BLINN COLLEGE ADMINISTRATIVE PROCEDURES MANUAL

SUBJECT: Safety Program - Hurricane Preparedness

EFFECTIVE DATE: January 4, 2011

REVISION DATE: New procedure

Procedure Statement
Hurricanes and other tropical weather events are extremely dangerous weather events. Preparation for tropical weather events will help minimize risks to students, faculty, staff, and property. This procedure will provide general guidance and specific duties that will be performed before, during, and after a tropical weather event.

Scope of Authority
Blinn Emergency Management/Safety Coordinator will be responsible for:
• Plan updates and maintenance
• Distribution of information to Committee
• Initiating and terminating the procedure
• Committee Chairman

Blinn Hurricane Administrative Committee
• President’s Office
• Executive Administrator of External Affairs
• Vice President - Student Services
• Vice President - Academic Affairs
• Vice President - Administrative Services
• Provost - Brazos County Campuses
• Emergency Management/Safety Coordinator
• Police Chief
• Director of Housing
• Director of Food Services
• Director of Marketing and Media Relations
• Director Facilities Maintenance:
  o Brenham Campus
  o Bryan Campus

Hurricane Command Staff are composed of essential personnel who will be at the designated Emergency Operations Center (EOC). Only command staff and College Executive Council have authorization in the EOC. Principals of the Incident Command System will be used in EOC.

Blinn Hurricane Command Staff Comprised of:
• Police Department
• Emergency Management/Safety Coordinator
• Assigned Maintenance Personnel
• Assigned Housing Personnel
• Assigned Food Service Personnel

Communication
All communications regarding this procedure will be directed through the following Blinn personnel:
• Emergency Management/Safety Coordinator
• Hurricane Administrative Committee
• Chief of Police

Definitions
General Tropical Weather Information
• Tropical Classification (Saffir-Simpson Wind Scale)
- Tropical Storm - Sustained winds of 39-73mph
- Category 1 - 74-95 mph
- Category 2 - 96-110 mph
- Category 3 - 111-130 mph (A hurricane that is classified as Category 3 or above is a major hurricane)
- Category 4 - 131-155 mph
- Category 5 - >155 mph

- Projected Landfall - Landfall predicted to be between Corpus Christi, Texas and Galveston, Texas

- Phases
  - Phase 1 - Anytime a named storm enters or forms in the Gulf of Mexico
  - Phase 2 - Any projected landfall within 120-72 hours of landfall
  - Phase 3 - Any projected landfall within 72-24 hours of landfall
  - Phase 4 - Any projected landfall within 24-0 hours of landfall
  - Phase 5 - Post storm/recovery

**Procedures**

Administrative Committee Meeting will occur
- Beginning of each phase, unless other arrangements have been made
- As significant changes occur that necessitates a formal meeting

**Phase Holding**
- The Administrative Committee may determine that the College will remain in a particular phase based on storm conditions
  - Certain tasks may be added or deleted based on conditions
  - Phases may be implemented if the Administrative Committee expands the projected landfall area

**Phase I**
- Administrative Committee meets to set strategy. This may be a formal meeting, phone conference, or email
- Emergency Management and/or Police attend any Washington/Brazos County hurricane briefings
- Email sent to faculty and staff announcing Phase I
- Each department begins their Phase I action
- Each department and/or group will have a plan
  - Plan will be submitted to the Emergency Management/Safety Coordinator yearly
  - Will be accessible to their staff and department via hard copy, web site, or electronic media

**Phase II**
- Administrative Committee meets to set strategy. This may be a formal meeting, phone conference, or email
- Emergency Management and/or Police attend any Washington/Brazos County hurricane briefings
- Select possible EOC site
- Start preparation on EOC
  - Select alternate site and plan potential move
  - Housing to begin any preparations that may be needed
  - Food service to begin any preparations that may be needed
- Information Technology to begin any preparation for back up, shut down, and other necessary tasks

**Phase III**
- Administrative Committee meets to set strategy. This may be a formal meeting, phone conference, or email
- Emergency Management and/or Police attend any Washington/Brazos County hurricane briefings
- Prepare a statement for Blinn Alert Notification System
  - Preliminary storm statement (if needed)
  - Action statement
  - Obtain preapproval from
    - Marketing/Media Relations
    - Executive Council
- Be prepared to issue alert(s) if needed
- Begin office shutdown as needed
- Prepare for dismissal
  - Non-essential
- Faculty/Staff
- Student
- Begin dismissal/evacuation if needed
  - Dismiss Hurricane Crew
    - Released to take care of any personal issues
    - Report back at beginning of Phase IV
  - Request curfew authority
  - Begin campus lockdown
  - Begin shelter in place
  - Prepare housing roster
  - Develop and verify emergency telephone numbers

** NOTE: BLINN COLLEGE IS NOT AN EMERGENCY SHELTER, BUT IS A SHELTER IN PLACE FOR SOME RESIDENCE HALL/APARTMENT STUDENTS AND APPROVED FACULTY/STAFF. **

**Phase IV**
- Administrative Committee meets to set strategy. This may be a formal meeting, phone conference, or email
- Hurricane Crew reports back to campus
  - Update of plan and storm
  - Assign tasks/shifts
- Close campus
- EOC operational
- If evacuation was issued
  - Shelter in place
  - Lockdown campus
  - Check on remaining dorm/apartment residents
  - Blinn Alert Notification on close of campus and curfew
- No one allowed out after winds reach 50mph without permission of:
  - Emergency Management/Safety Coordinator
  - Chief of Police
  - Incident Commander
- Establish and initiate dorm/apartment residence checks

**Phase V**
- Administrative Committee meets to set strategy. This may be a formal meeting, phone conference, or email
- Begin recovery
  - Damage assessments and repair
  - Plan/schedule return of personnel
  - Plan/schedule return of students
  - Plan/schedule start up of College
- Prepare a statement for Blinn Alert Notification System
  - Preliminary statement (if needed)
  - Action statement
  - Obtain preapproval from
    - Marketing/Media Relations
    - Executive Council
- Shutdown EOC
- Cancel Hurricane operations
- Release hurricane crew to take care of personal issues as/if needed
- Return to normal operations

**BOARD POLICY REFERENCE**
Section C – Business and Support Services, CGC (Legal), Safety Program – Emergency Plans
Section C – Business and Support Services, CGC (Local), Safety Program – Emergency Plans