

**Alvin Community College**  
**Emergency Management Plan**

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**Fall 2010**

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## **Introduction**

The Alvin Community College Emergency Management Plan identifies natural and man-made emergencies that may impact the campus community. It details the response procedures that campus officials should follow in case of an emergency.

All departments within the campus community should become familiar with this plan. As appropriate, they should formulate their own action plans or emergency operations checklist to complement this plan, and submit a copy to the Chief of Campus Police for review and approval. The Chief of Campus Police will seek assistance as necessary from other College staff in evaluating the appropriateness of plans submitted for review and approval.

Campus emergency operations will be conducted within the framework of College guidelines. Any exceptions to these procedures will be conducted by, or with the approval of, College administrators directing and/or coordinating the emergency operations.

An Emergency Management Planning Committee, chaired by the Chief of Campus Police, shall meet every two years to review the Emergency Management Plan for necessary updates and revisions. During alternate years, all requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Chief of Campus Police for evaluation. All changes recommended by the Chief of Campus Police will be submitted in writing to the President and the Planning Team for approval and inclusion in the plan.

## **Purpose**

The basic emergency procedures outlined in this guide are to protect life and property through effective use of College resources, and to provide for the physical and emotional well-being of the members of our campus community during and immediately following an emergency.

This document describes an integrated plan for responding to a College emergency. Whenever an emergency affecting the College reaches proportions that cannot be handled by routine measures, the President, or his/her designee, may declare a state of emergency and implement the Emergency Management Plan. It is recognized that the specific actions implemented will be dependent on the nature and severity of the situation. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

## **Scope**

It is possible for a major disaster to occur at any time and at any place on the ACC campus, which covers 100 plus acres in Alvin and 5 acres in Pearland. Enrollment on the ACC campus averages 4,000 students, and approximately 400 individuals work on campus. Pearland Center's numbers vary from semester to semester, but there are at least 10 employees at the Center at all times.

This plan designates three levels of campus emergency. These definitions are provided as guidelines to assist employees and students in determining the appropriate response. Any type of emergency incident, potential or actual, should be reported immediately to the Campus Police at 281-756-3700.

### **Level I**

Any incident, potential or actual, that will not seriously affect the overall functional capacity of the College. These would be campus emergencies that can be handled through normal operating channels. Examples include minor chemical spills, low-level acts of violence, sewer stoppages, power outages, and weather-related situations.

## **Level II**

Any incident, potential or actual, that affects an entire building or buildings, and which may disrupt the overall operation of the College. These would be campus emergencies that require a coordinated response beyond normal operating channels. Outside emergency services will probably be required, as well as major efforts from campus support services. These situations are those that are likely to traumatize a significant number of community members; e.g., some deaths, violence, or fire.

## **Level III**

Any event or incident that has the potential or does seriously impair or halt College operations. In some cases, death of personnel and severe property damage may be sustained. Such major campus disasters require a coordinated response by all campus resources, and outside emergency services would be essential. These situations include disasters such as tornadoes, hurricanes, earthquakes, major chemical incidents, major fires and incidents involving multiple victims of violence or death. In all cases, an Emergency Operations Center will be activated, and the appropriate support and operational plans implemented.

## **Mandatory Review**

After any Level II or III emergency, the Dean of Financial and Administrative Services will conduct a review of the actions taken in response to the emergency. The review will include an assessment of the effectiveness of the prescribed actions set forth in the Emergency Management Plan. Written changes will be proposed to address Plan weaknesses and training developed to cover situations for which employees were not well prepared.

## **Types of Emergencies**

ACC is at risk from various emergencies and/or hazards. The following list identifies those that would pose the greatest need for a strategic Level II or Level III response.

- Fire
- Natural disaster
- Chemical spill or release
- Violent or criminal behavior
- Utility failure
- Biological release
- Bomb
- Civil disturbances or demonstrations
- Medical/Psychological (epidemic, poisoning, threats of harm to self/others)
- Public relations issues (athletics, budgetary issues, student safety issues, management issues)
- Transportation accident (accident involving College vehicle; accident involving commercial conveyance carrying College personnel; private/corporate aircraft crash on campus)

## **Assumptions**

An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist, and will require modification during an event to meet the requirements of the emergency.

Disasters may affect residents in the geographical location of the College; therefore, state, city, county and federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48-72 hours).

### **Declaration of an Emergency**

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

In the absence of the President, the succession of authority for directing an emergency situation is the Dean of Instruction/Provost, followed by the Dean of Financial and Administrative Services, then the Dean of Students.

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

In addition, only those faculty and staff members who have been assigned Campus Emergency Response Team duties or issued an emergency pass by the Campus Police will be allowed to enter the immediate disaster site.

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

### **Direction and Coordination**

All emergency operations will be directed by the President or his/her designee. In the absence of the President or his/her designee, the on-duty Campus Police commander will assume control of the emergency response until relieved.

Direct operational control of the campus major emergency or disaster is the responsibility of the Chief of Campus Police or his/her designee.

The President and the Planning Team will meet on an ongoing basis in regard to institutional policy and legal concerns in order to determine what actions are required beyond the standard emergency response protocols. See [Attachment 5](#) - Emergency Response Team Responsibilities and [Attachment 6](#) - Emergency Procedures Detailed.

### **Emergency Operations Center**

In the event of a Level III disaster or on orders of the College President, an Emergency Operations Center (EOC) under the direction of the Chief of Campus Police will be established in Building B, Room 201 (The Board Conference Room) and/or Campus Police Office (H-132). The Conference Room in G Building, Room G-148 will serve as an alternate EOC. See [Attachment 13](#) for location of Campus Police Office.

At least one uniformed officer or dispatcher is to staff the EOC at all times until the emergency situation ends. The EOC will be used as a marshaling area for operations of the Campus Emergency Management Team and any non-College representatives assisting with the emergency. See [Attachment 3](#) for details on establishment of the EOC.

## **Campus Emergency Management**

When an emergency occurs, Campus Police will contact members of the Campus Emergency Response Team, which consists of a policy group and a response group. The policy group is lead by the President and includes members of the Planning Team. The Emergency Response Team includes the following:

Emergency Director: College President or designee  
Emergency Coordinator: Chief of Campus Police  
Physical Damage: Director of Physical Plant  
Financial Impact: Dean of Financial & Administrative Services  
Academic Impact: Dean of Instruction/Provost  
Student Impact: Dean of Students  
Employee Impact: Director of Human Resources  
Legal Considerations: President or designee  
Public Information: Assistant to the President/Executive Director of Development  
Technology Resources: Director of Information Technology  
Student and Academic Impact: Dean of Academic Programs  
Student and Academic Impact: Dean of Continuing Education

Individual responsibilities of the policy and response teams are outlined in [Attachment 5](#). The Campus Emergency Response Team is responsible for implementing the overall emergency management plan. All team members will alert and coordinate additional staff support as needed for meeting the emergency, while the President, with the advice of the Planning Team, will make emergency policy decisions and request outside assistance when necessary. Other campus individuals may find it necessary to respond, depending on how the emergency affects their individual units and on what type of additional support service their unit can provide. These units should have emergency plans on file with Campus Police and must coordinate any response efforts with the Campus Emergency Response Team. See [Attachment 8](#) for a list of the members of the response team.

## **Responsibilities**

### **President**

The College President, or the Emergency Director, is responsible for the overall direction of campus emergency operations.

### **Administrators, Deans and Department Heads**

Administrators, deans and department heads, where appropriate, should prepare and submit for review and approval by the Chief of Campus Police an emergency response plan that addresses the unique characteristics of their units within the context of this umbrella plan.

These campus officials are responsible for conducting campus wide drills and should insure that building evacuation information be distributed to all employees with follow-up discussions, on-the-job training, or explanation, as required. Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR, and building evacuation procedures. Contact Campus Police for assistance.

### **Faculty and Staff Supervisors**

Each faculty and staff supervisor should educate his or her students and/or employees concerning College procedures as well as evacuation procedures for his or her building and/or areas. They should evaluate, survey, and estimate his or her assigned building facility or area in order to determine the impact a fire or storm could have on it. Report all safety hazards to Campus Police, and promptly submit work orders to reduce hazards and to minimize accidents.

## **Emergency Notification Systems**

The telephone is the primary means of emergency notification on campus. There is no central PA system on campus. Academic, administrative units and students will be notified by the Cisco and HyperAlert notification systems during business hours. After hours personnel and students will be notified by the HyperAlert system.

In case of a Level III emergency, campus-wide telephone system and HyperAlert system notification can be activated. The Chief of Campus Police will have access and authorization to activate both the telephone and HyperAlert notification systems.

Students and employees can also check on closing status at [www.school-closings.net](http://www.school-closings.net) and the ACC web site.

The Assistant to the President/Executive Director of Development is responsible for coordinating information with all external media.

The Office of the Dean of Students is responsible for direct contact with students.

The Campus Police office is the focal point for two-way transmission of official emergency telephone and HyperAlert communications to College administrators. Each administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/areas under his or her direction.

The officer on duty will notify the Director of Physical Plant of any campus emergency as necessary and will initiate the HyperAlert notification system by calling the following and other College administrators as appropriate:

1. Chief of Campus Police
2. President
3. Dean of Students
4. Assistant to the President/Executive Director of Development
5. Dean of Financial & Administrative Services

**Note:** During an emergency, campus phones must be restricted to College official notification only. In the absence of phone services, the Chief of Campus Police will provide runners for emergency notification of members of the College Emergency Response Team. It also will assign cellular phones and/or two-way radios for critical staff to use during the emergency. (This equipment will be stored and maintained by Campus Police.)

## **Campus Emergency Resources**

### **Police**

Uniformed campus police officers are on duty 24 hours a day. Additionally, police help is readily available from the Alvin Police Department.

To contact campus police in an emergency, call 3700 on campus and at 832-250-3365 after hours.

### **Physical Plant**

Skilled workers are available from Physical Plant at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

1. Utilities: Repairs to water, gas, electric, and sewage systems.
2. Structures: Repairs to structures and mechanical equipment therein, including heating and cooling systems.

3. Equipment: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, forklifts, etc.

A detailed record should be maintained of all repairs and replacement costs associated with damage incurred during an emergency situation. This is vital for analysis and assessment of total damages incurred during an emergency situation and to receive appropriate reimbursement through insurance coverage.

### **Purchasing**

Emergency procurement of required goods and services in direct support of an emergency must be handled in a manner to insure compliance with the Texas Education Code. Emergency procurements are limited to supplies and services necessary to meet the immediate emergency conditions only.

A detailed record should be maintained of all supplies and services purchased to meet an emergency situation. This is vital for analysis and assessment of total damages and expenses incurred during an emergency situation and to receive appropriate reimbursement through insurance coverage.

### **Emergency Procedures**

To report an emergency (Police/Fire/Ambulance), call Campus Police at 3700 or 832-250-3365 after hours.

In an emergency in which the Campus Police Department cannot be reached, call 911 from a campus telephone to reach the emergency dispatch center for the Alvin area.

When calling, remain calm and carefully explain the problem and location to the public safety dispatcher. Do not hang up until told to do so. Basic procedures for responding to specific types of emergency incidents are provided in [Attachment 6](#).

### **Training, Drills, and Exercises**

The success of this plan necessitates that the College maintain a constant state of readiness to assure the efficient and orderly transition from routine activities to those associated with emergency situations. This is accomplished through a carefully planned and a continuous program of training, drills, and exercises.

#### **Training Objectives**

To establish capabilities for protecting the College community from the effects of an emergency.

To respond effectively to the actual occurrence of an emergency.

To provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life within the College community.

To validate plans and assure preparedness.

#### **Drill and Exercise Procedures**

The Chief of Campus Police will develop an appropriate drill and exercise plan to assure emergency management plans and preparedness which effectively meet the needs of the campus community.

The Chief of Campus Police will serve as the Training Director for crisis management and emergency operations. The Planning Team will evaluate the results of specific drills and exercises, suggesting specific changes and updates to the College's Emergency Management Plan and/or recommending to the President that the Emergency Management Planning Committee be convened to examine major updates or problems with the plan.

The Chief of Campus Police will also update the plan, as needed, to reflect changes in organization and technology, submitting such updates to the President and Planning Team for approval.

Drills and exercises should be conducted as necessary to test the plan adequately. They should be as realistic as possible. Written evaluations should be prepared after every drill and exercise, with recommendations made for correcting any identified deficiencies. These recommendations are to be submitted to the Chief of Campus Police within seven (7) days after the exercise.

