Issuance of protective action recommendations to the public and / or TVCC ALERT messages
6) Evacuations.
7) Casualties.
8) Containment or termination of the incident.

b. Incidents costs: All departments shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.

c. Emergency or disaster costs: For major emergencies or disasters, all departments participating in the emergency response shall maintain detailed records of the costs for emergency operations to include:

1) Personnel costs, especially overtime costs
2) Equipment operations costs
3) Costs for leased or rented equipment
4) Costs for contract services to support emergency operations
5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

Training

The vice president of student services, working with College Emergency Response Team, is responsible for ensuring that staff with responsibilities under this plan are adequately trained.

The following are guidelines for training and preparedness:

- Command and general staff positions must complete Incident Command System (ICS) training courses:
  - IS-100.HE Introduction to the Incident Command System for Higher Education
  - IS-200.b (ICS 200) ICS for Single Resources and Initial Action Incidents
  - IS-300 Intermediate Incident Command System for Expanding Incidents
  - IS-400 Advanced Incident Command System, Command and General Staff
  - IS-700.a National Incident Management System (NIMS), An Introduction
  - IS-800.b National Response Framework, An Introduction

- Executive Planning Group members will receive ICS-402 - Incident Command System (ICS) Overview for Executives and Senior Officials.

- Staff designated for ICS positions (IC, public information officer, liaison officer, safety officer, EOC coordinator, operations chief, planning chief, logistics chief, finance chief) will attend the Governor’s Division of Emergency Management course(s) for their designated position or a similar training.

- Each year the TVCC College Emergency Response Team will conduct at least one table-top exercise and one functional or full-scale exercise for the Incident Command System staff. The basic EOP and/or one of its appendices will be used in at least one of the annual exercises.

- The Emergency Operations Center will be kept in a state of readiness. The EOC will be activated and tested a minimum of two times per year.
The CERT will ensure that TVCC employees who would normally be tasked with emergency response duties and college safety assistants receive appropriate levels of emergency management training. This training will include:
- IS-100.HE Introduction to the Incident Command System for Higher Education
- IS-200.b (ICS 200) ICS for Single Resources and Initial Action Incidents
- IS-700.a National Incident Management System (NIMS), An Introduction
- IS-800.b National Response Framework, An Introduction

Department directors and division chairs will ensure appropriate emergency response normal everyday policies and procedures and appendices are developed and maintained as necessary to support the EOP.

**Deactivation Process**
The incident commander decides when the situation is under control and the EOP can be deactivated. Deactivation requires two key functions:
- Demobilization of response units (General Staff Sections)
- Documentation of incident [i.e., After Action Reports (AAR)]
- Appropriate communication – TVCC ALERT

The Planning Section oversees the preparation of demobilization planning and collection of incident documentation.

**Demobilization of response units**
Incident commander meets with section chiefs to develop a demobilization plan for the General Staff Sections. Section chiefs are responsible for overseeing the demobilization of their respective sections.

**Documentation of incident**
After the incident has been resolved, an After Action Report (AAR) will be compiled to include information about the incident, the response actions taken and lessons learned.

The AAR is developed by the Planning Section. Information for the AAR will be gathered from the members of the TVCC Incident Command System.

The AAR will serve as the official record describing the incident and TVCC’s response efforts. The lessons learned will be used to update the EOP and will be incorporated in future TVCC training exercises.

Additional documentation required for insurance, FEMA and disaster assistance purposes will be organized by the Finance and Administration Section

**Campus Recovery**
Some situations may cause the campus to cease some or all TVCC operations. In situations when TVCC operations have been shut down, the first step to recovery is to ensure that the campus is safe and secure. The second step will be to restore campus facilities and grounds. The third step will be for the Executive Planning Group to determine when and how to return to normal campus operations.
X. Plan Development and Review

The TVCC EOP is a living document that will change according to situations and circumstances at TVCC. To ensure that the EOP remains current and functional, TVCC has developed a College Emergency Response Team to coordinate non-incident planning and policy development. The College Emergency Response Team and Executive Planning Group will coordinate plan development and maintenance structure for all emergency management planning activities at TVCC.

The president is the EOP administrator and is the primary representative of the Executive Planning Group. The president is ultimately responsible for developing and maintaining the TVCC EOP. The Executive Planning Group and the College Emergency Response Team work together to ensure the plan remains current.

The College Emergency Response Team provides research support in the development of emergency management plans and activities. To facilitate the development of plans, policies, and procedures, smaller subcommittees can be formed as needed to conduct additional research and focus on developing a final product.

To maintain a current and functional plan, a formal review of the EOP by the Executive Planning Group and the College Emergency Response Team will occur annually.

In addition, the EOP will be activated at least two times a year: once in the form of a simulated emergency exercise to provide practical experience to those having EOP responsibilities, and once in the form of a table-top exercise with the Command and General Staff.

The plan will be updated, as necessary, based upon deficiencies identified by the drills and exercises, changes in organizational structure, facilities, technological changes, etc. Approved changes will be incorporated into the EOP and forwarded to all departments and individuals identified as having possession of the plan.

The president shall determine the distribution of this plan and its appendices. In general, copies of plans and appendices should be distributed to those individuals, departments, agencies and organizations tasked in this document. Copies should also be set aside for the EOC and other emergency facilities.

Appendices

The vice president for student services, working with the chief of police, the College Emergency Response Team, campus department directors and division chairs, is responsible for the development of functional appendices to this EOP that provide specific information and direction. Appendices should focus on operations: what the function is and who is responsible for carrying it out. Appendices should emphasize responsibilities, tasks, and operational actions that pertain to the function being covered and, in general terms, the activities to be performed by anyone with a responsibility under the function. An appendix should identify actions that not only ensure effective response but also aid in preparing for emergencies and disasters. Core functions that may require appendices to this EOP include warning, evacuation, public information, sheltering/mass care and direction/control.
Hazard-specific appendices provide the supplemental information that applies only to a specific hazard. They are supporting documents attached to the base plan or functional appendices in the EOP. The information contained in the appendix should clarify the procedures already developed in the EOP or functional appendices by outlining specific concerns, information requirements, equipment needs, operating procedures or support requests that TVCC would require in different situations.
Appendix A

Declaration of Emergency

Trinity Valley Community College
Declaration of an Emergency

The authority to declare a campus state of emergency rests with the president or his/her designee. Until the president makes such a declaration, the Campus Police will place into immediate effect the procedures necessary to meet the emergency, safeguard persons and property and secure College facilities.

Once a Level III emergency is declared, only registered students, faculty and staff are authorized to be on campus or to enter College owned or operated buildings. Those who cannot present proper identification (College-issued ID cards or any valid Texas identification) showing their legitimate business on campus or in a building with restricted access will be required to leave. Unauthorized persons remaining on campus may be subject to arrest.

In addition, only those faculty and staff members who have been assigned College Emergency Response Team duties will be allowed to enter the immediate disaster site.

In the event of fires, storms or a major disaster occurring in or around the campus, or involving College property, Campus Police will be dispatched to determine the extent of any damage.

Vice President of Instruction:

During the crisis, the vice president of instruction or their designee will provide guidance and leadership in the areas of academic operations as the situation dictates. They will be responsible for coordinating the restoration of all academic programs and activities following the crisis or emergency situation, including:

- Coordinating class schedules and/or location changes.
- Coordinating the relocation of academic programs and activities away from areas affected by the crisis.
- Coordinating the relocation of academic courses and services to TVCC if necessary.
- Notifying and coordinating with external agencies regarding the disruption in academic activities.
- Overseeing the effort to collect, assemble, analyze and disseminate information in regards to available resources and their respective participation in relation to the restoration or continuation of instructional functions.
- Reviewing resources available in their area during the emergency or disaster and allocating accordingly to the needs of the College in effectively managing the emergency or disaster.

