Procedure Statement
Blinn College strives 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 the College.

The Emergency Response Plan prepares Blinn College for three classifications of incidents/events. These classifications are as follows:

- **No Notice Events** - This classification would include, but are not limited to, incidents such as: Fire, Bomb Threat, HazMat, Hostage/Shooter, Leaks, and Illness
- **Forecast Events** - This would include, but are not limited to, incidents such as: Flood, Tornado, Hurricane, Extreme Weather
- **Planned Events** - This would include, but are not limited to, events such as: Sports, Arts, Public on Campus (such as: graduation, visitation days, UIL, etc.), and parades.

The plan provides general guidance for an all-hazards approach to emergency management activities and an overview of the College’s methods of mitigation, preparedness, response, and recovery. It describes College emergency response structure and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail: who does what, when, and how. This plan applies to all Blinn officials, departments, and agencies. The primary audience for the document includes the Blinn College President and other Blinn 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 our mitigation, preparedness, response, and recovery efforts.

**Procedures**
See Emergency Response Plan Document Below

**BOARD POLICY REFERENCE**
Section C – Business and Support Services, CG (Local), Safety Program
Section C – Business and Support Services, CGC (Legal), Safety Program – Emergency Plans
Section C – Business and Support Services, CGC (Local), Safety Program – Emergency Plans
Section C – Business and Support Services, GGE (Legal), Relations with Governmental Agencies and Authorities – Emergency Management
Emergency Response Plan

2010-09-13

Blinn College
902 College Avenue
Brenham, Texas 77833
This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

_______________________________

PRESIDENT, BLINN COLLEGE

_______________________________

DATE
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Introduction

Blinn College is a 2-year Community College. The Blinn College system has four campuses. Brenham is the main campus. Bryan, Schulenburg, and Sealy are the other College campus locations. Although each campus has unique characteristics, our basic emergency plan encompasses all four sites. Where applicable, each campus will have individual plans that will cover procedures unique to that campus. All plans will be located on the College website.

Purpose

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

- **No Notice Events** - This classification would include, but are not limited to, incidents such as: Fire, Bomb Threat, HazMat, Hostage/Shooter, Leaks, and Illness
- **Forecast Events** - This would include, but are not limited to, incidents such as: Flood, Tornado, Hurricane, Extreme Weather
- **3) Planned Events** - This would include, but are not limited to, events such as: Sports, Arts, Public on Campus (such as: graduation, visitation days, UIL, etc.), and parades

The plan provides general guidance for an all-hazards approach, to emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail: who does what, when, and how. This plan applies to all Blinn officials, departments, and agencies. The primary audience for the document includes the Blinn College President and other Blinn 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 our mitigation, preparedness, response, and recovery efforts.

Goal

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

Mission

Strive for a safe and orderly environment though 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 staff 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 the positions of: Incident Commander, Operations Chief, Planning, Finance, Logistics, and Administration.

3. **Disaster District Committee (DDC)** - The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.

4. **Emergency Operations Center (EOC)** - Location on the Blinn campus 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 Coordinator (EMSC)** - Responsible for overseeing all emergency responses on campus and coordinating with outside responding emergency agencies. Develops emergency plans, training of IMT, and the Blinn ICS. Additionally, is responsible for campus safety. During an emergency, this position may serve in any role in the ICS and will serves as Safety Officer during an emergency, unless this role has been delegated to another person or position. The EMSC will oversee the operation of the IMT during an incident, as EOC manager, to help maintain continuity and implementation.

7. **Critical Incident Response Team** – Staff and Faculty personnel 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 Blinn Emergency Management/Safety Coordinator.

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, but is not limited to, 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-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 Blinn Emergency Management/Safety Coordinator, the Blinn Police Department, or contractors

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 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 Blinn Emergency Management/Safety Coordinator 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 Blinn College to handle with its organic resources. Characteristics 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 temporary shelter and mass care operations
3) Requires campus 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 functions.

11. 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. Includes: toxic substances, certain infectious agents, radiological materials, and other related materials, such as: oil, used oil, petroleum products, and industrial solid waste substances.

12. Inter-local agreements - Arrangements between governments or organizations, either public or private, for aid and assistance during emergency situations where the resources of the College are insufficient or inappropriate for the tasks that must be performed to control the situation.

