



Coastal Bend College

**Multi Hazard Emergency Operations and
Disaster Mitigation Plan 2023-2024**

NOTICE

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Promulgation Statement

Coastal Bend College and its stakeholders demand that each of its instructional sites remain safe havens for its students, faculty and staff. However, we cannot predict exactly when and where an incident may occur that may negatively affect or impact the safety of our college community or the normal operations of the college. This unpredictability means that every site, department, and individual must be prepared to ensure efficient and effective management of any incident. Through its emergency management program, the College helps to ensure that Coastal Bend College continues to provide a safe, orderly learning environment. The College emergency management process embraces state and federal standards and proven practice.

This plan is official titled the **Coastal Bend College Emergency Operations and Disaster Mitigation Plan** and may also be referred to as the **"CBC Emergency Operations Plan (EOP)"**. The plan and its support documents provide the framework that outlines the College's intended approach to managing emergencies and disasters of all types and should not be regarded as a performance guarantee. It represents a conceptual framework for consistent and coordinated multi-agency response during a major event and is supported by collaboration, training, and exercise.

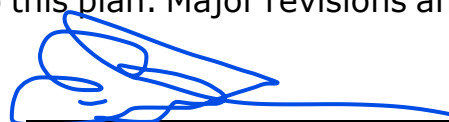
The Coastal Bend College Safety Committee, led by the Chief of Police & Emergency Management, is responsible for reviewing, approving and ensuring promulgation of this plan, which supersedes and rescinds all previous versions of the emergency or other safety plan or plans promulgated by CBC. The Plan is designed to be combined with local, regional, state, and federal emergency management plans.

The Coastal Bend College EOP and related appendices, including individual department and site emergency plans, are reviewed annually in November of each year and updated at least every three years on a schedule consistent with that for the Junior College Audit Review as set forth in Chapter 37 of the Texas Education Code or as policy changes dictate.

In the event that any portion of this Plan or support documents are held invalid by judicial or administrative review, such ruling shall not affect the validity of the remaining portions of the Plan. The Chief of Police & Emergency Management may develop and distribute minor changes to this plan. Major revisions and recertification will be signed by the College President.



Dr. Justin Hoggard
President of Coastal Bend College District



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Preface

Coastal Bend College emergency plans are designed to vertically integrate with local, regional, state, and federal plans. Local and regional emergency management plans provide guidance for the deployment of local and regional emergency resources, mutual aid resources, and specialized response resources under an incident commander, and may be supported by a local or regional Emergency Operations Center (EOC). The Coastal Bend College plan summarizes the planned response for site incidents and events as well as for providing resource support and assisting with coordination, when requested, through appropriate channels by local, regional, state, and federal entities.

The intended approach to this plan as set forth aligns with local, state, and federal plans, laws, and guidance including Jeanne Clery Disclosure of CBC site Security Policy and Crime Statistics Act (Clery Act), 20 U.S.C 1092(f).

For the purposes of this document, Coastal Bend College will strive to use terminology consistent with the National Incident Management System (NIMS). This includes elimination of code words and limits upon the use of uncommon acronym and terminology. Within the educational setting certain terms must be understood for planning purposes.

Overview and Purpose

Through its emergency management program Coastal Bend College helps to ensure that they continue to provide a safe, orderly learning environment for every campus community member at every site.

Purpose

As part of its emergency management strategy, the Coastal Bend College Emergency Operations Plan (EOP) and support documents are designed to provide students, faculty, and staff a safe environment in which to live, learn, and work.

Goal

This plan embraces a strong preparedness strategy that focuses on prevention and perpetration and mitigation of emergencies of all kinds that could affect Coastal Bend College. It is designed to ensure an effective and efficient response and recovery.

Because no two Coastal Bend College sites or facilities are the same, there is no generic plan or manual that will provide all of the necessary information to mitigate the effects of every situation. As such, at all times, safety accountability remains the foremost concern for the College and its stakeholders. This plan identifies relationships, responsibilities, and general protocol so that departments and CBC sites can implement unique school-centered emergency management strategies. IN order to enhance safety and preparedness at each site, the CBC Site Specific Emergency Response Plans are in place and will better address specific and/or unique safety issues.

Coastal Bend College Performance Goals

In our initiative-taking approach to injury prevention, we have developed the following safety-related goals and objectives:

1. To insure that a safe living and working environment exists for all the campus community to include students, employees, vendors and visitors.
2. To educate each Coastal Bend College employee of his/her responsibility for reporting unsafe and hazardous conditions which they encounter.
3. To promote safety training for all employees and to document that safety training is being provided.

These goals have been communicated to all levels of the college. Each work area of the college is able to attain its own specific safety goals. We encourage individual participation by all Coastal Bend College personnel.

We empower employees to set and achieve their own safety goals by working with The Chief of Police & Director of Emergency Management, Deans, Assistant Deans, Directors, Coordinators, maintenance supervisors, and department heads to seek

safety information from each department and to encourage all employees to provide input for the CBC safety program.

Objectives

The Coastal Bend College Emergency Operations Plan is a framework that includes guidelines, plans, and structures supporting CBC's overall mission. As every incident is different and no single document can outline a specific chronology for response, the plans contained herein represents procedural guidance rather than performance guarantees. Its intent to reduce the effects of natural, accidental, or malicious events affecting infrastructure, security, and health. This plan is applicable to all Coastal Bend College sites, administration, housing, and support facilities. The College will annually review and update the plans and support documents that better prepare and enhance its ability to prevent, mitigate, prepare for, respond to and recover from incidents and occurrences of all kinds.

Recognizing that emergencies, disasters and catastrophic incidents typically impact far beyond the immediate or initial incident area; the EOP provides a framework to enable the management of cascading impacts and multiple incidents, as well as the prevention, mitigation or preparation for subsequent events.

Coastal Bend College endeavors to provide a secure working environment by encouraging two-way communication between administration and all CBC employees. The college attempts to create an atmosphere of trust by placing emphasis on communication between students, administration, faculty, staff and all CBC employees. All employees are encouraged in the college's goals and objectives to write action plans that will address the communication processes and working environment also leads to a safe working environment.

Prevention/Mitigation

Take corrective actions aimed at eliminating or reducing the occurrence of a disaster or the effects of unavoidable events, including those designed to ensure that Coastal Bend College can deliver essential educational and support services to its constituents.

Preparedness

The preparedness phase of emergency management consists of actions the College will conduct to increase our level of readiness to respond to emergencies and disasters. Actions involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities.

More specifically, Preparedness is the process of identifying the personnel, training, and equipment needed for hazards and developing district plans. Preparedness activities include, but are not limited to:

- Developing EOPs.
- Revising policies and plans.
- Conducting drills, trainings, and exercises.
- Training
- Seeking input from interested stakeholders

It is central to any well-planned safety strategy to undertake actions to ensure that all members of the campus community can respond in a rapid, coordinated, and effective manner to help save lives and minimize damage. It includes planning and practice to respond efficiently and effectively when disaster strikes. It also helps ensure that the College can support local, regional, and statewide emergency preparedness and response.

Public Junior College Center Safety and Security Audit

The College conforms with TEC 37.108 by creating and submitting a safety and security audit as required at least once every three years of the district's facilities. The audit follows the safety and security audit procedures developed by the Texas School Safety Center, creates a report signed by the College President and presents that report to the Board of Trustees.

Response

Consists of various support activities accomplished in the wake any emergency. These efforts are implemented to reduce the likelihood of secondary loss or damage and to expedite recovery, including the swift restoration of college assets and facilities to facilitate a speedy resumption of educational services.

The response phase of emergency management addresses short-term activities including, immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans. The focus of this phase is to meet the basic needs including the physical and psychological safety of the students, faculty, staff, and surrounding community until more permanent solutions can be identified.

- Response activities include, but are not limited to,:
- Providing first aid
- Evacuation
- Sheltering
- Reunification

Recovery

The recovery phase of emergency management begins immediately following the impact of a disaster and encompasses both short-term and long-term efforts for rebuilding and revitalization of the affected area. This phase is characterized by the activities undertaken by the district and community to establish a “new normal.” Provisions should be included in the EOP for supporting the psychological safety of students, personnel, and the community during the recovery phase following a disaster or emergency. The College Continuity of Operations Plan (COOP) provides guidance for developing objectives and prioritizing essential services after a disruptive incident. Recovery activities include, but are not limited to,:

- Implementing the district’s COOP.
- Rebuilding of facilities.
- Restoration of district services.
- Counseling programs.
- Documentation of lessons learned.

Recovery involves identifying both short-term and long-term activities to restore educational and business operations following an incident; it includes processes to help faculty, staff, students, and the community deal with the physical and psychological effects of a major incident. It also involves crisis-counseling and other actions for physical and emotional healing, as well as infrastructure, fiscal, and academic recuperation. It includes coordinated damage assessment to facilitate repairs and restoration and to seek state and federal disaster assistance and reimbursement, if applicable.