Vice President of Administrative Services and Chief Financial Officer:

- Upon the declaration of a campus state of emergency by the president or their designee, activate, “State of Emergency” accounting code in order to capture expenditures for cost tracking purposes.
• Facilitate, allocate and release funding for the emergency procurement of materials and supplies as needed.

• Apply for federal post-disaster funds, as available.

• Track all resource participation and all available records incurred during the emergency or disaster.

• Monitor expenditures incurred as a result of the emergency in accordance with federal and state regulation and college policy.

Registrar:

• Ensure that personnel are available to assist with staffing phones for a high demand of incoming calls.

• Oversees all areas of assessment, planning, and the collection and dissemination of information as it pertains to the students and their families.

College Licensed Mental Health Coordinator:

• Ensure psychological first aid is available to students, staff, faculty and administrators.

Director of Human Resources:

• Compile information on all employees affected by the emergency or disaster incident.

• Develop and maintain a support mechanism for all affected employees.

• Coordinate the labor force, overtime costs and obtain any temporary labor force, etc.

• Provide any necessary counseling services.

Manager of Purchasing, Contracts and Insurance:

• Develop and maintain a list of all contracts, insurance agreements and similar documents that may be needed in the event of an emergency or disaster.

• Ensure the continuation of purchasing services during and after the crisis.

Director of Accounting Services and Controller:

• Ensure the continuation of payroll services, accounts payable and other mission-critical accounting functions during and after the crisis. Assist CFO in monitoring and tracking expenditures related to the emergency.
Appendix B
Authority to Close Campus

Trinity Valley Community College
Authority to Close Campus

Authority and decision to close the TVCC campus will follow the chain of command beginning with the president. The president or administrator in charge will approve the message and use of TVCC ALERT. If the president is unavailable, the administrator in charge will initiate the campus closure and notification protocols. However, if time is of the essence, any administrator in the chain of command is permitted to send a TVCC ALERT without prior consent should the situation warrant immediate notification.

Campus closures will be based on the following:

- Severe weather (tornado/flood/snow/ice)
- Chemical/radiation spill
- Impending danger

It is strongly recommended that all TVCC campus members register for TVCC ALERT through the TVCC website.

In the event of a crisis or emergency situation, campus members will be notified immediately via the TVCC ALERT systems by the president or their designee. If the president is not available, the administrator in charge will initiate the message and immediately contact the VP of institutional advancement or the director of communications. Any administrator in the chain of command is permitted to send a TVCC ALERT message without prior consent should the situation warrant immediate notification.
Appendix C
Order to Re-Open Campus

Trinity Valley Community College
Order to Re-open Campus/Return to Work Notification

The authority and decision to re-open the TVCC campus will follow the campus Emergency Operation Plan chain of command protocols as initiated by the president. If the president is unavailable, the administrator in charge will initiate the campus re-opening notification procedures.

All campus members will be notified to return to campus via the TVCC ALERT system as well as by postings on the campus website.

- The president will determine when to re-open the campus
- The media will be asked to announce that the campus has been re-opened and normal operations resumed.

TVCC ALERT and the campus website will also provide this information:

- www.tvcc.edu

Radio/Television Station

- KYYK – Palestine (Radio)
- KCKL – Malakoff – Athens (Radio)
- KLTU – (ABC) local channel 7
- KETK – (NBC) local channel 56
- KYTX – (CBS) local channel 19

Failure of an employee to return to work as instructed by his/her supervisor or the president once the campus is reopened may result in disciplinary action to include termination in accordance with campus rules and College policy.

Website Update:

The website will be updated by the vice president of information technology or their designee who will provide updates at least every four hours or as determined by the president or administrator in charge as the crisis or emergency persists.

Additional Information

All campus employees will be advised to contact their supervisors for specific information about reporting to work.

Information updates to the TVCC website will be provided at least every four hours or as determined by the president or administrator in charge.

All external local government agencies (city mayor, county judge, etc.) will be notified of any developments with the crisis or emergency situation as soon as possible.
Appendix D

Communication / Mass Notification

Trinity Valley Community College
Campus Communications Procedures

Assessment

The individual who encounters the potential crisis or emergency should gather accurate information from the appropriate sources as quickly as possible. After fact gathering, the individual should contact the Campus Police immediately.

Authority and decision to activate the Emergency Operations Plan as a result of the emergency will follow the chain of command beginning with the president. If the president is unavailable, the administrator in charge will activate the plan.

In the event there is an emergency in progress, the Campus Police may take immediate action to safeguard the campus community through established police procedures while taking steps to notify the administration of the crisis or emergency situation.

Response

After assessing the nature and scope of the situation, the CERT Team member in charge will call together all available members of the CERT Team to execute the following plan:

1. **Notify the director of communications:**

   In cases of a significant crisis, the president or administrator in charge or their designee will take the lead in conveying the administration’s response to the crisis, showing that the campus has control of the situation, calming public concern and providing leadership for the entire campus.

2. **Draft a fact sheet:**

   The fact sheet will contain a summary statement of the situation including all known details to be released to the media. This information will be made available to (and approved by) the president in addition to copies provided to the Executive Planning Group. This fact sheet should be scrutinized with respect to the public’s right to know and concerns for privacy and security.

3. **Notify key constituencies:**

   Determine key constituencies that should be informed of the crisis. It is important to keep administration, faculty, staff, students and parents informed as appropriate of appropriate details and actions taken by the College during an emergency.

4. **Alert the media:**

   Determine whether a news conference and or news release is an appropriate means of conveying information beyond the protocols used to notify faculty, staff, students the news media and the public. The president or administrator in charge, in consultation with the Executive Planning Group and the director of communications, will determine logistics of the news conference including when, where and how the media will be contacted, which media will be contacted, who will supervise the news conference, who will appear, etc.
TVCC Alert Protocols

Authority to issue a TVCC ALERT Message

Authority and decision to issue a TVCC ALERT message will follow the chain of command beginning with the president. The president or administrator in charge will approve the message and use of TVCC ALERT. If the president is unavailable, the administrator in charge will initiate the campus closure and notification protocols by contacting the next administrator in the chain of command.

If time is of the essence, any administrator in the chain of command is permitted to send a TVCC ALERT and without prior consent should the situation warrant immediate notification.

Discretion should be exercised when issuing TVCC ALERT messages. Certain dangerous or extreme situations may warrant the issuing of a message immediately:

- Tornado or funnel cloud near campus.
- Imminent severe weather (preceded by a National Weather Service alert).
- Campus violence/criminal behavior on campus (shooter, hostage situation, bomb threat, violent actor, abduction on campus, violent assault, etc.).
- Utility emergency (ruptured gas line, downed electrical line).
- Chemical/radiation spill on campus
- Fire in a campus facility.

TVCC ALERT messages will not be issued based on the following:

- Events/situations that do not pose an immediate threat to the campus or campus members (i.e. events off campus.)
- Events/situations that may create an even greater danger to the campus community or members if a message is sent.

