

Prepared by



**TEMPLE COLLEGE
Multi-hazard
Emergency Operations Plan**



09/22/2025

Security Statement

In accordance with the Texas Government Code 418.177 and Texas Government Code 418.181 this document contains information that is not subject to disclosure under Chapter 552, Government Code

JC Formal Adoption Statement

TEMPLE COLLEGE and its stakeholders expect that schools remain safe havens for education. However, TEMPLE COLLEGE cannot predict exactly when and where an emergency incident is going to happen. This unpredictability means that every campus, and all staff, must be prepared to ensure efficient and effective operations and response efforts for any emergency incident. Through emergency management, the college plan helps to ensure that TEMPLE COLLEGE continues to provide a safe, orderly learning environment for every student and every campus. TEMPLE COLLEGE emergency management process embraces state and federal standards and proven practice.

This plan is known as TEMPLE COLLEGE Multi-hazard Emergency Operations Plan (EOP). The plan and supporting documents provide the framework that outlines the college's intended approach to managing emergency incidents of all types and should not be regarded as a performance guarantee. It represents a conceptual framework for consistent and coordinated multi-agency response during a major event and is supported by collaboration, training, and exercise.

TEMPLE COLLEGE, President Dr. Christy Ponce is responsible for approving and ensuring the formal adoption of this plan, which supersedes and rescinds all previous TEMPLE COLLEGE emergency operation plans. It is designed for use alongside local, regional, state, and federal emergency management plans. The college EOP and related appendices, including individual campus emergency preparedness plans, are reviewed annually by all affected and impacted departments, and updated at least every three years on a schedule consistent with the College Audit Review as set forth in Texas Education Code Chapter 37.108 or as college policy changes dictate.

In the event that any portion of this EOP or supporting documents are held invalid by judicial or administrative review, such ruling shall not affect the validity of the remaining portions of the plan. The President may develop and distribute minor changes to this plan. Revisions and recertification will be signed by the President.

This Basic Plan is hereby approved for implementation and supersedes all previous versions.



President Signature

Dr- Christy Ponce

09/22/2025

President Name

Date (mm/dd/yyyy)

JC Record of Changes

Record of Changes and Annual Review

In accordance with Texas Education Code 37.108(a)(7), the President is responsible for ensuring the development, implementation, and promotion of this plan in conjunction with all local, state, regional, and federal emergency management, and Homeland Security planning guidance. Prior to the start of each school year, the college will complete a review of TEMPLE COLLEGE EOP to include updates to organizational and contact information, plan review, training, and exercise.

Record of Changes and Annual Review Table				
Change Number	Date of Change (mm/dd/yyyy)	Name of Person Updating or Reviewing	Title of Person Updating or Reviewing	Summary of Significant Changes and Annual Review
1	1/17/23	Jeremy Allamon	Building Project Manager	Added record of changes table.
2	1/17/23	Jeremy Allamon	Building Project Manager	Changed Temple Junior College to Temple College.
3	1/17/23	Jeremy Allamon	Building Project Manager	Safety & Security Committee updated to reflect current Administrative Regulation Committee listing.
4	1/17/23	Jeremy Allamon	Building Project Manager	Position of Associate Vice President Resource Management changed to Associate Vice President Finance and Human Resources.
5	1/17/23	Jeremy Allamon	Building Project Manager	Position of Vice President Educational Services changed to Provost.
6	1/17/23	Jeremy Allamon	Building Project Manager	Position of Director Marketing and Media Relations changed to Executive Director Strategic Communications and Outreach.
7	1/17/23	Jeremy Allamon	Building Project Manager	Annex - changed from Public Works to Physical Plant.
8	1/17/23	Jeremy Allamon	Building Project Manager	Position of Associate Vice President Health Professions changed to Division Directors of Health Professions.
9	1/17/23	Jeremy Allamon	Building Project Manager	Position of Director of the Temple College

				Foundation changed to Vice President Resource Development and External Relations
10	1/19/23	Jeremy Allamon	Building Project Manager	Added a Promulgation Statement.
11	1/19/23	Jeremy Allamon	Building Project Manager	Added a Record of Distribution table.
12	1/19/23	Jeremy Allamon	Building Project Manager	Added Texas Education Code 37.108 to I. Authority B. 2. State f.
13	1/19/23	Jeremy Allamon	Building Project Manager	Added Individuals with Disabilities or Access and Functional Need. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc. The college's policy for providing equal safety in an emergency for those with disabilities and individuals with access and functional needs are in accordance with Education Code 37.108(f)(4) to III. Situation, Assumptions, and Limitations A. Situation 5. a.
14	1/19/23	Jeremy Allamon	Building Project Manager	Added 1. Prevention. Prevention actions include activities to avoid an incident or to intervene to stop an incident from occurring and involves activities to protect lives and property to IV. Concept of Operations C. Phases of Management 1.
15	1/19/23	Jeremy Allamon	Building Project Manager	Changed V. Mitigation to V. Prevention and Mitigation.
16	1/25/23	Jeremy Allamon	Building Project Manager	Added the Emergency Operations Director will work with all of the departments of Temple College to continually update emergency operations and is