Audience

- College Community
 - Students
 - Faculty
 - Staff
 - Visitors
 - Vendors
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Planning Assumptions

1. Proper prevention and mitigation, such as fire and safety inspections, health protocols, risk management, and site security programs can prevent or reduce disaster effects and related losses.
 2. CBC sites are the land on which college and related institutional buildings are situated.
 3. Off-Site facilities are considered locations that the College does not own and/or the space is a remote location. The College may or may not bear a lease cost for occupying the space.
 4. This plan and its contents apply to all personnel, buildings, and grounds owned and operated by Coastal Bend College.
 5. Factors indicating that a space is remote include significant physical distance from the CBC site, and use of separate non-College services such as mail, telephone, network or other support services. This description typically would apply to off-site locations where clinical instruction is held but the facility is owned, controlled and operated by another entity.
 6. Emergency planning is consistently ongoing; training of key faculty, staff, volunteers, and students at all CBC sites and facilities; and conducting regular emergency drills and exercises to rest and improve as needed our readiness.
 7. Coastal Bend College had the potential to be exposed and subject to the hazards described in this plan as well as to other hazards inherent to school settings. With each of these, the College bears a unique accountability responsibility, whether or not classes are in session. This accountability is something that is less common to most other emergency management settings.
 8. While there is no reason to believe that any CBC site or facility is in imminent danger from natural, accidental, or malicious hazards, all stakeholders must be aware of what to do and how to protect themselves and students in the event of an emergency. It is also important for both key stakeholders and the community at large to understand the College's expectations in ensuring the safety and well-being of students, faculty, staff, and the community.
 9. In many cases, dissemination of a warning to the Coastal Bend College community and the implementation of increased readiness measures may be possible.
 10. The College relies upon local first responders for assistance in formulating prevention techniques and in planning emergency response procedures, protocols and strategies. Further the college seeks to enter into assistance agreements with area first responder agencies.
 11. Some emergencies occur with little or no warning and could take place when classes are in session or when College sites or facilities are used for other activities or community functions.
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Hazard Analysis

The College and the community in which it is located, is exposed to many hazards any of which have the potential for disrupting the College community and any or all its operations.

Coastal Bend College is an important part of the community and plays a unique role in ensuring a safe, secure, and healthy environment for students, faculty, staff, vendors and visitors. The College maintains resources that not only support its daily mission but also recognize that CBC sites and facilities are resources when disaster strikes.

A summary of potential hazards is outlined below. Hazards are divided into three categories – natural, technological, and security. The College has used historical records and subjective estimates to determine criticality, which is a measure of event probability and the College's ability to mitigate the harmful effects of an incident upon its stakeholders and property.

Natural		Technological		Security	
Hazard Type	Risk	Hazard Type	Risk	Hazard Type	Risk
Extreme Heat/ Drought	3	Building Collapse	1	Bomb/ Terrorist Threat	1
Flooding/ Flash Flooding	3	Dam Failure/Berm	1	Civil Disorder	1
Hail	3	Energy/Fuel Shortage	2	Enemy Military Attack	1
Hurricane/Reception Support	3	Hazardous/Radiological Materials	1	Felony Crimes	2
Infestation/Disease	3	Major Urban Structure Fire	1	Hostage/Hijacking	1
Mold/Air Quality	2	Plane Crash	1	Mass Casualty	1
Thunderstorm/ Lightning	4	Pipeline Failure	2	CBC site Death(s)	1
Tornado/Straight-Line Winds	3	Telecommunication Failure	4	Security Breach/ Trespassing	3
Tremors/ Earthquake	1	Public/School Transport	1	Terrorism/Bio Terrorism	1
Urban Wildland Interface/Fire	1	Non-school purposes facility use	1	Vicinity Events	3
Winter Storm	2	Water/ Wastewater System Failure	3	Snipers/ Weapons Incidents	1

**Risk = Probability vs. Threat to Health, Safety, Property and College's abilities to mitigate immediate threats. Value expressed as severity level on a scale of 1 to 4 with 1(one) being the least and 4 (four) the greatest criticality.*

Concept of Operations

Ensure the needs of Coastal Bend College are met by providing response to minor emergencies through college and local responders. The county may be called upon to provide supplemental assistance and coordination when an emergency exceeds the College and local capabilities.

The Coastal Bend College Emergency Operations Plan (EOP) goal is to ensure an all-hazard approach to emergency management that through the **National Incident Management System** (NIMS) includes a commonality of terms and standards for efficient and effective management of any major emergency or disaster.

Implementation of NIMS and use of the Incident Command System (ICS) formalizes many of the partnerships, procedures, and processes already occurring within the College. This plan does not replace the responsibility of each site or facility within the College system to develop and test their emergency protocols. Rather it establishes: delegation of authority, division of responsibilities and chain of command; operational guidance; CBC site interface with local and state partners; processes for emergency planning, audit, training and exercise; and operational sustainability.

Emergency functions tend to parallel day-to-day functions. Therefore, to the extent possible, the same personnel and resources used daily will be employed during emergencies. Personnel and equipment may be limited so some routine functions and activities that do not contribute to the emergency response may be suspended and/or redirected to accomplish emergency tasks. Personnel with special training or capabilities may be asked to perform tasks other than their daily assignments. Whenever possible, the College will provide public information and instructions prior to and during emergencies and will coordinate response and recovery with local emergency managers and first responders.

Initial Response

College personnel are usually first on the scene of an incident that occurs on a CBC site or at a Coastal Bend College owned or operated facility. Faculty and staff are expected to take charge and manage the incident until it is resolved or command is transferred to a member of a CBC response team or a first responder agency.

Activation of the EOP

The President of the Coastal Bend College, Chief of Police, or other designee is responsible for activating the College EOP, including common and specialized procedures as well as hazard specific incident plans. The President or designee will assign an Incident Commander based the command structure.

When deemed appropriate for the situation, outside assistance should be available to aid or assist CBC in most incidents; response will be coordinated using the **Incident Command System (ICS)**.

During preparedness exercises or in actual incidents where unique expertise may require subject matter experts that specialize in specific hazards such as:

- **hazardous materials spill,**
- **fire,**
- **electrical emergencies or • terroristic threats**

such experts may be called upon to support operational readiness and the Incident Action Planning process. CBC will work closely with subject matter experts to ensure that the unique requirements of the CBC site and its students and staff are taken into consideration.

Strategies

The approaches and policies described below highlight the College strategies for response. These strategies can be used in response to a variety of hazards or threats.

Strategy 1: Safety and Security
Strategy 2: Declaration of a CBC Site Emergency
Strategy 3: Evacuation
Strategy 4: Lockdown
Strategy 5: Reverse Evacuation
Strategy 6: Shelter in Place
Strategy 7: Notification

Strategy 1: Safety and Security

Coastal Bend College is committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff.

Safety and security operations of an incident include implementation of preparedness mitigation, response, and recovery activates according to incident management procedures. Safety and security operations include but are not

limited to care of students, site security, drills and exercises, and regular safety and security assessments.

Training and Preparedness

As mandated by the 86th Legislature, at least annually Coastal Bend College will provide training and development to all employees. This training will consist of several topics dealing with campus and classroom safety and security. Safety training should also be provided to students

Drills and Exercises

As part of the Coastal Bend College's mission to provide a safe and secure learning environment for students, faculty, visitors and staff each year all sites and facilities may complete the following emergency drills and exercises. The effectiveness of these drills and exercises will be evaluated and procedures will be updated as needed.

Drill priorities should be based on site hazards identified in the CBC site specific Emergency Response Plan (ERP). The protocols assessed in each drill should be based on feedback from previous drills and after-action reports.

At least annually safety drills and exercises should be conducted at the Benton Hall Dormitories and CBC Apartments to include fire drills and evacuations.

Additionally, drills may be conducted for summer school programs as well as for the regular school year.

Drills will take into account the needs of the whole college community. This includes drill procedures for special needs visitors, students, faculty, and staff who may require additional assistance or support to efficiently and effectively perform needed tasks.

To minimize the effects on instructional time, CBC sites may combine different drills into a larger scenario. For example, a lockdown drill maybe combined with an evacuation drill.

Drills may also focus on a specific occasion, population, or vulnerability rather than entire site populations. For instance, a lockdown drill might involve only Benton Hall Dormitories or Administration Building. An equal focus should be made on all other instructional sites besides the Beeville Campus.

Drills and exercises require advanced planning to determine the appropriate scenario and evaluation methods. Each drill should solicit feedback from students, faculty, and staff. A "hot wash" should take place after every drill or exercise. Encouraging feedback from participants ensures lessons learned can be incorporated into policies and procedures.

Drill and Exercises Scenarios and Documentation

Each CBC site will document drill and scenario based training activities throughout the year. Records of these activities can be maintained as a hard copy, but should also be archived electronically and timely reported to the Coastal Bend College Police Department.

Fire Evacuation

Coastal Bend College may perform at least one fire evacuation drill per year. The purpose of any drill or exercise is to ensure that students, faculty, and staff are well versed in fire/evacuation procedures at their assigned instructional site. The College may also conduct a drills and scenarios that include accountability and/or reunification procedures. The Benton Residence Hall and the CBC Apartments will have a separate and distinct fire evacuation and assembly exercises.

Non-Fire related Evacuation

Other than the required fire drill at our residential areas, other evacuation drills may incorporate scenarios associated with exiting a lockdown, sheltering in place, regional hazards, reunification, and weather, but are not limited by these criteria or combinations.

This type of drill should test evacuation procedures not usually addressed during fire drills.

Lockdown

It is recommended that each CBC site hold at least one lockdown and/or reverse evacuation drill per Fall and Spring semesters. These drills test procedures for removing people from a life-threatening situation, as much as possible, and to isolate the danger.

