



ALVIN COMMUNITY COLLEGE EMERGENCY MANAGEMENT PLAN, SPRING 2018

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ALVIN COMMUNITY COLLEGE



Table of Contents

Introduction	4
Purpose	4
Scope	4
Readiness Levels	5
Level IV: Normal Conditions.....	5
Level III: Increased Readiness	5
1) Tropical Weather Threat:	5
2) Tornado Watch:	5
3) Flash Flood Watch:	5
4) Wildfire Threat:	5
5) Mass Gathering:	5
Level II: High Readiness	5
1) Tropical Weather Threat:	6
2) Tornado Warning:	6
3) Flash Flood Warning:	6
4) Winter Storm Warning:	6
5) Mass Gathering:	6
Level I: Maximum Readiness	6
1) Tropical Weather Threat:	7
2) Tornado Warning:	7
3) Flash Flood Warning:	7
4) Mass Gathering:	7
Level II or I Mandatory Review.....	7
Level II or I Types of Emergencies	7
Assumptions.....	8
Declaration of an Emergency	8
Direction and Coordination	9
Emergency Operations Center	9
Campus Emergency Management	9
Responsibilities	10
President.....	10
Administrators, Deans and Department Chairs.....	10
Faculty and Staff Supervisors	10
Emergency Notification Systems.....	10
Campus Emergency Resources.....	11

Police.....	11
Physical Plant.....	11
Purchasing	12
Emergency Procedures.....	12
Training, Drills, and Exercises.....	12
Training Objectives	12
Drill and Exercise Procedures	13
Attachment 1 - Internal Emergency Phone Numbers	14
Attachment 2 - Emergency Resources	14
Law Enforcement/Regulatory Agencies	14
Health Services/Hospital Emergency Rooms	14
Public Utilities	14
Attachment 3 – Establishment of the Emergency Operations Center	15
Location	15
Personnel	16
Start-up, Equipment, and Supplies	16
Attachment 4 - Priority of Objectives in an Emergency	17
Priority I.....	17
Priority II.....	18
Priority III.....	19
Attachment 5 - Emergency Response Team Responsibilities.....	20
Attachment 6 - Emergency Procedures Detailed	23
Fire	23
Natural Disasters	24
Tornado.....	24
Tornado Watch.....	24
Tornado Warning.....	24
Hurricane.....	25
Severe Winter Storms.....	25
Heavy Rain/Flooding	26
Chemical Spill or Radiation.....	26
Violent or Criminal Behavior.....	27

Active Shooter Incident.....	28
Utility Failure.....	31
Bomb Threat/Bomb.....	31
Civil Disturbance or Demonstrations.....	33
Peaceful, Non-Obstructive Demonstrations.....	34
Non-Violent, Disruptive Demonstrations.....	34
Violent, Disruptive Demonstrators.....	35
Medical/Psychological Emergency.....	36
Public Relations Issues.....	36
Transportation Accident.....	37
Chemical and/or Biological Release.....	37
Mail Handling.....	38
Anthrax and Other Biological Agents.....	39
Tips for Surviving a Terrorist Attack.....	41
Attachment 7 - Hurricane/Tropical Storm Defense Plan.....	42
Attachment 8 - Campus Emergency Response Team.....	50
Attachment 9 - Assessment Team / Building Contacts.....	51
Attachment 10 – Other Contacts.....	51
Attachment 11 - Sample Checklist.....	52
Attachment 12 - Communications Chart.....	53
Attachment 13 - Designated Evacuation Areas.....	54
Attachment 14 - First Aid Kits and Defibrillator.....	55
Attachment 15 - ACC - Controls/Shutoff Locations for Power, Gas & Water.....	56
Attachment 16 – Location of Emergency Generators.....	57

Introduction

The Alvin Community College Emergency Management Plan identifies natural and manmade 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 shall formulate their own action plans or emergency operations checklist to complement this plan.

Campus emergency operations are conducted within the framework of College guidelines. Any exceptions to these procedures will be approved by 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 should 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 Executive Leadership Team (ELT) 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 ACC employees and 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. Enrollment on the ACC campus averages 4,000 students and approximately 500 individuals who work on campus.

This plan designates four readiness levels. 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.

The following readiness levels will be used as a means of increasing our alert posture.

Readiness Levels

Level IV: Normal Conditions

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

Level III: Increased Readiness

- a. Increased readiness refers to a situation that presents a greater potential threat than “Level IV”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
 - 1) **Tropical Weather Threat:** A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
 - 2) **Tornado Watch:** Indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - 3) **Flash Flood Watch:** Indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
 - 4) **Wildfire Threat:** During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
 - 5) **Mass Gathering:** For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers as well as determining any additional requirements.
- b. Declaration of “Level III” will generally require the initiation of the “increased readiness” activities identified in each annex to this plan.

Level II: High Readiness

- a. High readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to

the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:

- 1) **Tropical Weather Threat:** A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
 - 2) **Tornado Warning:** Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the emergency operations center (EOC), continuous situation monitoring, and notifying the public about the warning.
 - 3) **Flash Flood Warning:** Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
 - 4) **Winter Storm Warning:** Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
 - 5) **Mass Gathering:** Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert and continuous situation monitoring.
- b. Declaration of a “Level II” will generally require the initiation of the “high readiness” activities identified in each annex to this plan.

Level I: Maximum Readiness

- a. Maximum readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level II” event. Actions could also be generated by severe weather warning information issued by the national weather service combined with factors making the event more imminent. Declaration of “Level I” will generally require the initiation of the “maximum readiness” activities identified in each annex to this plan.

- 1) **Tropical Weather Threat:** The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, cull activation of the emergency operations center (EOC), recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
- 2) **Tornado Warning:** Tornado has been sighted especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and placing damage assessment teams on stand-by.
- 3) **Flash Flood Warning:** Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
- 4) **Mass Gathering:** Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all emergency medical service (EMS) units on stand-by, all law enforcement present for duty, notify the that assistance may be needed and keep them apprised of the situation. Continuous situation monitoring is required.

Level II or I Mandatory Review

After any Level II or I emergency, the Vice President 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.

Level II or I 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 I response.

- Biological release
- Bomb
- Chemical spill or release
- Civil disturbances or demonstrations
- Fire
- Gas leak
- Medical/Psychological (epidemic, poisoning, threats of harm to self/others)

- Natural disaster
- 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)
- Utility failure
- Violent or criminal behavior

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:

- Vice President of Instruction
- Vice President of Financial and Administrative Services
- Vice President of Student Services

Once a Level II emergency is declared, only currently enrolled 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 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 Campus Police will be allowed to enter the immediate disaster site.