Assumptions
1. Blinn College will be exposed to and subject to the impact of those hazards described above; and, 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 and at any 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 affecting Blinn College. Since it takes time to summon external assistance, it is essential for us 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.

Situations

Blinn College (BC) is exposed to many hazards, all of which have the potential for disrupting the College, causing casualties, and damaging College property. A summary of our major hazards is provided in Figure 1.

**FIGURE 1**

**HAZARD SUMMARY**

<table>
<thead>
<tr>
<th>Hazard Type</th>
<th>Likelihood of Occurrence*</th>
<th>Estimated Impact on Public Health &amp; Safety</th>
<th>Estimated Impact on Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural</td>
<td>(SEE BELOW)</td>
<td>Limited Moderate Major</td>
<td>Limited Moderate Major</td>
</tr>
<tr>
<td>Drought</td>
<td>O</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Earthquake</td>
<td>U</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Flash Flooding</td>
<td>O</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Flooding (river or tidal)</td>
<td>U</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Hurricane</td>
<td>U</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Subsidence</td>
<td>U</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Tornado</td>
<td>O</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Hazard Type</td>
<td>Likelihood of Occurrence</td>
<td>Estimated Impact on Public Health &amp; Safety</td>
<td>Estimated Impact on Property</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------</td>
<td>------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Wildfire</td>
<td>U</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Winter Storm</td>
<td>O</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td><strong>Technological</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dam Failure</td>
<td>U</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Energy/Fuel Shortage</td>
<td>U</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Hazmat/Oil Spill (fixed site)</td>
<td>U</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Hazmat/Oil Spill (transport)</td>
<td>O</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Major Structural Fire</td>
<td>O</td>
<td>Moderate</td>
<td>Major</td>
</tr>
<tr>
<td>Nuclear Facility Incident</td>
<td>U</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td><strong>HAZARD SUMMARY (CONT.)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hazard Type</strong></td>
<td>(SEE BELOW)</td>
<td>Limited        Moderate        Major</td>
<td>Limited        Moderate        Major</td>
</tr>
<tr>
<td>Water System Failure</td>
<td>U</td>
<td>Limited</td>
<td>Moderate</td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Disorder</td>
<td>U</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Enemy Military Attack</td>
<td>U</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Terrorism</td>
<td>U</td>
<td>Limited</td>
<td>Limited</td>
</tr>
</tbody>
</table>

* Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely
Basic Plan

I. Concept of Operations

A. Objectives

The objectives of our emergency management programs are to protect the health and safety of students, faculty, staff, and visitors, and preserve property.

B. General

1. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our campuses.

   a) It is impossible for the College to do everything that is required to protect the lives and property of our population. Our students and workers have the responsibility to prepare themselves to cope with emergency situations and manage their affairs and property in ways that will aid the College in managing emergencies. We will assist our students and workers in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.

   b) 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.

   c) 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.

   d) It is understood that Blinn College does not have all the resources required to appropriately respond to all emergencies. Therefore, the College will 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. In such cases, a unified command system will be used to help facilitate the incidents and coordinate all agencies involved in the incident.
e) We have adopted the National Incident Management System (NIMS) in accordance with the President’s Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

f) 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, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRP coordinating structures, processes, and protocols.

II. Operational Guidance

A. National Incident Management System (NIMS)

1. We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilities our operations in all phases of emergency management.

B. Initial Response

1. Our emergency responders are likely to be the first on the scene of an emergency situation. They 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. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry, where appropriate.
C. Implementations of ICS

1. The first Blinn College emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

2. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as, mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.

D. Source and Use of Resources

1. We will use our own resources to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. If additional resources are required, we will:
   a) Summon those resources available to us
   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, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

III. Incident Command System (ICS)

A. Incident Command System (ICS)

1. We intend 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. Incident Commander (IC)

1. The incident commander is responsible for carrying out the ICS function of command -- 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 incident commander 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, the EOC may be activated.

2. An incident commander 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.

C. Unified Command

1. 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

We will conduct mitigation activities as an integral part of our 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. Our mitigation program is facilitated through various safety and emergency policies and procedures that are found on our Emergency Management and Safety web site.

B. Preparedness

1. We will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in our emergency management program are:
a) Providing emergency equipment and facilities  
b) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs  
c) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies  
d) Conducting periodic drills and exercises to test our plans and training  

C. Response  

We will respond to emergency situations effectively and efficiently. The focus of most of this plan 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. These are facilitated through our emergency response teams and local emergency providers.  