Lockdown drills should allow time for students, faculty, and staff to talk about safety considerations. Students, faculty, and staff may also be given the opportunity to discuss their concerns with administrators by participating in a "Hot wash" or after-action reviews of the drill.

Reverse Evacuation

Reverse Evacuation drills can be held in correlation with other drills such as evacuation drills.

Tornado/Severe Weather

Each semester Coastal Bend College may perform at least one severe weather/tornado "shelter in place" drill. These drills test procedures and protocols for sheltering when conditions are so imminent as to require that citizens seek protection site facility when an incident is imminent. Most commonly these are weather related incidents; however, a situation may arise that requires a shelter in place event.

Strategy 2: Declaration of a CBC Site Emergency

If the College determines that effects of a disaster or threat exceed their capabilities, they may declare a CBC site emergency.

The President, or Chief of Police and Emergency Management or other Presidential designee acting with the President's consent, may declare a state of emergency at any CBC Site when an actual or threatened disaster exceeds site resources for response.

The President or designee has legal authority to:

- Promulgate orders and regulations necessary to provide for the protection of life and property, including, but not limited to the closure of a CBC Site or activity.
- Facilitate the participation in mutual aid agreements or memorandum of understanding for resources.
- Activate the Emergency Operations Plan, CBC site personnel, logistical resources, and CBC site facilities for response to an emergency.
- Communicate information through **COUGAR ALERT** to the campus community.
- Ensure emergency response personnel are acting with authority to manage, control, and participate in activities outside the regular scope of employees' duties
- Task individual employees to emergency positions as needed and required by the threat
- Implement documentation of damages, expenses, and recording of cost for extraordinary expenses and to see federal disaster relief when appropriate.

State or Federal Disaster Declaration

Generally, the emergency declaration process is not used at a local level for natural or man-made disasters. More commonly local jurisdictions will request a disaster declaration. A disaster declaration may be issued by the County Judge or Elected Official when a disaster has occurred or appears imminent.

The Governor may declare a State of Emergency when conditions warrant and/or when as requested by a local elected official. Alternately, the Governor may proclaim a State of Emergency in the absence of a request if conditions warrant a proclamation.

Strategy 3: Evacuation

Coastal Bend College may evacuate a building or facility for a variety of hazards; however, process and procedures will remain the same.

Examples of when evacuation may be required include, but are not limited to:

- fire,
- indoor air quality,
- damage inside the building making it unsafe,
- an incident within a building where the presence of students and staff could affect response or traumatize students and staff.
- Active shooter or violence

Buildings may also need to evacuate as advised by first responders in response to a bomb threat, train derailment, hazmat, as well as in the aftermath of another incident as a precursor to reunification. In some scenarios, evacuation may not be the first choice due to secondary external threats or devices.

During the evacuation process student, faculty, and staff accountability is essential.

Students should be instructed to calmly leave the building. If personal items are within reach, the individual should take these items with them.

When a fire alarm or other emergency announcement, is made directing students, faculty, and staff to evacuate the building accountability procedures begin.

Faculty Responsibilities in an Evacuation

1. Faculty members are responsible for taking the roster with them when they evacuate.
 2. Faculty and staff should do a quick check of their classroom for remaining students and possible hazards before leaving.
 3. Once the classroom is cleared the faculty member should evacuate the building as quickly and efficiently as possible.
 4. Students, faculty, and staff should then assemble at designated evacuation locations.
 5. Faculty should ensure all students are accounted for.
 6. If all students are accounted for, stay at the evacuation point, and await further instructions.
 7. If you cannot account for all students, have a medical emergency, or noted something suspicious, notify the incident commander.
-

8. For student accountability purposes it is important that students do not leave the premise without proper authorization. However, no one, including an adult CBC student, can be forced to stay, but documentation of their identity is important.

9. Do not re-enter building until directed by incident commander. If relocation is necessary, account for all students before they leave the site and again at the new location; report this status to incident command.

Continuity of Instruction

If a college building has to be evacuated for an extended period of time, students and staff members will be temporarily assigned to a different building on a CBC site. If the CBC site must be evacuated for an extended amount of time classes will resume at an alternate location. See also **Emergency Temporary Relocation of Instruction (p.29)**

Reunification

The CBC Dean of Student Services or their designated representative will, as soon as practical given the situation, provide assistance to students to reunify them with relatives or others as needed under the circumstances then existing.

Minor Students: If the CBC student is not an adult or emancipated minor, CBC Student Services should employ efforts to reunite those minor students with parents or guardians without unreasonable delay.

Strategy 4: Lockdown

Coastal Bend College may lockdown a building or facility for a variety of hazards; however, processes and procedures will remain the same.

The purpose of a lockdown is to remove people from a life-threatening situation such as an active shooter, escaped or fleeing criminal and to isolate the danger. When a lockdown is announced, the danger area(s) should be identified and reported to law enforcement as warranted by the situation.

If the situation requires notification to response agencies, the person making notification should remain on the line with 9-1-1 as long as it is safe to do so, while taking protective measures of their own.

Through 9-1-1, notify Law Enforcement and/or emergency response teams about the threat. Staff members will not be asked to report to administration or other

command post without first letting them know that a threat exists and the approximate location, if known.

Lockdown orders will be made in clear concise messages.

The following messages should be used as needed:

“Emergency conditions exist. This is a lockdown. Faculty, students, staff, and visitors, secure yourselves in your classroom or other lockable area immediately.

If you are not in class then report directly to the nearest building or room, if one is not close by, report to the nearest safe location and wait for further instructions.”

If you are in your dorm or apartment room lock your doors and do not come out until you informed to do so.

Ignore any fire alarms unless you see flames or smell smoke.

Students in common areas such as the cafeteria or library, follow the instructions of faculty and staff.

Silent but do not turn off your cellular phone. If you have **Cougar Alert capability, monitor all messages as they are received.”**

Faculty Response to a LOCKDOWN

Complete	Task
	Make a quick check of the hallway immediately outside of the classroom door for remaining students, faculty, and staff.
	Lock the classroom door(s) and windows immediately. If doors can be locked from the inside, then do so. Many classroom door locks do not lock from the inside but all doors can be locked from the outside by key. All doors allow exit from the room or area even if locked.
	Close window shades (where applicable) and turn off lights.
	Ensure that all cell phones are on mute so that incoming information can be obtained. Do not completely turn off cell phone, as this is an emergency information source.
	Keep all students and staff quiet and sitting on the floor, away from doors and windows.

	Project a calm attitude. How you react to an emergency gives students clues about how to act. If you react with alarm, a student may become more scared.
	Advise students that an emergency exists, but do not speculate about the nature of the event or its cause.
	When safe to do so, take attendance and prepare a list of missing students and/or extra students in the room (as the situation dictates). Retain this list when directed to leave the classroom.
	If the classroom has a phone, do not use it to call out, unless reporting a life-threatening situation.
NOTE	Ignore fire alarm activations; CBC sites will not be evacuated using this method during a lock-down. <i>Unless you smell or see smoke or fire do not evacuate.</i>
Directive	Once you are in lockdown ignore sounds coming from outside the room and do not open the door or leave the room until you hear the predetermined CODE WORDS notifying you that it is safe to exit or you receive information from COUGAR ALERT stating that it is now safety to exit.
Directive	Pay attention to COUGAR ALERTS for timely information.
Directive	When it had been declared safe to evacuate the facility, assist students with the process. Take along roster of the persons in the room. HAVE NOTHING IN YOUR HANDS AS YOU EXIT. EXTENT ARMS UP. PALMS OUT

Strategy 5: Reverse Evacuation

Coastal Bend College may decide in the interests of safety to perform a reverse evacuation of a building or facility in response to a variety of hazards; however, processes and procedures will remain the same.

Scenarios where reverse evacuation may be required include, but are not limited to such vicinity events as:

- suspicious activity or individual,
- a traumatic event,
- a police stand-off or other police activity,
- lightning or other severe weather threats.
- other scenarios that may require a reverse evacuation include injured/aggressive animal in the area.

As advised by first responders' reverse evacuation may be used to initiate accountability and prepare for movement of students and staff in the wake of bomb threats, fire, or hazmat.

For a non-site related threat and as a precaution the site may go into a reverse evacuation instead of a lockdown, which will limit student, faculty, staff, and public access to hallways and exits. All staff should be ready to go into a lockdown should it become necessary.

When a site, facility, or building is threatened by one or more of the following issues, the site may perform a reverse evacuation to maintain the health and safety of those individuals on site:

- Suspicious or threatening person in the vicinity.
- A hazardous chemical spill outside the building threatens the health and safety of students, faculty, and staff.
- Criminal activity in the area puts lives at risk.
- A dangerous animal was spotted on or immediately near a CBC site.
- A situation outside compromises the emotional welling being of students.

A site or facility administrator will initiate reverse evacuation procedures and instruct staff members to bring all people that are outside into the building. On the Beeville site, if time and situation permit, bring smaller building occupants into the main larger buildings. If not, smaller building occupants should lock doors and await further instructions. Neither students nor staff should be allowed to move between the auxiliary buildings and the main building without permission or an escort from the main office.

Similar to lock down procedures faculty and staff members should;

- **make a quick check of hallways and bring students into classrooms or main activity areas.**
- **Secure and lock all doors and stay away from windows, if blinds or curtains are available, close them.**

Take roll to account for all students. No student, faculty, or staff member should leave until student accountability is complete.