**Attachment 1 - Internal Emergency Phone Numbers**

ACC Police .....	3700 (on campus)	281-756-3700 (off-campus)
Dean, Financial & Administrative Services .....		281-756-3594
Dean of Students.....		281-756-3517
Environmental .....		281-756-3677
Facilities Management (Maintenance, Custodial, Grounds) .....		281-756-3583
Risk Management .....		281-756-3594
Transportation .....		281-756-3802

**Attachment 2 - Emergency Resources**

**Law Enforcement/Regulatory Agencies**

Alvin Police Department.....	911 .....	281-388-4370
Alvin Fire Department.....	911 .....	281-331-7688/281-388-4370
Texas Department of Health .....		713-767-3000
Texas Natural Resource Conservation Commission .....		713-767-3500
Federal Aviation Administration.....		817-222-5006
Federal Bureau of Investigation/Houston.....		713-693-5000
Texas Department of Public Safety.....		713-681-6187 or 512-424-2000
Bureau of Alcohol, Tobacco, and Firearms.....		800-283-4867
Brazoria County Emergency Management .....		281-331-6101
Brazoria County Sheriff's Department.....		281-331-9000
City of Alvin Animal Control.....		281-388-4332

**Health Services/Hospital Emergency Rooms**

Alvin Emergency Medical Services .....	911 .....	281-388-4370
Alvin Diagnostic and Urgent Care Center .....		281-331-6141
Clear Lake Regional Medical Center .....		281-332-2511
Crisis Hotline .....		713-228-1505
Memorial Hermann Hospital Southeast .....		281-929-6100
University of Texas Medical Branch/Galveston.....		409-772-1011
American Red Cross .....		281-335-7039
Brazoria County Health Department .....		281-585-3024

**Public Utilities**

Texas-New Mexico Power Company .....		281-996-0453
SUEZ Energy Resources NA .....		1-888-232-6206
Reliant Energy Entex.....		713-659-3552

City of Alvin Water Department.....281-388-4325  
Centerpoint Energy .....713-654-0958

### **Attachment 3 - Emergency Operations Center**

The concept of the Emergency Operations Center groups both primary decision makers and the Emergency Response Team together for a coordinated effort during a major campus emergency. In addition to a policy group, the EOC will house the group controlling operations during disaster situations. The EOC must be adequately equipped with tables, chairs, phones, FAX, radios, computers, maps, reference documents, operating procedures, and office supplies.

Any volunteer who reports to the EOC will be covered under College insurance for liability and Workers' Compensation. This coverage will be in effect for activities (other than the use of personally owned vehicles) arising out of their service to the College during an emergency situation. In order to receive this coverage, volunteers should sign a roster at the EOC before they are assigned tasks by members of the Emergency Response Team.

In general, the major functions performed by the staff in the EOC include:

Direction and control - The EOC is a single point where all information is received and analyzed, decisions made, priorities established, and resources allocated.

Information collection, evaluation, and display - From information gathered here, the entire situation can be reviewed and evaluated. Here the key question raised by an emergency can best be answered "What is the impact of what has happened based upon factual, coordinated data?" Information gathered should be used to make assessments from which decisions can be made and priorities established. Also, rumors may be counteracted.

Coordination - Facilitates coordination among responding personnel, departments, and off-campus agencies. This is especially important in the area of communications.

Establishment of priorities - Determining the order that problems should be addressed.

Resource management - Facilitates the acquisition, distribution, and use of personnel and material needed in an emergency.

#### **Location**

The primary location of the EOC is in Building B, Room 201 (The Board Conference Room) and/or Campus Police Office (H-132). The Conference Room in G-Building (G-148) will serve as an alternate EOC.

If these areas are unavailable for use, the EOC can be established in the IT Lab in A-173 as a back-up location. However, final location is at the discretion of the College Chief of Police.

#### **Personnel**

The following positions and/or their assigned alternates are required to be available to work as part of the Emergency Response Team in the EOC, once activated:

**Policy Group**

1. President
2. Dean of Instruction/Provost
3. Dean of Financial & Administrative Services
4. Dean of Students
5. Director of Human Resources
6. College General Counsel
7. Assistant to the President/Executive Director of Development

**Response Team**

1. President or designated emergency director
2. Chief of Campus Police
3. Dean of Instruction/Provost
4. Dean of Students
5. Director of Human Resources
6. Dean of Financial & Administrative Services
7. Director of Physical Plant
8. Director of Information Technology
9. Assistant to the President/Executive Director of Development
10. Dean of Academic Programs
11. Dean of Continuing Education

**Start-up, Equipment, and Supplies**

Although the preliminary preparations may begin at anytime, the President must order the opening of the EOC. The EOC should be operational two hours after the order is given. Two hours and thirty minutes after the order is given, all EOC personnel, their alternates, and others as designated should report to the EOC for a formal briefing by the President or the designated Emergency Director.

The EOC should contain individual work space and telephones for each member of the Campus Emergency Response Team, plus a large meeting area/conference room for briefing team members. Appropriate office equipment should be readily available, such as computer access, computer printer, electric/manual typewriter, copier, and generator backup for the building in case power goes out.

Each functional group is responsible for providing its own portable emergency supplies, including general administrative supplies and supplies relative to its specific function (forms, manuals, etc.).

A list of telephone numbers (office, home, cellular, and pager) for strategic individuals should be kept updated at all times for immediate use in an emergency situation. In addition, a list of off-campus emergency contacts should be maintained. See Attachments 1 and 2.

## **Attachment 4 - Priority of Objectives in an Emergency**

### **Priority I**

1. Communications Network (Responsibility: Campus Police, Information Technology and Public Affairs/Assistant to the President/Executive Director of Development) - establish a communications network using available resources:
  - a. Telephone (including cellular phones)
  - b. Voice Mail - HyperAlert
  - c. E-mail
  - d. World Wide Web
  - e. Listserv
  - f. Fax
  - g. Radios (hand held)
  - h. KACC and Cable Channel
  - i. Messengers
2. Medical Aid - Resources:
  - a. Alvin EMS
  - b. Certain ACC faculty and staff (primarily Campus Police)See Attachment 14 for location of first aid kits and defibrillators.
3. Fire Suppression (Responsibility: Campus Police) - evaluate fires or fire hazards and use resources to control and evacuate. Resources:
  - a. Alvin Fire Department
  - b. Cisco phone system to assist in evacuation of building(s)
4. Search and Rescue (Responsibility: Campus Police) - appoint search and rescue teams and acquire transportation vehicles and other required equipment. Resources:
  - a. Campus Police, safety officers, Alvin Police, Fire, and EMS
  - b. Volunteers
  - c. Physical Plant
5. Utility Survey (Responsibility: Physical Plant) - evaluate condition of utilities and shut down or restore as able (electric, gas, steam, water, sewer). Evaluate streets leading to and from campus facilities. Resources:
  - a. Physical Plant (Environmental Staff)
  - b. Texas-New Mexico Power Company
  - c. City of Alvin Public Works
  - d. Reliant Energy Entex
  - e. Centerpoint Energy
  - f. Volunteers

See Attachments 16 and 18 for shut-off locations for power, gas, and water. Attachment 17 provides the location of emergency generators on the Alvin campus.
6. Hazardous Substance Control (Responsibility: Physical Plant and Campus Police) - survey critical area (from a safe distance) and secure or clean up as needed. Resources:
  - a. Alvin Fire Department
  - b. Volunteers

## Priority II

1. Facility Survey - evaluate facilities for occupancy. Identify and seal off all unsafe areas. Resources:
  - a. Physical Plant - coordinate response
  - b. Student Affairs
2. Shelter - identify usable housing structures and organize staff relocation as needed. Resources:
  - a. Physical Plant
3. Food/Drinking Water (Dean of Financial & Administrative Services) - identify supplies and establish distribution system. Resources:
  - a. Food Services
  - b. Physical Plant
4. Sewer System (Physical Plant to coordinate response) - evaluate sewer system and identify resources that can be used. Obtain portable toilets. Resources:
  - a. Physical Plant
  - b. City of Alvin Public Works
5. Communications (Public Affairs to coordinate response) - establish a communications system within the campus community and advise everyone regarding the availability of basic services. Resources:
  - a. KACC and Cable Channel
  - b. Vehicles with public address system
  - c. Bullhorns
  - d. Voice Mail, E-mail, and HyperAlert
  - e. World Wide Web and Listserv
6. Animal Control - contain/control and care for experimental animals on campus. Resources:
  - a. Campus Police
  - b. City of Alvin Animal Control Unit
7. Criminal Activity Control - establish police security system to control crime on campus. Resources:
  - a. Campus Police - coordinate response
  - b. Alvin Police Department
8. Psychological Assistance (Student Services will coordinate student response; Human Resources will coordinate employee response) - establish a system to provide mental health assistance. Resources:
  - a. EAP
  - b. Student Services - Counselors
  - c. Volunteers (faculty and graduate students - Psychology, Social Work, Medical School)
  - d. Community Resources

## Priority III

1. Valuable Materials Survey (Dean of Instruction/Provost and Library will coordinate response) - identify, survey, and secure valuable materials on campus. Resources:
  - a. Library/Museum/Art Department
  - b. Volunteers
2. Records Survey (Institutional Planning will coordinate response) - identify, survey, and secure all College records. Resources:
  - a. Business Office staff
  - b. Human Resources staff
  - c. Registrar staff
  - d. President/Dean of Instruction/Provost staff

- e. Information Technology staff
  - f. College Archives
3. Academic Survey (Dean of Instruction/Provost will coordinate) - survey academic departments and determine requirements to begin academic operations. Resources:
- a. Deans, department chairs, and faculty
  - b. Volunteers
4. Supplies and Equipment (Business & Finance will coordinate response) - develop system to renew flow of supplies and equipment from outside sources. Resources:
- a. Business Office staff
  - b. Shipping & Receiving Office

## **Attachment 5 - Emergency Response Team Responsibilities**

The following lists serve only as a guide for policy and response members of the Emergency Response Team. Specialized needs unique to a particular situation may necessitate additional actions.

### **Planning Team's Emergency Action Checklist**

Promulgate orders and regulations necessary to provide for the protection of life and property, including order or regulations imposing a curfew within designated boundaries.

Support the President in formulating policy regarding the following issues:

- Resources needed from outside the College

- Financial issues

- Legal issues

- Policy interpretation

- Political and social concerns

- Short-term building replacement

- Faculty and staff replacements

- Survey of academic program

- Survey of College records

Ensure appropriate contacts are made with emergency preparedness entities outside the College.

Assist the President in formulation of general public information.

Assist the President in prioritization of salvage operations.

Assist the President in establishing target date(s) for resumption of a limited academic schedule or other academic policy issues.

### **Emergency Director: President or Designee**

Responsible for the overall direction of the College emergency response.

Work with the Emergency Coordinator and others in assessing the emergency and preparing the College's specific response.

Declare an end, when appropriate, to the campus state of emergency.

Notify and conduct liaison activities with the College Administration, governmental agencies, Emergency Response Team, and others as necessary.

Designate the location for the Planning Team meeting.

Appoint individual to chair the Emergency Response Team meetings and serve as liaison to the President and Planning Team.

### **Emergency Coordinator: Chief of Campus Police**

Take immediate action to protect life, property, and to safeguard records as necessary.

Provide traffic control, access control, perimeter and internal security patrols, and fire prevention services as needed.

Responsible for overall coordination of the College emergency response.

Initiate immediate outreach contact with the President and the College administration and begin assessment of the condition.

Notify and utilize College police and other law enforcement employees to maintain safety and order.

Notify the members of the Emergency Response Team; advise them of the nature of the emergency.

Notify and conduct liaison activities with all appropriate outside organizations such as fire, police, and the Brazoria County Emergency Management Officer.

Insure that appropriate notification is made to off-campus staff when necessary.

Provide vehicles, equipment, and operators for movement of personnel and supplies; assign vehicles as required to the Emergency Response Team for emergency use.

Plan EOC setup procedures, including necessary facilities, equipment, and all other needs to support 24-hour staffing of emergency response.

Function as EOC manager, including establishment of 8-hour or 12-hour shifts, along with required number of personnel required from each function area per shift.

Determine the need for communications, security, as well as the need for housing, feeding, and sanitation requirements for EOC staff.

Determine the need for and request additional resources.  
Perform other related duties as may be directed by virtue of the campus emergency.

**Damage Control: Director of Physical Plant**

Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.  
Obtain the assistance of utility companies as required for emergency operation.  
Furnish emergency power and lighting systems based on priorities established by the Emergency Response Team.  
Survey habitable space and relocate essential services and functions.  
Provide facilities for emergency generator fuel during actual emergency or disaster periods.  
Provide for storage of vital records at an alternate site; coordinate with building and area coordinators for liaison and necessary support.  
Determine whether any hazardous material situations exist or are imminent on campus.  
In the event of a hazardous material incident, determine status of situation, initiate actions to contain hazardous material situations, and make certain that reporting requirements are fulfilled.  
Assist with the College's facility survey, coordinating survey of facilities containing hazardous materials.