Vice president of information technology:

- Coordinate the College website to post updates regarding the campus emergency or disaster.
- Coordinate staffing to complement all equipment utilized during the emergency or disaster.
- Arrange for separate lines of communication (computer, TV and phone) to be fully operational at all times at the EOC.
- Arrange for any additional communication equipment needed at the EOC.
• Coordinate TVCC computer technicians in their effort to re-establish computer service on campus, if lost.
Media Relations Management

In the event of a serious emergency or accident involving TVCC students, faculty and/or staff, the campus will immediately enact the following procedures for managing the media:

Responsibilities

- The director of communications will serve as the chief spokesperson for the campus.
- The director of communications will be responsible for interfacing with the TVCC personnel to coordinate additional support and secure their assistance, if needed for media relations.
- The director of communications will establish a media center. The center will not be within or in close proximity of the crisis.
- If employees or students are called by outsiders or members of the media, they should refrain from comment and refer the individual to the director of communications.
- As soon as reasonably possible, the director of communications will provide the media with a statement. The statement will be constructed based on the best available information.
- The media will be notified of the next update. Updates will be given by the director of communications.
- All initial acknowledgements and updates will be approved by the president or administrator in charge before being relayed to the media.
- Employees should be mindful of potential video cameras, cell phone photography and their coverage of the incident at the scene.
- If/when a media representative arrives on the campus, anyone encountering the media should contact the director of communications. If the director of communications is unavailable, contact the vice president of institutional advancement or any member of the campus administration. An authorized administrator in charge will then act as necessary.
- The director of communications will report to the established media center and activate assistance from TVCC personnel, for media assistance. That group may be assigned to either the main entrance of the campus or other locations to intercept and guide representatives to the media center.
- The role of the media assistant will be to escort arriving media representatives to the media center. Staff members will not answer media questions about any crisis situation without the express consent and instruction of either the director of communications or administrator in charge.
- Campus community members affected should be discouraged from agreeing to provide media with an interview.
• Media updates will be provided at least every four hours or as deemed necessary by the president or administrator in charge.

• All external local government agencies (city mayor, county judge, etc.) will be notified of any developments with the crisis or emergency situation as soon as possible.
Appendix F
Staffing

Trinity Valley Community College
Staffing During Emergency Response/Adverse Conditions

During an emergency, it may become necessary to suspend routine campus operations and move to emergency response status. Under such circumstances, all essential employees are expected to report to and/or remain at work to sustain services and protect campus assets. In doing so, the following procedures will be followed:

- The Incident Command Team will direct all actions during the emergency
- No faculty or staff member will be allowed to leave campus until released by his/her supervisor

Remaining at Work/Time Reporting

During a declared emergency time will be recorded as:

- Regular time worked and any applicable overtime
- Administrative leave will be granted for each hour worked to be taken if approved by the supervisor
- Employees released from work should not expect to use TVCC facilities as a shelter for themselves or their dependents during an emergency
- Non-benefit eligible employees will not be eligible for administrative leave
Appendix G
Shelter in Place
TRINITY VALLEY COMMUNITY COLLEGE
Shelter in Place

When emergency conditions do not warrant or allow evacuation from campus, the safest method to protect campus occupants may be to take shelter inside a campus building and await further instructions. The order to shelter in place will be given by the president, administrator in charge, or the TVCC Police Department, at which time the following procedures will be implemented.

The term shelter-in-place (SIP), means to seek immediate shelter and remain there during the emergency. Some emergencies require evacuation, but often, during tornadoes, exterior hazardous material releases, hostile intruder and similar emergencies, it is safer to remain where you are and await instructions. The most important aspect of a shelter-in-place (SIP) directive is to TAKE ACTION QUICKLY.

The basic concept behind sheltering-in-place (SIP) is to put barriers between yourself and the danger, while maintaining awareness, communications and safety. At TVCC, an emergency shelter-in-place directive will be initiated through all possible communication methods, however the most immediate methods of notification will be through the TVCC ALERT system, phone and siren.

The TVCC ALERTS system will specify the type of shelter-in-place (SIP) emergency that is occurring. This includes, for example, tornado warning, exterior hazardous material release, violent person in a specific location or building, etc. Therefore, the TVCC ALERT system can prepare you to react accordingly to the specific type of emergency occurring.

Below are examples of the types of emergencies that could cause a shelter-in-place to be initiated as well as procedures for each.

Hazardous Materials

Should an interior hazardous material release occur, the instruction would be to evacuate the building and area. In the event of an exterior hazardous material release (including chemical, biological or radiological), either accidentally, or intentionally, a shelter-in-place may be initiated. Should an exterior hazardous material shelter-in-place (SIP) be initiated, the following procedures are recommended:

- Move indoors and remain there until further notification.
- Once indoors, remain in office, classroom, residence hall room or other indoor space. The best rooms to enter are interior rooms with no windows.
- Encourage everyone to immediately go into rooms and out of large public areas.
- Close and lock windows, doors and seal the room as much as possible.
- Shut off heating, ventilation air conditioning (HVAC) units if possible.
- Pull down blinds, turn off lights and any other electronic equipment.
- Monitor TVCC ALERT text messages, but remain off the cell phone unless a life or death emergency is occurring.
• Help others when possible, especially those who are physically disabled.

• Remain as calm as possible and know that the emergency situation is the central focus of emergency response personnel.

• If in a vehicle driving on campus, leave campus immediately – obeying traffic and speed regulations.

• Remain in shelter-in-place (SIP) until informed via TVCC ALERT text, phone message or by College officials that it is safe to leave.

Violent Persons

In the event that a person, or persons, poses a serious threat to campus, a shelter-in-place (SIP) may be initiated. This would usually involve some form of violence or firearm, and necessitate immediate action. Should this SIP be initiated, the following procedures are recommended:

• Move indoors to a safe location.

• If unable to get indoors, lie flat, get behind an obstruction, put distance between you and the danger and await police.

• Get into a room, office, residence hall room, meeting room, etc. and lock all doors and windows.

• Blockade the door if possible with large/heavy furniture, or other heavy objects.

• Pull down blinds, block windows to door in an effort to obstruct vision from hallway, turn off lights.

• Remain quiet, silence cell phones and any other noise producing objects.

• Stay low to the ground, on floor, near solid interior walls, staying away from windows and doors.

• Take cover under furniture, or other large objects placing as many items as possible between you and the threat.

• Do not peek out windows or doors to see what may be occurring.

• Monitor the TVCC ALERT system.

• Do not evacuate if fire alarm is activated unless you are positive a fire is occurring.

• If possible, and safe to do so, report the location of the violent person if known. Do not remain on cell phone unless a life and death emergency is occurring in your immediate vicinity.

• Help others when possible, especially the physically disabled.
• If you are in a vehicle during a shelter-in-place (SIP) for violent person, leave campus immediately. Obey traffic and speed regulations.

• Remain in the shelter-in-place (SIP) until informed by police, TVCC ALERT message, or by College officials that it is safe to leave.

• When Police arrive do not run at them or make sudden movements. Do not hold anything in your hand that could be mistaken for a weapon.

**Hazardous Weather**

Severe weather could suddenly develop which would initiate a shelter-in-place (SIP). The most likely scenario would be a tornado warning or sighting close to campus. Should this occur, the following procedures are recommended.

• If outside seek shelter in the closest large building.

• Do not seek shelter in any large, free span room such as a gym, auditorium.

• Move to the lowest floor in the building, the basement is the best option if available.

• The best room choice is an interior room with no windows, or a small windowless first floor interior room like a closet, or bathroom.

• If windows are in the room, close and lock windows and doors, pull down blinds.

• Center yourself under large furniture or other objects and protect yourself from flying glass or debris.

• Remain as close to the floor as possible, staying out of corners and away from outside walls.

• Remain in shelter-in-place (SIP) until informed via TVCC ALERT message, or by College officials that it is safe to leave.

• Remain off the cell phone, especially after a tornado strike.

• If anyone is seriously injured, contact Campus Police at 903-675-6235 or dial 911 from campus phone and request assistance.

**Central Shelter in Place Location**

Should an incident occur that requires all campus occupants to shelter in place in a central location, the incident commander will notify each department director/division chair to have all students, faculty and staff under their area of responsibility, or in the building in which they are located to report to a specific location capable of holding all occupants immediately.

Once all campus occupants have reported to and have been accounted for, further instructions will be provided by the Incident Command Team.
Appendix H
Evacuation
Trinity Valley Community College
Building Evacuation

There are two reasons that can require the evacuation of a building on a TVCC campus:

1. An emergency situation that presents a serious threat of injury or life to the students, staff or visitors of TVCC.

2. A planned operation, drill for training or for administrative purposes. In these cases, the TVCC president or administrator in charge will be the authority to determine the time, date and conditions for such an event.