Follow instructions given by Uniformed First Responders, Senior Administration, CBC Chief of Police & Emergency Management, Incident Commander, or site director. Limit cell phone usage until a senior administrator/incident commander communicates that it is safe to use phones.

During the alert, if there is a suspicious person on the CBC site affected, report their location to the site administrator/incident commander and/or law enforcement personnel.

Reverse evacuation can be used in correlation with a call for shelter in place.

Strategy 6: Shelter in Place

Sheltering in Place can be used for a variety of incidents; Sheltering in Place is not a Lock Down and is mainly differentiated in that it is primarily used in severe weather or for toxic or hazardous material inhalant exposure in the immediate vicinity.

Actions designed to move students, visitors, faculty, and staff to the safest and most secure location of a building in the wake of a weather related event such as a tornado, hazardous material spill, air quality issue, train derailment or similar events.

Taking appropriate shelter is critical to students, faculty, and staff. Sheltering is appropriate when conditions require that individuals seek protection in CBC site buildings, administration buildings, CBC site housing, or support facilities when an incident is imminent.

Most commonly these are weather related incidents; however, a situation may arise that requires a shelter in place event. For weather warnings and watches Coastal Bend College will follow the following protocol:

Weather Watches and Warning

Announcement will begin at the start of severe weather or shelter in place procedures. If weather conditions appears to be worsening, notify the President's office and take immediate precautions. Cougar Alerts will initiate automatically during serious inclement weather events.

Shelter Areas

If instructed to do so, move to shelter areas as quickly and efficiently as possible. Sheltered areas must be 30 feet or more from exterior doors. Avoid gyms or large areas with high walls and ceilings and avoid windows and glass doors.

Once faculty, students, and staff are in a secure location within the building, faculty should initiate accountability procedures. Notify incident command if students are unaccounted for or if there is a medical or security emergency.

Students, faculty, and staff should sit in one row if possible, facing interior walls. If needed, they may seat in multiple rows facing the same direction.

Tornado

Tornados spawn from powerful thunderstorms, and appear as rotating, funnel-shaped clouds that extend from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others.

Site directors and facility administrators will monitor weather radios and electronic media for updated weather alerts from the National Weather Service (NWS). If a threat exists, the College site directors will make the decision to shelter in place.

When timely and appropriate for the conditions then existing, Students, faculty, and staff in buildings should be moved into the interior part of the building. Residents of Benton Hall Dormitory should move to the lowest floor of the building. It is important to stay away from exterior wall, doors, and windows. If possible, move to interior hallways or small interior rooms.

In the event of a tornado it is important to have everyone assume a protective posture. The best position is to kneel facing interior walls with heads down and hands protecting the back of the neck and head.

Chemical, Hazardous Material or Environmental Threat

A hazardous materials incident includes any situation or circumstance in which a substance that poses a risk to the health and safety of faculty, students, and staff, is released into the environment near any CBC site.

If a hazardous chemical spill is reported inside a CBC structure or building, do not take shelter in hallways; instead, either safety evacuate the building or double up in classrooms or other secure locations. Ensure that HVAC is turned off and that all windows, doors and vents are closed. Monitor students and staff with breathing problems or other health concerns.

Strategy 7: Notification

In accordance with the Clery Act Coastal Bend College will inform the CBC community about significant emergencies or dangerous situations or threats that could affect the health or safety of students, faculty, and staff.

Emergency Communications

As a Texas Institution of Higher Education, Coastal Bend College has a duty and obligation to inform the college community of timely and pertinent information concerning types of emergencies that could appreciably and negatively impact the safety and security of the campus and those persons on the campus.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education (ED). Campuses that fail to comply

with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

Additionally, under the Clery Act, colleges and universities are required to immediately notify the CBC site community upon confirmation of a significant incident or event involving an immediate threat to the health or safety of students and employees occurring on the CBC site.

To achieve that mandate Coastal Bend College uses a redundant emergency notification system named **COUGAR ALERT** to inform the Coastal Bend College Community of emergency situations. During qualifying emergencies, Coastal Bend College will work closely with local governmental agencies and news media to provide clear and direct information about the situation at hand and corrective or emergency actions underway or already taken.

To the extent possible under the circumstances, emergency information will be related to what occurred, areas affected, impact/potential impact upon the college community and its stakeholders, measures and actions the CBC site is taking to ensure the safety and well-being of stakeholders, information regarding expectations of stakeholders, and where to turn for more information.

Finally, Coastal Bend College will coordinate its response with first responders and law enforcement along with local Emergency Management offices within the jurisdiction of the affected CBC campus as necessary to the mitigation of the event.

respective to the affected region

Timely Warnings

Timely Warnings are issued when it is determined that a serious or ongoing threat to the campus community exists, following a report of a Clery Act crime that occurred on Clery Act geography. When CBC Police are notified of such a crime, the Chief of Police will confirm that each of the following three elements exist:

1. It is a Clery reportable crime
2. It occurred on Clery geography
3. The situation poses a serious or ongoing threat to the community

Each reported incident is analyzed on a case-by-case basis. If a Timely Warning Crime Bulletin is necessary, it will be issued in a manner likely to reach the campus community, such as COUGAR ALERT and/or posting on the campus website(s).

Emergency Notifications

Emergency Notifications are issued upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Some examples of situations that would be considered for Emergency Notifications include, but are not limited to the following:

1. Severe weather event
2. Serious Crime committed placing the campus in eminent threat or danger
3. Environmental emergency (e.g. chemical spill, fire, earthquake)
4. Health pandemic (e.g. measles outbreak, swine flu outbreak)

Once CBC Police has received such a report, the Chief of Police will confer with the appropriate public official (e.g. fire chief, health department) and any campus officials responsible for managing the on-campus emergency to confirm the following:

1) A legitimate emergency or dangerous situation exists in on-campus geography

AND

2) The emergency or dangerous situation poses an immediate or imminent threat to members of the campus community

If both factors are met, the Chief of Police will confer or his designee will prepare the content of the notification. Once the notification is prepared, the Chief of Police (or in his absence, the management designee(s)) will, without delay and taking into account the safety of the community, transmit the emergency notification unless doing so would delay the ability to mitigate and/or contain the emergency, including the ability to provide immediate, life saving measures. If an emergency notification is issued, a timely warning shall not be issued for the same incident.

Mass Messaging

Emergency information may be made available for faculty, students, and staff through the College mass messaging system **COUGAR ALERT**. These messages will be vetted through the incident command system before release to the public.

Students, faculty, and staff are given the option to enroll in the system automatically upon their enrollment to Coastal Bend College and emails are sent out twice a month to remind and continuously provide the option to enroll for those who have not enrolled into the notification system. Students, faculty, and staff may opt out of the system.

Social Media

Social Media outlets may be used to disseminate an emergency in an attempt to engage the whole community, and to facilitate two-way communication between the College, and the CBC site community.

Whether in preparation for, response to, or recovery from an incident or event, conversation occur on social media or such, the College will use these outlets to broadcast emergency alert messages and to monitor and coordinate communications with students, faculty, and staff.

Social media platforms will also be used to broadcast messages, including press conferences, press release, and other post to ensure consistent messaging across multiple media channels. Ideally these types of releases should be made in conjunction with the CBC Public Information Officer.

Social media messages and post will be vetted through the incident command system. These messages will be consistent with messaging vetted through the joint information system.

Direction and Control

To provide for the effective direction, control, and coordination of an incident, the Coastal Bend College safety team will use the Incident Command System (ICS) element of the National Incident Management System (NIMS)

Command and Management

The Command and Management component within NIMS is designed to enable effective and efficient incident management and coordination by providing a flexible, standardized incident management structure. To institutionalize these activities within a formal structure, command and management includes three fundamental elements: The Incident Command System (ICS), Multiagency Coordination Systems (MACS), and Public Information. These fundamental elements provide standardization through consistent terminology and established organizational structures.

The National Incident Management System (NIMS) NIMS is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It is intended to:

- Be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location or complexity.
 - Improve coordination and cooperation between public and private entities in a variety of incident management activities.
 - Provide a common standard for overall incident management
-

Components of NIMS: NIMS Components link together and work in unison to form a comprehensive incident management system. NIMS Components include:

- Preparedness
- Communications and Information Management
- Resource Management
- Command and Management
- Ongoing Management and Maintenance

Incident Command System (ICS)

When an incident requires response from multiple local emergency management and response agencies, effective cross-jurisdictional coordination using common processes and systems is critical. The Incident Command System (ICS) provides a flexible, yet standardized core mechanism for coordinated and collaborative incident management, whether for incidents where additional resources are required or are provided from different organizations within a single jurisdiction or outside the jurisdiction, or for complex incidents with national implications.

Outside assistance should be available in most emergencies affecting Coastal Bend College. Since it takes time for external assistance to arrive, it is essential that the CBC site or facility carry out initial response independently.

In the event local resources are overwhelmed in face of a major disaster, the College must be prepared to continue its response and support activities for at least 24 hours.

At the onset of an incident the CBC Incident Command will assemble and the team will use the incident command system to delegate authority. The Incident Commander is delegated the authority to direct logistical support to on-scene operations until a coordinated incident management framework can be established with local authorities.

The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.