**Public Information: Assistant to the President/Executive Director of Development**

Official spokesperson for the College.  
Establish liaison with the news media for dissemination of information as requested by the President.  
Establish liaison with local radio and TV service for public announcements.  
Arrange for photographic and audiovisual services.  
Advise the President or designee of all news concerning the extent of disaster affecting the campus.  
Prepare news releases concerning the emergency.  
Respond to media queries and requests with assistance provided by the media relations staff.

**Academic Impact: Dean of Instruction/Provost**

Act as Emergency Response Team member for Academic Affairs.  
Notify and keep updated as needed deans and academic department chairs.  
Identify and assign Academic Affairs personnel (staff and faculty) to respond to emergency.  
Ensure all emergency functions assigned to Academic Affairs during an emergency are coordinated and managed as appropriate.  
Interface with academic departments, President, and Registrar regarding academic issues, such as changing classroom locations, schedules or canceling classes, and the resumption of full or limited academic schedule.  
Activate a volunteer mobilization plan for faculty.

**Employee Impact: Director of Human Resources**

Ensure that personnel and volunteer time records are prepared and compliance to time policies is met.  
Ensure all employees responding to the emergency are identified for purposes of insurance coverage.  
Ensure ongoing mechanisms for providing information and/or support to the campus community.  
Activate a volunteer mobilization plan for staff, and in conjunction with other Emergency Response Team members, determine the number of volunteers needed and the skills required.  
Activate a phone bank to respond to employee queries and to eliminate rumors.

**Financial Impact: Dean of Financial & Administrative Services**

Act as Emergency Response Team member for Division of Business and Finance.  
Ensure that computer and telephone systems have been surveyed and appropriate action taken to maintain or restore these services.  
Develop procedures and ensure they are followed for assigning costs in a fashion that allows post-emergency analysis and proper insurance filings for maximum financial recovery.  
Notify and keep updated as needed all budget managers.

Identify and assign Business and Finance personnel to respond to emergency.

Ensure all emergency functions assigned to Business and Finance during an emergency are coordinated and managed as appropriate, especially the areas of environmental health and safety and risk management.

Ensure smooth transition from emergency status to normal status by seeing that financial matters needing attention and follow-up are handled appropriately.

Insure appropriate records are filed for federal or state emergency disaster assistance.

Advise the Emergency Response Team on the current status of supplies and equipment.

Recommend facilities available and resources required to offer assistance to the general public and coordinate this response as necessary.

**Student Impact: Dean of Students**

Act as Emergency Response Team member for Division of Student Services.

Notify and keep updated as needed Student Services directors.

Identify and assign Student Services personnel to respond to emergency.

Ensure all emergency functions assigned to Student Services during an emergency are coordinated and managed as appropriate, such as organizing a student information program.

Coordinate medical/counseling aid for students and others on campus as offered by College resources.

## **Attachment 6 - Emergency Procedures Detailed**

### **Fire**

In all cases of fire, Campus Police must be notified immediately by calling 3700. If necessary, the Alvin Fire Department will be contacted by the Campus Police. Remember to observe the following procedures:

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

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

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

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

When the building evacuation alarm is sounded, do not contact Campus Police to confirm the emergency. Walk quickly to the nearest marked exit, and alert others to do the same. Building Contacts should ensure that individuals have evacuated.

Assist the handicapped in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. In an evacuation, report to your designated building assembly location. Stay there until an accurate headcount is taken. The Building Contacts will take attendance and assist in the accounting of all building occupants. For a list of Building Contacts, see [Attachment 9](#). See [Attachment 13](#) for designated evacuation areas.

If requested, assist emergency crews as necessary.

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

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

**Note:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.

### **Natural Disasters**

(Tornado, Hurricane, Winter Storms, Heavy Rain)

#### **Tornado**

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm (and sometimes a hurricane) and is produced when cool air overrides a layer of warm air,

forcing the warm air to rise rapidly. Tornado season is generally March through August, although they can occur at any time of year. They tend to occur in the afternoons and evenings.

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

### **Tornado Watch**

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

Review actions to take should the situation change to a Tornado Warning, or if a tornado funnel is sighted.

Ensure no physical restrictions exist that would prevent free movement to your nearest safe area (clear any blocked doors, aisles, etc.).

Continue normal activities, but be alert to weather outside, and monitor a radio/television or watch the sky for worsening weather conditions.

If circumstances change faculty, staff and students will be notified by the Cisco and Hyeralert notification system. Do not phone Campus Police or the campus operator for information. Keep telephone lines clear for emergency messages.

### **Tornado Warning**

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

Take cover. Preferably, proceed to the nearest safe area or shelter. Because of possible electrical failures, you should use the stairs, not the elevator. Remain well clear of windows and other glass. Avoid auditoriums and gymnasiums with large, poorly supported roofs.

In multi-story buildings, you should move to the first floor. Inner hallways are usually safe areas. If possible, move to the ground level. If you are in a frame or sheet metal building and weather conditions permit, move to a brick or stone building for added protection.

### **Hurricane**

High winds, flooding and flying debris resulting from hurricanes also can be dangerous killers. Hurricanes also spawn tornadoes. A hurricane watch is issued when there is a threat of hurricane conditions within 24-36 hours. A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater or dangerously high water and rough seas) are expected within 24 hours or less. The hurricane season lasts from June through November. See [Attachment 7](#).

### **Severe Winter Storms**

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

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

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

In some instances, College officials may opt to cancel classes although the College's administrative offices remain open. In such cases employees are expected to report for work.

Any decision for closing or to delay opening will be transmitted from the President's Office to the Dean of Instruction/Provost and the Dean of Students. Deans will be responsible for notifying all departments of a closing or delay.

The College's policy does not preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the interest of personal safety.

When an emergency declaration occurs during regular working hours, supervisors will be notified by e-mail, HyperAlert, or telephone about the details, including the official time of dismissal, so that they can relay the information to individual employees.

During off-duty hours (5:00 p.m. to 8:00 a.m.), emergency declarations will be transmitted by the Dean of Students to the news media. Employees are responsible for responding in an appropriate manner to closings as they may be announced. Houston area radio and television stations make regular announcements of any work schedule changes due to weather conditions.

It is understood that each employee ultimately must decide if conditions make travel safe or unwise; that is, employees are not asked to travel if they feel they are taking undue risk in doing so. An employee who is unable to get to work because of weather-related conditions or other emergency declaration, even though the College is open, may use annual leave, or elect to take the day without pay or make up the time missed within a specified time frame (time frame is established by Human Resources in consultation with Payroll).

Employees are often contacted by commuting students with this question. If a student feels it is unsafe to travel to campus, he or she must clear his or her absence with the individual instructors whose classes will be missed as a result.

### **Heavy Rain/Flooding**

Severe thunderstorms often bring large amounts of rain that can fall in very short periods of time. These storms may or may not be associated with a hurricane or tropical storm. Often, such heavy rains cause flooding of the streets in and around the campus and the City of Alvin.

If this situation occurs during regular working hours, supervisors will be notified by e-mail, HyperAlert, or telephone of any change in the official time of dismissal. Any decision about closing the College will be made by the College President in consultation with the Dean of Instruction/Provost and the Chief of Campus Police. If the decision will impact night classes and/or the next day's schedule, the Dean of Students will notify area news media, as well as place the information pertaining to school closures on the ACC website. Campus Police will also use the Hyperalert system to notify faculty, staff, and students.

During evening hours, the same process as outlined above will be followed.

It is understood that employees and students must decide if conditions make travel safe or unwise.

Damaged facilities should be reported to Campus Police and Physical Plant.

### **Chemical Spill or Radiation**

Report immediately any spillage of a hazardous chemical to Campus Police at 3700 and to the Director of Physical Plant at 3583.

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

When reporting, be specific about the nature of the involved material and exact location. Campus Police will contact the necessary specialized authorities and medical personnel.

The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Police.

Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give names to Campus Police. Required first aid and cleanup by specialized authorities should be started at once.

If a building emergency exists, activate the building alarm. Caution: In some buildings, the alarm rings only inside the building. You must report the emergency by phone to ensure coverage.

When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

Assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons to use. Do not use elevators in case of fire. Do not panic.

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

If requested, assist emergency crews as necessary.

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

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

Because the College is fronted by a major state highway and is within five miles of a railroad, the possibility exists that a truck or train transporting hazardous material, toxic gas(es), explosives, or nuclear materials could travel near the campus. An accident involving a truck and/or train may require immediate evacuation of the Alvin campus. In such a case, the immediate potential for harm will require exit from the campus in a direction opposite the danger source. Generally, if there is a toxic spill and/or release of toxic gas(es), the safest plan of action would be to immediately move away from the area at right angles to the prevailing wind.

Campus Police will coordinate efforts to determine from local officials at the scene, the need for a campus evacuation. Such information is to be provided to the College President as it becomes available. The President, Chief of Campus Police, or other dean level administrator will make the decision to evacuate. The telephone system and/or Hyperalert will be used to inform faculty and staff.

**Important:** After any evacuation, report to your designated campus area assembly location. Stay there until an accurate headcount is taken. Building Contacts will take attendance and assist in the accounting for all building occupants. Any department using hazardous materials must provide the Director of

Physical Plant and Campus Police with a list of hazardous materials being used and emergency procedures list for each material.

### **Violent or Criminal Behavior**

In an emergency, call 3700.

Everyone is asked to help make the campus a safe place by being alert to suspicious situations and promptly reporting them. Campus Police are located in Building H (Room -132) and provide 24-hour help and protection seven days a week on a year-round basis.

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

If you are a victim or a witness to any on-campus offense, **avoid risks!**

Promptly notify Campus Police at 3700 as soon as possible and report the incident, including the following:

1. Nature of the incident
2. Location of the incident
3. Description of person(s) involved
4. Description of any weapons involved
5. Description of property involved

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

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

Should gunfire or discharged explosives jeopardize the campus, you should take cover immediately, using all available concealment. After the disturbance, seek emergency first aid if necessary.

What to do if taken hostage:

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor is emotionally imbalanced. Do not make mistakes that could hazard your well-being.
3. Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
5. Be observant. You may be released or escape. The personal safety of others may depend on your memory.

6. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

### **Active Shooter Incident**

#### **Secure immediate area:**

- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover/protection; i.e., concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
- Silence cell phones.
- Place signs in exterior windows to identify the location of injured persons.

#### **Unsecuring an area:**

- Consider risks before unsecuring rooms.
- Remember, the shooter will not stop until he or she is engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

#### **Contacting Authorities:**

- Use Emergency 911.
- 281-756-3700 ACCPD Emergency
- [accpolicedepartment@alvincollege.edu](mailto:accpolicedepartment@alvincollege.edu)
- Be aware that the 911 system will likely be overwhelmed. Program the ACC non-emergency line 281-756-3700 into your cell phone for emergency use or consider e-mail. E-mail may be an option when unable to speak. E-mail is monitored by police personnel.

#### **What to Report:**

- Your specific location/building name and office/room number
- Number of people at your specific location
- Injuries and the number injured, types of injuries
- Assailant(s) location, number of suspects, race/gender, clothing description, physical features, types of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

#### **Police Response:**

- Objective is to immediately engage assailant(s)
- Evacuate Victims
- Facilitate follow-up medical care, interview, and counseling
- Investigation

### **Utility Failure**

In the event of a major utility failure occurring during regular working hours, immediately notify the Director of Physical Plant and Campus Police. The Emergency Response Team will meet at 8:00 a.m. in the Board Room (or whenever the failure happens).

If there is potential danger to building occupants, or if the failure occurs after hours, weekends, or holidays, call Campus Police at 3700.

Follow the standard evacuation procedures if a building emergency exists. Always observe the above procedures whenever the following utility emergencies arise:

#### **Electrical/Light Failure**

At present, campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies.

#### **Elevator Failure**

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

#### **Plumbing Failure/Flooding**

Cease using all electrical equipment. Notify Physical Plant at 3583. If necessary, vacate the area. If after 5:00 p.m., call Campus Police at 3700.

#### **Serious Gas Leak**

Cease all operations. Do not switch on lights or any electrical equipment. Remember, electrical arcing can trigger an explosion. Evacuate the building. Call Campus Police at 3700 or Physical Plant at 3583.

#### **Steam Line Failure**

Immediately call Campus Police at 3700 or Physical Plant at 3583. If necessary, vacate the area.

#### **Ventilation Problem**

If smoke odors come from the ventilation system, immediately notify Campus Police at 3700 or Physical Plant at 3583. If necessary, cease all operations and vacate the area.

### **Bomb Threat/Bomb**

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

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

1. The person receiving a threat should remain calm and attempt to obtain as much information as possible from the caller by using the checklist given on the following page. (Please note that this checklist can be adapted for any threat.)
2. Call Campus Police at 3700, give your name, location, and telephone number. Inform them of the situation, reporting the exact words of the threat, including information you may have as to the location of the threat, time of the threat, and time you received the call. Campus Police will handle the evacuation, if necessary, upon their arrival.
3. Do not evacuate the building and do not sound the alarm, but wait for further instructions. Law enforcement personnel and other authorities will be responsible for necessary evacuations of buildings or of the campus.