Building evacuations will occur when a fire alarm sounds and/or upon notification by TVCC Police.

- When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same.

- Take all personal belongings with you upon evacuation.

- **ASSIST THE DISABLED IN EXITING THE BUILDING!** Remember that elevators are reserved for disabled persons.

- Once outside, proceed to a pre-determined area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for responding personnel
  
  a. Do not use the elevators in case of fire or bomb threat.

- Do not return to the evacuated building until told to do so by a college official.

Campus Evacuation

Campus occupants may be ordered to evacuate the campus in the event of adverse weather conditions, fire, release of toxic or odorous gas, terrorist threat or attack, bomb threat or any other event that is deemed by the campus leadership to be a clear and present danger to the students, faculty and staff of TVCC.

The order to evacuate the campus will be given by the president or administrator in charge at which time the following procedures will be implemented.

Campus Police officers will remain at the evacuated campus to provide security to the campus, evacuating only if required by city/county government.

**General Evacuation Procedures and Guidelines (Campus):**

- Evacuation of the campus will be conducted in a calm and coordinated manner which will be overseen by the Incident Command Team.

- Announcements will be communicated through department directors and division chairs to their personnel and students, via TVCC ALERT and phone messages. Instructions will be
given through the TVCC ALERT system to direct personnel and students to a pre-determined meeting point. This meeting point could be another campus location in Palestine, Terrell, Kaufman or Athens.

- The Incident Command Team will notify all subordinates of the decision to evacuate campus.

- Door-to-door announcements will be made in the residential halls by dorm directors. Students will be directed to evacuate the dorms and buildings.

- All student proxy cards will be deactivated to ensure that students are not able to reenter the dorms after evacuation.

- All employees are essential in the campus evacuation process and are required to remain at their duty stations until allowed to vacate the campus by their supervisor.

**General Evacuation procedures and guidelines:**

- Incident Command Team members shall ensure that all students, faculty and staff have evacuated the campus

- Employees and students shall report to the incident commander any special requests for utilities to remain on during the evacuation.

- Building proctors shall report through the chain of command to the Emergency Operations Center after buildings have been cleared of all personnel.

- Campus Police shall inspect all accessible areas to ensure that all personnel have evacuated.

- All personnel that have not left the buildings will be escorted out by police officers.

- Police officers shall report to the police chief following an inspection of each building. The police chief will then notify the Emergency Operations Center.

- The mechanical maintenance crew in the facilities services staff shall turn off all non-essential utilities within each building after evacuations are complete.

- The transportation department staff shall ensure that all vehicles are fueled and given a service check and make sure preparations are made to evacuate students.

**Office preparations prior to evacuation are as follows:**

- Unplug all electrical appliances.

- Employees with vehicles are asked to share a ride with those who have no vehicles.

- Once transportation plans have been finalized and all students have been safely evacuated from campus, faculty and staff members are free to leave.
Student Evacuation Procedures:

- Students may be asked to evacuate the campus, at which time the order to evacuate will be disseminated by the president or the administrator in charge.

Residential Hall room preparations prior to evacuation are as follows:

- Unplug all electrical appliances.
- Students with vehicles are asked to share a ride with those who have no vehicles. If a student can ride with fellow students, please notify student services of the destination of all vehicle occupants.
- If a student cannot arrange for transportation, TVCC will provide transportation to another TVCC campus or other selected evacuation destinations.
- Students needing transportation should notify student services immediately so that arrangements can be made.
- Food and shelter will be provided for displaced students for the duration of the evacuation period.
- Transportation will be by campus van, campus vehicle or other vehicle that may have been procured by the College and may or may not be driven by a campus employee.

Director of Housing:

- Develop and maintain trained managers and staff who shall be available on short notice to assist with emergency and work in emergency or disaster.
- Provide for relocation of students displaced from their living quarters by the emergency or disaster.
- Provide housing as needed for emergency workers who are required to remain on campus to provide assistance during the emergency or disaster.
- Develop and maintain a team of student staff to be available for tasks such as posting information, running errands, driving shuttles, taking head counts in evacuations and other duties as the emergency or disaster dictates.
- Ensure that managers are available to coordinate residence hall evacuations if necessary.
- Develop and maintain a housing staff designated to locate off-campus or on-campus housing for affected students.
Appendix I
Fire
Trinity Valley Community College
In all cases of fire, 911 must be notified immediately along with Campus Police on the Athens campus. For Kaufman, Palestine and Terrell campuses, call 911 immediately and notify the campus administration office. Campus Police must also be notified as soon as possible. Remember to observe the following procedures:

- Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them. Training and information is available through the Campus Police.

- If a minor fire appears controllable, immediately contact the Campus Police. Then promptly direct the charge of the fire extinguisher toward the base of the flame. If you are not alone, have one person make the emergency call while another uses the fire extinguisher.

- If an emergency exists, activate the building alarm. Caution: In some buildings, the alarm rings only inside the building. You must report the fire by phone.

- On large fires that do not appear controllable, evacuate all rooms, closing all doors to confine the fire and reduce oxygen and immediately notify the Campus Police. Do not lock doors.

- When evacuating, walk quickly to the nearest marked exit and alert others to do the same. Dorm directors should ensure that all individuals have evacuated.

- Assist the handicapped in exiting the building.

- Do not use the elevators during a fire.

- Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

- In an evacuation, report to your designated building assembly location. Stay there until an accurate head count is taken. The Dorm directors will take attendance and assist in the accounting of all building occupants.

- If requested, assist emergency crews as necessary.

- An Emergency Command Post (ECP) may be set up near the emergency site. Keep clear of this area unless you have official business.

- Do not return to an evacuated building unless told to do so by an authorized College official.

**Note:** If you become trapped in 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 as close to the floor as possible, where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

**Dorm directors, see appendix (W)**
Appendix J

Medical Emergency

Trinity Valley Community College
In the event of a medical emergency on campus, emergency personnel should be notified immediately.

- In all cases of emergency, 911 and Campus Police must be notified immediately on the Athens campus. For Kaufman, Palestine and Terrell campuses call 911 immediately and notify the campus administration office. Campus Police must also be notified as soon as possible.

Provide the dispatcher with:

- Location of emergency.
- Type of injury or illness, if known.
- Brief description of patient (gender, age, etc.).
- Render first aid, if trained.
- Make the person as comfortable as possible.
- The scene will be secured by responding emergency personnel.
- If the incident requires immediate response by TVCC personnel, the administration will be notified and the appropriate action taken.

**Immediate Health Services:**

Local EMS and College Emergency Response Team (CERT)

- Respond to the EOC or the field, as needed.
- Coordinate medical activities within campus, including triage.
- Coordinate medical services as needed to support shelter operations.
- Coordinate with Counseling Center as needed for support

**First aid kits are available at the following locations**

Administration Building -- Registrar’s Office & Theatre department

Learning Resource Center – Library & Help Desk

Gibbs Academic Building – Staff Lounge 1st floor

Student Union – Campus Police office & Student Activities office

Liberal Arts – Community Services office

Math/Journalism – Faculty Office Common Area
Cafeteria/Bookstore – Mail Room & Café Manager’s office
Baugh Technology Center – Staff lounge 3rd floor
General Studies Center – Staff Lounge 1st floor
West Hall – Director’s Office
South Hall – Director’s Office
Auto Mechanics Building – Instructor’s Office
Welding Building – Instructor’s Office
Cosmetology Building – Instructor’s Office
Cardinal Gym – Athletic Coordinator’s Office
Agriculture Building – Instructor’s Office
Nail Technology Building – Instructor’s Office
Community Services Center – Administrative Office
Fine Arts Building – Department Chair’s Office
North East Dormitory – Director’s Office
North West Dormitory – Director’s Office
Field House – Athletic Director’s Office
Maintenance Building – Transportation Assistant’s Office
Kaufman Campus – Administration office
Palestine Campus – Administration office
Palestine Workforce Center – Administration office
Terrell Campus – Administration office
Appendix K
Severe Weather

Trinity Valley Community College
**Tornado**

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm and is produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. Tornado season is generally March through August, although they can occur at any time of year. They tend to occur in the afternoons and evenings.