D. Recovery  

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the College and provide for the basic needs of our students, faculty, and staff. Long-term recovery focuses on restoring the College to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions.  

V. Assignment of Responsibilities  

A. General  

1. For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, departments and agency heads and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to the Blinn Emergency Management/Safety Coordinator or person that possesses the most appropriate knowledge and skills at the time of the incident. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions.  

B. Executive Group Responsibilities
1. Blinn College President

   a) Has the ultimate authority to designate individuals to be responsible for management of emergency situations
   b) The president will fill the role and duties of Incident Commander. If the EOC and IMT are not activated, this responsibility may be passed to the Blinn Emergency Management/Safety Coordinator, or other knowledgeable Blinn representative
   c) With the assistance of the Public Information Officer, keep the students, staff, faculty, and public informed during emergency situations

2. Request assistance from local governments or the state when necessary

3. Direct activation of the EOC

C. Blinn Emergency Management/Safety Coordinator

1. Serve as Staff Advisor to the Blinn College President on emergency management matters
2. Keep the Blinn College Executive Council apprised of our preparedness status and management needs

3. Along with the Blinn College Police Chief, will coordinate local planning and preparedness with outside emergency response agencies
4. Conduct or arrange for training of IMT and Blinn emergency responders
5. Manage and oversee the operations of the EOC during an emergency
6. Conduct periodic exercises to test our plan and training
7. Fill the role of Safety Officer during emergency responses
8. Along with the Blinn College Police Chief, perform day-to-day liaisons with local emergency responder
9. Develop plans and procedures for routine and emergency task and responses

D. Common Responsibilities

1. All Blinn emergency services and support services will:
a) Provide personnel, equipment, and supplies to support emergency operations upon request
b) Develop and maintain SOPs for emergency tasks
c) Provide trained personnel to staff the incident command post and EOC and conduct emergency operations
d) Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC

E. Emergency Services Responsibilities

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

2. Evacuations
   a) 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:
      (1) College President or designee
      (2) Incident Commander
      (3) Emergency Management/Safety Coordinator
      (4) Chief of Police
   b) Task to be performed include but are not limited to:
      (1) Identifying areas where evacuation has been or may be in the future
      (2) Perform planning to include:
          (a) Routes
          (b) Traffic control problems
      (3) Simplified planning for ad hoc evacuations

3. Firefighting/Hazardous Material
   a) Primary incipient firefighting may be performed by students, faculty, and staff through the use of fire extinguishers
b) The local fire department has responsibility for firefighting all fires that occur on campus.

c) Tasks include but are not limited to:

   (1) Fire prevention activities
   (2) Fire detection and incident control
   (3) Hazardous material control
   (4) Fire safety inspections

4. Law Enforcement

   a) Primary responsibility for this function is assigned to the Blinn College Chief of Police and the Blinn College Police Department.

   b) Local law enforcement will be called upon to assist, as needed.

   c) Tasks include but are not limited to:

      (1) Maintenance of law and order
      (2) Traffic control
      (3) Terrorist incident response
      (4) Security of vital facilities and areas
      (5) Warning support
      (6) Post-incident reconnaissance
      (7) Prepare and maintain law enforcement resource inventory

5. Health and Medical Services

   a) Primary responsibility for this function is assigned to the College Nurse.

   b) Emergency responses to campus events will be:

      (1) First Response

         (a) Emergency Management/Safety Coordinator
         (b) College Police
         (c) College Nurse
         (d) College Emergency Response Team

      (2) All medical and trauma requiring more than first aid (depending on severity)

         (a) College or private vehicle transport
         (b) Local EMS or Fire Department

   c) Tasks include:
(1)  Coordinate health and medical care for students

(2)  Provide support to:

   (a)  Emergency Management/Safety Coordinator
   (b)  Local EMS
   (c)  Identify health trends and issues

6.  Search and Rescue

a)   The primary responsibility for this function is assigned to:

   (1)  Emergency Management/Safety Coordinator
   (2)  College Police
   (3)  College Emergency Response Team (depending on hazard and complexity)

b)   If outside agencies are called, the local fire department will assume this function with direction from College 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 Marketing/Media Relations department

b)   Tasks include, but are not limited to:

   (1)  Providing announcements for broadcast on:

       (a)  Blinn Alert Notification System
       (b)  Local Radio and TV

   (2)  Providing announcements for print

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 and training a damage assessment team
2. Assess and compile a damage report for the College Executive Council
3. For damage beyond the College’s resources, to request bids for repair/replacement


a) The primary responsibility for this function is assigned to the Director of Facility and Transportation

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, locates supplies, equipment, and personnel to meet specific needs
3. Maintain a list of suppliers for supplies and equipment needs 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. College President

1. The College President has the overall authority for objectives and policies for emergency management and providing authority for all emergency responses in compliance with NIMS. During emergencies he or she will perform these duties from the EOC. Although the President has overall responsibility for all College operations, the emergency operations may be delegated as deemed appropriate by the President.