4. If you should spot something out of the normal that appears suspicious, report it to Campus Police at 3700. Under no circumstances should you touch, tamper with, or move objects out of normal or confront persons acting suspiciously. This includes cigarette packs, backpacks, etc.
5. Immediately cease the use of all wireless transmission equipment (cellular phones, 2-way radios).
6. Record conversation if at all possible.
7. If the building is evacuated, move as far from the building as possible. Keep the street, fire lanes and hydrants, and walkways clear for emergency vehicles and crews.
8. Do not return to the building until told to do so by Campus Police.
9. In some cases, it will be necessary for Campus Police personnel to enlist personnel from the affected building to assist in the identification of suspicious packages or persons not normally in the area. Please assist the emergency personnel as much as possible.
10. Bomb threats received by means other than telephone are to be reported to Campus Police at 3700.

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

- a. DO NOT touch, shake, or attempt to move the object.
- b. Secure the immediate area where the object is located, and call the Campus Police at 3700.
- c. Evacuate all persons in and around the area until the Campus Police can make a determination of the potential risk.
- d. Treat all suspicious objects as an explosive device until proven otherwise.

**Bomb Threat Checklist**  
**Fill out completely immediately after or during the threat**

Date \_\_\_\_\_ Time \_\_\_\_\_

Questions to ask:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_
10. Where are you now? \_\_\_\_\_

Sex of caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Length of call \_\_\_\_\_

Did the caller appear familiar with the premises? \_\_\_\_\_

Caller's Voice: Circle best description

- |                 |                         |              |
|-----------------|-------------------------|--------------|
| accent          | distinct                | lisp         |
| angry           | distinguished           | loud         |
| calm            | excited                 | slow slurred |
| clearing throat | ragged nasal            | soft         |
| cracking voice  | familiar rapid          | stutter      |
| crying          | If familiar, who did it | raspy        |
| deep breathing  | sound like?             |              |
| deep voice      | laughing                |              |

Background Sounds: Circle applicable sounds

- |               |                |                   |             |
|---------------|----------------|-------------------|-------------|
| animal sounds | house noises   | office machines   | motor       |
| booth sounds  | local call     | PA system         | other _____ |
| long distance | static         | crockery (dishes) | clear sound |
| street noise  | factory noises | music             | voices      |

Threat Language: Circle best descriptions

- |            |                       |                              |
|------------|-----------------------|------------------------------|
| foul       | well spoken (English) | taped                        |
| incoherent | irrational            | message read by threat maker |

Other remarks: \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

## **Civil Disturbance or Demonstrations**

Campus demonstrations such as marches, meetings, picketing, and rallies must be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

Interference with the normal operation of the College.

Prevention of access to offices, buildings, or other College facilities.

Threat of physical harm to persons or damage to College facilities.

Creation of a situation that may endanger the safety of individuals and/or disrupt the academic environment of the campus.

If any of these conditions exist, Campus Police should be notified and will be responsible for contacting and informing the President and appropriate personnel. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

### I. Peaceful, Non-Obstructive Demonstrations

- A. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct College business as normally as possible.
- B. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
  1. Arrangement will be made by the Chief of Campus Police to monitor the situation during non-business hours, or
  2. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section II.)

### II. Non-Violent, Disruptive Demonstrations

- A. In the event that a demonstration limits access to College facilities or interferes with the operation of the College:
  1. Demonstrators will be asked to terminate the disruptive activity by the Dean of Students or his/her designee.
  2. Key College personnel and student leaders may be asked by the Dean of Students to go to the area and persuade the demonstrators to desist.
  3. The Dean of Students or his/her designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
  4. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by civil authorities. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.

#### **Directive to Immediately Terminate Demonstration (Identify Self)**

*This assembly and the conduct of each participant are seriously disrupting the operations of the College and are in clear violation of the rules of the College. You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances in the manner appropriate to the College.) (In no*

*event will the Administration of this College accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the Board of Regents, take whatever measures are necessary to restore order including call the police for assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension or expulsion.*

5. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
6. After consultation with the President and Chief of Campus Police by the Dean of Students, there may be a need for an injunction and intervention of civil authorities. The demonstrators should be so informed if this action is taken. Upon arrival of the civil authorities, the remaining demonstrators will be warned of the intention to arrest.

**Directive to Immediately Terminate Demonstration With the Assistance of Police (Identify Self)**

*You have previously been directed to terminate this demonstration, and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review. The police will be called in to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.*

III. Violent, Disruptive Demonstrators

- A. In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President, the Dean of Students, and Campus Police should be contacted immediately.
  1. During Business Hours:
    - a. In coordination with the Dean of Students, Campus Police will assess the situation and inform the President.
    - b. If advisable, the Dean of Students will alert media or the Assistant to the President/Executive Director of Development to arrange for a photographer to report to an advantageous location for photographing and video recording the demonstrators.
    - c. The President, in consultation with the Chief of Campus Police and the Dean of Students, will determine the possible need for the removal of the demonstrators.
    - d. Campus Police will provide an officer with a radio for communication between College officials and the Campus Police Department as needed.
  2. After Business Hours
    - a. Campus Police should be immediately notified of the disturbance.
    - b. Campus Police will investigate the disruption and report and notify the Chief of Campus Police, the Dean of Students, and the Assistant to the President/Executive Director of Development.
    - c. The Dean of Students will:
      - (1) Report the circumstances to the President.
      - (2) Notify key administrators and, if appropriate, the administrator responsible for the building/area.

**Note:** The Chief of Campus Police reserves the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.

### **Medical/Psychological Emergency**

Call 3700 to request assistance from Alvin Emergency Medical Services (EMS). This number connects with the Campus Police dispatcher who will contact EMS for you. See [Attachments 14 and 15](#) for location of first aid kits and defibrillators.

### **Psychological Crisis**

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

If a psychological crisis occurs:

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

Notify Campus Police of the situation by calling 3700. Clearly state that you need immediate assistance, give your name, location, and the nature of the emergency.

Following a major emergency or disaster, it may be necessary to provide significant psychological counseling intervention for faculty, staff, and students in order to overcome the lingering emotional trauma associated with such an event. Coordination of such counseling will be provided by the Admissions and Academic Advising Office. Should the scope of the emergency or disaster require external assistance, the Director of Human Resources, and/or the Dean of Students will seek appropriate support services from the College's Employee Assistance Program (EAP) provider, Family Services Center, or other appropriate agency.

### **Public Relations Issues**

The College has two basic guidelines to observe in crisis situations:

Only authorized spokespersons will meet or talk with the media.

Only factual information is released; no speculation is to be offered.

Additional Procedures:

1. All College executive and supervisory personnel are notified to report emergencies to the College President and to the Assistant to the President/Executive Director of Development. They should also be reminded not to speak to outsiders, especially to the media, on behalf of the College unless specifically designated to do so by the President, his/her designee, or the Assistant to the President/Executive Director of Development.
2. The President and other senior administrators and the Assistant to the President/Executive Director of Development are informed immediately of existing emergencies. Complete details are made available to them.
3. The President and Assistant to the President/Executive Director of Development and any other person(s) involved shall confer and decide on the appropriate action. Members of the Planning Team may be called upon for advice.
4. All calls from the news media are referred directly to the Office of the Assistant to the President/Executive Director of Development (281-756-3600).

## **Transportation Accident**

Another potential emergency involves transportation accidents. Such incidents might include injury or loss of life resulting from an accident involving College-owned and/or operated vehicle, as well as a commercial conveyance carrying College faculty, staff, or students.

For such incidents, College officials should be prepared to provide basic directory information about the employees and/or students involved. There also may be a need to respond to how the travel was associated with the faculty/staff member's employment or a student's study at ACC.

Family notification should be handled by the dean of the division in which the individuals work or, in the case of a student, by the Student Services Department.

If the vehicle was owned/operated by ACC at the time of the incident, information may be needed about who was operating the vehicle, their training and experience, as well as information about the condition and maintenance of the vehicle.

## **Aircraft Crash on Campus**

Because of the unique location of the campus in close proximity to an airport, the probability of an aircraft crash on campus should be considered. Take the following action if in a structure affected by the effect of an aircraft crash:

1. Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
2. After the effect of the explosion and/or fire has subsided, call Campus Police at 3700. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm. Caution: In some buildings, the alarm rings only inside the building. You may have to use alternative methods of notifying building occupants to evacuate. Follow standard evacuation procedures and report to your designated building assembly location until an accurate headcount is taken.
4. Depending on structural damage to facilities, Physical Plant also may need to respond and provide assistance by cutting off utilities to the structure for safety purposes.
5. Campus Police will coordinate emergency response from non-College entities such as the Alvin Fire Department and EMS.

## **Chemical and/or Biological Release**

### **Introduction**

An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning. Thus, it is important for employees to remain both calm and flexible as these guidelines may require modification during an event.

### **Guidelines**

In the case of a chemical and/or biological release, the interior areas of Buildings G, H, N, S, or K are designated as "safe haven" areas. These areas are so designated because of their location, building construction, and water supply. See Attachment 13 for location of in-place evacuations/"safe haven" areas.

If the College receives notice of an impending or actual release of some type of air-borne agent(s), the following procedures shall be implemented:

1. All on-campus personnel shall move to the closest area designated as a “safe haven”. This includes personnel located on the open grounds or in Buildings A-D, E, and F, as these locations will not provide the protection of an interior area.
2. Faculty shall direct their students and visitors to move into the “safe haven” areas.

Note: while the College has a duty to make every effort to protect its employees, students, and visitors, one must accept the fact that our students and visitors are adults and may not choose to follow these guidelines. Physical force or restraint shall not be used to enforce compliance with these procedures.

3. The College HVAC system shall be shut down immediately and remain down until an ALL CLEAR announcement is made by the College security team.
4. Individuals should be prepared to stay in the “safe haven” area for approximately a five (5) hour duration. Critical personal items such as medications will need to be provided by the individual in need as no one will be allowed to leave the “safe haven” once these areas are secured and until an ALL CLEAR announcement is made by the College security team.

### **College Notification System**

The Cisco telephone and HyperAlert systems are the primary means of emergency notification. A campus-wide notification will be issued through both systems as needed.

### **On-site Supervision**

Members of the College Planning Team, faculty department chairs, and the Campus Police will serve as coordinators during the emergency.

### **All Clear**

The Campus Police will issue the all clear. Notice by Cisco telephone and HyperAlert systems will be used to inform staff in all buildings.

### **Mail Handling**

#### **Reasons to be Suspicious of a Letter or Package**

1. It is unexpected or is from someone unfamiliar to you.
2. Is addressed to someone no longer at the College or otherwise dated.
3. Is missing a return address or has one that can't be verified.
4. Is marked with restrictive endorsements such as personal or confidential. This is particularly important when the addressee does not usually receive personal mail at the office.
5. Is postmarked from an area that does not match the return address.
6. Bears distorted handwriting, or the name and address is prepared with homemade labels or cut-and-paste lettering.
7. Packages contain excessive postage, tape, or string or appear lopsided or bulky.

#### **What to do if You Receive a Suspicious Letter or Package**

1. Don't open the mail.

2. Leave it where it is.
3. Call Campus Police.
4. Wash your hands immediately.

If you have any questions or concerns about what to do, call Campus Police at 3700.

**This is an Official Health Advisory from the Center for Disease Control.**

### **Anthrax and Other Biological Agents**

#### **How to Handle Anthrax and Other Biological Agent Threats**

**When at work, please remember to call Campus Police (3700) and not 911.**

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

#### **DO NOT PANIC**

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

#### **Suspicious unopened letter or PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS ANTHRAX:**

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.), and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. What to do next:  
  
If you are at HOME, then report the incident to the local police.  
If you are at WORK, then report the incident to Campus Police (3700).
7. LIST all people who were in the room or area when this suspicious letter or package was recognized.

Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice. If you are at work, call Campus Police.

**Envelope with powder spills out onto surface:**

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.), and do not remove this cover!
2. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
3. WASH your hands with soap and water to prevent spreading any powder to your face.
4. What to do next:

If you are at HOME, then report the incident to local police.

If you are at WORK, then report the incident to Campus Police (3700).

5. REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
6. SHOWER with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to local law enforcement officials (if at home) or Campus Police (if at work).

**Question of Room Contamination by Aerosolization**

For example: small device triggered, warning that air handling system is contaminated, or warning that a biological agent released in a public space.

1. Turn off local fans or ventilation units in the area.
2. LEAVE area immediately.
3. CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
4. What to do next: If you are at HOME, then dial 911 to report the incident to local police and the local FBI field office. If you are WORK, call Campus Police.
5. SHUT down air handling system in the building, if possible.
7. If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation. If at work, call Campus Police.