In the event of 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 Executive Leadership Team (ELT) will meet on an ongoing basis concerning 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
- [Attachment 6](#) - Emergency Procedures Detailed

Emergency Operations Center

In the event of a Level II disaster or on orders of the College President, an Emergency Operations Center (EOC) will be established in Building B, Room 201 (President's Conference Room) or Building S, Room 119 (Health Science Building Conference Room). The conference room in G Building, Room G-148 will serve as an alternate Emergency Operations Center (EOC) if the other locations are not available or accessible.

The EOC will be used as a marshaling area for the Executive Leadership Team and any non-college representatives assisting with the emergency policy decisions. 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 (P) and a response group (R). The policy group is lead by the President and includes members of the Executive Leadership Team (ELT). The Emergency Response Team includes the following:

- Emergency Director: College President or designee (P)
- Emergency Coordinator: Chief of Campus Police (R/P)
- Physical Damage: Director of Physical Plant (R)
- Financial Impact: V.P. of Financial & Administrative Services (P)
- Academic Impact: V.P. of Instruction (P)
- Student Impact: V.P. of Student Services (P)
- Employee Impact: Executive Director of Human Resources (P)
- Legal Considerations: President or designee (P)
- Public Information: Assistant to the President/Executive Director of Development (P)

- Technology Resources: Director of Information Technology (R/P)
- Student and Academic Impact: Executive Director/Dean of Continuing Education (P)

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 Executive Leadership Team (ELT), 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 shall 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 designee is responsible for the overall direction of campus emergency operations.

Administrators, Deans and Department Chairs

Administrators, deans and department chairs, where appropriate, should prepare an emergency response plan that addresses the unique characteristics of their units within the context of this umbrella plan. The plan(s) should be submitted for review and approval by the Chief of Campus Police.

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

Phone, text and emails are the primary means of emergency notification on campus. Academic, administrative units and students will be notified by the Cisco (phone) and RAVE Emergency Alert system during business hours.

In case of a Level III (or other level) emergency, campus-wide Cisco (phone) and RAVE Emergency Alerts notification systems can be activated. The Chief of Campus Police will have access and authorization to activate both systems.

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

The Campus Police office is the focal point for two-way transmission of official emergency telephone and RAVE Emergency Alert 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 Rave Emergency Alerts system by calling the following and other College administrators as appropriate.

- Chief of Campus Police
- President
- Assistant to the President/Executive Director of Development
- Vice President of Student Services
- Vice President of Financial & Administrative Services
- Vice President of Instruction

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 emergency notification of members of the College Emergency Response Team.

Campus Emergency Resources

Police

Uniformed campus police officers are on duty 24 hours a day. Additionally, police assistance 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

Workers are available from the ACC Physical Plant at all times during normal (Updated 10/31/2018) working hours and on short notice at other times. They are capable of providing the following emergency services.

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

- 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 the 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 incurred during the 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 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 will 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 Executive Leadership Team (ELT) will evaluate the results of specific drills and exercises, suggest specific changes and updates to the College's Emergency Management Plan and/or recommend to the President that the Emergency Management Planning Committee meet 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 Executive Leadership Team (ELT) 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	281-756-3700 or 3700 on campus
VP of Financial and Administrative Services	281-756-3594 or 3594 on campus
VP of Student Services	281-756-3517 or 3517 on campus
Environmental	281-756-3677 or 3677 on campus
Facilities Management (maintenance, custodial and grounds)	281-756-3583 or 3583 on campus
Risk Management	281-756-3594 or 3594 on campus
Transportation	281-756-3802 or 3802 on campus

Attachment 2 - Emergency Resources

Law Enforcement/Regulatory Agencies

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

Health Services/Hospital Emergency Rooms

Alvin Emergency Medical Services	911 or 281-388-4370
American Red Cross	800-733-2767
Brazoria County Health Department	281-585-3024
Clear Lake Regional Medical Center	281-332-2511
Memorial Hermann Hospital Southeast	281-929-6100
Suicide Prevention Lifeline	800-273-8255
UTMB Health Angleton Danbury Campus	979-849-7721
UTMB Health Galveston Campus	409-772-1011

Public Utilities

Centerpoint Energy (Report Electric Power Outage)	713-207-2222 or 800-332-7143
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Centerpoint Energy (Report a Gas Leak)	713-659-2111 or 888-876-5786
City of Alvin Water Department	281-388-4325
Reliant Energy	866-660-4900
Texas New Mexico Power Co.	888-866-7456

Attachment 3 – Establishment of the 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 should be adequately equipped with tables, chairs, phones, FAX, radios, computers, maps, reference documents, operating procedures, and office and emergency 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 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. In addition, 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 Emergency Operations Center (EOC) will be established in Building B, Room 201 (President's Conference Room) or Building S, Room 119 (Health Science Building Conference Room). The Conference Room in G Building, Room 148 will serve as an alternate EOC if the other locations are not available or accessible. The 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	Response Team
President	President or designated emergency director
Vice President of Instruction	Chief of Campus Police
Vice President of Financial and Administrative Services	Vice President of Instruction
Vice President of Student Services	Vice President of Student Services
Executive Director of Human Resources	Executive Director of Human Resources
Assistant to the President/Executive Director of Development	Vice President of Financial and Administrative Services
Executive Director/Dean, Continuing Education and Workforce Development	Director of Physical Plant
	Director of Information Technology
	Assistant to the President/Executive Director of Development

Start-up, Equipment, and Supplies

Although the preliminary preparations may begin at any time, 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 workspace 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, printer, copier, and generator backup for the building.

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 and cellular) 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](#).

In the event, a member(s) of the ELT are unable to attend an EOC meeting in person, due to weather or emergency related conditions. The member(s) can be added to a conference call allowing them to participate in EOC briefings and/or discussions pertaining to the emergency. The Director of Information Technology or his/her designee will be reasonable for establishing the conference call connections using a method that provides the best connection at the time. This includes, but is not

limited to “Meet Me Conference Call”, cellular conference calling or a combination of both land lines and cellular connections. (Updated 10/31/2018).