B. Emergency Management/Safety Coordinator

1. The Emergency Management/Safety Coordinator will provide overall direction of the emergency response activities of all our departments. During major events, he or she will normally carry out those responsibilities from the EOC. However, situations may allow direction and control from the command post or on scene location.

C. Incident Commander (IC)

1. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.

VII. Readiness Levels

A. Four Tier System

1. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the Incident Commander or the Emergency Management/Safety Coordinator.

B. Readiness Levels

The following Readiness levels will be used as a means of increasing our 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; an incident command post may be established. Limited assistance may be requested from other jurisdictions
   b) Normal operations of the College are not affected

2. Level 3: Increased Readiness
   a) 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 situations similar to the following occur:

1. Tropical Weather Alert
2. Tornado Watch
3. Flash Flood Watch
4. Mass Gatherings

3. Level 2: High Readiness

   a) 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:

   1. Tropical Weather Threat
   2. Tornado Warning
   3. Flash Flood Warning
   4. Winter Storm Warning
   5. Civil Disturbance

4. Level 1: Maximum Readiness

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

   1. Tropical Weather Threat
   2. Severe Weather Warning
   3. Large-scale civil disturbances

VIII. Administration and Support

A. Agreements and Contracts

   1. Should our 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. Reports

   1. Hazardous Material Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to the state and federal agencies, the department or agency responsible for the spill shall make the required report.
2. 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 we may need assistance from other local agencies.

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

4. Other Reports. Other reports may be generated by the College covering specific functions or status. These may be either internal or external reports, depending on the subject matter and targeted distribution, such as College staff or Board personnel.

C. Records

1. Record Keeping for Emergency Operations

a) 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 stand cost accounting procedures.

(1) Activity Logs. The Incident Command Post and EOC shall maintain accurate logs recording key response activities including, but not limited to:

   (a) Activation or deactivation of emergency facilities
   (b) Emergency notifications to other local, state, or federal agencies
   (c) Significant changes in the emergency situation
   (d) Major commitments of resources or requests for additional resources from external sources
   (e) Issuance of protective action recommendations to the College community or general public
   (f) Evacuations
   (g) Casualties
   (h) Containment or termination of the incident

(2) Incident Cost. All departments shall maintain records summarizing the use of personnel, equipment, and supplies during response to the day-to-day incidents 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 operations  

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

2. Preservation of Records

a) In order to continue normal College 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, we will seek professional assistance to preserve and restore them.

D. Training

It will be the responsibility of the College to ensure that appropriate College 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.

E. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the city attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

F. Post-Incident and Exercise Review

The Emergency Management/Safety Coordinator 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 the deficiency; and, a due date shall be established for that action.

IX. Plan Development and Maintenance

A. Plan Development

The College President is responsible for approving and promulgating this plan.
B. Distribution of Planning Documents

1. The College President shall determine the distribution of this plan. In general, the plan is located on the Blinn College Emergency Preparedness web site, and is available for printing.

   a) The official copy is maintained on the College web site
   b) Printed versions are allowed but are time/date stamped for validity to ensure the most current version is only on the web site

C. Review

The plan and all related safety or emergency policies must be reviewed yearly.

D. Update

1. 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 structure occur
2. A notice will be given to College staff apprising them of changes
3. It is the responsibility of the Emergency Management/Safety Coordinator to review, revise, or update the plan, as well as, safety and emergency policies
4. Formal review, revision, or update must be performed every five years. The Emergency Management/Safety Coordinator is responsible for this.

X. Appendix

A. Forms

1. There are several forms that may be used by the IMT or IC in an emergency situation
2. Use of all forms is not necessary, and usage of forms is determined on appropriateness to the scope of incident
3. A copy of forms that can be used (but are not limited to) can be found on the Emergency Management web site