				responsible for ensuring the regular review and update of the Emergency Management Plan to X. Implementation.
17	1/26/23	Jeremy Allamon	Building Project Manager	Added In accordance with Texas Education Code 37.108, Temple College has measures in place to ensure coordination with the following agencies during an incident. Temple Fire Department, Temple Police Department, and Bell County Emergency Management. When possible, these agencies will also be included in drills, exercises, trainings, and after-action reviews to VI. Preparedness A. Master Emergency Management Plan 4. Coordination.
18	1/26/23	Jeremy Allamon	Building Project Manager	Added Maintaining vital records in coordination with the Director of Physical Plant and Division Director Information and Technology Services to VII. Response E. Incident Management System 5. Incident Management Functions m. Resource Support and Management viii.
19	1/26/23	Jeremy Allamon	Building Project Manager	Added Exhibit A. Temple College Hazard Analysis to the end of the document.
20	2/15/23	Jeremy Allamon	Building Project Manager	Added VI. Preparedness A. Master Emergency Plan 2. Responsibility c. At least once every three years, the Chief of Police will conduct a safety and security audit for all facilities and submit a safety and security report to the board of trustees.

21	2/16/23	Jeremy Allamon	Building Project Manager	Position of Division Director, Student and Enrollment Services changed to Associate Vice President Student Services & Enrollment Management
22	6/10/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Distribution of plan – removed section stating plan is available to all college personnel
23	6/10/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Changed wording from currency to thoroughness and compliance
24	6/18/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Changed dates
25	7/24/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Changed Chief of Police to Chief of Police/Director of Emergency Management
26	07/24/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Chief of Police/Director of Emergency Management will convene evaluation sessions
27	7/24/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Emergency Management Director changed from Vice President of Administrative Services to Chief of Police
28	7/24/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Line of Succession changed to Chief of Police/Director of Emergency Management, Police Lieutenant, Vice President of Administrative Services
29	7/24/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Post incident reviews to be convened by the Chief of Police/Director of Emergency Management
30	01/14/2025	Stella B. Green	Chief of Police/Director of Emergency Management	Chief of Police/Director of Emergency Management change
31	09/18/2025	Stella B. Green	Chief of Police/Director of Emergency Management	Changed dates
32	09/18/2025	Stella B. Green	Chief of Police/Director of Emergency Management	Chief of Police/Director of Emergency Management will convene evaluation sessions

33	09/18/2025	Stella B. Green	Chief of Police/Director of Emergency Management	Post incident reviews to be convened by the Chief of Police/Director of Emergency Management
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Record of Distribution

Updated versions of TEMPLE COLLEGE Basic Plan have been distributed to the following college members as well as responding and coordinating agencies identifying their receipt, review, and intent to use this EOP during an emergency incident.

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SECTION 1.0 – Purpose, Scope, and Objectives

A. Purpose

1. The purpose of this plan is to provide guidelines, procedures, and instructions for mitigating against, preparing for, responding to, and recovering from incidents that occur on College property, impact the operation of Temple College (the College), affect the College's employees or students, or result in requests from other agencies or organizations for assistance from the College.
2. The intent of this plan is to complement other plans and procedures of the State of Texas; Bell and Williamson Counties; the Cities of Temple, Taylor, and Hutto; and other public and private entities involved in emergency management activities in areas served by the College.
3. Nothing in this plan is intended to supersede or abrogate the provisions of any other plan, annex, or appendix.
4. Emergencies and disasters are unique occurrences that require specific actions dependent on the type, nature, and extent of the incident. Therefore, nothing in this plan is intended to restrict College personnel involved in the management of an incident from exercising flexibility based on professional judgment and the best available information.

B. Scope

1. The guidelines, procedures, and instructions set forth in this plan apply to all employees of the College while engaged in mitigation against, preparedness for, response to, and recovery from incidents that occur on College property, impact the operation of the College, affect College employees or students, or result in requests from other agencies or organizations for assistance from the College.
2. As an assigned additional duty, any College employee may be called upon at any time to assist with emergency management activities.