The best protection during a tornado is in an interior room on the lowest level of a building. Tornadoes strike with incredible velocity. Wind speeds may approach 300 miles per hour. These winds can uproot trees and structures and turn harmless objects into deadly missiles, all in a matter of seconds. Normally a tornado will stay on the ground for no more than 20 minutes; however, one tornado can touch ground several times in different areas. They are most destructive when they touch ground.

**Tornado Watch**

A tornado watch means that conditions are favorable for tornado formation. You should remain alert and do the following:

- Review actions to take should the situation change to a tornado warning, or if a tornado funnel is sighted.
- Ensure no physical restrictions exist that would prevent free movement to your nearest safe area (clear any blocked doors, aisles, etc.).
- Continue normal activities, but be alert to weather outside, and monitor a radio/television or watch the sky for worsening weather conditions.
- If circumstances change, faculty, staff and students will be notified by the TVCC ALERT, phone and or TVCC siren notification systems. Do not call Campus Police for information. Keep telephone lines clear for emergency messages.

**Tornado Warning**

A tornado warning means that a tornado has been sighted. You should do the following:

- Take cover. Preferably, proceed to the nearest safe area or shelter.
- Because of possible electrical failures, you should use the stairs, not the elevator.
- Remain well clear of windows and other glass.
- Avoid auditoriums and gymnasiums with large, poorly supported roofs.
- In multi-story buildings, you should move to the first floor. Inner hallways are usually safe areas.
- If possible, move to the ground level.
If you are in a frame or sheet metal building and weather conditions permit, move to a brick or stone building for added protection.

**Know the severe weather safe zones for each building. See Appendix (U).**

**Severe Winter Storms**

In Texas, severe winter storms are most likely to bring ice, strong winds and freezing rain. Such storms can prevent employees and students from reaching campus or cause them to have to leave campus early in order to avoid dangerous circumstances on the highway. Severe winter storms also can cause structural damage and power outages.

Occasions may occur when weather-related conditions or other emergency necessitate that the College announce a delayed arrival time, an early dismissal time or remain open for essential staff only. In all cases, employees must use their best judgment in determining their own safety when traveling to and from home.

**Winter storm watch** means severe winter weather is possible, **winter storm warning** signals that severe winter weather is expected, **blizzard warning** signals severe weather with sustained winds of at least 35 miles per hour, and a **traveler's advisory** means that conditions may make driving difficult or dangerous.

Severe thunderstorms often bring large amounts of rain that can fall in very short periods of time. Often, such heavy rains cause flooding of the streets in and around the campus and the city locations.

Damaged facilities should be reported to Campus Police and the director of building services via School Dude.

**Flood watch**

Conditions are right for flooding to occur in your area.

- Turn on your TV/radio. You will receive the latest weather updates and emergency instructions.
- Know where to go. You may need to reach higher ground quickly and on foot.
- Keep your cell phone with you. You may receive TVCC ALERTS providing you with important instructions.

**Flood warning**

- Move immediately to higher ground or stay on high ground.
- Evacuate if directed.
- Avoid walking or driving through flood waters.
• Keep your cell phone with you. You may receive TVCC ALERTS providing you with important instructions.
Appendix L
Hazardous Material Spill or Radiation

Trinity Valley Community College
Hazardous Material Spill or Radiation

In all cases of chemical spill or radiation, 911 must be notified immediately along with Campus Police on the Athens campus. For Kaufman, Palestine and Terrell campuses, call 911 immediately and notify the campus administration office. Campus Police must also be notified as soon as possible.

Move away from the accident scene and help keep others away. Maintain a safe distance. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes and smoke. Observe the following procedures in these circumstances:

Because the College campuses are fronted by major state highways and is within five miles of a railroad, the possibility exists that a truck or train transporting hazardous material, toxic gas(es), explosives or nuclear materials could travel near the campus.

- When reporting, be specific about the nature of the involved material and exact location.
- Campus Police will contact the necessary specialized authorities and medical personnel.
- The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Police.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give names to Campus Police.
- Required first aid and cleanup by specialized authorities should be started at once.
- If a building emergency exists, you must report the emergency by phone to ensure coverage.
- When the building evacuation is sounded, an emergency exists.
- Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the handicapped in exiting the building.
- Remember that elevators are reserved for handicapped persons to use. Do not use elevators in case of fire.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- An Emergency Command Post (ECP) may be set up near the emergency site. Keep clear of this area unless you have official business.
- Do not return to an evacuated building unless told to do so by an authorized College official.
• An accident involving a truck and/or train may require immediate evacuation of the campus. In such a case, the immediate potential for harm will require exit from the campus in a direction opposite the danger source.

Generally, if there is a toxic spill and/or release of toxic gas(es), the safest plan of action would be to immediately move away from the area at right angles to the prevailing wind.

Campus Police along with the director of transportation & logistics / shipping and receiving / inventory control, will coordinate efforts to determine from local officials at the scene, the need for a campus evacuation.

Such information is to be provided to the College president as it becomes available.

The telephone system and/or TVCC ALERT will be used to inform faculty and staff.

See Appendix G for shelter-in-place hazardous material instructions.

Important:
After any evacuation, report to your designated campus area assembly location. Stay there until an accurate head count is taken. Dorm directors will take attendance and assist in the accounting for all building occupants. Any department using hazardous materials must provide the director of building services and Campus Police with a list of hazardous materials being used and emergency procedures list for each material.
Appendix M
Violent or Criminal Behavior

Trinity Valley Community College
**Violent or Criminal Behavior:**

In all cases of violent or criminal behavior, Campus Police and or 911 must be notified immediately on the Athens campus. For Kaufman, Palestine and Terrell campuses, call 911 immediately and notify the campus administration office. Campus Police must also be notified as soon as possible.

Everyone is asked to help make the campus a safe place by being alert to suspicious situations and promptly reporting them.

Campus Police are located in the bottom floor of the Student Union Building (Suite - 103) and provide 24-hour help and protection seven days a week on a year-round basis.

The following procedures should be used by faculty, staff and students exposed to violent or criminal behavior.

If you are a victim or a witness to any on-campus offense, **avoid risks!** Promptly notify Campus Police or the campus administration office as soon as possible and report the incident, including the following:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of any weapons involved
- Description of property involved

If you observe a criminal act, or whenever you observe a suspicious person on campus, immediately notify Campus Police and report the incident.

 Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or discharged explosives jeopardize the campus, you should take cover immediately, using all available concealment.

After the disturbance, seek emergency first aid if necessary.
Command Procedures for Threat to Campus:

- In all cases of threats to campus, Campus Police on the Athens campus must be notified immediately. For Kaufman, Palestine and Terrell campuses, notify the campus administration office immediately or 911. Campus Police must also be notified as soon as possible.

- Person receiving threat finds and informs their supervisor and stands by for instructions from the president.

- Emergency Operations Center activate/set up.

**Armed Assault:**

In the event that one or more gunman comes on campus with intent to harm College member(s) for any reason;

Quickly determine the most reasonable way to protect your own life.

**Run**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instruction of any police officers.
- Do not attempt to move wounded people.
• Call 911 when you are safe.

Hide

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

• Be out of the active shooter’s view.
• Provide protection if shots are fired in your directions (i.e., an office with a closed and locked door).
• Not trap you or restrict your options for movement to prevent the active shooter from entering your hiding place.
• Lock the door.
• Blockage the door with heavy furniture if the active shooter is nearby.
• Silence your cell phone and/or pager.
• Turn off any source of noise (i.e., radios, televisions).
• Hide behind large items (i.e., cabinets, desks).
• Remain quiet.

