

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Emergency Response Plan*
EFFECTIVE DATE: November 1, 2014
BOARD POLICY REFERENCE: CGC

PURPOSE

To prepare Blinn College for three classifications of incidents/events. These classifications are as follows:

- 1) No Notice Events – This classification would include incidents such as: Fire, Bomb Threat, Hazardous Material, Hostage/Shooter, Leaks and Illness.
- 2) Forecast Events – This would include incidents such as: Flood, Tornado, Hurricane and Extreme Weather.
- 3) Planned Events – This would include events such as: Sports, Arts, Public on Campus (such as visitation days) and Parades.

The Emergency Response Plan (ERP) provides general guidance for an all hazards approach to emergency management activities and an overview of Blinn’s methods of mitigation, preparedness, response and recovery. The ERP describes Blinn’s emergency response organization and assigns responsibilities for various emergency tasks. The ERP is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. The ERP applies to all Blinn officials, departments and agencies. The primary audience for the ERP includes: Chancellor, college Administration, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations and others who may participate in Blinn’s mitigation, preparedness, response and recovery efforts.

PROCEDURES/GUIDELINES

See attached manual.

Blinn College

Emergency Response Plan

This plan is effective 11-4-14 and supersedes all previous editions.

Introduction:

Blinn College is a comprehensive community college. The college district includes many different locations. Although each location has unique characteristics, the Blinn College Emergency Response Plan (ERP) encompasses the entire college district.

Purpose: To prepare Blinn College for three classifications of incidents/events. These classifications are as follows:

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Goal: To help ensure Blinn College is equipped and trained with resources necessary to effectively respond to and manage any defined incident/event classifications.

Mission: Strive for a safe and orderly environment through planning, preparing and implementing policies, procedures and effective strategies that will assure the opportunity for all faculty, students and visitors to achieve their personal goals during their time at Blinn College.

Definitions:

1. **Incident Management Team (IMT)** - A group of individuals from the college district staff and faculty that are part of Blinn College ICS.
2. **Incident Command System (ICS)** - A system of positions and functions as outlined by the National Incident Management System (NIMS). This includes positions of Incident Commander, Operations Chief, Planning, Finance, Logistics, and Administration.
3. **Incident Commander (IC)** - The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
4. **Emergency Operations Center (EOC)** - Location of the college district from which the IMT exercise direction and control and coordinate necessary resources in an emergency situation. This location will be determined at the time of the incident based on need.

5. **Public Information** - Information that is disseminated to the public via the news media before, during and/or after an emergency or disaster.
6. **Emergency Management/Safety Manager** - Responsible for overseeing all college district emergency responses and coordinating with outside responding emergency agencies. Develops emergency plans and the training of IMT and the Blinn ICS. Additionally, responsible for college district safety and serves as Safety Officer during an emergency in the ICS. This position oversees the operation of the IMT during an incident to help maintain continuity and implementation.
7. **Critical Incident Response Team (CIRT)** - College District Staff and Faculty who respond to an emergency to help implement and coordinate emergency plans, evacuations, accountability, act as first responders and other duties as assigned by the IMT or Emergency Management/Safety Manager.
8. **Assembly Area** - Designated area where building occupants gather during an evacuation for safety and accountability.
9. **Unified Command** - A system where representatives from responding agencies meet together to coordinate resources and priorities in order to provide safe and effective means of managing an emergency situation.
10. **Emergency Situations** - As used in this plan, this term is intended to describe a range of occurrences from a minor incident to a catastrophic disaster. It includes the following:
 - a. **Incident** - An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically not required.
 - 3) Warning and public instructions are provided in the immediate area, not college district-wide.
 - 4) Responses are typically handled internally but may require limited external assistance from other local response agencies. Requests for resource support are normally handled through the Emergency Management/Safety Manager or the Blinn College District Police.
 - b. **Emergency** - An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics of an emergency include:
 - 1) Involves a large area, significant population or important facilities.
 - 2) May require implementation of evacuation or sheltering in place.
 - 3) Will require community resources.
 - 4) Requires a multi-agency response operating under an incident commander.
 - 5) May require some external assistance from other local response agencies, contractors and limited assistance from state or federal agencies.
 - 6) The EOC may be activated to provide general guidance and direction, coordinate external support and provide resource support for the incident if needed. The Emergency Management/Safety Manager has the authority to “activate” the EOC and IMT.
 - c. **Disaster** - A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the Blinn College District to handle with its own resources. Characteristics of a disaster include:
 - 1) Involves a large area, a sizable population and/or important facilities.