C. Design

The Temple College Emergency Management Plan consists of:

1. The Master Emergency Management Plan, an "all-hazards" document that:
 - a. Establishes the College's overall strategy for emergency management by addressing the general areas of mitigation, preparedness, response, and recovery;
 - b. Outlines the emergency management duties and responsibilities of organizational units and individuals;
 - c. Establishes a system for situation monitoring, increased readiness, notification of incidents, and response activation;
 - d. Defines systems and procedures to be used for Incident Command;
 - e. Establishes procedures for activating and operating a College Emergency Operations Center (EOC).
2. Functional Annexes that describe procedures to be followed during the performance of specific incident management functions.
3. Hazard-Specific Appendices that describe procedures to be followed during responses to incidents produced by hazards requiring modification of procedures defined by the Master Emergency Management Plan or the Functional Annexes.
4. Building Emergency Plans prepared by the Safety and Security Committee with input from divisions, departments, and programs to address problems or responsibilities arising out of unique characteristics of their facilities or operations.

Section 2.0 – Authority and Guidance

- A. This plan has been approved by the Board of Trustees of the Temple College District.
- B. The organizational and operational concepts set forth in this plan are promulgated under the authority of and in accordance with the following statutes, regulations, executive orders, and plans.
 - 1. Federal
 - a. Federal Civil Defense Act of 1950, PL 81-920, as amended;
 - b. The Disaster Relief Act of 1974, PL 93-288, as amended;
 - c. Comprehensive Environment Response Compensation and Liability Act of 1980, PL 96-510;
 - d. Superfund Amendments and Reauthorization Act of 1986, PL 99-499;
 - e. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, as amended;
 - f. Emergency Management and Assistance, 44 CFR;
 - g. Homeland Security Presidential Directive 5, Management of Domestic Incidents;
 - h. The National Response Framework, as amended.
 - 2. State
 - a. The Texas Disaster Act of 1975, Government Code, Chapter 418;
 - b. State of Emergency, Government Code, Chapter 433;
 - c. Emergency Management Assistance Compact, Health and Safety Code, Chapter 778;
 - d. Texas Emergency Management Council, Executive Order RP-01 or current version;
 - e. The State of Texas Emergency Management Plan.
 - f. Texas Education Code 37.108.

All actions and decisions outlined within this plan are guided by the principles set forth in the [National Response Framework](#) and the [Guide for Developing High-Quality School Emergency Operations Plans](#), ensuring a structured and compliant response to any emergency event.

In 2005, The governor of the State of Texas issued Executive Order RP 40, which mandates the adoption of the [National Incident Management System \(NIMS\)](#) as the “declared state standard for incident management.”

SECTION 3.0 – College Hazard Analysis

TEMPLE COLLEGE is an important part of the whole community and plays a responsible role in ensuring a safe, secure, and healthy environment for students, faculty, staff, and substitutes. TEMPLE COLLEGE maintains resources that not only support its daily educational mission but also recognizes that schools are resources when an emergency incident occurs.

A summary of potential hazards is outlined in Attachment 1: College Hazard Analysis. TEMPLE COLLEGE has used historical records and subjective estimates to determine criticality, which is a measure of event probability and the college’s ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property.

SECTION 4.0 – SITUATION OVERVIEW AND ASSUMPTIONS

A. Situation

- 1. Because of geographical location, proximity to highway traffic, and other risk factors, the College’s campus and off-campus centers are exposed to a variety of

hazards, some of which have the potential for disrupting the College community and causing widespread damage and casualties.

2. Possible natural hazards include, but are not limited to, tornadoes, floods, fires, winter storms, and hurricanes.
3. Because of proximity to the state capital and a major military installation, the threat of terrorism-related activities associated with chemical, biological, radiological, nuclear, explosive, or incendiary weapons exists.
4. Other emergencies could result from a hazardous materials release, major fire, major transportation accident, civil disorder, epidemic, or other unknown or unpredictable occurrence.
5. Individuals with Disabilities or Access and Functional Needs.
 - a. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc. The district's policy for providing equal safety in an emergency for those with disabilities and individuals with access and functional needs are in accordance with Education Code 37.108(f)(4).

B. Assumptions

1. Temple College will continue to be exposed to the hazards noted above, as well as to others that may develop in the future.
2. It is possible for an emergency to occur at any time and any place on or near College property. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many emergencies will occur with little or no warning.
3. Outside assistance will be available in most situations affecting the College. Although this plan defines procedures for coordinating such assistance, it is essential for the College to be prepared to carry out short-term incident management actions independently.
4. College personnel at all levels must constantly emphasize safety of students, employees, visitors, and the public and assume their responsibilities in the implementation of this plan.
5. Any College employee may be called upon at any time to assist with emergency management activities.
6. Implementation of these guidelines will reduce or prevent incident-related losses.