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. Phone
 - b. Text
 - c. Voicemail
 - d. E-mail
 - e. ACC Website
 - f. Radios (hand held)
 - g. KACC
 - h. Messengers

2. **Medical Aid Resources**
 - a. Alvin EMS
 - b. Campus Police
 - c. 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)
 - c. Rave Emergency Alerts
 - d. Building Contacts (10/31/2018)

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
- e. CenterPoint Energy
- f. Volunteers

See [Attachment 15](#) for shut-off locations for power, gas, and water. [Attachment 16](#) provides the location of emergency generators on the ACC 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. Southern Global (10/13/2018)
 - c. Volunteers

Priority II

1. **Facility Survey** (Responsibility: Vice President of Financial and Administrative Services) - evaluate facilities for occupancy, identify and seal off all unsafe areas. Resources:
 - a. Physical Plant - coordinate response
 - b. Campus Police
 - c. Student Affairs
2. **Shelter** (Responsibility: Vice President of Financial and Administrative Services) - identify usable housing structures and organize staff relocation as needed. Resources:
 - a. Physical Plant
3. **Food/Drinking Water** (Responsibility: Vice President of Financial and Administrative Services) - identify supplies and establish distribution system. Resources:
 - a. Food Services
 - b. Physical Plant
4. **Sewer System** (Responsibility: Vice President of Financial and Administrative Services/Director of Physical Plant) - 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** (Responsibility: Assistant to the President/Executive Director of Development) - establish a communications system within the campus community to advise the availability of basic services. Resources:
 - a. KACC
 - b. Vehicles with public address system
 - c. Bullhorns
 - d. Phone, Text, E-mail, and RAVE Alerts

- e. ACC Website
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. University of Texas Employees Assistance Program (UTEAP)
 - b. Vice President of Student Services
 - c. Community Resources

Priority III

1. **Valuable Materials Survey** (Vice President of Instruction will coordinate response) - identify, survey, and secure valuable materials on campus. Resources:
 - a. Library/Museum/Art Department Facility
 - b. Volunteers
2. **Records Survey** (Will coordinate response) - identify, survey, and secure all College records. Resources:
 - a. Business Office staff
 - b. Human Resources staff
 - c. Admissions and Registrar's staff
 - d. President, Vice Presidents and Deans
 - e. Information Technology staff
3. **Academic Survey** (Vice President of Instruction 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** (Responsibility: Vice President of Financial and Administrative Services) - develop system to renew flow of supplies and equipment from outside sources. Resources:
 - a. Financial and Administrative Services staff

Attachment 5 - Emergency Response Team Responsibilities

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

Executive Leadership Team (ELT) Emergency Action Checklist

- Disseminate orders and regulations necessary to provide for the protection of life and property, including orders 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 and 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 College Chief of Police 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 Executive Leadership Team (ELT) meeting.
- Appoint individual to chair the Emergency Response Team meetings and serve as liaison to the President and Executive Leadership Team (ELT).

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 and 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 eight or twelve hour shifts, along with required number of personnel required from each function area per shift.
- Determine the need for communications and security, as well as the need for housing, food, 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; 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.

- 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: Vice President of Instruction

- Act as Emergency Response Team member for Instruction.
- Notify and keep updated as needed, deans and department chairs.
- Identify and assign Instructional personnel to respond to emergency.
- Ensure all emergency functions assigned to Instructional personnel 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.

Student Impact: Vice President of Student Services

- Act as Emergency Response Team member for Student Services. Notify Student Services directors and keep updated as needed.
- 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.

Employee Impact: Executive Director of Human Resources

- Ensure that personnel and volunteer time records are prepared and in compliance to ACC policy.
- 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 communication to respond to employee queries.

Financial Impact: Vice President of Financial and Administrative Services

- Act as Emergency Response Team member for Financial and Administrative Services.
- Ensure that computer and phone systems have been surveyed and appropriate action taken to maintain or restore these services.
- Develop procedures and ensure compliance to, for documenting costs that allows post-emergency analysis and proper insurance filings for maximum financial recovery.
- Notify and update 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 personnel during an emergency are coordinated and managed as appropriate, especially in the areas of environmental health and safety and risk management.
- Ensure a smooth transition from emergency to normal status by making sure emergency financial matters and follow-ups 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 available facilities and resources required to offer assistance to the general public and coordinate this response as necessary.

Attachment 6 - Emergency Procedures Detailed

Fire

In all cases of fire, Campus Police must be notified immediately by calling 3700 and 911 ? (11/13/2018). 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 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.
- For large fires that do not appear controllable, evacuate all rooms, closing all doors to confine the fire and reduce oxygen and immediately notify Campus Police and call 911 (10/31/2018). Do not lock doors.
- When the building evacuation alarm is sounded, do not contact Campus Police to confirm the emergency. Move 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 and do not use the elevators during a fire. Smoke is the greatest danger in a fire; 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 complete. 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 are 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 a tornado 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 with wind speeds that can 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:

- Be familiar with actions to take should the situation change to a tornado warning (next topic), or if a tornado funnel is sighted.
- Ensure no physical restrictions exist that would prevent free movement to the nearest safe area (clear any blocked doors, aisles, etc.).
- Continue normal activities, but be alert to weather outside, and monitor a weather app, TV or radio and watch the sky for worsening weather conditions.
- If circumstances change, faculty, staff and students will be notified by the Cisco and RAVE Emergency Alert notification systems. 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 proceeding to the nearest safe area or shelter. Because of possible electrical failures, 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, 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 can be dangerous killers and can 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 create a need 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 emergencies 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 and a **winter storm warning** signals that severe winter weather is expected. A **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 may remain open. In such cases, employees are expected to report to work unless otherwise directed not to.

Any decision for closing or delaying opening will be communicated from the President's Office to the Assistant to the President/Executive Director of Development, Vice President of Instruction and the Vice President of Student Services. These administrators 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 of the details by e-mail, RAVE Emergency Alerts, or telephone the details 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 communicated by the Assistant to the President/Executive Director of Development to the news media. Employees are

responsible for responding in an appropriate manner to closings. 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, RAVE Emergency Alerts, 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 Executive Leadership Team (ELT) and the Chief of Campus Police. If the decision will impact night classes and/or the next day's schedule, the Assistant to the President/Executive Director of Development will notify news media, as well as place the information pertaining to school closures on the ACC website. Campus Police will also use the RAVE Emergency Alert 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 the Vice President of Financial & Administrative Services Campus Police and the Director of Physical Plant.