Fight

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

• Acting as aggressively as possible against him/her.
• Throwing items and improvising weapons.
• Yelling.
• Committing to your actions.

• Any of these threats may be armed with other types of weapons, including but not limited to pipe bombs, firebombs, various sharp weapons, etc. Additional weapons might be detected as bags, cases or packages carried by the gunmen. Each incident should be analyzed carefully to determine just what we might be facing, so that we can pass on the information to our backup units and other concerned parties. The best way to get this information to a central command is to call everything into dispatch or designated command post.

The director of communications will provide the public notice as directed by the ICT.
In coordination with the commanding Police Department, the president, administrator in charge and the TVCC chief of police will consider the following:

- Evacuating the entire facility to assembly areas or an off-site location.
- Conducting a media briefing off-site if the commanding Police Department’s spokesperson cannot conduct one.
- Providing a location for the families of the hostages / injured to congregate for counseling.
- The director of human resources will provide or arrange counseling for faculty, staff, students and their families if needed.

**What to do if taken hostage:**

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor is emotionally imbalanced. Do not make mistakes that could hazard your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. 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.
- **TVCC College does not recommend, endorse or imply that any hostage take matters onto their own that could endanger themselves or others.**

**Hostage Situation:**

In the event of a hostage situation, it is important that the TVCC Police are quickly notified. Upon the receipt of notification, the following team will be assembled.
b. The faculty, staff or student who recognizes or is notified of a hostage situation must call 911 immediately along with Campus Police on the Athens campus. For Kaufman, Palestine and Terrell campuses, call 911 immediately and notify the campus administration office. Campus Police must also be notified as soon as possible.

Caller will need to provide the following information:

- The caller's name, location and telephone number.
- Number of persons being held hostage.
- Location of the hostages.
- Condition of the hostages.
- Demands of the hostage takers.
- Physical description of the hostage takers (sex, race, age, height, weight, build, glasses, facial hair, hair color, hat, and clothing color and type), if possible.
- Description of the hostage taker's vehicle, if applicable.
- The Police Department will initiate the emergency notification procedure and make any additional calls as necessary.
- Faculty, staff and/or students directly affected by the hostage situation should take their cue from the hostage takers. If the opportunity arises whereby escape can be accomplished without creating greater harm to themselves or others, then they should use their own discretion.
- Faculty, staff and/or students who have escaped or are not affected should remain away from the location and out of sight of the hostage takers.
- The TVCC Police will establish an Emergency Site Command Post (ESCP). The associate vice president of facilities and human resources director will report to the ESCP to provide immediate information about the facility or persons involved.
The director of communications will provide the public notice as directed by the president. In coordination with the commanding Police Department, the president, administrator in charge and the TVCC chief of police will consider the following:

- Evacuating the entire facility to assembly areas or an off-site location.
- Conducting a media briefing offsite if the commanding Police Department’s spokesperson cannot conduct one.
- Providing a location for the families of the hostages to congregate for counseling.
- The director of human resources will provide or arrange counseling for faculty, staff, students and their families if needed.
Appendix N
Campus Lockdown
Trinity Valley Community College
When a crisis or emergency situation on campus warrants immediate lockdown of the campus, the safest method to protect campus occupants will be to take shelter inside a campus building and await further instructions.

The order to lockdown the campus or campuses will be given by the president or administrator in charge. In the event there is an emergency in progress, the Campus Police may take immediate action to safeguard the campus community by calling for the lockd

own of campus(es) through TVCC ALERT, siren message and telephone while taking steps to notify the administration of the crisis or emergency situation. If the order to lock down the campus is given, the following procedures will be implemented:

- A TVCC ALERT message will be issued immediately providing specific instructions regarding the crisis and how campus community members are to respond.

- The Campus Police will respond to the crisis scene and provide a threat assessment to the vice president of student services or administrator in charge. Should the situation warrant immediate additional assistance, the Campus Police will call local police agencies and fire agencies and follow established emergency procedures.

- The campus building proctors will also be notified via TVCC ALERT to alert their building occupants of the crisis or emergency situation and what should be done to remain safe.

- Campus building proctors will lock all doors and windows they will opened only to students and staff seeking safety or to the police.

- Appropriate action will be taken by the Campus Police and TVCC administration based on the threat assessment provided by the Campus Police and any Incident Command Team member responding on-site to the crisis.

- All campus community members will move to the nearest room, take cover and stay low.

- Campus community members will remain quiet and shut off all audio-visual equipment.

- Faculty will be responsible for providing leadership and maintaining calmness in the classrooms.

- The campus will remain in the lockdown mode until an all-clear signal is given by the Campus Police or TVCC administration.

- Once the all-clear signal has been communicated via TVCC ALERT, telephone, verbally and by other means across campus, the Office of Student Services or their designee will commence notifying students’ parents as appropriate. The director of communications will provide a scripted message approved by the president or administrator in charge that will be communicated to the parents and family of the students.

- All campus resources necessary will be made available to the Campus Police, TVCC administrators and responding emergency personnel to resolve the crisis.
Securing Campus:

The order to secure the campus will be given by the president or administrator in charge at which time the following procedures will be implemented:

- No student, faculty or staff member will be allowed to leave campus until released by the president, campus or local police agency or designee.

- Each building proctor will be contacted by an Incident Command Team member or by TVCC ALERT with instructions to secure his/her building.

- Additional information will be provided as it becomes available.

- Access to residential hall parking lots will be secured.

- Campus Police will coordinate communications with the local and or state police agencies to ensure traffic is restricted onto campus.

- Remaining campus police officers will continuously patrol interior of campus.

- Exterior mechanical room doors shall be secured.

- The transportation department staff shall insure that all vehicles are fueled and prepared for immediate evacuation assistance if necessary.
Appendix O

Civil Disturbance or Demonstration

Trinity Valley Community College
Civil Disturbance or Demonstration:

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. Facilities utilized for campus demonstrations must be reserved in accordance with applicable college policies and procedures. If any of the conditions stated below exist, TVCC Police should be notified and will be responsible for contacting and informing the president or administrator in charge.

The following conduct will not be permitted:

During Business Hours:

- TVCC Police will contact the president and vice president of student services or administrator in charge.

- The vice president for student services or administrator in charge will advise other appropriate officials. If appropriate, a college photographer(s) will be contacted and/or videotaping equipment obtained and used and/or surveillance

After Business Hours:

- TVCC Police should be notified immediately of the disturbance.

- TVCC Police will investigate the disruption and notify the chief of police if any of the following occur:
  - Interference with the normal operations of the college.
  - Prevention of access to, or egress from, offices, buildings or other college facilities including the use of facilities which have been reserved according to the college’s normal room or space scheduling system.
  - Threat of physical harm to persons or damage to college facilities.

Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

Peaceful, Non-Obstructive Demonstrations:
Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.

If demonstrators are asked to leave but refuse to leave by regular facility closing time:

- Arrangements will be made by the TVCC chief of police to monitor the situation during non-business hours, or

- Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Next Section, Non-Violent Disruptive Demonstrations)
Non-Violent Disruptive Demonstrations:
In the event that a demonstration blocks access to college facilities or interferes with the operation of the college:

- Consideration will be given to videotaping the demonstration. Demonstrators may be asked by the vice president of student services or their designee to terminate the disruptive activity.

- The TVCC Police will be informed that the demonstrators were directed to terminate the disruptive activity.

- If the demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specified action within a specified length of time may result in disciplinary action or arrest including suspension, expulsion or possible intervention by civil authorities.

- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including videotape and photographs if deemed advisable.

- After consultation with the vice president of student services or their designee, the TVCC chief of police will take appropriate action.

- If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the Police Department, the remaining demonstrators will be warned of the intention of arrest.