C. Limitations

1. It is the policy of the College that no guarantee is implied by this plan. Because College and local government assets and systems may be damaged, destroyed, or overwhelmed, the College can only endeavor to make responsible efforts to respond based on the situation, information, and resources available at the time.
2. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support the plan. Lack of funding may degrade the services envisioned under this plan.

D. Plan Organization

There are three components to TEMPLE COLLEGE EOP:

- Basic Plan
- Annex (Hazard Specific Annex and Functional Annex)
- Appendix
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Plan Organization Table	
Component	Description
Basic Plan	Describes TEMPLE COLLEGE emergency management organization and a system of coordination.
Annex	Functional Annex: Describes TEMPLE COLLEGE actions that are consistently taken during any emergency incident impacting the college. Hazard Specific Annex: Addresses how TEMPLE COLLEGE responds to specific types of emergency incidents and may be referenced by other annexes. Hazard annexes may be augmented by other supporting plans.
Appendix	Attached to an annex, TEMPLE COLLEGE provides a list of specific tasks that need to be accomplished before, during, and after an emergency incident.

E. JC Individuals with Access and Functional Needs

TEMPLE COLLEGE provides equal access to safety during emergency incidents, required drills, and the college approved exercises for students and college personnel with access and functional needs in accordance with Texas Education Code 37.108(f)(4) and 37.1086(a). Individuals with access and functional needs are persons who may have temporary or permanent additional needs in functional areas including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care, as well as students with an individualized education program or a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).

F. Facilities and Campuses

TEMPLE COLLEGE has a total of 1 campus (Main) with 4 satellite facilities (Hutto, Taylor, Texas Bio Institute-TBI and Rockdale). A master list of facility is available at the Administration Building A map of each facility annotated with evacuation routes, shelter locations, fire alarm pull stations, fire alarm control panel stations, fire standpipe connections, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, server rooms, mechanical rooms, electrical rooms, and utility shutoffs is included in the Facilities Access Management Annex.

The college's current enrollment is approximately 5400+ students. The college staff comprises approximately 540+ employees including college office staff, faculty, administrators, support staff, cafeteria staff, custodial staff, maintenance staff, and transportation staff.

TEMPLE COLLEGE Instructional Facilities <i>(real property that is used predominantly for teaching curriculum)</i> as of 09/01/2025				
Name of Facility	Street Address	City	State	Zip Code
TEMPLE COLLEGE - Main	2600 S. 1 st Street	Temple	TX	76504
TEMPLE COLLEGE - Hutto	1600 Innovation Blvd.	Hutto	TX	78634
TEMPLE COLLEGE - Taylor	516 N. Main St.	Taylor	TX	76574
TEMPLE COLLEGE - TBI	5701 Airport Rd.	Temple	TX	76502

TEMPLE COLLEGE - Rockdale		Rockdale	TX	76567
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G. (JC) Portable Building Safety

TEMPLE COLLEGE currently has NO portable buildings as defined in Texas Administrative Code 61.1036.

H. Resources

TEMPLE COLLEGE will use college owned resources to respond to emergency incidents. If these resources prove to be inadequate or exhausted, TEMPLE COLLEGE has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure the college has access to necessary resources during an emergency incident impacting the college.

TEMPLE COLLEGE has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure they have access to needed college resources during an emergency incident impacting the whole community.

A list of current agreements is found in Attachment 2: Formal Agreements. All current agreements can be obtained through TEMPLE COLLEGE legal office.

A. Assumptions

Planning requires a commonly accepted set of assumptions to provide a foundation for establishing emergency management protocols and procedures. The following assumptions identify what TEMPLE COLLEGE considers to be true in this EOP. Should an assumption prove to be false, this EOP will be modified accordingly.

- This EOP is intended to provide guidance but does not imply performance guarantees. TEMPLE COLLEGE may deviate from this plan, as necessary.
- Those college members, as well as responding and coordinating agencies listed in the Record of Distribution, acknowledge receipt, review, and intend to use this plan during an emergency incident.
- All facilities and campuses have created site-specific plans addressing their identified hazards.
- Students, faculty, staff, and substitutes are empowered to assess the seriousness of a situation and respond accordingly, which may prevent an emergency incident from occurring.
- An emergency incident such as a fire, gas leak, or hazardous material spill could occur without warning. Faculty, staff, and substitutes should not wait for directions from local response agencies before activating this EOP, thus protecting lives and property.
- Probable or developing conditions may result in leadership making the decision to delay or cancel events to avoid potential injury or loss of life if conditions should evolve into an emergency incident.