Chemical Spill or Radiation

Immediately report any spillage of a hazardous chemical to Campus Police at 3700, Vice President of Financial & Administrative Services and 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. Move quickly to the nearest marked exit and alert others to do the same.
- Assist the handicapped in exiting the building and 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, 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, 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 determined 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 ELT members will make the decision to evacuate. The telephone system and/or RAVE Emergency Alerts 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 completed. Building contacts will take attendance and assist in the accounting for all building occupants. Any department using hazardous materials must provide the Vice President of Financial & Administrative Services, 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. The Campus Police office is 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 report the incident to Campus Police at 3700 as soon as possible and include 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 a suspicious person on campus, immediately notify Campus Police to report the incident.

Assist the officers when they arrive by providing all additional information needed as well as asking others to cooperate.

Should gunfire or discharged explosives jeopardize the campus, 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 and avoid drastic action. Time is on your side.
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 and avoid speculating. Comply with instructions the best you can. Avoid arguments and 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 speak to 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:

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

You have three options:

- 1. RUN**

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible at all times
- Call 911 when you are safe

2. HIDE

- Hide in an area out of the shooter's view
- Lock door or block doors to your hiding place
- Turn off lights
- Silence your cell phone (including vibrate mode) and remain quiet
- 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).
- Place signs in exterior windows to identify the location of injured persons.

3. FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions...your life depends on it

When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

Information to provide to 911 operators:

- Location of the active shooter
- Number of shooters

- Physical description of shooters
- Number and type of weapons shooter has
- Number of potential victims at location

(Updated 10/31/2018)

Un-securing an area:

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until he or she is engaged by an outside force.
- Attempts to rescue people should only be done if they 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
- 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 and is monitored by ACC 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:

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured. Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do. (Updated 10/31/2018)

- 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 as needed in the President's Conference Room.

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 (Most cell phones have a flashlight function on them 10/31/2018) available for emergencies.

- **Elevator Failure**

All elevators on campus are equipped with an emergency phone. Each elevator phone is checked regularly for proper operation. If the elevator loses power and you are trapped, use the emergency phone to notify campus police. If the elevator does not work, turn on the emergency alarm (located on the front panel), which will signal for help.(10/31/2018)

- **Plumbing Failure/Flooding**

Cease using all electrical equipment and notify the 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 sparking (11/13/2018) can trigger an explosion. Evacuate the building and call Campus Police at 3700 or the Physical Plant at 3583.

- **Steam Line Failure**

Immediately call Campus Police at 3700 or the 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 the 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 objects or packages. A potential bomb can be smaller than a pack of cigarettes or larger depending on materials used. (11/05/2018)

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. Record conversation if possible. (11/05/2018)
6. 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.
7. Do not return to the building until told to do so by Campus Police.
8. 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.
9. 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:

1. DO NOT touch, shake, or attempt to move the object.
2. Secure the immediate area where the object is located, and call the Campus Police at 3700.
3. Evacuate all persons in and around the area until the Campus Police can make a determination of the potential risk.
4. Treat all suspicious objects as an explosive device until proven otherwise.
5. Complete the Bomb Threat Checklist form.

Bomb Threat Checklist: Fill out completely during or immediately after the threat. (11/05/2018)

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: Accent: Length of call:		
Did the caller appear familiar with the premises?			
Caller's Voice: Check each description as necessary.			
Accent	Deep breathing	Familiar voice	Soft
Angry	Deep voice	If familiar voice, who did it sound like?	Stutter
Calm	Distinct	Laughing	Raspy
Clearing throat	Distinguished	Lisp	
Cracking voice	Excited	Loud	
Crying	Ragged nasal	Slow slurred	
Background Sound: Check each description as necessary.			
Animal sounds	Local call	Static	
Booth sounds	Long distance call	Street sound	
Clear sound	Motors	Voices	
Household sound	Music	Other:	
Industrial sound	Office background		
Kitchen sound			
Threat Language: Check each description as necessary.			
Foul (cursing)	Irrational	Pre-recorded message	
Incoherent	Message read	Well-spoken English	
Other Comments:			

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 and the Vice President of Student Services should be notified and will be responsible for contacting and informing the President and other appropriate personnel. Depending on the nature of the demonstration, the following procedures should be followed.

Peaceful, Non-Obstructive Demonstrations

- A. Generally, demonstrations of this kind should not be interrupted, obstructed or provoked, and efforts should be made to conduct College business as normal as possible.
- B. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 1. Arrangements will be made by the Chief of Campus Police to monitor the situation during non- business hours, or
 2. A determination can be made to treat the demonstrators as Non-Violent, Disruptive Demonstrations at the closing of regular business hours. (See Section II.) (11/05/2018)

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 Vice President of Student Services or his/her designee.
 2. Key College personnel and student leaders may be asked by the Vice President of Student Services to persuade the demonstrators to desist.
 3. The Vice President of Student Services 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 informed 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 College policy. 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 the Vice President of Student Services consults with the President and Chief of Campus Police, 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 College policy, 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.

Violent, Disruptive Demonstrators

- A. In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President, Vice President of Student Services, and Campus Police should be contacted immediately.

During Business Hours:

- a. In coordination with the Vice President of Student Services, Campus Police will assess the situation and inform the President.
- b. If advisable, the Vice President of Student Services 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 Vice President of Student Services, 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.

After Business Hours

- a. Campus Police should be notified immediately of the disturbance.
- b. Campus Police will investigate the disruption and report and notify the Chief of Campus Police, the Vice President of Student Services, and the Assistant to the President/Executive Director of Development.
- c. The Vice President of Student Services 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 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 [Attachment 14](#) 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 (3700) and the Vice President of Student Services (3518). 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 organized by the office of the Vice President of Student Services. Should the scope of the emergency or disaster require external assistance, the Executive Director of Human Resources, and/or the Vice President of Student Services will seek appropriate support from the College's University of Texas Employee Assistance Program (UTEAP) 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 and only factual information is released; no speculation is to be offered, nor information that could jeopardize police investigations or tactical movements by police personnel. (11/05/2018)

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 not 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 should be informed immediately of existing emergencies and complete details 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 Executive Leadership Team (ELT) may be called upon for advice.
4. All calls from the news media should be 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 a 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 office of the Vice President of Student Services.

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 a campus structure is damaged by 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, exit the building as safely as possible activating the building alarm as you leave and call Campus Police at 3700.
3. **Remember**, 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. (11/05/2018)
4. Depending on structural damage to facilities, the Physical Plant also may need to respond and provide assistance by ceasing utility service to the structure for safety purposes.
5. Campus Police will coordinate emergency response with 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 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 given by Campus Police.
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 given by Campus Police.

College Notification System

Phone, text and emails are the primary means of emergency notification on campus. Academic, administrative units and students will be notified by the Cisco (phone) and RAVE Emergency Alert system during business hours. After hours, personnel and students will be notified by the RAVE system.