**How To Identify Suspicious Packages and Letters**

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses

- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

## **Tips For Surviving A Terrorist Attack**

by Sydney J. Freedberg, Jr., National Journal

With top U.S. officials warning that the country is at high risk of terrorist attacks, Americans - especially federal employees - are being urged to be especially vigilant and prepared to react in the event of an attack.

There is no magic formula that guarantees protection from acts of terrorism, especially if they involve radiation, toxic chemicals, or germ warfare. But there are steps anyone can take to reduce the risks. After the September 11, 2001, attacks, *National Journal* compiled the following basic guide based on extensive interviews with experts.

### **In general**

- Do what you're told. If there's an announcement over TV or radio, or if a firefighter, police officer, or other official tells you to do something, just do it. A crisis is no time to second-guess the one group of people with the expertise and equipment to know what's actually going on. Their specific instructions should take precedence over general guides such as this one.

### **If you're warned of an explosion**

- Duck and cover. Get away from windows and behind something solid. Then curl up to protect your face and eyes.

### **If you're outside and you hear an explosion, or if you see people choking or collapsing**

- Cover your nose and mouth. The big danger with most toxic substances is inhaling them. Even thin fabrics - a handkerchief, scarf, or shirt - will reduce your chance of inhaling radioactive particles, many chemical and biological agents, and the choking dust that ordinary bombs produce.
- Move away at an angle. If you're downwind of the attack, something dangerous may be drifting toward you. Since you can't outrun the wind, the way to get out of its path is to go sideways to the direction that it's blowing. Going around a corner will also put a building between you and the source of danger.
- Get inside. Find an intact, sturdy building and go in it. Modern buildings are fairly airtight and will keep out most toxic substances for some time.
- Strip and shower. If you actually were exposed to something toxic, most of it will have settled on your outer layer of clothing. Carefully take your outer garments off (ideally, shower with your clothes on first so they're safer to handle) and put them where no one will touch them (ideally, sealed in a plastic bag). Then shower or have someone hose you down, thoroughly but gently, to get the residue off your skin. EXCEPTION: A few toxic chemicals react dangerously with water; if anything strange happens, stop showering immediately.

### **If you're inside and the problem is outside**

- Close up. Closing doors and windows - and turning off air conditioners - will make most modern buildings reasonably airtight. That will keep most toxic substances from drifting in. If the windows are broken (say, by an explosion) or your part of the building is otherwise leaky, find an intact room to shelter in.

- Move away from windows. Just in case there's a second explosion, or a release of highly penetrating (gamma) radiation, you want to be behind a nice, solid wall.
- Stay put, watch TV, or monitor news on internet (i.e., cell phones, etc.). Keep an eye out for official announcements over television and radio. Unless there is something obviously wrong with the building you're in (e.g., it's right next to where a toxic cloud is being released, or the windows are all blown out, or it's burning down), it's probably safer to stay put than to go outside. Wait for someone in authority to tell you when, how, and where to evacuate.

**If you're inside and the problem is inside**

- Get out. Because modern buildings are fairly airtight, a dangerous substance released inside one will stay dangerously concentrated. If people inside your building (or subway station) are choking and collapsing, or if the building is on fire, it's time to leave and head for another, safer shelter.

## **Attachment 7 - Hurricane/Tropical Storm Defense Plan**

### **Purpose**

This plan is intended to acquaint personnel with hurricane/tropical storm hazards, to indicate the action required to overcome or minimize these hazards, and to delineate responsibility in carrying out such action.

### **General**

A hurricane is a cyclonic storm which, as a unit, normally travels at about 8 to 12 miles per hour and has a small center area of relative calm with an area of high wind velocity revolving counterclockwise about this central area. Hurricane winds are defined as those having a force greater than 75 mph; however, they have been recorded well over 180 mph.

### **Policy**

The Office of the President will serve as the headquarters for the implementation of this plan.

All personnel will evacuate the site when hurricane winds are imminent, whether or not shutdown is completed. Classes will close at the discretion of the President and/or the Dean of Instruction/Provost upon notification that a storm threatens to hit the area. The campus will be closed within 8 hours of that notification. Buildings on this campus have not been designated as shelters by the Civil Defense Center, and all persons must seek shelter elsewhere.

All College sponsored functions on or off campus will be canceled.

### **Hurricane Hazards and Preventive Measures**

A wind blowing against a building produces a positive pressure on the windward side and negative pressure, or suction, on the opposite side of the building. A common occurrence in hurricanes is the breaking of windows or opening of doors on the windward side of a building. Through such openings, the wind enters the building and creates a positive pressure on the underside of the roof or on the inner side of the wall. This force in combination with external suction pressure often carries off roofs or forces out the sides of buildings. It is important, therefore, that all access areas be secured as strongly as possible.

Electrical hazards due to downed transmission wires are a major cause of hurricane deaths. Extreme care must be exercised to avoid fallen wires.

Flying debris from damaged buildings and loose objects picked up and carried by the wind are responsible for much of the storm damage. Personnel must remain under cover during winds of hurricane velocity. It is required that all loose lumber, sheet metal, drums, pallets, outside trash containers, etc., be secured. Roofs of buildings, in particular, shall be checked and drain heads cleared.

Damage caused by the entry of water into buildings through leaky doors, windows, and roofs, broken windows, and backed up storm drains can be expected. Sandbagging, lifting items from the floor, and covering equipment are common remedies.

### **Responsibilities of the Emergency Response Team**

#### **President**

- Pre-approve board policy relative to hurricane defense.
- Make the decision for evacuation of campus.
- Communicate decision to appropriate personnel.

Head the Emergency Response Team. See [Attachment 8](#) for a list of members on the Campus Emergency Response Team.

**Dean, Financial and Administrative Services**

Communicate with President and advise on the College's state of readiness.

Appoint personnel to serve as Building Contacts.

Communicate emergency instructions to division supervisors under Administration and Finance section.

Communicate with Building Contacts.

**Director of Physical Plant**

Oversee overall hurricane disaster preparation and defense.

Advise President of hurricane conditions.

Procure, store, and maintain in an operable condition all supplies and equipment necessary to this plan.

Take necessary steps to effect hurricane defense measures as outlined in Hurricane Procedures section (pg. 7-4, #2 and pg. 7-6, #9) of this plan.

Inventory and update food and water stores.

Test all generators weekly during hurricane season.

**Dean of Instruction/Provost**

Decide/communicate when classes are to be canceled. (Note: cancellation of classes does not necessarily mean the College is closed. Personnel are expected to report unless otherwise informed.)

Inform Deans/academic departments of decision/timeline to evacuate campus.

**Chief of Campus Police**

Assist Director of Physical Plant in implementation of plan.

Take necessary steps to effect hurricane defense measures as outlined in the Hurricane Procedures section (pg. 7-4, #1 and pg. 7-6, #10) of this plan, especially as it pertains to the evacuation of personnel.

Maintain communications with Civil Defense Center, Alvin EMS.

**Assistant to the President/Executive Director of Development**

Develop and implement communication plan for campus evacuation, return to campus, and media response during assessment stage following storm.

Periodically check with the President and Director of Physical Plant regarding announcements to be made during and after hurricane conditions.

Contact local media with information on closing and re-opening of campus.

**Dean of Students**

Remain in contact with the President's office.

Implement any action necessary to evacuate students from the campus.

**Information Technology/Telecommunications Hurricane Procedures**

Test all Emergency Telecommunications Kits.

At 72 hours:

Test all Emergency Telecommunications Kits, charge cellular batteries, and supply fresh batteries for pagers and flashlights.

Begin backups of PBX, key system, and call accounting.

Establish communications for emergency center.

At 48 hours:

Deploy Emergency Telecommunications Kits.

Begin preparations for shutdown of equipment, if needed.

Shut down equipment, if needed, after all campus personnel have been evacuated.

Implement IT Disaster Plan.

### **Building Contacts/Assessment Team**

Building Contacts are generally responsible for one College building or a part of one building. Building Contacts should provide information to employees and assist with building shutdown during that time before hurricane landfall. After the storm, the Building Contacts become the Assessment Team. Members will be notified by the Dean of Financial and Administrative Services as to when and where to report. The team is to evaluate damage and develop immediate response plans. Building Contacts are to develop a checklist of steps needed to shut down and protect the building. Development of this list should be done in cooperation with staff who work in their respective building. Building Contacts must also develop a “calling tree” that includes work, home, cell, and other emergency phone numbers for all supervisors and department heads who work in their building. See Attachment 9 for a list of Building Contacts/Assessment Team members.

### **KACC Radio (89.7 FM)**

KACC will be in operation throughout each of the planning periods as well as during the hurricane. The station will broadcast weather and other information related to the storm and cleanup plans.

**College Faculty and Staff: see Faculty/Staff Action Plan**

## Hurricane Procedures

### Beginning of Hurricane Season

1. Chief of Campus Police announces beginning of hurricane season and requests all departments review Hurricane Defense Plan and departmental plan.
2. Physical Plant commences pre-season preparations.
  - a. Check roofs of buildings for loose debris; insure drain heads are cleared.
  - b. Inspect custodial supplies for adequate materials (mops, buckets, squeegees, batteries, and battery-powered lights, etc.).
  - c. Ensure adequate fuel (gasoline and diesel) on hand for operation of emergency generators and vehicles following storm.
  - d. Inventory and replenish emergency supplies: water, canned food rations, masking tape, duct tape, safety tapes, electrical tapes, etc.
  - e. Purchase plywood for storm preparation and post-storm repairs.
3. All supervisors review their emergency checklists and update as needed. Supervisors and Building Contacts must also update all "calling trees."

### Hurricane/Tropical Storm Conditions

Note: Response times and distances indicated in this plan are based on a storm's straight line movement at 20 mph through the Yucatan Straits into the Gulf of Mexico. Due to the unpredictable nature of these storms it is extremely difficult to base an action plan on a storm's speed and course. Therefore, the actions listed below the Hurricane Landfall and Mile Range headers are intended as **decision making guidelines and may be adjusted accordingly** as more information on the storm's track becomes available to the Emergency Response Team. Such timelines may be altered in order to comply with mandatory evacuation orders issued by county or state officials.

### Phase I

#### **Hurricane/Tropical Storm within 72 hours or 1250 mile range of Galveston as noted on Hurricane Tracking Map:**

1. The President's Office tells the Emergency Response Team to communicate to their units that the campus is monitoring a storm. Building Contacts should be convened by their appropriate supervisor or the Dean of Financial and Administrative Services.
2. Deans will contact departments and divisions.
3. Dean of Financial and Administrative Services will contact Ryan Center (exhibit) personnel.
4. All units of the campus should review the Hurricane/Tropical Storm Defense Plan and their particular duties at this time.

### Phase II

#### **Hurricane is within the 48 hours or 1,000-mile range of Galveston or if any part of the Texas coast is in the projected storm path, hurricane alert status should be triggered.**

1. President's office places the Emergency Response Team on alert status.
2. President's office notifies the Alvin Independent School District to alert status.
3. President holds a strategy meeting to prepare the campus to activate the Hurricane/Tropical Storm Defense Plan.

4. Physical Plant on alert to make preparations to close College buildings and facilities. Also, prepare to move vehicles inside.
5. Library should have assistance in securing what they consider to be their priority collections at this stage.
6. Backup of student records, library catalog, alumni records, and other relevant data should occur at this stage.