Violent, Disruptive Demonstrations:

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the president and vice president of student services will be notified immediately.
Appendix P

Utility Failure

Trinity Valley Community College
In the event of a utility failure including electrical, elevator, plumbing failure, flooding, gas leak or ventilation issues, use the following procedures. If there is potential danger to building occupants, or if the problem occurs after hours, weekends or holidays, call Campus Police.

During utility failure, facilities personnel will establish contact with the appropriate utility company to determine the duration of the outage and maintain communications with the police department or incident commander.

**Electrical/Light Failure:**

In response to any electrical outage, regardless of the duration:

- Facilities and residential hall staff will check all impacted buildings to ensure that there is no one trapped in any elevators.
- Dorm directors will identify the possible location of all persons with known disabilities and/or other impairments in their respective building.
- Residential hall staff will check on all faculty, staff and students who require the use of any electrical device for basic needs and mobility campus-wide.
- During the outage, facilities personnel must provide timely updates and reports to the EOC as requested. These reports shall enable the president or administrator in charge to adjust or cancel classes.
- Upon the restoration of electrical power, facilities personnel will conduct building inspections to verify that all systems are restored and functioning properly.
- Campus Police will also clear the building for re-entry by all persons.

**Elevator Failure:**

If you are trapped in the elevators, use the emergency phone to notify Theyssen Krupp or Otis elevator. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal for help.

**Serious Gas Leak:**

Cease all operations. Do not switch on lights or any electrical equipment. Remember, electrical sparks can trigger an explosion. Evacuate the building.
Bomb Threat/Bomb:

Anyone who receives a bomb threat should adhere to the following procedures in the order shown:

**Important:** Do not touch any suspicious object or potential bomb.

- The person receiving a threat should remain calm and attempt to obtain as much information as possible from the caller by using the checklist given in this plan. (Please note that this checklist can be adapted for any threat.)
- Call Campus Police, give your name, location, and telephone number. Inform them of the situation, reporting the exact words of the threat, including information you may have as to the location of the threat, time of the threat, and time you received the call. Campus Police will handle the evacuation, if necessary, upon their arrival.
- Do not evacuate the building and do not sound the alarm, but wait for further instructions. Law enforcement personnel and other authorities will be responsible for necessary evacuations of buildings or of the campus.
- If you should spot something out of the normal that appears suspicious, report it to Campus Police or the campus administration office. Under no circumstances should you touch, tamper with, or move objects out of normal or confront persons acting suspiciously. This includes cigarette packs, backpacks, etc.
- Immediately cease the use of all wireless transmission equipment (cell phones, 2-way radios).
- Record conversation if at all possible.
- If the building is evacuated, move as far from the building as possible. Keep the street, fire lanes and hydrants and walkways clear for emergency vehicles and crews.
- Do not return to the building until told to do so by Campus Police.
- In some cases, it will be necessary for Campus Police personnel to enlist personnel from the affected building to assist in the identification of suspicious packages or persons not normally in the area. Please assist the emergency personnel as much as possible.

The following precautions should be observed if a suspicious or unknown object is found:

- DO NOT touch, shake, or attempt to move the object.
- Secure the immediate area where the object is located, and call the Campus Police.
- Evacuate all persons in and around the area until the Campus Police can make a determination of the potential risk.
- Treat all suspicious objects as an explosive device until proven otherwise.
Police Department Bomb Threat Procedures:

- Police Department receives call:

  a. Email
  b. Phone
  c. Written on a wall
  d. Texted
  e. Etc.

- Dispatch officer to the scene immediately, if known; if unknown—prepare to secure the Police Department and prepare to go mobile, pending the location of the threat.

- If the scene is known, officers will respond to the location, evacuate the area, isolate and preserve the evidence. Do not touch it or disturb it. Locate and keep witnesses or send them to a secure place.

- At the same time dispatch must:
  a. Call local police departments and local fire departments
  b. Mobilize the entire Police Department
  c. Contact EMS
  d. Notify the vice president of student services who will contact the president.

- The decision will be made whether or not to convene the Incident Command Team.

- Decide where the ICT will meet.

- Decide how to handle the situation. Options include:
  a. Take no action
  b. Search only
  c. Search and do a partial evacuation
  d. Search and do a full evacuation

- Notify staff, faculty and students via TVCC ALERT, phones and or siren system.

- Contact the Department of Public Safety or the FBI and request a bomb team and dog. Upon their arrival, that agency will, in conjunction with the TVCC Police Department, resolve the situation. The TVCC Police will then act in a supporting role to the responding agencies.

- Contact the Fusion Center at 713-884-4717/fax 713-884-4726
  a. This is an intelligence group—they can tell the College if there have been similar calls and the results of those calls, or if they have suspects, etc.
  b. This group will be invaluable to the admin group by helping them decide what to do based on hard intelligence and the specific situation of the moment.

- Once the situation has been resolved, an All Clear message will be sent via TVCC ALERT, and or the phone system.
**Bomb Threat Checklist**

*Fill out completely immediately after or during the threat*

**Date** _____________________________  **Time** ________________

**Questions to ask:**

1. **When is the bomb going to explode?** _____________________________________________________________

2. **Where is it right now?** _______________________________________________________________________

3. **What does it look like?** _______________________________________________________________________

4. **What kind of bomb is it?** _______________________________________________________________________

5. **What will cause it to explode?** __________________________________________________________________

6. **Did you place the bomb?** _______________________________________________________________________

7. **Why?** ______________________________________________________________________________________

8. **What is your address?** _______________________________________________________________________

9. **What is your name?** _________________________________________

10. **Where are you now?** _________________________________________________________________________

**Sex of caller _______  Age _______  Race _______  Length of call _______

**Did the caller appear familiar with the premises?** ________________________________

**Caller’s Voice: Circle best description**

- accent
- angry
- calm
- clearing throat
- cracking voice
- crying
- deep breathing
- deep voice

**Caller’s Voice: Circle best description**

- distinct
- distinguished
- excited
- ragged nasal
- familiar rapid
- If familiar, who did it
- sound like?
- laughing

**Background Sounds: Circle applicable sounds**

- animal sounds
- booth sounds
- long distance
- street noise

- house noises
- local call
- static
- factory noises

- office machines
- PA system
- crockery (dishes)

- motor
- other_______
- clear sound

**Threat Language: Circle best descriptions**

- foul
- incoherent

- well spoken (English)
- irrational

- taped
- message read by threat maker

**Other remarks: ____________________________________________

**Name___________________________  Position________________________  Phone ________________
Appendix R
Psychological Crisis

Trinity Valley Community College
A psychological crisis exists when an individual threatens harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions manifested by hallucinations or uncontrollable behavior.

Never try to handle a situation you feel is dangerous on your own.

Introduction

This procedure provides direction to the campus community when responding to an incident or emergency that may threaten the institution’s processes, the safety of its employees and students or the facility itself.

Definitions/explanation

A psychological crisis exists when an individual is threatening to do harm or is doing harm to themselves and/or to others and/or to campus property.

Early identification and intervention with persons suffering from psychological crisis is the single most important step that faculty, staff, security and health professionals can take to prevent individuals from escalating to violent acts.

Procedure

In the event of a psychological crisis, faculty, students and staff will:

- Notify Campus Police or the campus administration office of the situation. Clearly state that you need immediate assistance, give your name, location and the nature of the emergency.

- If the crisis or incident escalates, evacuate the immediate area;

- Seek a place of safety away from the individual and notify Campus Police of your location;

- Refer to the document produced by the campus mental health counselor entitled “TVCC Behavioral Assessment Risk Assessment Guide: Identifying and Referring Students” in Difficulty, for further information.