- Emergency incident management will be conducted in a manner consistent with the principles contained in the U.S. Department of Homeland Security National Incident Management System (NIMS) doctrine.
- TEMPLE COLLEGE is prepared to take initial response actions until help from responding agencies is available.
- Upon arrival, a member of a responding agency (law enforcement, fire, etc.) may assume the Incident Commander (IC) position or establish a Unified Command (UC) depending on the emergency incident.
- An intentional threat against the college will result in security and law enforcement response actions.
- A quick and appropriate response will reduce the number and severity of injuries.
- A large-scale emergency incident requires an effective and coordinated response between the college, whole community, and response agencies resulting in minimizing public concern; assisting in recovery efforts; and reducing the impact on students, faculty, staff, and substitutes.
- During an emergency incident, faculty, staff, and substitutes are expected to perform tasks beyond their daily duties.
- Utilities (water, electrical power, natural gas, telephones, radio systems, cell towers, information systems) may be interrupted due to an emergency incident.
- Buildings, major roads, overpasses, bridges, and local streets may be damaged. Individuals may become stranded on campus due to unsafe traveling conditions.
- TEMPLE COLLEGE will continue to be exposed to and subject to the impact of those hazards described in the hazard analysis as well as lesser hazards and others that may develop in the future.
- It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warnings to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- Emergency incidents may result in one or more of the following:
 - Damage or destruction to public and private property.
 - Damage or destruction to public and private records.
 - Displacement of people and families.
 - Disruption of local services (sanitation, emergency medical services, fire, and police).
 - Disruption of utilities (electric, gas, internet, telephone, and water) and daily life activities.
 - Impacts on the environment.
 - Injury or loss of life.
 - Shortages of temporary or permanent housing.
 - Social and economic disruption.
- Achieving and maintaining effective college, whole community, and individual preparedness is the primary mitigating factor against disasters and can reduce the immediate stress on the public and response organizations.

- Proper mitigation actions can prevent or reduce disaster related loss. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.
- The college formally adopted and implemented the National Incident Management System (NIMS).

Section 5.0 – Concept of Operations

A. Approach to Emergency Management

The Multi-Hazard Emergency Operations Plan (EOP) is based on an all-hazards approach and may be activated in its entirety or in part, based on the emergency incident and decisions of leadership.

Each facility and campus will develop and test emergency plans. Faculty, staff, and resources may be limited; however, some routine services and activities may be redirected or suspended to accomplish response and recovery efforts.

The President is responsible for emergency management planning for the college and may designate an individual to serve as the Emergency Management Coordinator who oversees emergency management efforts. The President may also identify individuals whose responsibilities are to support the college's emergency management.

B. Emergency Operations Organization

To direct all planned events and emergency incidents the college will implement the Incident Command System (ICS). ICS is the standardized approach used to support events and emergency operations by defining roles and responsibilities while establishing a system for formal decision making.

C. JC Emergency Training

To improve the college's readiness, TEMPLE COLLEGE conducts regular training with students, faculty, staff, and substitutes on the hazards identified in this EOP. Emergency training includes, but is not limited to, required emergency drills as well as college approved exercises to improve emergency incident coordination, operation, and response to mitigate emergency incident loss of life and damage to property.

1. **Drills:** A preparedness activity designed to train individuals to respond effectively during an incident when loss of life or property is at risk. Per Texas Education Code 37.114, Texas Administrative Code 103.1209, and state and federal best practices, every school year campuses shall schedule and complete required drills and evaluate the drill effectiveness. The Emergency Drill Table contains each legislatively mandated emergency drill with the definition and frequency in accordance with Texas Administrative Code 103.1209.

Emergency Drill Table

Definitions are found at [Texas Administration Code 103.1209](#).

Drill	Definition	Frequency
Secure	A response action schools take to secure (close, latch, and lock) the perimeter of school buildings and grounds during incidents that pose a threat or hazard outside of the school building. This type of drill uses the security of the physical facility to act as protection to deny entry.	One per school year.
Lockdown	A response action schools take to secure (close, latch, and lock) interior portions of school buildings and grounds during incidents that pose an immediate threat of violence inside the school. The primary objective is to quickly ensure all school students, staff, and visitors are secured away from immediate danger.	Two per school year (once per semester).
Evacuation	A response action schools take to quickly move students, faculty, substitutes, and staff from one place to another. The primary objective of an evacuation is to ensure that all individuals can quickly move away from the threat.	One per school year.
Shelter-in-place (for either severe weather or hazmat)	A response action schools take to quickly move students, staff, and visitors indoors, for an extended period of time, because it is safer inside the building than outside. For severe weather, depending on the type and/or threat level (watch versus warning), affected individuals may be required to move to rooms without windows on the lowest floor possible or to a weather shelter. Examples of a shelter-in-place for hazmat drill include train derailment with chemical release or smoke from a nearby fire.	One per school year for severe weather. One per school year for hazmat.
Fire evacuation	A method of practicing how a building would be vacated in a fire. The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible.	School colleges and open-enrollment charter schools should consult with the local authority having jurisdiction (e.g., fire marshal) and comply with its requirements and recommendations. If a college does not have a local authority, it shall conduct four per school year (two per semester).