### **Phase III**

#### **Hurricane Landfall 36 hours or 750 mile range as noted on Hurricane Tracking Map**

1. President's office notifies Emergency Response Team of decision to close/evacuate the campus.
2. Deans notify respective area of responsibility of the decision to close/evacuate.
3. All College related functions are to be canceled.
4. Dean of Instruction/Provost notifies department chairs to dismiss class.
5. Assistant to the President/Executive Director of Development notifies local media of campus closing, cancellation of classes. HyperAlert message is sent to notify faculty, staff, and students of cancellation.
6. Physical Plant Director initiates the College shut-down procedures.
7. Coordinate evacuation procedures with the federal, state, and local agencies.
8. All faculty, staff, and departments shut down offices and evacuate (8 hour limit).
  - a. Locate specific department hurricane plans and checklists. Begin implementation.
  - b. Back up all computer data at this time. Consider making more than one backup and storing these backups in different watertight places. Park any hard disks and unplug all computers and office equipment. All equipment should be placed above the floor and covered with plastic. If your work area is near a window, secure and store all items. If possible, move important records into area away from windows.
  - c. All windows closed, and if possible, locked.
  - d. All Venetian blinds lowered.
  - e. All College vehicles delivered to Building T for fueling and storage.
  - f. Remove all antennas from College roofs by personnel that operate the antennas.
  - g. Secure labs and remove items that require refrigeration.
  - h. Department Chairs and/or Division Chairs are expected to check all classrooms and unplug all equipment (TV/VCRs, projectors, overheads, etc.).
  - i. All personnel leave the College at completion of hurricane preparations. Be sure to check out with immediate supervisor. All supervisors and department heads turn in checklists to Building Contacts before leaving campus. You will have eight (8) hours to accomplish shutdown. The electricity may be turned off at this time. Take personal items; they are not covered by College insurance.
  - j. The Campus Police will perform a security check of the campus to verify that all non-essential personnel have left the campus. If you have questions about whether or not you are non-essential personnel, please call the office of the Dean of Financial and Administrative Services or the Director of Physical Plant for this information.
9. Physical Plant hurricane procedures.
  - a. All personnel report to supervisors for hurricane team assignments.
  - b. Director of Physical Plant obtains a block of purchase order numbers to be used after the storm

- for cleanup. The Physical Plant will keep records of purchase order numbers and associated purchases until the Purchasing Department is able to return to the campus and set up business.
- c. Make final check of roofs for loose debris and clear drain heads. Open air vents leading to roofs to equalize pressure during storm.
  - d. Move vehicles and other equipment into shop areas.
  - e. Secure loose lumber, sheet metal, drums, and other items.
  - f. Issue additional waterproof sheeting and other protective and safety equipment as requested.
  - g. Secure any exterior portable equipment such as lawn furniture, trash receptacles, etc.
  - h. Shut down air conditioning, gas, water, and appropriate electrical systems.
10. Campus Police procedures.
- a. All personnel report to Chief of Campus Police for assignment.
  - b. Make final inspection of premises to confirm complete evacuation of all other persons. (Faculty, staff, and students)
  - c. Telecommunications procedures activated.

#### **Phase IV**

##### **Hurricane landfall 24 hours or 500 mile range as noted on Hurricane Tracking Map**

1. Remainder of campus should be evacuated.
2. Physical Plant shuts down Central Plant.
3. Physical Plant runs final check, verifies utilities to all buildings have been shut off.
4. Physical Plant fuels and stores all vehicles.
5. Campus Police verifies that all personnel have left the campus and buildings are locked.

Alvin Community College is not designated as an evacuation center. Employees may not use the College as a shelter. Employees may request to stay and assist the Campus Police during the storm. If permission is granted, the employee must provide his/her own food and water. Such permission also extends to the employee's immediate family.

#### **Phase V**

##### **Immediately After the Storm**

1. As soon as possible and after the campus has been declared safe, members of the Emergency Response Team and/or the Dean of Financial and Administrative Services will contact all Building Contacts, supervisors, and department heads to schedule a meeting to begin the assessment process.
  - a. Building Contacts, Physical Plant, Campus Police, and members of the Emergency Response Team are to complete assessments of damage to their respective areas. Reports are to be submitted to the Dean of Financial and Administrative Services.
  - b. The President and Emergency Response Team will develop and carry out a plan to resume College operations.
  - c. Physical Plant will begin immediate repair of damage and isolate all safety hazards (biological, electrical, structural, gas leaks, etc.).

- d. Assistant to the President/Executive Director of Development, in cooperation with President and Emergency Response Team, will establish plans to inform students, the media, and the public of plans to re-start classes, etc.
  - e. Director of Information Technology will establish emergency communications, assess damage to telecommunications systems, initiate repair procedures and establish emergency computing stations, assess damage to computing services, and initiate repair procedures.
  - f. Campus Police will secure campus from unauthorized access and looting.
  - g. Dean of Students will coordinate direct communications with ACC students including usage of the college portal.
2. Members of the Emergency Response Team will utilize calling trees to contact supervisors and department heads, as needed, to inform employees of plans to resume College operations.
  3. Remaining personnel wait to report to campus upon notification by immediate supervisor or through an announcement on the local media services or HyperAlert system.
  4. Department Heads, through normal administrative channels, will initiate surveys of department equipment and furnishings and take appropriate measures.

**Hurricane/Tropical Storm**

**Faculty/Staff Action Plan**

Hurricane/Tropical Storm season officially begins June 1 and extends through November 30. In the event a hurricane/tropical storm threatens the coastal area, the campus will be evacuated. The following plan outlines procedures and steps that will ensure the safety of the campus community.

**Beginning of Hurricane Season, June 1**

- Department Chairs/Directors review department action plans with employees (includes checklist of steps to take immediately before a storm).
- Department Directors check emergency supplies (garbage bags, plastic sheeting will be available from Physical Plant IF the department has communicated its needs to the Physical Plant staff).

In the interest of economy and time, it is recommended that each department purchase from an outside vendor, any special emergency hurricane supplies required to protect their areas of responsibility.

**Hurricane Readiness Materials Available From Physical Plant**

Description
Lumber, 2" x 4" x 10' Spruce or Yellow Pine
Plastic bags / 44 gallons 37" x 47" 25 bags/roll - 250/case
Plastic sheeting 20" x 100 yards clear plastic roll
Plywood, 5/8" x 4' x 8' sheet
Tape, Duct 2" x 60 yard roll
Tape, Masking 2" x 60 yard roll
Rope

**Hurricane Readiness Materials Available From Campus Police**

Description
Battery, D cell
Flashlights

**Attachment 8 - Campus Emergency Response Team**

<b>Name</b>	<b>Office Number</b>	<b>Home Number</b>	<b>Cell Number</b>	<b>Other</b>
A. R. Allbright President	3598	281.331.4523	832.621.9085	
John Bethscheider Dean, Instruction/Provost	5602	281.388.0744	832.385.4117 832.621.9086	
Drew Nelson Dean, Academic Programs	3719	281.648.1078	832.621.9079 713.822.5895	
Patty Hertenberger Dean, CE & PCC	3791	281.331.8401	281.731.4654	
Darryl Stevens Dean, Financial & Administrative Services	3594	281.331.6722	281.682.8994	
JoAn Anderson Dean, Students	3518	281.692.2269	832.621.9084	
Andy Tacquard Chief of Police	3700	281.585.5077	832.282.1499	713.684.8956 (pager)
Wendy Del Bello Assistant to the President/ Executive Director of Development	3597	281.992.1653	832.794.9811	
Jeff Cernoch Information Technology	3539		281.814.1082	
Lang Windsor Director, Human Resources	3640	409.925.4390	409.770.7321	
Bill Nielsen Director, Physical Plant	3584	281-996-5350	281-299-9303	

**Attachment 9 - Assessment Team / Building Contacts**

<b>Building</b>	<b>Name</b>	<b>Office Number</b>	<b>Home Number</b>	<b>Cell Number</b>
<b>Building A</b>				
First Floor	Jeff Cernoch	3539		281.814.1082
	Karl Stager	3509	409.935.2762	409.761.0352
Second Floor	Tom Bates	3561	281.332.3673	832.545.4926
	Lynda Vern	3556		713.907.4176
<b>Building B</b>				
First Floor	Jay Burton	3607		713.503.6864
	Kevin Moody	3587	713.861.2968	832.971.7141
Second Floor	Dennis LaValley	3752	281.331.8085	832.335.8813
<b>Building C</b>				
First Floor	Pat Dildy	3644	281.331.9315	832.561.6046
	Lang Windsor	3640	409.925.4390	409.770.7321
Second Floor	Lynn Goswick	3567	409.925.8314	409.770.6310
<b>Building D</b>				
First Floor	Laura Bell	3672	281.331.7190	281.433.7813
Second Floor	Catherine Finley	3810		281.414.3530
Building E	Rene Tacquard	3680	281.585.4111	713.898.7972
Building F	Bonny Johnson	3692	281.476.4068	281.212.7509
Building G	Nancey Lobb	3734	281.484.8030	
	Bill Waggoner (backup)	3612		281.814.1428
Building H	Patty Hertenberger	3789	281.331.8401	281.731.4654
Building I	Dennis LaValley	3752	281.331.8085	832.335.8813
Building J	Physical Plant Staff	3676		

<b>Building</b>	<b>Name</b>	<b>Office Number</b>	<b>Home Number</b>	<b>Cell Number</b>
Building K	Bill Cranford	3757	713.523.7443	
	Mark Moss	3766	281.332.9197	281.435.8497
Building M	Brenda Briers	3809	409.549.3235	409.948.9592
Building N	Tom Magliolo	3783	281.334.2101	281.543.7562
	Maurice Cook (backup)	3779		512.971.0674
Building R	Physical Plant Staff	3676		
Building S				
First Floor	Diane Flatland	5660	979.233.1013	979.236.5396
Second Floor	Dwight Rhodes	5669	281.331.5910	713.879.5468
Building T	Mike Vincent	3798	281.369.2602	281.639.1600
Pearland Center	Robbie Shelton	3990	281.585.3288	832.567.8368
	Patty Hertenberger	3789	281.331.8401	281.731.4654
All Buildings	Bill Nielsen	3584	281.996.5350	281.299.9303
	Andy Tacquard	3700	281.585.5077	832.282.1499
	Scott Martin	3675		832.405.4705
	Mike Vincent	3798	281.369.2602	281.639.1600

**Attachment 10 - Other**

<b>Name</b>	<b>Office Number</b>	<b>Home Number</b>	<b>Cell Number</b>	<b>Other</b>
Allan Brewer Building Services Technician	3799	281.585.4758		
Dan Clay Transportation Supervisor	3802	281.331.3360	713.725.8562 281.299.7061	713.724.8462

**Attachment 11 - Sample Checklist**

**SAMPLE CHECK LIST**

- \_\_\_\_\_ Check with Building Contact to make sure all phone numbers are up-to-date.
- \_\_\_\_\_ Backup critical computer files.
- \_\_\_\_\_ Close and lock all windows.
- \_\_\_\_\_ Lower and latch all blinds.
- \_\_\_\_\_ Unplug all electrical equipment from its power source.
- \_\_\_\_\_ Move items from desks, tables, etc. that are in the vicinity of windows or glass doors.
- \_\_\_\_\_ Cover work area with plastic sheeting.
- \_\_\_\_\_ Turn off all lights.
- \_\_\_\_\_ Close and lock all doors.

Check list completed.