- 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of mass care operations.
 - 3) Requires college district wide warning.
 - 4) Requires a response by all local response agencies operating under one or more incident commanders.
 - 5) The EOC and IMT will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support and coordinate resource support for emergency operations.
- d. Catastrophic Incident** - This term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage or disruptions that severely affect the population, infrastructure, environment, economy and/or college district functions.
- 10. Hazardous Material (Hazmat)** - A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored or transported. The substance by its nature, containment and reactivity has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and poses a threat to health and the environment when improperly managed. These may include, but are not limited to: toxic substances, certain infectious agents, radiological materials and other related materials such as oil, used oil, petroleum products and industrial solid waste substances.
- 11. Inter-local agreements** - Arrangements between governments or organizations for either public or private aid or assistance during emergency situations where the resources of the college district are insufficient or inappropriate for the tasks that must be performed to control the situation.

Assumptions:

1. The Blinn College District will be exposed to and subject to the impact of those hazards described above, as well as, lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time or place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations effecting the college district. Since it takes time to summon external assistance, it is essential for the Blinn College District to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as safety and emergency procedures, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.
5. Depending on the situation and environment, the Blinn College District may act as a shelter for certain emergency or other essential employees. However, the Blinn College District is not an emergency shelter.

Situations:

The Blinn College District is exposed to many hazards, all of which have the potential for disrupting the district operations, causing casualties and/or damage to college district property. A summary of our major hazards is provided in Figure 1.

FIGURE 1
HAZARD SUMMARY

	LIKELIHOOD OF OCCURRENCE*	ESTIMATED IMPACT ON PUBLIC HEALTH & SAFETY	ESTIMATED IMPACT ON PROPERTY
Hazard Type:	(SEE BELOW)	LIMITED/MODERATE/ MAJOR	LIMITED/MODERATE/ MAJOR
<i>NATURAL</i>			
DROUGHT	O	LIMITED	LIMITED
EARTHQUAKE	U	LIMITED	LIMITED
FLASH FLOODING	O	LIMITED	LIMITED
FLOODING (RIVER OR TIDAL)	U	LIMITED	LIMITED
HURRICANE	O	LIMITED	LIMITED
SUBSIDENCE	U	LIMITED	LIMITED
TORNADO	O	LIMITED	LIMITED
WILDFIRE	U	LIMITED	LIMITED
WINTER STORM	O	LIMITED	LIMITED
<i>TECHNOLOGICAL</i>			
DAM FAILURE	U	LIMITED	LIMITED
ENERGY/FUEL SHORTAGE	U	LIMITED	LIMITED
HAZMAT/OIL SPILL (FIXED SITE)	U	LIMITED	LIMITED
HAZMAT/OIL SPILL (TRANSPORT)	O	LIMITED	LIMITED
MAJOR STRUCTURAL FIRE	O	LIMITED	MODERATE
NUCLEAR FACILITY INCIDENT	U	LIMITED	LIMITED
WATER SYSTEM FAILURE	U	LIMITED	MODERATE
<i>SECURITY</i>			
CIVIL DISORDER	U	LIMITED	LIMITED
ENEMY MILITARY ATTACK	U	LIMITED	LIMITED
TERRORISM	U	LIMITED	LIMITED
* LIKELIHOOD OF OCCURRENCE: UNLIKELY, OCCASIONAL, LIKELY OR HIGHLY LIKELY			

Basic Plan:

I. Concept of Operations

A. Objectives

The objective of the Blinn College emergency response plan is to protect the health and safety of students, faculty, staff and visitors, as well as, preserve property.

B. General Response

Blinn College has the primary role in identifying and mitigating hazards and preparing for, responding to and managing the recovery from emergency situations that affect the college district.

1. It is impossible to do everything that is required to protect the lives and property of the college district. Blinn College students and employees have the responsibility to prepare themselves to cope with emergency situations and manage their affairs and property in ways that will aid the college district in managing emergencies. The Blinn College District will assist students and employees in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
2. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation. However, there are some plans for specific types of incidents and situations that may arise in our environment.
3. This plan is based upon the concept that the emergency functions that must be performed by some departments generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
4. It is understood that Blinn College does not have all the resources required to appropriately respond to all emergencies. Therefore, the college district may rely on outside resources such as police and fire to assist or take control of those situations that are outside the scope of capability of the college district. In such cases, a unified command system will be used to help facilitate the incidents and coordinate all agencies involved in the incident.
5. Blinn College has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD-5). Blinn's adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters or terrorism. NIMS allows Blinn to integrate response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector and nongovernmental organizations.
6. This plan, in accordance with the National Response Plan (NRP), is an integral part of the national effort to prevent and reduce America's vulnerability to terrorism, major disasters and other emergencies, as well as, minimize the damage and recover from attacks, major disasters and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, Blinn will integrate all operations with all levels of government, private sector and nongovernmental organizations through the use of NRP coordinating structures, processes and protocols.