Emergency Operations

During emergency operations Deans, Assistant Deans, Program and Department Directors and Coordinators, as well as other supervisors retain administrative and policy control over their employees and equipment.

In cooperation with the CBC Police and Emergency Management Department, each site, facility, and department are responsible for establishing its own operating guidelines and site specific **Emergency Operation Plans** in accordance with policies and procedures. These site specific EOPs will be utilized in conjunction with this plan and as determined by the incident commander based on the incident or event.

Interagency guidelines, such as common communications protocol, will be used to facilitate coordinated operations. Likewise, external agencies and organizations providing assistance are expected to coordinate with College officials.

If site or facility resources are insufficient to deal with an emergency, Coastal Bend College may request assistance from first responders, other Colleges or jurisdictions, organized volunteer groups, and/or State and Federal resources by going through the appropriate channels.

Lines of Succession

Lines of Succession for College mirror those of day-to-day operations. Lines of succession for each site, facility, or department align with the Standard Operations Procedures established for Coastal Bend College.

Coastal Bend College Lines of Succession

Chief Executive Officer	Title
Dr. Justin Hoggard	College President \ CEO
Administrative Executives	Title
Dr. Patricia Rehak	Provost
Mark Secord	Dean of General & Transfer Education
Jared Bleibdrey	Dean of Career & Technical Education
Kalya Devora-Jones	Dean of Student Services and Accessibility
Loana Hernandez	Dean of Nursing and Allied Health
Cedric T. Menchion	Chief Financial Officer
Security and Emergency Management	Title
Celvin G. Walwyn, Ph.D.	Chief of Police & Emergency Management
Facilities and Plant Management	Title
JC Colmenero	Director of Plant and Facilities & Assistant Emergency Management Coordinator
Public Information	Title
Amanda Ramirez	Director of Marketing and Public Relations
Site Management	Title
Lisa Castenada – Alice Keenan Woods - Kingsville Jennifer Blanton – Pleasanton	Site Directors/Site Incident Commanders

Support Services	Title
Vicente Garza	Director of Athletics
Amador Ramirez	Director of Technology
Dr. Michelle A. Lane	Public Information Officer (PIO)
Dixie "Prissy" Lytle	Director of Human Services

Emergency Facilities

Emergency facilities includes:

- The Incident Command Post, (at scene)
- the Emergency Operations Center (EOC) and
- alternate operating locations

Incident Command Post (ICP)

The College will ensure that response actions are coordinated through the incident command post (ICP). **The ICP will be established near the incident or emergency scene.**

The **Incident Commander** responsibilities include:

- identifying the command post location
- directing the emergency response and resource management from there.
- The incident commander will use a command post sign to designate the location.
- Typically, the incident commander should be a position normally held by the Site Director of the affected site.

Emergency Operations Center

The College Emergency Operations Center (EOC) may be used for emergency operations, or the College may partner with emergency managers to co-locate at a city or county EOCs in the event of a major emergency operation. Note that the EOC assumes a **support role** to the Incident Command Post, providing logistical support and direction to the affected site or facility.

Relationship between an Incident Command Post (ICP) and Emergency Operations Center (EOC)

The Incident Command Post (ICP) is a physical location that administers the on scene incident command and the other major incident management functions. An EOC is a physical location that is located separately from the on-scene Incident Command Post and supports the on-scene response by providing external

coordination and securing of additional resources.

A MAC Group does not have any direct incident command involvement and will often be located some distance from the incident site(s). **NOTE:** As per the Incident Command System (ICS) promulgated by the FEMA Center for Domestic Preparedness and the Texas Department of Public Safety Emergency Management Division, **EOC/MAC Groups do not command the on-scene level of the incident, but rather supports the Incident Command Post's command and its logistical and management needs and efforts.**

Faculty members assigned to the EOC are responsible for assembling accurate information about the situation as it relates to CBC personnel, students, and facilities to allow local officials to make informed decisions. They will work with representatives from the emergency services branch to determine and prioritize response and recovery actions and coordinate implementation of these activities. As needed, they may provide resource support for emergency operations.

As appropriate faculty members may suspend or curtail educational services, school related functions, and activities and make recommendations for management of offsite functions such as class or field study.

If the College is needed for evacuation support, College representatives in the EOC will coordinate shelter, mass care, and reunification procedures.

The primary CBC District EOC is located in the John Beasley Administration building on the Beeville Site. If Beeville is the affected site a decision to relocate the EOC will be made as needed by the Chief of Police and Emergency Management or other designated person acting as the EOC Manager. In such a case the current EOC location in Beeville will become the ICP.

Emergency Authority for College

The CBC Safety Plan adopts an all-hazards approach to preparedness. An all-hazards approach addresses capabilities-based preparedness to prevent, protect against, respond to, and recover from terrorist attacks, major disasters, and other emergencies.

Both Texas statutes and executive orders of the Governor provide colleges and local government with a number of emergency powers to control situations and ensure safety within the community.

The **primary emergency authority functions** include the following.

Type	Definition
Emergency Declaration	In the event of riot or civil disorder, the chief elected official (mayor for incorporated areas/county judge for unincorporated areas of the county) may ask the Governor to issue an emergency declaration for the entire jurisdiction, including the College, and take action to control the situation.
Disaster Declaration	When an emergency has caused severe damage, injury or loss of life, or it appears likely to do so, the County Judge/Mayor, by executive order or proclamation, may declare a local disaster, this could include all or part of Coastal Bend College District.
College or University Emergency Declaration	When an emergency poses an undue threat or has caused severe damage, injury or loss of life or it appears capable of doing so, the President of the College may, in collaboration with the CBC Board of Trustees, declare a district emergency and implement all appropriate emergency procedures, up to and including curtailment or suspension of educational activities.
Authority for Evacuations	State law, under specific conditions, authorizes the Governor or local officials to issue mandatory evacuation orders. Coastal Bend College officials have evacuation authority as it relates to school property and student safety accountability.

Readiness Levels

Many emergencies follow recognizable build-up during which time the College can take readiness actions. Coastal Bend College will strive to ensure that appropriate resources are in place and actions taken to support safety and wellbeing of students, faculty, and staff. Resources can expand or contract as needed. When an incident occurs or severity escalates quickly, readiness actions will occur in rapid succession and some activities may be merged. Readiness levels usually mirror those of the County in which the majority of buildings and facilities are located, to ensure a consistent and efficient emergency response. The Chart below identifies and describes the FIVE (5) levels of readiness used by Coastal Bend College.

Level	Definition
General Readiness	Readiness levels equate to those of local emergency management to ensure a consistent response. The levels listed below are general and apply to most types of emergencies as outlined in this planning document.
Level 5 Normal Operations	<ul style="list-style-type: none"> • Regular CBC Site operations are unaffected. • The college ensures that all planning standards are met and updated, exercise and training programs are ongoing and risk management and safety procedures implemented. • Faculty and staff remain alert to hazards and vulnerabilities and share concerns with Administrators and/or local first responders.
Level 4 Increased Awareness	<ul style="list-style-type: none"> • Regular CBC Site operations are affected slightly. • <u>Incident Command staff and successors are alerted.</u> • Conditions pose no immediate threat to life or property but could develop and are being monitored. Such conditions have not caused, and may never cause adverse effects. • Staff will monitor weather radio, local news media, Internet, and other sources through which emergency notification may be relayed and ensure that contingency plans and resources are in place. • Personnel with emergency responsibilities ensure individual and staff readiness. All personnel remain alert to hazards and report unusual activities and safety or security concerns.
Level 3 Increased Readiness	<ul style="list-style-type: none"> • Regular CBC Site operations have some disruption. • Incident Command is established and a command post designated. • Staff monitors emergency notification sources, including Emergency Alert System broadcasts, weather radio, local news media, social media, and other communication sources.
	<p>School staff may initiate accountability procedures, as applicable.</p> <ul style="list-style-type: none"> • All personnel remain alert to hazards and report unusual activities and safety or security concerns to appropriate personnel.
Level 2 Escalated	<ul style="list-style-type: none"> • Overall regular operations are likely to be disrupted to some degree. Incident Command and/or Unified Command will be in place.

	<ul style="list-style-type: none"> • An incident is having a serious affect, but impact is limited to a particular part of the CBC Site or is an off-site or vicinity event that is having a direct or indirect impact upon a specific CBC Site and/or a facility. • The district's Emergency Operations Center may be activated with at least minimal staffing. • School staff may be in a full response mode and will activate safety accountability. All personnel remain alert to hazards and report unusual activities and safety or security concerns to appropriate personnel.
<p>Level 1 Emergency</p>	<ul style="list-style-type: none"> • Total disruption of district operations. Incident Command will be in place and coordination will continue between district EOC and CBC Site Command. • An emergency exists that has a major impact on the district with an array of outside agencies and district departments involved. • District EOC is fully operational, on an around the-clock basis, and a Unified Command System usually is in place. • Multiple incident command posts may be in use and, as needed, the district may request resource support from outside entities. • Personnel with emergency responsibilities carry out assigned duties; call back procedures may be implemented. CBC Site staff not involved in response or recovery may be released or assigned other duties. Educational activities likely are disrupted, and continuity of operations plans should be readied or activated.

Administration and Support

Administration and support during an incident or event are crucial to Coastal Bend College's success following a major emergency response and recovery operation. Administration support provides a variety of valuable assistance including but not limited to contracts, agreements, and documentation for reimbursement.