\_\_\_\_\_  
Name of Building Contact

\_\_\_\_\_  
Where to Contact Me

\_\_\_\_\_  
Department Chair/Supervisor

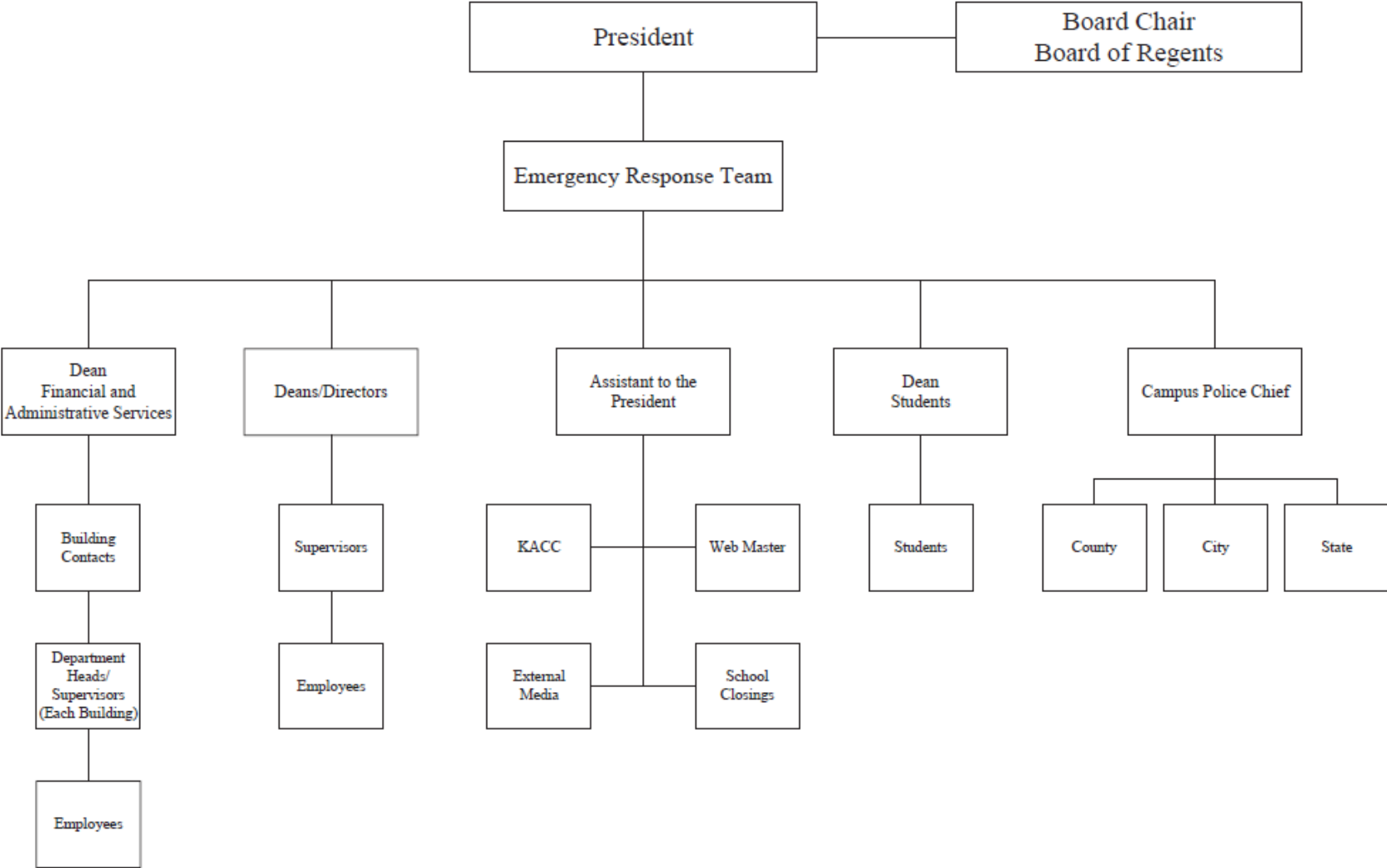
\_\_\_\_\_  
Date

\_\_\_\_\_  
Where to Contact Me

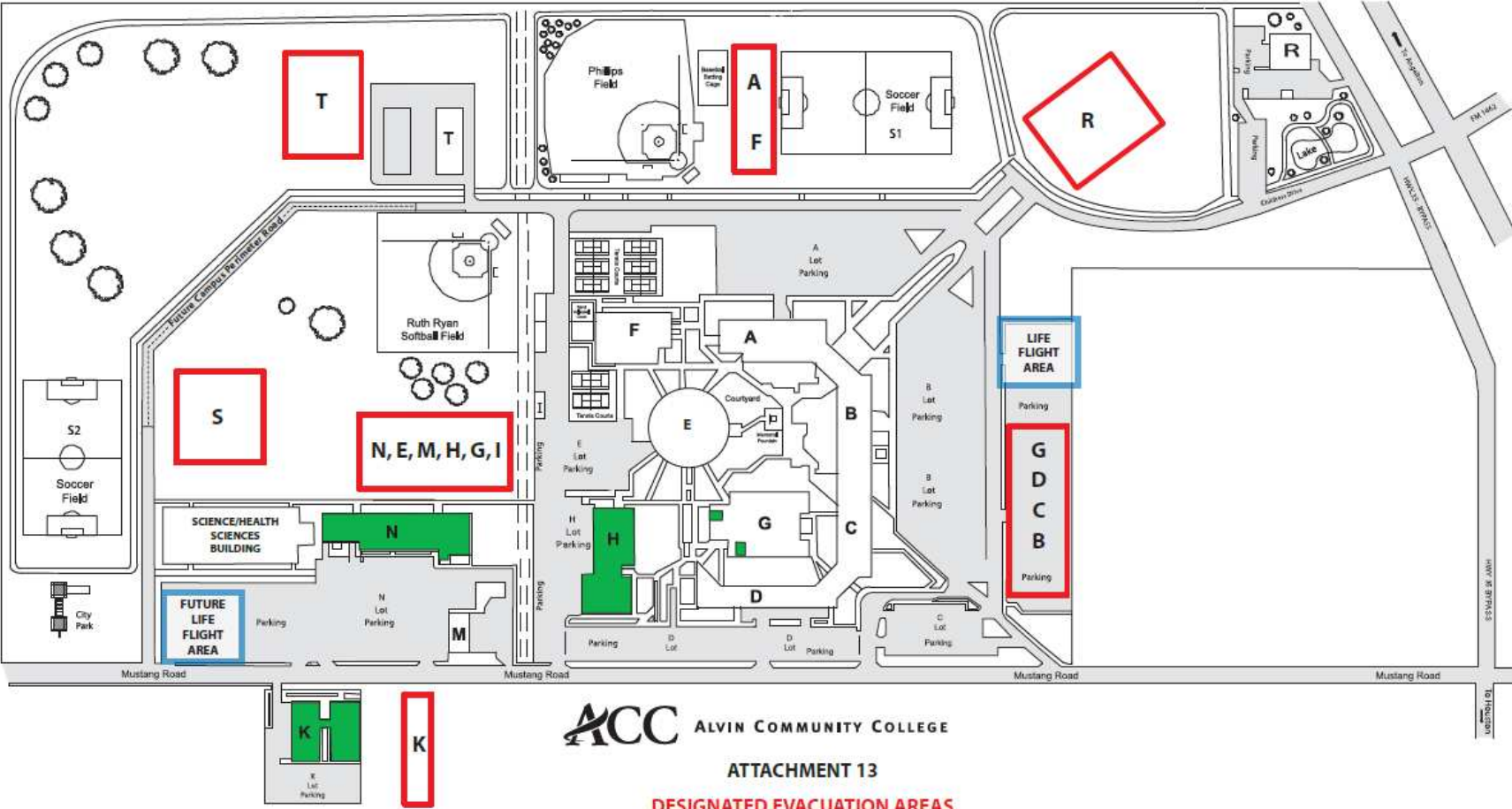
**Turn in to Building Contact before leaving campus.**

\_\_\_\_\_  
Name of Building Contact

**Attachment 12 - Communications Chart**

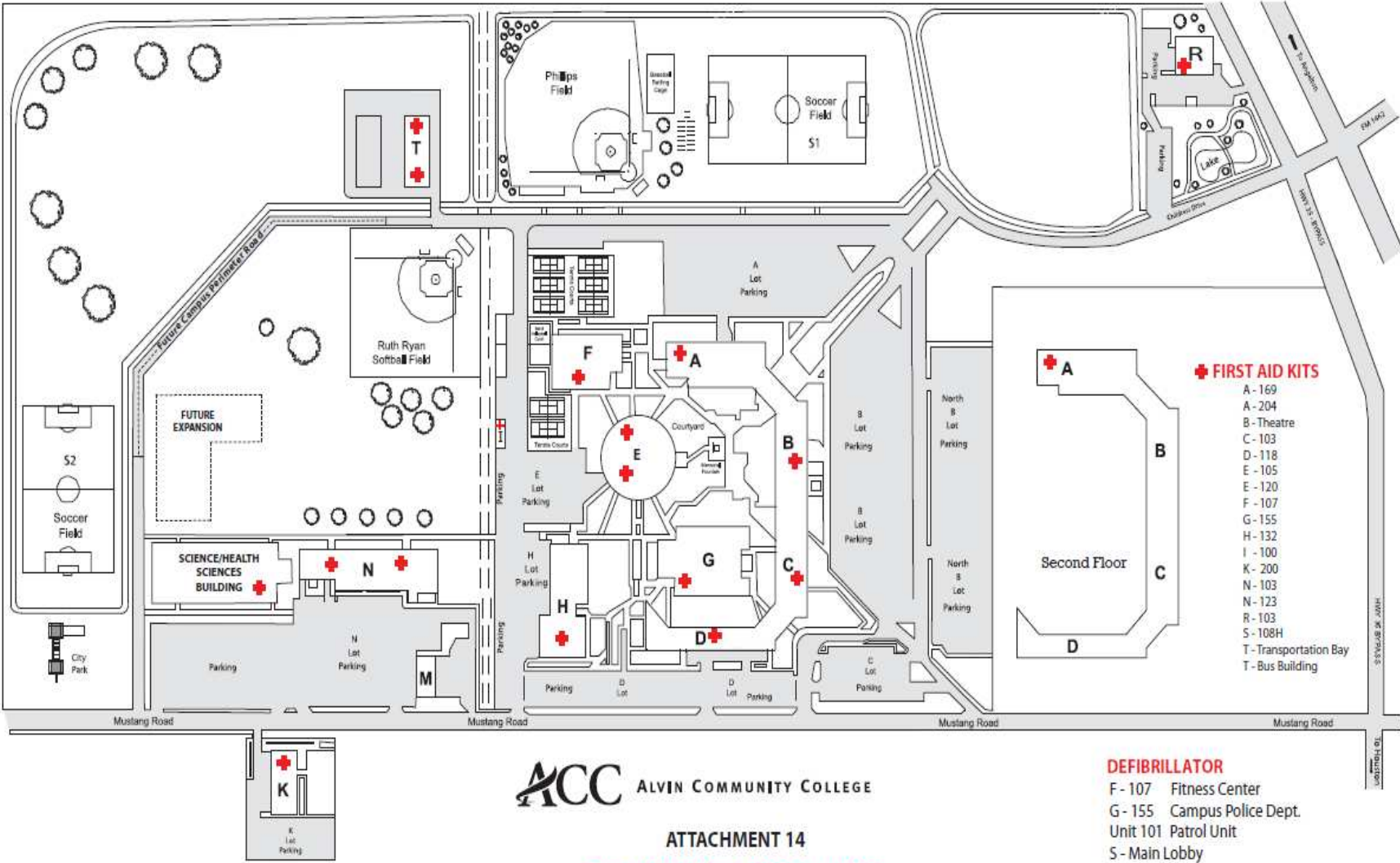


**Attachment 13 - Designated Evacuation Areas**

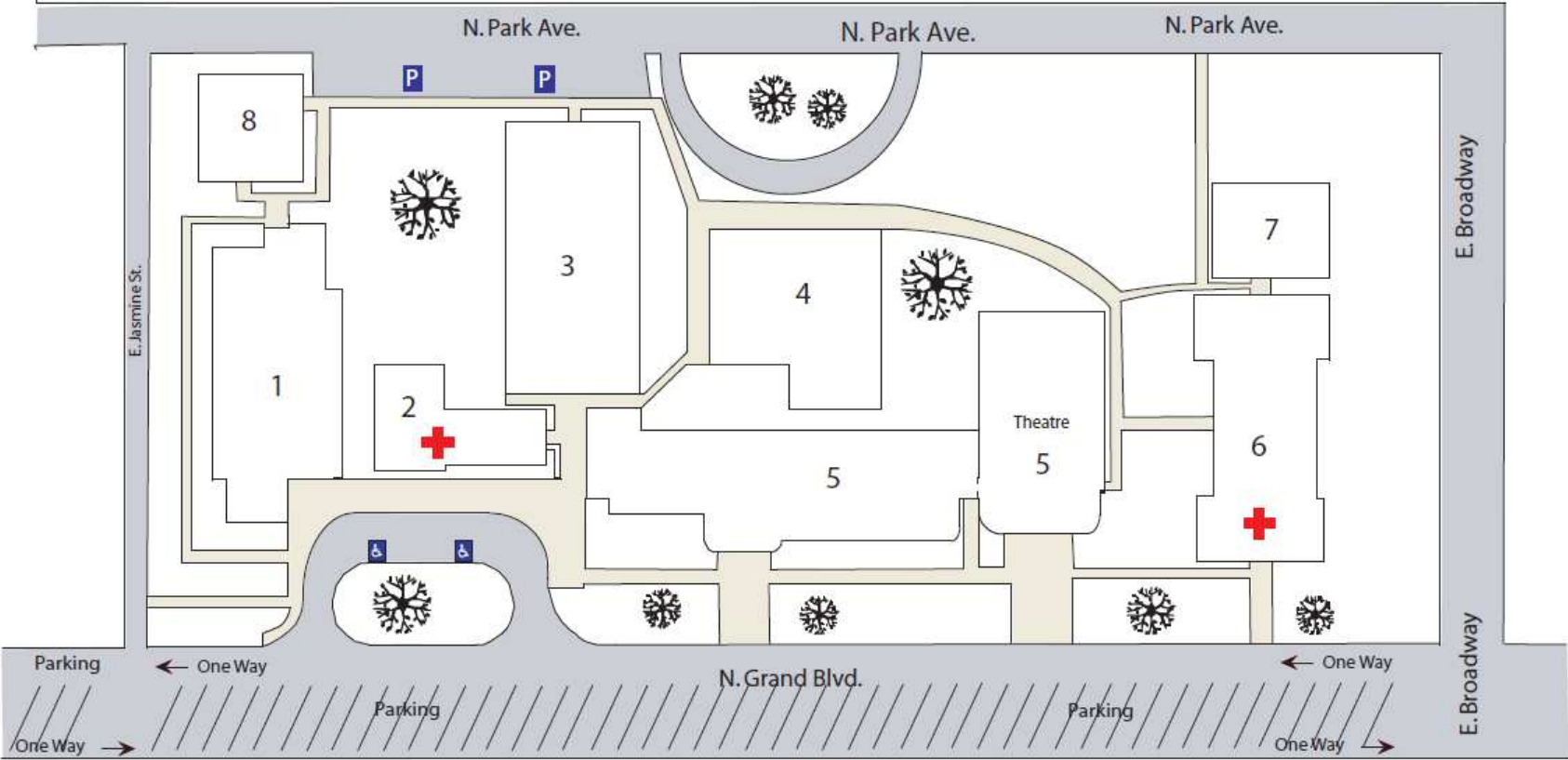


**ACC** ALVIN COMMUNITY COLLEGE  
**ATTACHMENT 13**  
**DESIGNATED EVACUATION AREAS**  
(Wind direction may alter)  
**DESIGNATED SAFE HAVENS**