On-site Supervision

Members of the College Executive Leadership Team (ELT), faculty department chairs, and Campus Police will serve as coordinators during the emergency.

All Clear

The Campus Police will issue the all clear. Notice by Cisco telephone and RAVE Emergency Alerts 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 employed at the College or otherwise dated.
3. Is missing a return address or has one that cannot 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. 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; leave it where it is.
2. Call Campus Police.
3. Wash your hands immediately.

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

The following is an Official Health Advisory from the Center for Disease Control.

Anthrax and Other Biological Agents

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 a container, then COVER the envelope or package with anything (e.g., clothing, paper, trashcan, etc.), and do not remove this cover.
4. 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, report the incident to the local police.

If you are at WORK, 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, trashcan, 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, report the incident to local police.
If you are at WORK, 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.
8. 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 and law enforcement officials for follow-up investigations and advice. If you are at work, call Campus Police.

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.
9. If possible, list all people who were in the room or area. 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.

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. However, 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 are told. If there is 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 is 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 move behind something solid. 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 from 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 cannot outrun the wind, the way to get out of its path is to go sideways to

the direction that it is 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 were actually 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 are safer to handle) and put them where no one will touch them (ideally, sealed in a plastic bag like those in an office trashcan). 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 is 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 is 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 of 75 mph or greater; 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 or Vice President of Instruction in the absence of the President, upon notification that a storm threatens to hit the area. The campus will be closed within 8 hours of that notification. The Civil Defense Center has not designated buildings on this campus as shelters, and all persons must seek shelter elsewhere. (11/05/2018)

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 hurricane force winds. (11/05/2018) 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 off the floor and covering equipment are common remedies.(11/05/2018)

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.

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.

- Continuously communicate with the President and Director of Physical Plant regarding announcements during and after hurricane conditions.(11/05/2018)
- Contact local media with information on closing and re-opening of campus.
- Update social media outlets

Vice President of Financial and Administrative Services

- Communicate with President and advise on the College’s state of readiness.
- 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 implement hurricane defense measures as outlined in Hurricane Procedures section of this plan.
- Inventory and update food and water stores.
- Test all generators weekly during hurricane season.

Vice President of Instruction

- Decide and 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 implement hurricane defense measures as outlined in the Hurricane Procedures section of this plan, especially as it pertains to the evacuation of personnel.
- Maintain communications with Civil Defense Center and Alvin EMS.

Vice President of Student Services

- 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 key systems, 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. (11/05/2018)

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 Vice President 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 completed 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 chairs 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. The Chief of Campus Police announces the beginning of hurricane season and requests all departments review the Hurricane Defense Plan and departmental plan.
2. The Physical Plant commences pre-season preparations.
 - a. Check roofs of buildings for loose debris; insure drain heads are clear.
 - 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 1,250 mile range of Galveston as noted on Hurricane Tracking Map:

1. The Chief of Police directs 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 Vice President of Financial and Administrative Services.
2. Deans will contact departments and divisions.
3. 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 prepare to close College buildings and facilities and to move vehicles inside.
5. Library should have assistance in securing what they consider priority collections at this stage. (11/05/2018)
6. Backup of student records, library catalog, alumni records, and other relevant data should occur at this stage.
7. IT Services completes appropriate backup of data.

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 canceled.
4. Vice President of Instruction notifies department chairs to dismiss class.
5. Assistant to the President/Executive Director of Development notifies local media of campus closing, cancellation of classes. RAVE Emergency Alerts message is sent to notify faculty, staff, and students of cancellation.
6. Physical Plant Director initiates the College shutdown 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 and 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 blinds lowered.
 - e. All College vehicles that can be fueled at Building T are taken there for fueling, other are taken to local gas stations or convenience stores and fueled with the Voyager credit card and returned to Building T for storage (except police vehicles). (11/05/2018)
 - 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 are expected to check all classrooms and unplug all equipment (computers, projectors, printers etc.).
 - i. All personnel leave the College at completion of hurricane preparations. Be sure to check out with immediate supervisor. All supervisors and department chairs 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. 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 Vice President 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 for use 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 resume 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 Vice President of Financial and Administrative Services will contact all Building Contacts, supervisors, and department chairs 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 Vice President 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 resume 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. Assistant to the President/Executive Director of Development will coordinate communications with ACC students.

2. Members of the Emergency Response Team will utilize supervisors and department chairs, 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 RAVE Emergency Alerts system.
4. Department chairs, 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. The campus will be evacuated in the event a hurricane/tropical storm threatens the coastal area. The following plan outlines procedures and steps that will ensure the safety of the campus community.

Beginning of Hurricane Season, June 1

- Department Chairs review department action plans with employees (includes checklist of steps to take immediately before a storm).
- Department Chairs 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 cells
Flashlights

Attachment 8 - Campus Emergency Response Team

Name	Position	Office Extension	Cell	Home/Alternate
Christal Albrecht	President	3598	281-728-3384	281-726-3464
Wendy Del Bello	Assistant to the President/ Executive Director of Development	3597	832-794-9811	281-992-1653
Karl Stager	Vice President of Financial and Administrative Services	3595	409-761-0352	409-935-2762
Cindy Griffith	Vice President of Instruction	3602	832-259-0175	
Marilyn Dement	Vice President of Student Services	3518	832-452-7128	
Karen Edwards	Executive Director of Human Resources	3640	281-773-6529	
Jim Simpson	Executive Director/Dean, Continuing Education & Workforce Development	3791	904-316-6142	
Kelly Klimpt	Director of Information Technology	3539	713-530-2665	
Ike Hamrick	Chief of Campus Police	3700	281-813-2952	281-393-2627
Hameedah Majeed	Director of Physical Plant		713-550-0051	

Attachment 9 - Assessment Team / Building Contacts

Building	Name	Office Extension	Cell	Home/Alternate
A, 1 st floor	Deborah Kraft	3509	409-457-5788	
A, 2 nd floor				
B, 1 st floor	Jay Burton	3607	713.503.6864	
	Kevin Moody	3587	832-971-7141	
B, 2 nd floor	Dennis LaValley	3752	832-335-8813	
C, 1 st floor	Pat Dildy	3644	832-561-6046	
	Karen Edwards	3640	281-773-6529	
C, 2 nd floor				
D, 1 st floor	Jeanine Wilburn	3672	713-492-7721	
D, 2 nd floor	Susan Weatherford	3810		
E	Vicki Marvel	3682	832-385-0553	
F	Bonny Johnson	3692	281-212-7509	
G	Nancey Lobb	3734		
H	Leigh Davis	3806		
I	Dennis LaValley	3752	832-335-8813	
J	Physical Plant Employees	3676		
K	Mark Moss	3766	281-435-8497	
M	Brenda Briers	3809	409-948-9592	
N				
R	Physical Plant Employees	3676		
S, 1 st floor				
S, 2 nd floor	Dwight Rhodes	5669	713-879-5468	
T	Mike Vincent	3798	281-639-1600	