Contract and Agreements

Various private and public sector entities and volunteer organizations respond routinely and/or provide critical services to Coastal Bend College. A list of service providers and contract information can be found in Appendix 1 to this plan.

Additionally, the district relies upon Mutual Aid Agreements, Memorandums of Understanding (MOU) or similar Agreements to supplement emergency management programs and support activities.

Basic Documentation

An incident of any kind requires documentation. The extent of documentation is based on the size and scope of the incident. It is the responsibility of each /site facility or district department to compile, maintain, and submit documentation and reports in a timely fashion, to assist with preparation of situation reports, damage assessment, student accountability, after action reports, and related documentation needed to ensure compliance with records management and open record requirements.

All original notes and records are legal documents that should be preserved. During activation the district EOC will maintain an incident log and documentation. Individual departments, facilities, sites, and CBC sites will maintain logs of major decisions, time lines, logistical deployment, and other actions related to their areas of responsibility and accountability.

Emergency Temporary Relocation of Instruction

In emergency situations, Coastal Bend College may request temporary relocation of on-campus and off-campus instruction. Emergency relocations are for unforeseeable situations such as natural disasters, fires, or other extraordinary circumstances. Emergency relocations are not applicable to foreseeable situations such as renovations, one-time program offerings, or responses to employer requests. Unlike routine relocations in which a site permanently relocates to another single site, emergency relocations *temporarily* move instruction to another single site or to multiple other sites.

SACSCOC Notification of Relocation of Instruction

Coastal Bend College will submit requests in writing to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In the interest of time, requests may be emailed from the liaison or CEO to the president of the Commission with a copy to the director of substantive change. Include, for each site to be relocated:

- an explanation of the circumstances and rationale for the relocation,
 - the name and current physical address of instruction,
 - the name and physical address(es) to where instruction will temporarily relocate,
 - the effective date of the relocation, and
 - the estimated date – **no more than 60 days after the effective date** – on which all instruction will return to the original site.
-

The Commission will accept notification for a maximum of 60 days. If instruction cannot return to the original location by the estimated date, Coastal Bend College will contact the Commission, in advance, to request an extension up to 60 days. If instruction cannot return by the end of the extension, the institution may request another extension subject to approval by the Executive Council of the SACSCOC Board of Trustees. If Coastal Bend College determines a permanent relocation is necessary, Commission policies for campus relocation, off-campus instructional site relocation, and approval of new off-campus instructional sites will apply.

Summary of Responsibilities

Successful emergency operations require a coordinated effort among several departments, sites/facilities, and groups as well as a good working relationship with first responder and local emergency management officials.

To facilitate a coordinated effort, district employees are assigned primary responsibility for planning and coordinating specific emergency functions. Safety Teams at each CBC site help facilitate site specific planning, training, and exercise. In most cases, the primary responsibility for an emergency function is assigned to an individual who has similar functional responsibilities under normal operations and/or possesses the most appropriate knowledge and skills. When more than one person holds a specific title, duties will be divided based upon their areas of authority and expertise.

Executive Group Tasks and Duties Check Lists

The College Executive Group most commonly serves as the administrative or supervisory authority for the district.

President's Cabinet

Complete	Task
	Develop, implement, and promote a comprehensive emergency management program of prevention-mitigation, preparedness, response, and recovery that includes establishing objectives and priorities for the emergency management program, as well as providing general policy guidance on the conduct of that program.
	Advise District board of trustee members of the emergency or crisis and provide periodic reports if board members so desire, implementing the policies and decisions of the governing body relating to emergency management.

	Ensure the collection, storage, and analyzing of relevant operational and historical data for after action reports and developing training, accountability, hazard and trend identifications for departments, CBC sites, facilities, and technological areas of the district.
	Monitor emergency situations and provide direction as needed to make determinations up to and including dismissal of school; seeking mutual aid or other outside assistance to ensure the health, safety, and well-being of students, faculty, staff, and citizens; authorizing extraneous expenditures and use of resources to meet the immediate incident needs. Upon activation of the district EOC will serve as District Command or assign a representative to do so.
	Ensure that the public is informed about the district's efforts related to all phases of emergency management.
	Take actions designed to effectively and efficiently manage an emergency or crisis situation and mitigate any potential liabilities or losses, including execution of appropriate memorandums of understanding, mutual aid agreements, and similar documents.
Complete	Task
	Authorize the use of school facilities by emergency management officials as appropriate.
	If needed, initiate requests for assistance from such sources as other districts, local governments, or the State.

Safety Committee

Complete	Task
	Support district EOC operation, serving as primary liaison between the CBC site incident manager and the district EOC if so designated. Support the Chief of Police and Emergency Management or designee as needed in the management and monitoring of the emergency or situation.
	Communicate objectives and priorities for emergency management program and interpretations of policy.
	Support public information and emergency public information efforts. If necessary, provide public information component at incident site in support of incident command system operations and coordinated through the CBC Public Information Officer.

	Provide information to the media and the public during emergency situations, arranging for media briefings as needed, compiling and releasing information for parents and members of the school community during emergency situations and respond to questions relating to emergency operations coordinated through the CBC Public Information Officer.
	As needed, establish emergency public information function coordinating messages through a joint information system, as appropriate.
	Maintain documentations of administrative and legal activities. Assist in the gathering of information for situation or status reports and other documentation.
	Managing all volunteer and donations management issues, working with local offices of emergency management for all donations requests or receipt of donated items other than those for which the district already has donation or volunteer systems in place.
	Support field requests from the incident command.
	Compile print and photographic documentation of the emergency or crisis for after action reviews.

District Legal Counsel

Complete	Task
	Execute mutual aid agreements and memorandum of understanding with other districts, jurisdictions, and volunteer organizations, as appropriate.
	Advise local officials on emergency powers of local government and procedures for invoking those measures.
	Review and advise officials on possible legal issues arising from disaster operations.
	Prepare and/or recommend measures to implement the emergency powers that may be required during an emergency.
	Advise district officials and department of record-keeping and other documentation necessary for emergency operations.
	Review and advise district staff regarding plan development.

Chief of Police and Emergency Management

Complete	Task
On-going	Serve as the emergency management lead for the district.
	As situation dictates, report to incident site or district EOC to support operational components as liaison within the Incident Command system. Expedite requests for assistance between the CBC site and district EOC, as appropriate.
	Take appropriate actions designed to effectively and efficiently manage an emergency or crisis and mitigate potential liabilities or losses at the CBC site level.
On-going	Ensure district representation at the City-County EOC. Serve as day-to-day liaison with local emergency management community.
	Prepare and maintain an inventory of emergency resources.
On-going	Arrange appropriate training and periodic emergency exercises to assess operational readiness.
	Ensure development and distribution of appropriate reports such as: status, situation, damage assessment, and after-action.
	Oversee the emergency management program and its maintenance, identifying individual(s) to serve in the emergency roles; identifying personnel, equipment, facility, and other resource needs during emergency or crisis situations; assigning emergency management program tasks to departments and agencies, as appropriate; and ensuring that departments and agencies participate in emergency planning, training and exercise activities.
	Ensure that each CBC site develops and maintains appropriate operational preparedness, response, recovery, and prevention-mitigation according to the district's EOP.
	Oversee support operations and non-CBC site facilities.
	Ensure financial accountability for emergency purchases, expenses, and personnel management.

	Maintain a list of vendors for supplies and equipment needed in the immediate aftermath of an emergency and establish emergency purchasing procedures and coordinate emergency procurements.
	Establish and maintain staffing reserve and coordinate assignment of personnel to departments and CBC sites as needed.
	Support all field requests from the incident command.
	Coordinate shelter and mass care operations, if needed.

CBC Site Directors

Complete	Task
	During emergency situations, ensure that 9-1-1 has been called and that appropriate district officials are notified.
	Serve as Incident Commander for their respective CBC site/facility.
	Communicate status, resource needs, and requirements to district administration and/or district EOC, as appropriate.
	Establish command post and staging areas, if needed. Provide trained personnel to staff the incident command post, staging areas, reunification, and related sites that may be required during the course of an incident.
	Determine and implement required protective actions.
	Coordinate with law enforcement for Incident Command when intelligence or operational roles are in place.
	Develop and maintain Campus Civilian Emergency Response Teams for emergency operational tasks.
	Ensure safety and security of CBC site, reserving the right to refuse entry onto CBC grounds to persons who do not have a legitimate business at the facility; reserving the right to request unauthorized persons to leave the facility; requesting, as needed, law enforcement or other emergency support on CBC

	grounds: and seeking prosecution for violations of law as permitted by statute.
	Identify site Safety Teams and member roles within the Incident Command System.
	Establish system for immediately accounting for students, faculty, and staff in an emergency through readily available absence, CBC site access and faculty, staff, and student assignment lists.
	Maintain emergency resource lists, including updated floor plans and portable building inventories.
	Ensure maintenance of Go Kits, charts, and other job aids.
	Ensure detailed documentation of incident related expenses to be reported to district administration or EOC.

Director of Physical Plant & Facilities

Complete	Task
On going	Ensure readiness of all CBC sites for operational preparedness, response, recovery, and prevention-mitigation.
	Upon its activation, report to the district EOC or assign a representative, as appropriate, to support it.
	Support implementation of the policies and decisions of the governing body relating to emergency management.
	Monitor emergency response and provide support as needed.
On going	Identifying health and safety issues.
	Support requests from incident command.
On going	Train staff and conduct exercises and drills to ensure readiness.
On going	Support CBC site and district efforts to develop and maintain operational preparedness, response, recovery and prevention-mitigation according to the district's plans and protocols.