2. Exercises: A preparedness training activity designed to practice and assess, in a more realistic setting, the actions of individuals responding to an incident when loss

of life or property are at risk. Per Texas Administration Code 103.1211(b), local education agencies (including school colleges and open-enrollment charter schools), are not required to conduct active threat exercises; however, should a college choose to conduct an active threat exercise, the college shall ensure the exercise meets requirements specified within Texas Education Code 37.1141.

D. JC Five Phases of Emergency Management

In compliance with Texas Education Code 37.108(a), this EOP addresses each of the five phases of emergency management, as defined by the Texas School Safety Center (TxSSC), in conjunction with the Governor's Office of Homeland Security, the Commissioner of Education, and the Commissioner of Higher Education.

In compliance with Texas Education Code 37.108(a), the college has identified the following actions for all phases of emergency management.

1. **Prevention:** Actions that include activities to avoid an emergency incident or to intervene to stop an emergency incident from occurring. Prevention involves activities to protect lives and property.

Prevention Actions Table
TEMPLE COLLEGE identified the following actions for the prevention phase of emergency management.
Follow procedures for Bullying Prevention according to Texas Education Code 37.0832(c).
Cyberbullying prevention includes faculty, staff, and substitute training with updated legislation and procedures.
Anonymous Incident and Bullying Reporting Online.
Pandemic virus and influenza sanitation measures include routine E-misting of buildings.
Building access control procedures including cameras and call in stations.
Student and staff ID system.
Visitor badging.
Conduct unauthorized Intruder Training.
Install vape and decibel detection devices on secondary campuses.
Update camera system.
Unannounced Intruder Detection Audits.
Complete a Safety and Security Audit for state accountability every three years and present the findings to the board of trustees as required.

- 2. Mitigation:** Actions that include activities to reduce the loss of life and property from natural, technological, and human-caused hazards by avoiding or lessening the impact of an emergency incident and providing value to the public by creating safer communities.

Mitigation Actions Table
TEMPLE COLLEGE identified the following actions for the mitigation phase of emergency management.
Implement structural changes to buildings, including shatterproof film at campus entrances.
Install barrier fencing around campuses.
Lock exterior doors with call in cameras.
Enclose vestibules.
Install weather and intruder resistant doors and keyless entries.
Ensure bracing and locking of chemical cabinets.
Check technological updates, including protected storage of college information.

- 3. Preparedness:** Actions that include a continuous cycle of planning, organization, training, equipping, exercising, evaluation, and taking corrective action to ensure effective coordination during emergency incident response.

Preparedness Actions Table
TEMPLE COLLEGE identified the following actions for the preparedness phase of emergency management.
Conduct drills scheduled in a professional development calendar and conducted by campus principals.
Participate in exercises with local law enforcement, public health authority, and other partner agencies.
Prepare classroom continuity of learning for campus and college level safety committees.
Monthly principal training for ongoing review of emergency response.
Conduct bi-annual training for all faculty, staff, and substitutes regarding emergency operations procedures.
Conduct bi-annual employee surveys.

- 4. Response:** Actions that include activities to address the short-term, direct effects of an emergency incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. The response actions include the execution of Multi-hazard Emergency Operations Plans.

Response Actions Table
TEMPLE COLLEGE identified the following actions for the response phase of emergency management.
Evacuate buildings.
Provide suicide prevention, grief-informed and trauma-informed care, CRASE actions, Stop the Bleed, CPR, and AED training.
Provide transportation resources when needed.
Nurse directs trauma stations with pre-identified roles, responsibilities, and mapped color-coded stations.
College police serve as the first responders employing partner agencies as appropriate.

- 5. Recovery:** Actions that include activities to address both short-term and long-term efforts for rebuilding and revitalization of affected communities.

Recovery Actions Table
TEMPLE COLLEGE identified the following actions for the recovery phase of emergency management.
Coordinate with the county government and partner agencies to assess readiness and time frame for recovery efforts.
Account for students and employees after a county evacuation and communicate college updates and plans.
Activate the Comprehensive Counseling Plan, along with outside agency support, for students and staff.
Provide crisis intervention and support with a trained crisis and grief counseling team.
Restore utilities.
Conduct facilities assessment and readiness evaluation.
Reopen the college with communication to local agencies and stakeholders.
Maintain required documentation of restoration and recovery activities, including Federal Emergency Management Agency (FEMA) documentation.