C. Continuity of Operations

Each functional department or area will maintain a continuity of operations plan. In the event of an emergency that requires the activation and implementation of the IMT, all continuity plans will fall under the direction and control of the IMT. If this occurs, each department or area will not activate their plan unless the IMT has authorized such action. Otherwise, if an incident occurs that is departmental or area specific, the continuity of operations plans for such department or area will be used. However, should the event escalate, the IMT will then take control of the incident.

II. Operational Guidance

A. Blinn College will employ the five components of the NIMS in all operations:

1. Preparedness
2. Communication and Information Management
3. Resource Management
4. Command and Management
 - a. Incident Command System
 - b. Multiagency Coordination System
 - c. Public Information
5. Ongoing Maintenance and Management

This will provide a standardized framework to facilitate Blinn College operations in all phases of emergency management.

B. Initial Response - Blinn College emergency responders (CIRT) are likely to be the first on the scene of an emergency situation. CIRT will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. CIRT will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies, as well as, industry where appropriate.

C. Implementations of Incident Command System (ICS)

1. The first Blinn College emergency responder to arrive at the scene of an emergency situation will implement the ICS and serve as the incident commander (IC) until relieved by a more senior or more qualified individual. The IC will establish an incident command post (ICP). If local response is needed, an assessment of the situation will be given to responding agencies identifying response resources required and the IC will direct the on-scene response from the ICP.
2. In some situations, a specific ICP may not exist in the initial response phase. The IC may accomplish initial response actions such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the threat becomes clearer, an ICP may be established and direction and control of the response transitioned to the IC.
3. The Emergency Operations Center (EOC) may not be required in all situations and the Incident Management Team (IMT) may not be activated. However, the ICS will be in place with all functions being carried out by the IC or designees. The IMT or EOC will be activated anytime the IC determines it necessary.

D. Source and Use of Resources

1. The college district will use its own resources to respond to emergency situations by purchasing supplies and equipment if necessary and requesting assistance if resources are insufficient or inappropriate. If additional resources are required, Blinn College will:
 - a. Summon available resources.
 - b. Summon emergency service resources.
 - c. Request assistance from volunteer groups active in disasters.

- d. Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
 2. When external agencies respond to an emergency situation within our jurisdiction, Blinn College expects them to conform to the guidance and direction provided by the IC, which will be in accordance with the NIMS.

III. Incident Command System (ICS)

- A. Blinn College intends to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
- B. The IC is responsible for carrying out the ICS function of managing the incident. The four other major management activities that form the basis of ICS are: operations, planning, logistics and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions. In larger incidents, an EOC may be established by the IC in an appropriate area.
- C. An IC using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
- D. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

IV. Actions by Phases of Emergency Management

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

A. Mitigation

Blinn College will conduct mitigation activities as an integral part of its emergency management program. 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 Blinn College mitigation program is facilitated through various safety and emergency policies and procedures that are found on the Emergency Management and Safety web site.

B. Preparedness

Blinn College will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. The preparedness activities included in the emergency management program are:

1. Providing emergency equipment and facilities.
2. Emergency planning including maintaining this plan, its annexes and appropriate standard operating procedures.
3. Conducting or arranging appropriate training for Blinn emergency responders and emergency management personnel.

4. Conducting periodic drills and exercises to train and test plans.

C. Response

Responses are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, emergency public information, search and rescue, as well as, other associated functions. These are facilitated through emergency response teams and local emergency providers.

D. Recovery

If a disaster occurs, a recovery program that involves both short-term and long-term efforts will be implemented. Short-term operations seek to restore vital services to the college district and provide for the basic needs of our students, faculty and staff. Long-term recovery focuses on restoring the college district to its normal state.

V. Assignment of Responsibilities

A. General

For most emergency functions, successful operations require a coordinated effort from a number of departments and groups. Generally, primary responsibility for an emergency function will be assigned to the Blinn College Emergency Management/Safety Manager or person that possesses the most appropriate knowledge and skills at the time of the incident.

B. Executive Group Responsibilities

Blinn College Chancellor:

1. Has the ultimate authority to designate individuals to be responsible for management of emergency situations.
2. Will delegate the role and duties of Incident Commander (IC) and will be overall responsible for the college district while the IC will be responsible for the incident. The Chancellor may assume the role of IC.
3. With the assistance of the Public Information Officer, will keep students, staff, faculty and the public informed during emergency situations.
4. Will keep the college board of trustees and other stakeholders apprised of the emergency situation as needed.