On going	Support prevention-mitigation measures that reduce or eliminate hazards, regularly updating hazard analysis and hazard summary.
	Determine in the aftermath of an emergency those actions that help facilitate recovery and mitigate impact.
	Maintain record keeping and event documentation to ensure efficient and effective response and recovery.
	Serve as damage assessment team leader, ensuring that necessary information is assimilated in a timely fashion to speed the disaster recovery, insurance and/or disaster assistance process.
On going	Ensure, as possible, protection of district facilities and equipment.
	Assess damage to structures, parking and roadway areas within the district's control, physical plants, traffic control devices, utilities and other district facilities and direct temporary repair of facilities to mitigate loss, as possible.
	Prioritize restoration of utility service to facilities including provisions for emergency power sources, if needed.
	Provide equipment to support emergency operations.
	Assign staff to assist law enforcement in securing buildings.
	Assign staff to assist incident commander and/or fire officials with internal utility and HVAC shutoff, as needed.
	Support post incident damage assessment and building inspections and arrange for debris removal or clean up, if it is needed.
	Identify infrastructure requirements for resumption of school activities.
	Maintain an inventory of emergency resources.
	Coordinate with other Colleges, Universities, and private contractors for personnel and equipment support.

Support Group

For incident preparedness, response and recovery a group of district staff and authorized volunteers can provide support as needed, depending on the size of the incident and their function within the Incident Command System.

CBC site/Facility Staff and Authorized Volunteers

Complete	Task
	Assume appropriate support roles as qualified and authorized.
	Help ensure student, faculty, and staff accountability and safety.
	Relay emergency status information using emergency status cards and communication with the command post, as appropriate.
	Support emergency shelter and mass care operations.
	Support district outreach efforts to educate themselves, students and the community about ongoing district preparedness efforts.
	Participate in planning, training, and exercise to become familiar with district emergency operations plans.
	Help ensure that facilities are maintained, clean, safe, and orderly.

Technology Director

Complete	Task
On going	Ensure operation of all communications, management information and network systems for the efficient and effective resolution of any incident.
	Upon its activation, report to the district EOC, as appropriate.
	Implement Technology Services Disaster Recovery Plan.
	Assign appropriate staff to support the incident manager and/or the incident command post.
	Maintain an inventory of emergency resources.

	During emergency operations, locate supplies, equipment, and personnel to meet specific needs.
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Director of Human Resources

Complete	Task
	Oversee personnel management relating to faculty and staff hours, crisis counseling, and personal issues.
	Upon its activation, report to the district EOC, as appropriate.
	Maintain personnel records documenting regular time, overtime, and a benefit breakdown for each.
	Ensure crisis-counseling components for students, faculty, and staff, as well as the extended school community, if needed.

Business Office

Complete	Task
	Maintain financial accountability system for emergency purchases and expenses.
	Upon its activation, report to the district EOC, as appropriate.
	Ensure appropriate record keeping and event documentation for all phases of emergency management.
	Support damage assessment team to speed the disaster recovery, insurance, and/or disaster assistance process.
	Maintain detailed information about damage to district CBC sites and facilities for use by district and local officials in requesting state or federal disaster assistance.

Safety Committee

Complete	Task
	Ensure safety of food and mark for disposal all compromised items, assessing damage to all food service facilities and storage areas.

	Upon its activation, report to the district EOC or incident command post, if requested.
	Support efforts to ensure potable and/or emergency water supplies.
	Provide food for EOC and Incident Command staff and, as appropriate, Coastal Bend College community or individuals receiving safe harbor or services within district facilities.
	Provide specialized equipment to support emergency operations.
	Support food services for resumption of regular school activities.
	Coordinate with other districts and food service providers for personnel and equipment support.

Additional Support

District personnel not assigned a specific function in the plan may be called upon to support emergency operations at either the CBC site or District levels. Volunteer agencies that traditionally coordinate efforts with Coastal Bend College and/or local government may be called upon to assist.

During the response phase, certain activities apply to all district departments, facilities, and CBC sites. These functions may include but are not limited to the following tasks.

Complete	Task
	Maintain internal emergency plans and SOGs with provisions for communication, supplies, equipment, safety accountability and personnel support according to established criteria and notifying the district administration and/or district EOC when these plans are activated.
	Review security procedures and implement enhancements as needed based upon need and risk management recommendations, hazard analysis, training and drill input, and incident history, especially as it relates to crime, terrorist threats, security breaches, and welfare concerns.
	Advising the Vice President when a department, facility, or CBC site cannot carry out roles as described in the planning documents, or when changing circumstances necessitate plan re-evaluation.

	As needed a representative will be sent to the district EOC.
	Providing regular status reports on department, facility, or CBC site resources, activities and emergency conditions about which district administration and/or SROs should be aware.
	Coordinating with the district EOC in establishing priorities for service restoration, damage assessment and resource allocations.
	Identifying components to support public information and community relations activities.
	Providing necessary administrative and technical support for EOPs and SOGs to ensure an efficient and effective implementation and ensuring that they are complete and up to date.
	Keeping accurate and complete records of costs of responding to emergency situations, including but not limited to personnel costs (regular and overtime, including benefit calculations), equipment costs, costs of supplies, and costs of services. These records will be used for insurance purposes and for seeking local, state and federal assistance, and reimbursement, if applicable.
	Keeping accurate and complete records facilities, equipment and supplies damaged or destroyed during an emergency.
	Ensuring accurate and viable student accountability guidelines, including maintenance of Go Kits and attendance records for easy access and use in emergency conditions.
	Taking part in regular training, drills, exercises, and program reviews relating to emergency operations and school safety.

Common Responsibilities

Complete	Task
	Support Incident Command.
	Ensure appropriate record keeping and event documentation for all phases of emergency management.
	Report information regarding questionable activities, hazards, or emergency conditions, and facilities or equipment damage to chain of command.

Authority

Strategic planning guidance and authorities governing the enactment and implementation of this annex are summarized below.

The following table presents specific sources, their relevance to this document, and hyperlinks to their online location.

Source	Relevance	Link
Homeland Security Presidential Directive (HSPD) 5	Enhances the ability of response organizations to manage incidents by establishing a single, comprehensive national incident management system.	http://www.fas.org/irp/offdocs/nspd/hspd5.html
Homeland Security Presidential Directive (HSPD) 8	Describes how agencies will prepare for an incident through the coordination and implementation of all hazards preparedness, to prevent, respond to, and recover human or natural disasters.	http://www.fas.org/irp/offdocs/nspd/hspd8.html
House bill 10	Relating to making emergency supplemental appropriations and providing direction and transfer authority regarding certain appropriations.	http://www.capitol.state.tx.us/BillLookup/Text.aspx?LegSess=83R&Bill=HB10
House Bill 1751	Relating to governmental entities subject to the sunset review process.	http://www.capitol.state.tx.us/BillLookup/Text.aspx?LegSess=83R&Bill=HB1675
Texas Education Code § 37.109	Provide authority and mechanism to clarify and strengthen key roles, as well as authorize and provide for cooperation and coordination of a school-based emergency management system embodying all phase of emergency management.	http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm
Texas Government Code Chapter 418	Provides authority and mechanisms to clarify and strengthen key roles, as well as authorize and provide for cooperation and coordination of an emergency management system embodying all phase of emergency management.	http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.418.htm
Texas Government Code Section 418.050	Provides guidelines for reentry of areas previously evacuated because of a disaster or threat of disaster.	http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.418.htm#418.050

Texas Government Code Section 418.11	Describes the Texas Statewide Mutual Aid System.	<a href="http://www.statutes.l
egis.state.tx.us/Docs
/GV/htm/GV.418.htm
#418.018">http://www.statutes.l egis.state.tx.us/Docs /GV/htm/GV.418.htm #418.018
U.S. Government 20 U.S.C. § 1092	Describes the policy for disclosure of CBC site security policy and CBC site crime statistics.	<a href="http://www.gpo.gov/
fdsys/pkg/PLAW113publ163/html/PLA
W-113publ163.htm">http://www.gpo.gov/ fdsys/pkg/PLAW113publ163/html/PLA W-113publ163.htm

Maintenance Review, updates, and Change of Safety Plan

This section describes the process by which this document will be maintained and updated.

Development

The Coastal Bend College's President is responsible for approving and ensuring promulgation of this plan. The President, Safety Committee or designee determines the distribution of this plan and its support documents. Plan copies, in both electronic and hard copies, may be distributed to individuals, departments, CBC sites, facilities, and organizations tasked in this document. Copies also should be set aside for the district EOC and for other key partners, if appropriate. Some individuals may receive only portions of this plan or its job aids as is appropriate and necessary.

Review

The Coastal Bend College President, Chief of Police and Emergency Management, and Safety Committee are responsible for ensuring the development, implementation, and promotion of this plan in conjunction with all local, state, regional, and federal emergency management and Homeland Security planning guidance. Prior to the start of each school year, the district will complete a review of the Coastal Bend College Emergency Operations Plan and CBC site Plans as well as support documentation. This includes updates to organizational and contact information and plan review, training, and exercise. The Coastal Bend College emergency management program is subject to full audit once every three years as prescribed by Chapter 37 of the Texas Education Code.