- For some situations, it may be necessary to provide significant psychological counseling intervention for faculty, staff and students in order to overcome the lingering emotional trauma associated with such an event. Coordination of such counseling will be provided by the TVCC licensed professional counselor. Should the scope of the emergency or disaster require external assistance, the director of human resources, and/or the vice president of student services will seek appropriate support services from the College’s EAP or the licensed mental health counselor for TVCC.
Appendix S
Notification of Family / Family Arriving on Campus During an Emergency

Trinity Valley Community College
Notification of family

Family of students on campus will be notified following a report from Campus Police that the campus is secured and all students are accounted for:

- Notification will be conducted by the Office of Student Services or their designee.
- Family members will be instructed to contact their student via phone and other arrangements will be made for family to meet students when safe.
- In the event of a death or hospitalization, notification will be made to the family/families affected, by the president or their designee.
- If the family/families of the individuals involved in the emergency reside out of town, notification is appropriate by law enforcement agency with jurisdiction.

Families arriving to campus during an emergency

During an emergency, the vice president of student services or their designee will secure a comfortable and appropriate location either on campus or off of campus depending on the situation that will accommodate the families of students on campus who have arrived, following initial notification. This location should be:

- In a private area
- Well away from the emergency or affected area.
- Well away from the media staging area.

A TVCC licensed counselor will be made available to the parents of students who have been directly affected by the incident.

Under no circumstances will members of the media be allowed in this area.

This area will be monitored by a campus police officer at all times.
Appendix T
Food Services

Trinity Valley Community College
In an effort to ensure all students, faculty, staff, responding personnel and any disaster victims receive nutrition during a TVCC emergency, the TVCC food service contractor will:

- Maintain an emergency inventory for a minimum of three days of food and water for TVCC residential hall students.
- Maintain a listing of food assets within the College and its suppliers.
- Coordinate the distribution of food and water to emergency workers and emergency/disaster victims.
- Develop and maintain written agreements on emergency food and water delivery by the College's suppliers. These agreements will call for individual bottles of drinking water, gallon size bottled water and non-perishable foods. These are to be delivered to the College upon request during an emergency or disaster.
Appendix U
Building Safe Zones

Trinity Valley Community College
## Athens

<table>
<thead>
<tr>
<th>Building</th>
<th>Safe Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Building</td>
<td>First Floor Registrar’s Office / Counseling / Institutional Advancement</td>
</tr>
<tr>
<td>Gibbs Academic</td>
<td>First Floor Classrooms-Center of Building</td>
</tr>
<tr>
<td>LRC</td>
<td>First Floor Back Area of Library</td>
</tr>
<tr>
<td>Student Union</td>
<td>First Floor Game Area</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>Go to Student Union</td>
</tr>
<tr>
<td>Math/Journalism</td>
<td>Go to Student Union</td>
</tr>
<tr>
<td>Technology Center</td>
<td>First Floor Classrooms-Center of Building</td>
</tr>
<tr>
<td>Bookstore/Cafeteria</td>
<td>Back Area of Bookstore</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Center &amp; Side Hallways Away From Windows</td>
</tr>
<tr>
<td>Community Services Building</td>
<td>Center of Building</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Break Room</td>
</tr>
<tr>
<td>Nail Tech/Ranch Management</td>
<td>Go To West Hall</td>
</tr>
<tr>
<td>Welding/Auto</td>
<td>Go To West Hall</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Go To Gibbs Academic</td>
</tr>
<tr>
<td>Field House</td>
<td>Center Hallway Away From Windows</td>
</tr>
<tr>
<td>Cardinal Gym</td>
<td>North Hallway Near Softball Office</td>
</tr>
<tr>
<td>Northeast Resident Hall</td>
<td>First Floor Hallways</td>
</tr>
<tr>
<td>Northwest Resident Hall</td>
<td>Go To Northeast Resident Hall</td>
</tr>
<tr>
<td>South Resident Hall</td>
<td>First Floor Hallway</td>
</tr>
<tr>
<td>West Resident Hall</td>
<td>First Floor Hallway</td>
</tr>
<tr>
<td>Cardinal Hall</td>
<td>First Floor Bathrooms, First Floor Bathrooms in Rooms</td>
</tr>
<tr>
<td>General Studies</td>
<td>First Floor Classrooms</td>
</tr>
</tbody>
</table>

## Palestine

<table>
<thead>
<tr>
<th>Building</th>
<th>Safe Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson Building</td>
<td>Library, Faculty Lounge, Lecture Hall</td>
</tr>
<tr>
<td>Calhoun Building</td>
<td>Go to Anderson Building</td>
</tr>
<tr>
<td>ECRC (Technology) Building</td>
<td>Go to Anderson Building</td>
</tr>
<tr>
<td>Maintenance Building</td>
<td>Go to Anderson Building</td>
</tr>
</tbody>
</table>

## Kaufman

<table>
<thead>
<tr>
<th>Building</th>
<th>Safe Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Science Center</td>
<td>Men’s and Women’s restrooms first floor</td>
</tr>
</tbody>
</table>

## Terrell

<table>
<thead>
<tr>
<th>Building</th>
<th>Safe Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Building</td>
<td>Room 115, 113, 122, Counseling Storage, Snack bar Room 108, Men’s Restroom, Women’s Restroom</td>
</tr>
<tr>
<td>E - Building</td>
<td>Room E114, E113, E112, Men's Restroom, Women's Restroom.</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>L - Building</td>
<td>Room L110, L111, L106, L118, L120</td>
</tr>
</tbody>
</table>
Appendix Y
Safety Program

Trinity Valley Community College
Trinity Valley Community College contracts with Work Comp Solutions, as subsidiary or Edwards Risk Management, for the purpose of providing a comprehensive safety program for the employees of TVCC.

The Safety Program includes the following topics of interest:

**Loss Prevention Training**

Employee loss prevention training is a valuable tool in developing employee awareness of safety and wellness. Through proper training, employees learn to recognize and eliminate hazards which could otherwise cause accidents and result in injuries or property damage. Training is available in English and Spanish.

Three times each school year, WCS conducts hands-on, interactive training sessions at the district so that employees get involved and have fun while learning to practice safety 24-hours a day. Employees are incentivized to focus on safety by participating in bi-annual safe employee programs. New employees can get up to speed via WCS’ online Employee Safety Orientation Program.

Over 100 online safety topics, delivered in short one-page bites, provide great reference topics for weekly department safety briefings.

Specialized safety training videos enable schools to focus training on specific exposures in each member district. These online streaming videos form the basis of in-school monthly training sessions. The WCS library includes over 50 titles with subjects that include:

- Alcohol/Drug Abuse
- Custodial/Kitchen Safety
- Office/Admin Safety
- Crisis Preparedness
- Back Safety
- Fire Safety
- Playground Equipment
- CPR and AED
- Bus Safety
- Heat Safety
- Slips, Trips, and Falls
- Hazard Communication

**Person Protective Equipment**

Slips, trips, falls, cuts and burns are some of the leading cause of school employee injuries. Proper utilization of Personal Protective Equipment (PPE) has proven to be a critical prevention tool in avoiding employee injuries.

WCS provides each Member with a PPE catalog containing items available at no additional charge to the district. The safety equipment included in the catalog is specifically selected for the most common hazards faced by school district food service, maintenance and custodial employees.

Campus police, child nutrition, maintenance, custodial and transportation employees receive a new pair of slip-resistant shoes or boots at the beginning of each school year—at no additional cost to the member. The Shoemobile delivers shoes and boots directly to the district to ensure properly fitted protective footwear is available to your employees.

**Working Well Plan**

Safety is not just action, it’s an attitude. Our vision is to educate, motivate and provide opportunities for employees and their families to improve their health, wellness, fitness and overall quality of life.

- Fall and Spring wellness activity incentive programs
• Well~Connected – health and wellness newsletter – bilingual
• Health and Safety tip of the week – bilingual
• Monthly information on national health campaigns
• Wellness stipend available for health incentive programs
• Wellness service representatives
• Winning Ways for Wellness – tips to promote employee engagement
• Regional wellness coordinator luncheons