Attachment 10 – Other Contacts

Name	Position	Office Extension	Cell	Home/Alternate

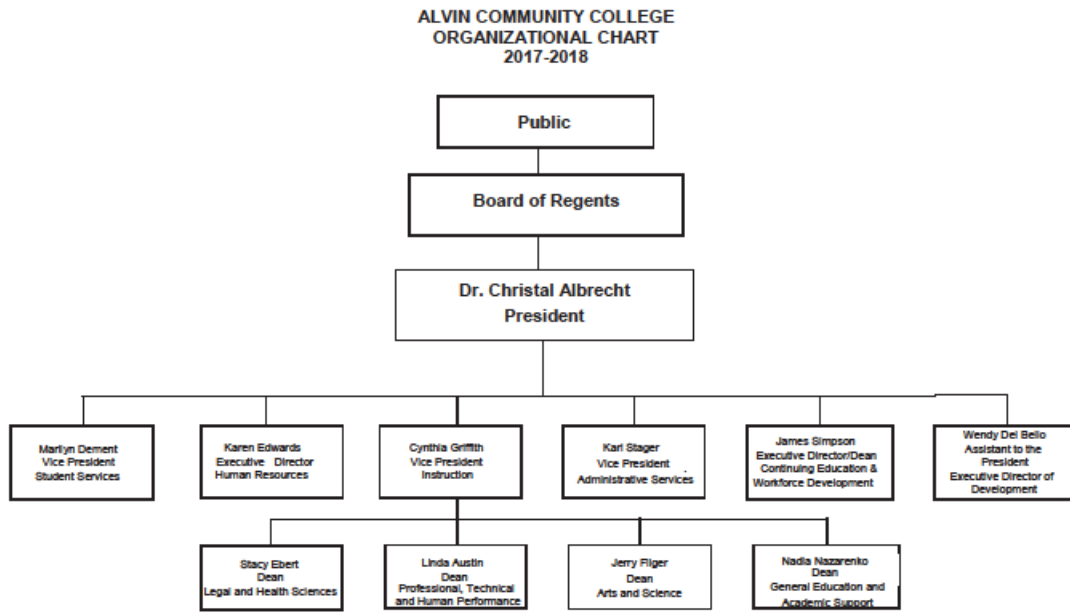
Attachment 11 - Sample Checklist

- _____ 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 power source.
- _____ Move items from desks, tables, etc. that are near windows or glass doors.
- _____ Cover work area with plastic sheeting.
- _____ Turn off all lights.
- _____ Close and lock all doors.

Turn in to Building Contact before leaving campus.

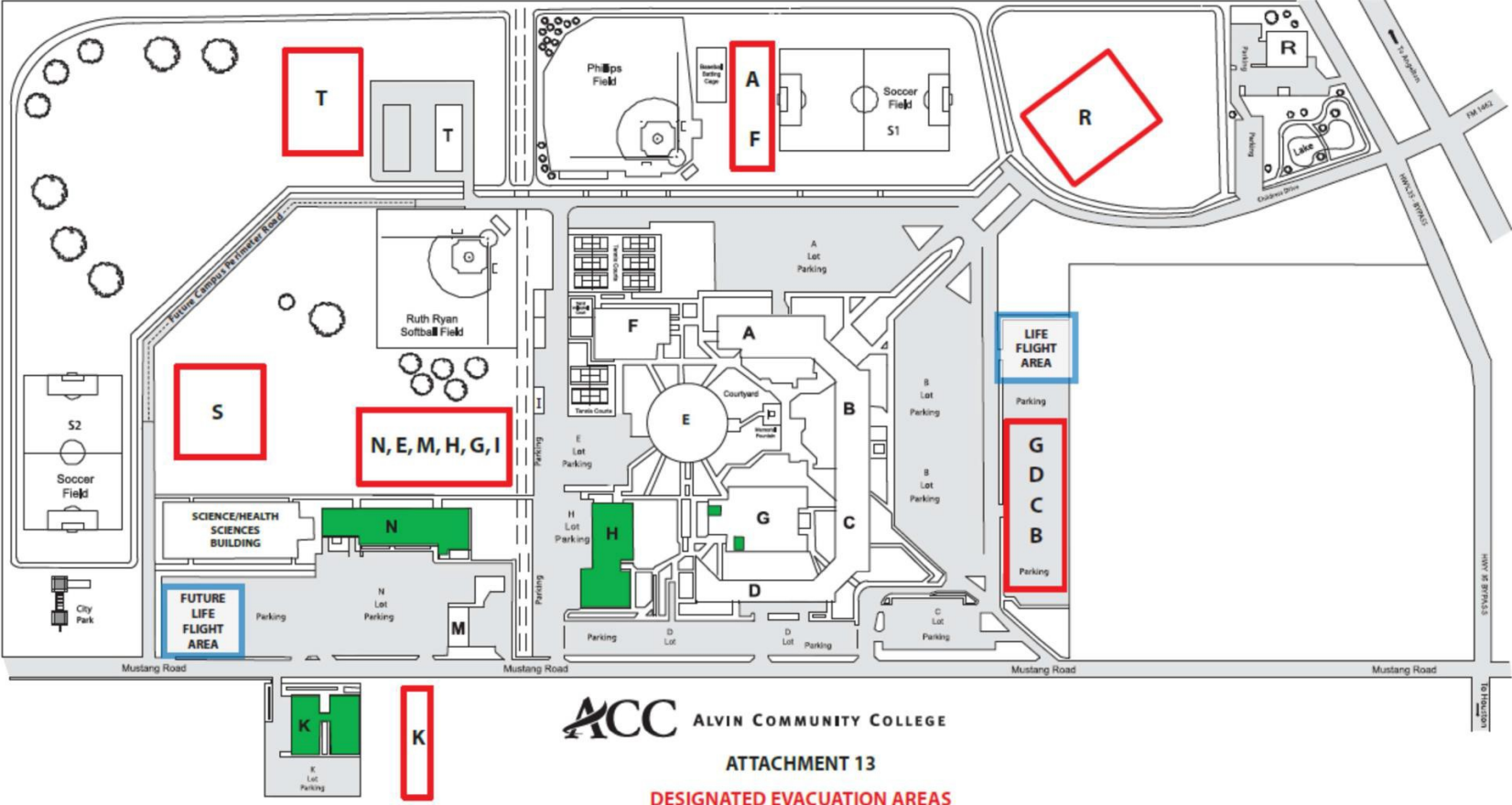
Name: _____ Position: _____ Phone: _____