C. Blinn College Emergency Management/Safety Manager:

1. Will serve as Staff Advisor to the Blinn College Chancellor on emergency management matters.
2. Will keep the Blinn College Executive Council apprised of preparedness status and management needs.
3. Along with Blinn College Police Chief, will coordinate local planning and preparedness with outside emergency response agencies.
4. Will conduct or arrange for training of IMT and Blinn emergency responders.
5. Will manage and oversee the operations of the EOC during an emergency.
6. Will conduct periodic exercises to train and test the plan.
7. Will fill the role of EOC manager or IC.
8. Along with the Blinn College Police Chief, will perform day-to-day operations with local emergency responders.
9. Will develop plans and procedures for routine and emergency task and responses.

D. Common Responsibilities

All Blinn College emergency and support services will:

1. Provide personnel, equipment and supplies to support emergency operations upon request.
2. Develop and maintain standard operating procedures for emergency tasks.
3. Provide trained personnel to staff the ICP and EOC and conduct emergency operations.
4. Report information regarding emergency situations and damage to facilities and equipment to the IC or the EOC.

E. Emergency Services Responsibilities

1. The **Incident Commander (IC)** will:
 - a. Manage emergency response resources and operations at the incident site to resolve the emergency situation.
 - b. Determine and implement required protective actions for response personnel and the public at an incident site.

2. Evacuations

Depending on the size and nature of the incident, the following Blinn College staff will have the authority to implement partial or complete evacuations of buildings or the entire campus:

- a. College Chancellor or designee
- b. Incident Commander
- c. Emergency Management/Safety Manager
- d. Chief of Police

3. Firefighting/Hazardous Material

- a. Primary initial firefighting may be performed by faculty and staff through the use of fire extinguishers.
- b. Local fire departments have responsibility for fighting all fires that occur on college district locations.

4. Law Enforcement

- a. Primary responsibility for this function is assigned to the Blinn College Chief of Police and Police Department.
- b. Local law enforcement will be called to assist as needed.

5. Health and Medical Services

Primary responsibility for this function is assigned to the Blinn College District Nurse. Emergency responses to events will be:

a. First Response:

- 1) Emergency Management/Safety Manager
- 2) College District Police
- 3) College District Nurse
- 4) Critical Incident Response Team

- b. All medical and trauma requiring more than first aid (depending on severity) will be assigned to the local EMS. Tasks include:

- 1) Coordinate health and medical care for students
- 2) Provide support to:
 - a) Emergency Management/Safety Manager
 - b) Local EMS

6. Search and Rescue:

- a. The primary responsibility for this function is assigned to:
 - 1) Emergency Management/Safety Manager
 - 2) College District Police
 - 3) Critical Incident Response Team

- b. If outside agencies are called, the local fire department will assume this function with joint direction from the IC.
 - c. Task include but are not limited to:
 - 1) Coordinate and conduct search and rescue activities
 - 2) Identify requirements for specialized resources or operations
 - 3) Coordinate external technical assistance and resources
- 7. Public Information:**
- a. The primary responsibility for this function is assigned to the college district marketing and communications department.
 - b. Tasks include but are not limited to:
 - 1) Providing announcements for broadcast on:
 - a) Blinn Alert Notification System
 - b) Local Radio and Television
 - 2) Providing announcements for print
 - c. The only official source of communication is from the college Chancellor or marketing and communications department. No other personnel are authorized to make statements on behalf of the college district.
- 8. Recovery:**
- a. The primary responsibility for this function is assigned to the Executive Director for Facilities/Planning/Construction
 - b. Tasks include but are not limited to:
 - 1) Establishing a damage assessment team
 - 2) Assess and compile a damage report for the college district Executive Council
- 9. Public Works/Engineering/Utilities:**
- a. The primary responsibility for this function is assigned to the Director of Facilities
 - b. Tasks include but are not limited to:
 - 1) Assessing damage
 - 2) Reporting to the Executive Director for Facilities/Planning/Construction
 - 3) Arranging for removal of debris
 - 4) Building inspection
 - 5) Providing equipment to support emergency operations
 - 6) Support traffic control operation
 - 7) Oversee restoring utilities
- 10. Resource Management:**
- a. Primary responsibility for this function is assigned to the IMT. Functional positions of Finance, Planning and Logistics will prepare and take action as required.
 - b. Emergency Tasks to be performed include but are not limited to:
 - 1) Maintain an inventory of emergency resources
 - 2) During emergency operations, locate supplies, equipment and personnel to meet specific needs
 - 3) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency
 - 4) Establish emergency purchasing procedures and coordinate emergency procurements
 - 5) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation
 - 6) Coordinate transportation, sorting, temporary storage and distribution of resources during emergency situations