Debrief the emergency response measures and update any needed documentation, procedures, policies, etc..

E. JC Physical and Psychological Safety

The physical safety of students, faculty, staff, substitutes, and the whole community during an emergency incident is addressed throughout each annex. In addition to physical safety, TEMPLE COLLEGE EOP ensures provisions for supporting the psychological safety of students, faculty, staff, substitutes, and the whole community during the response and recovery phase following a disaster or emergency. These provisions are aligned with programs and research-based practices in accordance with Texas Education Code 37.108 and in alignment with Texas Education Code 38.351.

This EOP, in compliance with Texas Education Code 37.108(f)(6)(B), includes strategies for ensuring any required professional development training for suicide prevention and grief-informed and trauma-informed care is provided to appropriate school personnel. For additional information regarding physical and psychological safety, refer to the Psychological Resilience Annex.

Off-Campus Facilities

1. The directors of off-campus facilities are responsible for providing executive advice to the IC and executive management of the emergency response process at their facilities until relieved by the Chief of Police/Director of Emergency Management, the Chief Executive Officer, or their designee.
2. The directors of off-campus facilities will designate a College employee as Center Duty Officer to represent them on-site when they are absent from the facility or when their facilities are in use at times other than normal business hours.
3. If an incident requiring activation of the response phase of this plan occurs at an off-campus facility when the director is absent or when the facility is in use outside of normal business hours, the Center Duty Officer will be responsible for:
 - a. Notifying appropriate local emergency services organizations if they have not already been called;
 - b. Ensuring the Campus Police are notified of the incident;
 - c. Ensuring orderly evacuation if required by the incident;
 - d. Ensuring personnel accountability before employees and students are permitted to leave the area;
 - e. Coordinating with local officials until relieved.
4. During an incident at an off-campus facility, Center Duty Officers will have authority to direct and control the actions of all Temple College employees and students.

SECTION 6.0 – Assignment of Responsibilities

This section provides an overview of the responsibilities of college personnel during each phase of emergency management. Personnel should act to respond to and manage an emergency incident until response agencies arrive. TEMPLE COLLEGE acknowledges the primary responsibility for response efforts and will assign an individual with the most relevant subject matter expertise to manage specific emergency incidents.

Roles and responsibilities are identified in the Roles and Responsibilities for Emergency Management Phases Table.

Roles and Responsibilities for Emergency Management Phases Table	
Prevention Phase	
Responsible Role	Actions and Responsibilities
President	Assume responsibility for emergency management planning.
	Identify individuals whose responsibilities are to support emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the college's EOP.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.
Chief of Police/Director of Emergency Management	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the college has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Nurses	Organize first aid and medical supplies.

Mitigation Phase	
Responsible Role	Actions and Responsibilities
President	Assume responsibility for emergency management planning.

	Identify individuals whose responsibilities are to support emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the college's emergency management.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency preparedness.
Chief of Police/Director of Emergency Management	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the college has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Nurses	Organize first aid and medical supplies.

Preparedness Phase	
Responsible Role	Actions and Responsibilities
President	Assume responsibility for emergency management planning.
	May designate an individual to serve as the emergency management coordinator who oversees emergency management.
	Identify individuals whose responsibilities are to support emergency management.
	Approve and ensure formal adoption of the Multi-hazard Emergency Operations Plan (EOP).
	Approve all significant changes to this EOP.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the college's emergency management.
	Establish a line of succession for decision making during an emergency incident.
	Ensure this EOP is reviewed annually.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.

	Participate in drills, exercises, and trainings.
Chief of Police/Director of Emergency Management	Develop campus site-specific emergency operation plans.
	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Nurse(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Teachers	Participate in drills, exercises, and trainings.
Public Information Officer (PIO)	Create and maintain an updated media roster with contact information for local media outlets listed in the Emergency Communications Annex.
	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in drills, exercises, and trainings.
School Safety and Security Committee	Participate in development and implementation of emergency plans addressing the specific needs for each facility and campus.
	Provide the board of trustees and administration with recommendations to update the EOP according to the best practices identified by the Texas Education Agency (TEA), the Texas School Safety Center (TxSSC), or an individual in the Registry maintained by the TxSSC.
	Provide information required to complete the safety and security audit, audit report, or others reports submitted to the TxSSC.
	Ensure a Safety and Security Audit has been conducted for all facilities at least once every three years, in compliance with Texas Education Code 37.108(b).
	Ensure a Safety and Security Audit Report is submitted to the board of trustees.