Attachment 12 - Communications Chart



G:\Organization Chart ACC\Updated Org Chart 2018-19 (Updated 10.17.2018).docx

Attachment 13 - Designated Evacuation Areas

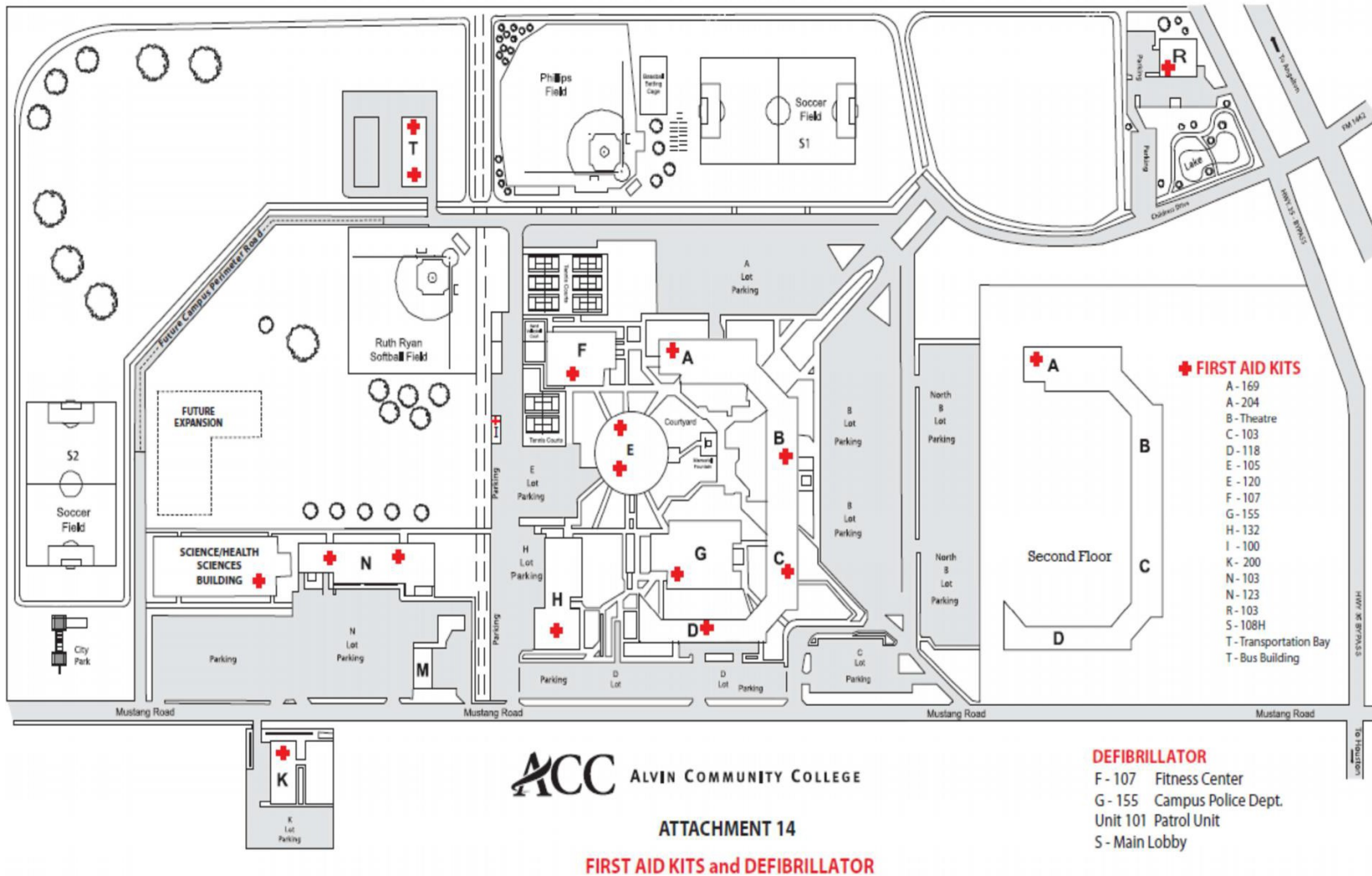


ACC ALVIN COMMUNITY COLLEGE

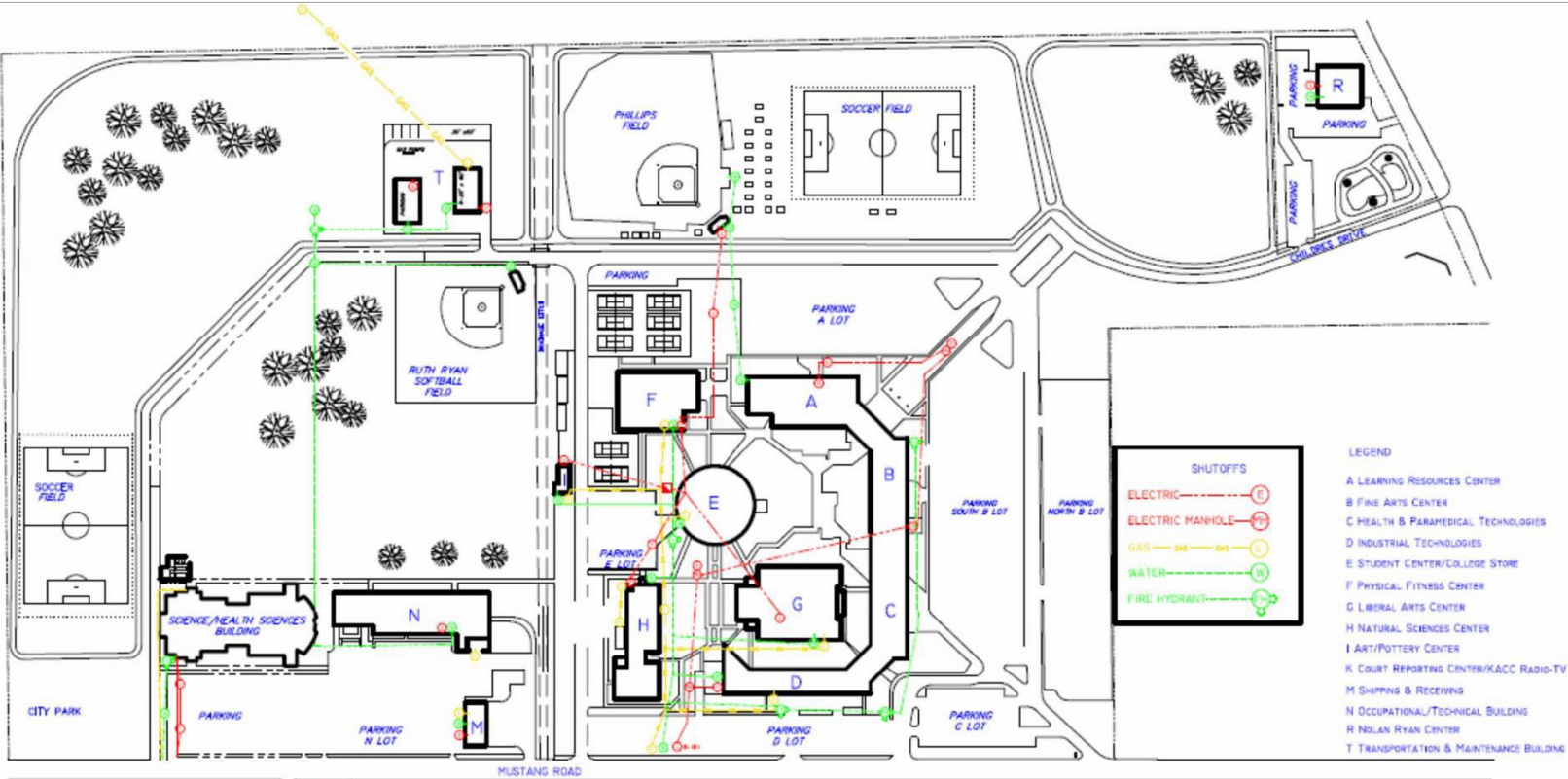
ATTACHMENT 13
DESIGNATED EVACUATION AREAS
 (Wind direction may alter)

DESIGNATED SAFE HAVENS