**Attachment 14 - First Aid Kits and Defibrillator**

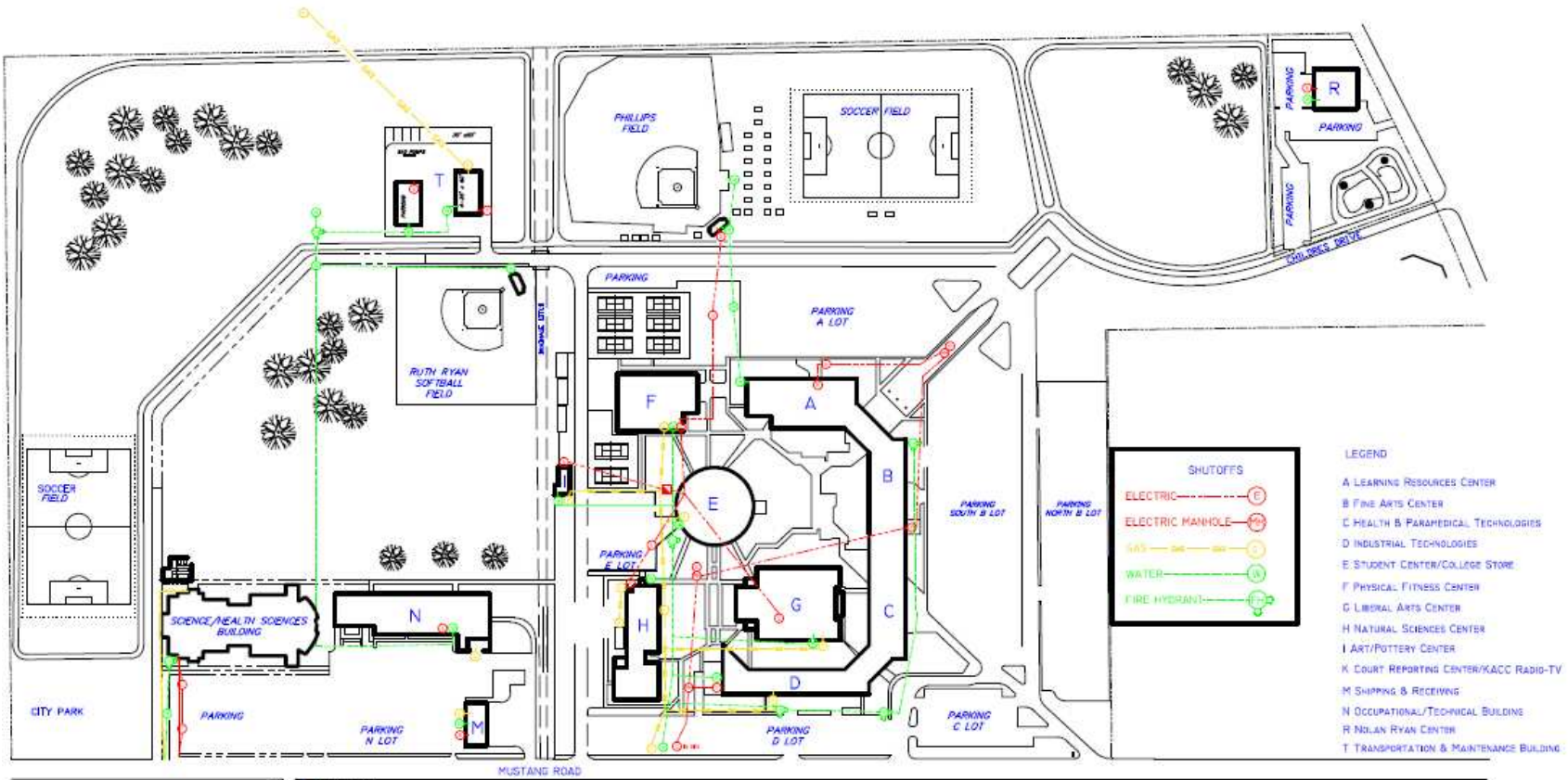


**Attachment 15 - Pearland Center - First Aid Kit Locations**



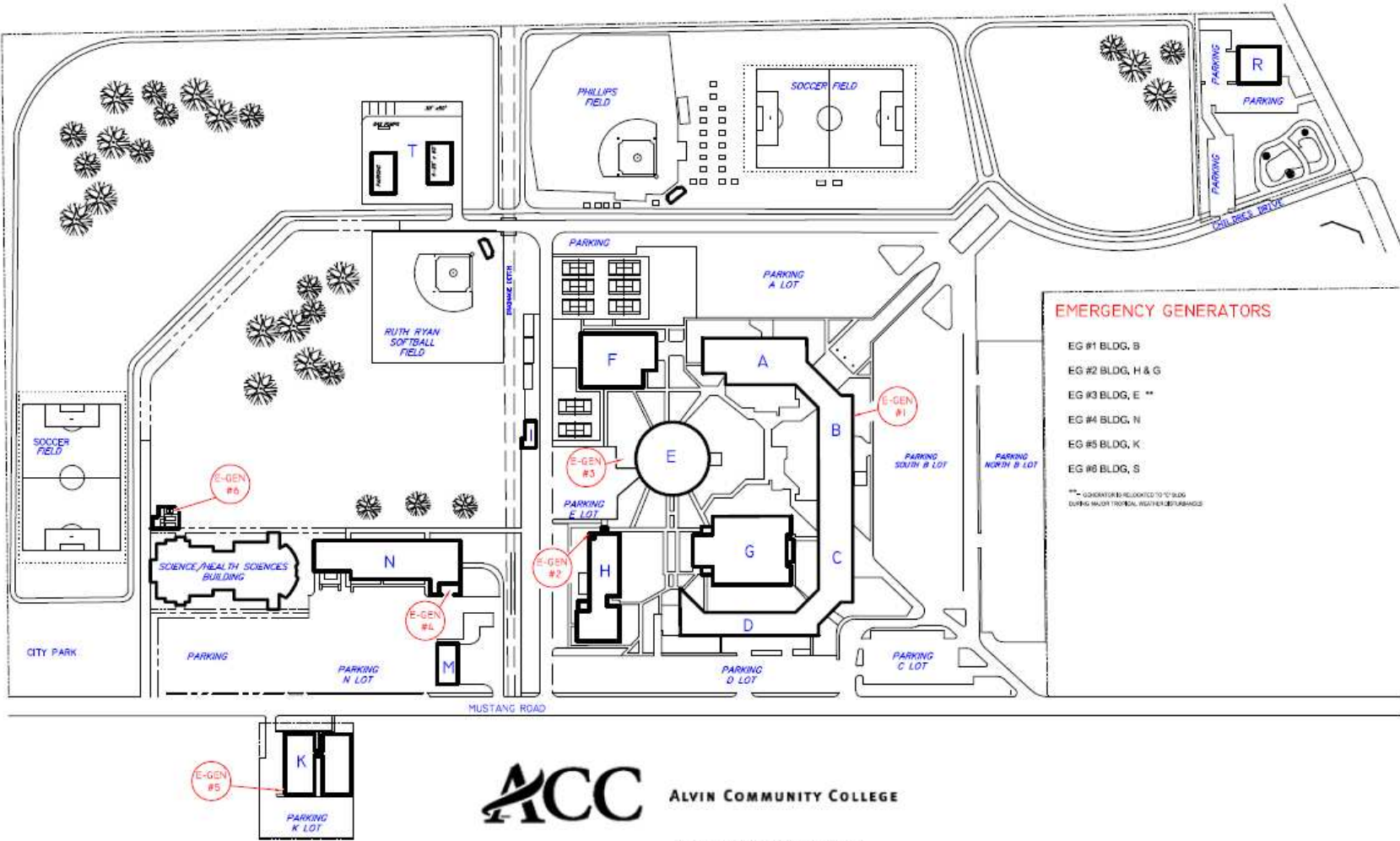
**ATTACHMENT 15**  
**PEARLAND CENTER - FIRST AID KIT LOCATIONS**  
P 201 & P 601

**Attachment 16 - ACC - Controls/Shutoff Locations for Power, Gas & Water**



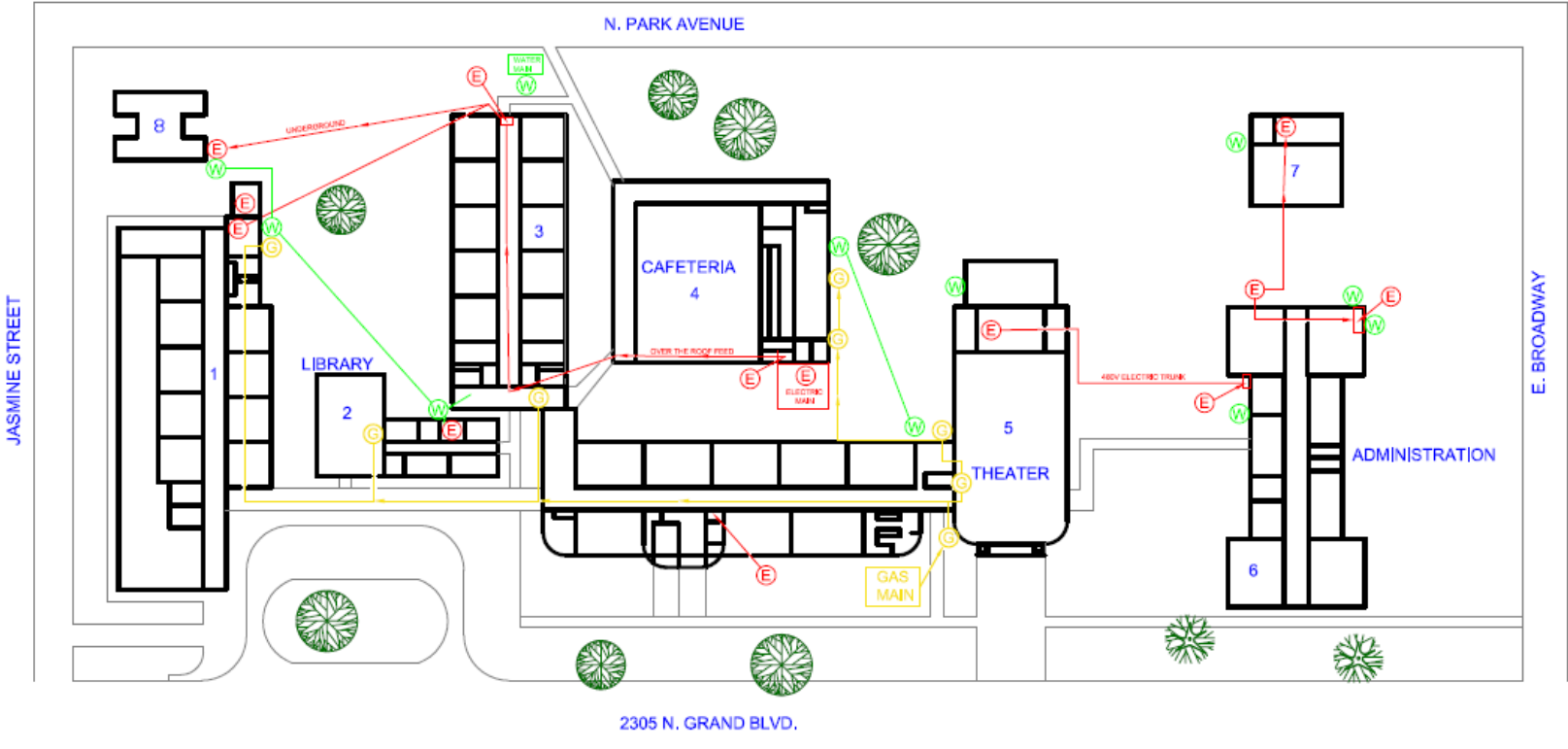
**ACC** ALVIN COMMUNITY COLLEGE  
**ATTACHMENT 16**  
**CONTROLS/SHUTOFF**  
**LOCATIONS FOR POWER, GAS, & WATER**

**Attachment 17 - Location of Emergency Generators**



**ATTACHMENT 17**  
**LOCATION OF EMERGENCY GENERATORS**

**Attachment 18 - PCC - Controls/Shutoff Locations for Power, Gas & Water**



**ALVIN COMMUNITY COLLEGE**  
**PCC - CAMPUS MAP**  
**ATTACHMENT 18**  
**CONTROLS/SHUTOFF**  
**LOCATIONS FOR POWER, GAS, & WATER**

SHUTOFFS	
ELECTRIC	(E)
GAS	(G)
WATER	(W)