Audit Reports

As part of ongoing review and update of this the Coastal Bend College will address plan maintenance and sustainability in its audit procedures and triennial reports to the state such as the Public Junior College Safety and Security Audit administered through the Texas School Safety Center.

Training, Exercise and After-Action Reports

CBC site training must be exercised annually to provide practical, controlled, and operational experience to those who have responsibilities. Following the conclusion of any significant emergency, incident, or exercise, primary agency representatives will conduct an after action report (AAR) of the group's activities during that emergency, incident or exercise. In addition to our internal training and exercises, CBC will continue to foster and maintain close working relationships with other entities and key partners to ensure that CBC is involved in all aspects of emergency management and preparedness that could affect the College or surrounding the community or segment of that community.

Record Keeping

The Coastal Bend College President through the CBC Department of Public Safety must ensure all records necessary for emergency management operations are obtainable, and that duplicate records are held at alternate locations.

Record of Changes

This section describes changes made to this plan: when they were made, what they were, and who authorized them.

Use this table to record:

- Change number, in sequence, beginning with 1.
- Date change was made to the document.
- Description of change and rationale if applicable.
- Initials of person who made the change.

Number	Date	Description	Initials
1	08/01/2017	Complete replacement of old document with FEMA compliant ICS integrated response and mitigation system	kdb
2	09/12/2018	1. Name changes. 2. Update for Emergency Temporary Relocation of Instruction	kdb
3	11/01/2019	1. Change Director of Public Safety to Chief of Police & Emergency Management 2. Add NIMS information/ ICS Forms, Booklets, website 3. restructure Safety Committee members 4. Name Changes	kdb

4	03/30/2020	1. Insert of New President 2. Remove term "President's Leadership Committee" insert "Cabinet." 3. Correct readiness levels	kdb
5	08/01/2021	1. Explanation of duties and obligations to campus community in Emergency 2.	kdb
6	09/28/2023	3. Added Kevin Behr, Chief of Beeville Police 4. Added Bradley Lile, Chief of Kingsville Police 5. Added Ernest Guerra, Chief of Police	cgw
7	09/28/2023	6. Added Calvin G. Walwyn, Chief of Police and emergency Management Coastal Bend Police	cgw

Contributors and Sources

This section provides a list of contributors and sources used in the development of this annex.

Agency	Title
Coastal Bend College	Safety Committee
Texas Association of School Boards	Emergency Management and School Safety Coordinator
Texas School Safety Center	Deputy Director
Bee County Emergency Management	EMC Ryan Garza
Texas Division of Emergency Management	Region Planner

Law Enforcement and Emergency Management Contact Information for the Coastal Bend College District

CITY OF BEEVILLE, BEE COUNTY

Contact Person	Agency	Contact number
Kevin Behr, Chief of Police	Beeville Police Department 401 N. Washington St. Beeville, TX 78102	(361) 358-8100

Alden Southmayd, Bee County Sheriff	Bee County Sheriff's Office 1500 E. Toledo St. Beeville, TX 78102	(361) 362-3221
Mike Willow, EM Coordinator	Bee County Office of Emergency Management 111 North Saint Mary's St. Beeville, TX 78102	(361) 621-1567 Cell (361) 318-0011

CITY OF ALICE, JIM WELLS COUNTY

Contact Person	Agency	Contact number
Eden N. Garcia, Chief of Police	Alice Police Department 415 E Main St. Alice, TX 78332	(361) 664-0186
Danny Bueno, Jim Wells County Sheriff	Jim Wells County Sheriff's Office PO Box 1286 Alice, TX 78333	(361) 668-0341
Lynn Kirchoff, EM Coordinator	Jim Wells County Office of Emergency Management 200 N. Almond St. Ste. B-109 Alice, TX 78332	(361) 668-1018 Cell (361) 460-1806

CITY OF KINGSVILLE, KLEBERG COUNTY

Contact Person	Agency	Contact number
Bradley Lile, Chief of Police	Kingsville Police Department 1700 E King Ave. Kingsville, TX 78363	(361) 592-4311
Richard Kirkpatrick, Kleberg County Sheriff	Kleberg County Sheriff's Office PO Box 1360 Kingsville, TX 78364	(361) 595-8500
Tomas Sanchez, EM Coordinator	County Office of Emergency Management	(361) 595-8527 Cell (361) 675-0096

CITY OF PLEASANTON, ATASCOSA COUNTY

Contact Person	Agency	Contact number
Ernest Guerra, Chief of Police	Pleasanton Police Department 704 W. Oaklawn Pleasanton, TX 78064	(830) 569-3869
David Soward, Atascosa County Sheriff	Atascosa County Sheriff's Office 1108 Campbell Ave. Jourdanton, TX 78026	(830) 769-3434
David Prasifka, EM Coordinator	County Office of Emergency Management 711 Broadway Jourdanton, TX 78026	

CBC Safety Committee

Type of Committee: (Ongoing)

SAFETY COMMITTEE

Sponsor/Chair: Dr. Celvin G. Walwyn (CG)

Co-Chair: Jacinto Colmenero (J.C.)

Contact Person(s): Dr. Celvin G. Walwyn, Chief of Police and Emergency

Management JACINTO COLMENERO, Director –Physical Plant & Facilities

Committee Purpose:

To provide direction and guidance to Coastal Bend College and supporting agencies in the event of a natural or technological disaster, or intentional/ terrorist act; the committee will prepare for and execute assigned emergency tasks to ensure maximum survival of the population and property in the event of a disaster or other overwhelming eve

Special Guidelines, Parameters, and/or Resources:

- Review and align in good standing, current safety policy, procedures, and practices with all College federal mandated requirements.
- Provide all state and federal safety reports (Clery Act, TCSSS, TxSSC, etc.).
- Oversee, annually review, and implement official Multi-Hazard Emergency Operations Planning.
- Provide and announce emergency management & response safety training, drills, tabletop exercises, etc.
- Create and maintain a collaborative relationship among the public and private sectors throughout the following: Bee, Kleberg, Jim Wells & Atascosa Counties. City of Beeville, Alice, Kingsville, Pleasanton and surrounding communities to help provide tools, resources and responders in all emergency situations.
- Keep members of Cabinet informed of CBC safety concerns, status and changes.
- Make recommendation(s) to Cabinet for approval.

Meeting Schedule:

Safety Committee Member meetings are set to take place twice per semester as scheduled throughout all sites. Other meeting may occur as deemed necessary by Committee Chair.

Designated open safety meetings and training opportunities will be scheduled, announced, and made available as assigned throughout Coastal Bend College Sites. These will be available to all faculty, staff, students, and parents/guardians. Topics and training will be made available upon announcement of scheduled agenda items.

How Work Is Communicated:

All notes will be posted on SharePoint and members will have access to notes. Any implementation, and developments will be communicated college-wide via emails, in-house trainings, and in-service workshops.

Recommendations:

Recommendation(s) go to PLT for consideration via Chief of Police and Emergency Management. The decision will be distributed to the committee by the Chief of Police and Emergency Management. All recommendation(s) must be formalized, and articulated in writing.

SAFETY COMMITTEE MEMBERSHIP

POSITION	TERM	POSITION
CHAIR	ONGOING	CHIEF OF POLICE AND EMERGENCY MANAGEMENT
CO-CHAIR	ONGOING	DIRECTOR OF PHYSICAL PLANT & FACILITIES
MEMBER	ONGOING	SITE DIRECTOR ALICE
MEMBER	ONGOING	SITE DIRECTOR PLEASANTON
MEMBER	ONGOING	SITE DIRECTOR KINGSVILLE
MEMBER	ONGOING	STUDENT LIFE & HOUSING COORDINATOR
MEMBER	ONGOING	DIRECTOR OF IT
MEMBER	2 YR ROTATION	FACULTY MEMBER

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ICS FORMS BOOKLET

[https://www.fema.gov/media-library-data/1425992150044-22337affef725b5f9d5fd8c7e9167ad8/ICS Forms 508 12-7-10.pdf](https://www.fema.gov/media-library-data/1425992150044-22337affef725b5f9d5fd8c7e9167ad8/ICS_Forms_508_12-7-10.pdf)

For More Information

For more information on this plan contact the Coastal Bend College Police Department or visit the College website at www.coastalbend.edu

Appendix 1 – Agreements and Contracts

This section is a summary of all mutual aid agreement and memorandum of understandings that Coastal Bend College has in place to respond to an incident or event.

Mutual aid agreements are an integral part of the College's all hazards emergency operations plan. These pre-incident plans for assistance provide support for the districts when resources are overwhelmed.

These agreements provide a mechanism for agencies, organizations, and jurisdictions to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. This allows the district to facilitate rapid, short-term deployment of emergency support prior to, during, and after an incident.

The following list summarizes Coastal Bend College's current contracts and agreements.

Type	Description	Summary	Primary Authorization	Secondary Authorization
Agreement	Walmart- Supplies	Priority supplies	J.C. Colmenero	Dr. Hoggard
Agreement	Sutherlands – building supplies	Priority supplies	J.C. Colmenero	Dr. Hoggard
Contract	Balfour Restoration	Building and infrastructure repair	J.C. Colmenero	Dr. Hoggard