Attachment 14 - First Aid Kits and Defibrillator

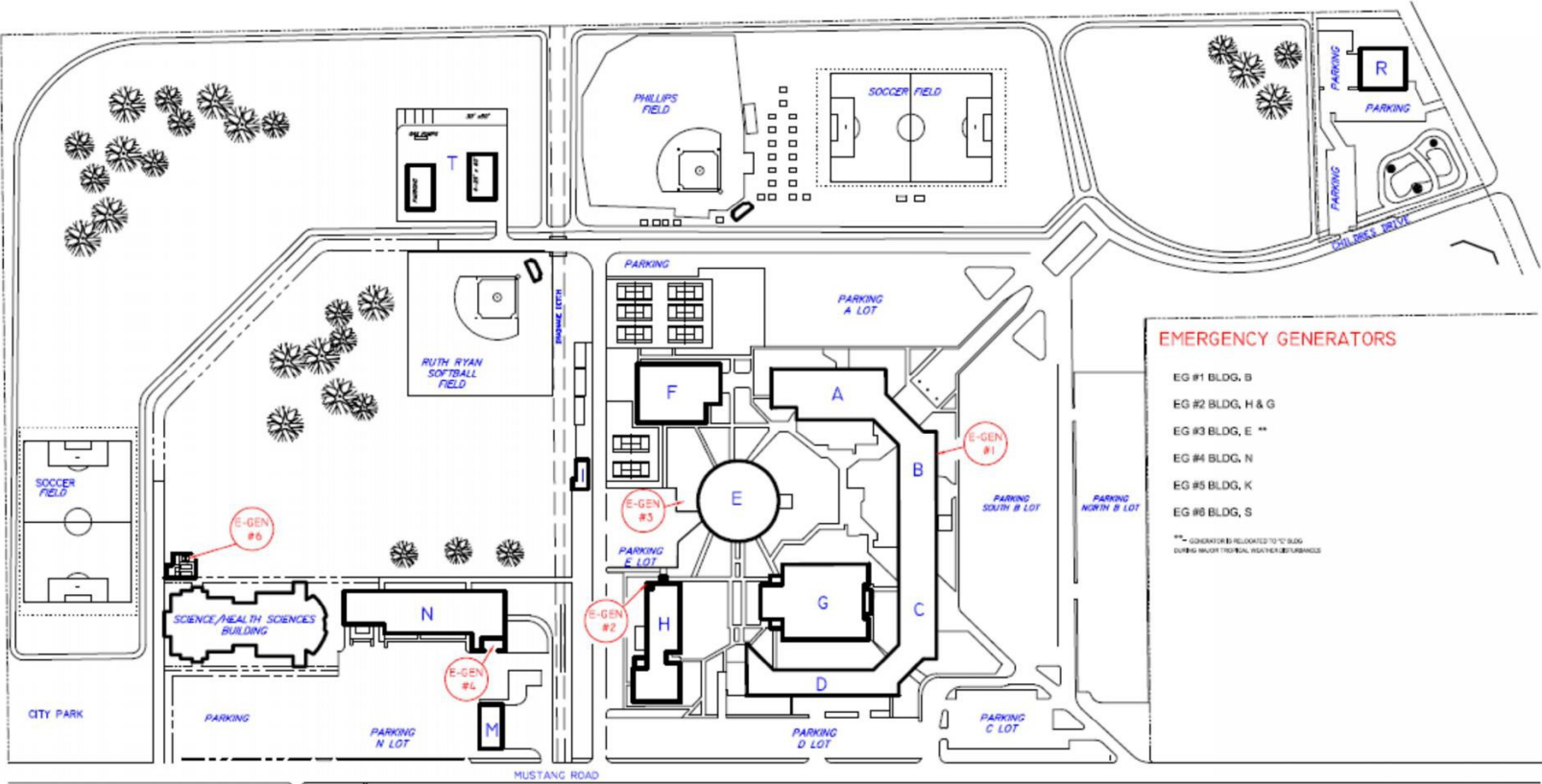


Attachment 15 - ACC - Controls/Shutoff Locations for Power, Gas & Water



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

Attachment 16 – Location of Emergency Generators



ACC ALVIN COMMUNITY COLLEGE

ATTACHMENT 17
LOCATION OF EMERGENCY GENERATORS