- 7) Establish staging areas for resources, if required
- 8) Maintain records

VI. Direction and Control

- A. The College Chancellor has overall authority for the college district. The emergency operations may be delegated as deemed appropriate by the Chancellor.
- B. The Emergency Management/Safety Manager will provide overall direction of the emergency response activities and will typically fill the role of IC or EOC manager.
- C. The IC, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at the incident site.

VII. Readiness Levels

- A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. Blinn College will use a four-tier system. Readiness Levels will be determined by the IC or the Emergency Management/Safety Manager.
- B. The following Readiness Levels will be used as a means of increasing Blinn’s alert posture.

1. Level 4: Normal Conditions:

- a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident and an ICP may be established. Limited assistance may be requested from other jurisdictions.
- b. Normal operations of the college district are not affected.

2. Level 3: Increased Readiness

Increased readiness refers to a situation that presents a greater potential threat than Level 4, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when saturations similar to the following occur:

- a. Tropical Weather Alert
- b. Tornado Watch
- c. Flash Flood Watch
- d. Mass Gatherings

3. Level 2: High Readiness

High readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:

- a. Tropical Weather Threat
- b. Tornado Warning
- c. Flash Flood Warning
- d. Winter Storm Warning
- e. Civil Disturbance

4. Level 1: Maximum Readiness

Refers to situations where hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency that associated with Level 2. This would include but not limited to:

- a. Tropical Weather Threat
- b. Severe Weather Warning
- c. Large-scale Civil Disturbances

VIII. Administration and Support

A. Agreements and Contracts

Should Blinn's resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, agencies and industries in accordance with any existing or future agreements. This includes responses from Fire, EMS, Police, State or Federal agencies. Such assistance may include equipment, supplies or personnel.

B. Records

Record Keeping for Emergency Operations:

1. **Activity Logs.** The ICP and EOC shall maintain accurate logs recording key response activities. Typically standard or modified ICS forms will be used.
2. **Incident Cost.** All departments shall maintain records summarizing the use of personnel, equipment and supplies during the response to obtain an estimate of annual emergency response costs that can be used in preparing future department budgets.
3. **Emergency or Disaster Costs.** For major emergencies or disasters, all departments shall maintain detailed cost for emergency operations to include:
 - a) Personnel costs, especially overtime cost
 - b) Equipment operation costs
 - c) Costs for leased or rented equipment
 - d) Costs for contract services to support emergency operations
 - e) Costs of specialized supplies expended for emergency operationsThese 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 or federal government. Blinn College is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for the expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standing cost accounting procedures.
4. **Preservation of Records**
 - a) In order to continue normal college district operations following an emergency situation, vital records must be protected. These include legal documents, as well as, property and tax records. The principal causes of damage to records are fire and water. Therefore, essential records should be protected accordingly.
 - b) If records are damaged during an emergency situation, the college district will take appropriate action to preserve and restore them.

C. Training

It will be the responsibility of the college district to ensure that appropriate staff and personnel are trained in accordance with the NIMS and possess the level of training or capacity for the position they are asked to fill.

D. Post-Incident and Exercise Review

The Emergency Management/Safety Manager is responsible for organizing and conducting a critique following the conclusion of any emergency incident or exercise. An After Action Report will entail both written and verbal input from all participants. An Improvement Plan will be developed based on deficiencies identified and appropriate departments will be assigned responsibility for correcting any deficiency and a due date shall be established for that action.

IX. Plan Development and Maintenance

A. Plan Development

The College Chancellor is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

The College Chancellor shall determine the distribution of this plan. In general, the plan is located on the Blinn College website in the Blinn College Administrative Procedure Manual and is available for printing.

1. The official copy is maintained by the Government & Public Affairs Office.
2. Printed versions are allowed but the most current version is on the website.

C. Review and Update

1. The plan and all related safety or emergency policies and procedures must be reviewed Periodically by the Emergency Management/Safety Manager
2. This plan and related policies and procedures will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities or college district structure occur.
3. It is the responsibility of the Emergency Management/Safety Manager to review, revise and/or update the plan, as well as, safety and emergency policies and procedures.
4. Formal review, revision and/or update must be performed every five years or as needed due to changes in the college district physical or resources status.