Preparedness Phase	
Responsible Role	Actions and Responsibilities
School Safety and Security Committee (continued)	Review reports submitted to the TxSSC to ensure accuracy, completion, and criteria established regarding all college facilities.
	Consult with local law enforcement agencies for increased presence near campuses.
	Ensure bleeding control stations are present and easily accessible.

	Meet as required by Texas Education Code 37.109(c).
	Attend Psychological First Aid Training.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Transportation Department	Participate in drills, exercises, and trainings
Maintenance Department	Develop plans for surveys and report on the condition of buildings.
	Participate in drills, exercises, and trainings.
Food Service Department	Develop plans for inventorying existing food and supplies.
	Participate in drills, exercises, and trainings.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the college has access to required resources.
	Participate in drills, exercises, and trainings.

Response Phase	
Responsible Role	Actions and Responsibilities
President	Activate this EOP, in part or in whole, to provide for an effective response to an emergency incident.
	Provide policy and strategic guidance.
	Ensure adequate resources are available.
	Establish a line of succession for making college decisions during an emergency incident.
	Assign a college representative, with decision-making authority, to the Emergency Operations Center (EOC) to support and coordinate college activities during the whole community response to an emergency incident.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the college's emergency management.
	Advise the board of trustees on emergency incidents and provide reports as needed.
Chief of Police/Director of Emergency Management	Take steps to ensure overall safety of students, faculty, staff, and substitutes.
	Assume responsibility for the emergency management response on their campus.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Assist with the reunification of students with parents or guardians.

Nurse(s)	Administer first aid or emergency treatment, as needed.
	Supervise those trained to provide first aid to others.
Teachers	Remain with students until directed otherwise.
	Take attendance of their class when relocating to a safe location.
Public Information Officer (PIO)	Assume responsibility as the official spokesperson for the college during an emergency incident.
Policy Committee	Keep elected officials and other executives informed of situations and decisions.
Transportation Department	Develop plans to recall bus drivers.
	Develop plans to adjust bus routes.
Maintenance Department	Develop plans for surveys, and report on the condition of buildings.
Food Service Department	Develop plans for inventorying existing food and supplies.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the college has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.

Recovery Phase	
Responsible Role	Actions and Responsibilities
President	Advise the board of trustees on emergency incidents and provide reports as needed.
	Participate in after-action reviews.
Chief of Police/Director of Emergency Management	Take steps to ensure overall safety of students, faculty, staff, and substitutes.
	Assume responsibility for the emergency management response on their campus.
	Participate in after-action reviews.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Nurse(s)	Organize first aid and medical supplies.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Teachers	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Public Information Officer (PIO)	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in after-action reviews.
Policy Committee	Inform elected officials and other executives of situations and decisions.

Transportation Department	Ensure condition of transportation buildings, buses, and drivers.
	Adjust bus routes.
Maintenance Department	Develop plans for surveys, and report on the condition of buildings.
	Participate in after-action reviews.
Food Service Department	Develop plans for inventorying existing food and supplies.
	Participate in after-action reviews.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the college has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
	Participate in after-action reviews.

SECTION 7.0 – Direction and Control

A. General Information

Direction refers to the guidance, leadership, and decision-making that are provided to the incident management team. Direction sets priorities, establishes objectives, and ensures resources are allocated appropriately. It involves making strategic decisions based on situational awareness, ensuring that the response remains focused on achieving the incident's objectives.

Control refers to the process of monitoring and managing the execution of the incident response. It ensures that the response is being carried out as planned and within established parameters. This includes overseeing the performance of all involved parties, assessing progress, and adjusting tactics or resources as necessary to meet objectives.

The President will provide guidance for the direction and control of an emergency incident. The college should implement the **Incident Command System (ICS)** to manage the emergency incident:

1. The first ICS trained individual to arrive at the emergency incident scene will serve as the Incident Commander (IC) until relieved by the appropriate responding agency.
2. The IC will have the ability to expand or contract the ICS structure as necessary during the emergency incident.
3. The ICS structure is the college organization that will be used involving all emergency incidents on college property.
4. The IC will establish an Incident Command Post (ICP), assign individuals to fill positions to effectively respond to the emergency incident, direct the on-scene response from the ICP, and provide an assessment of the situation (situation report, etc.) to college officials and responding agencies.
5. When an emergency incident expands beyond the college's response capabilities, multiple agencies may respond bringing with them their own IC. As a result, the college IC, and all other agency ICs, come together under a Unified Command (UC) to make collaborative decisions and coordinate an effective response.
6. If the first IC is a college employee, that individual will be prepared to become a member of the UC and represent the college.

If an emergency incident impacts the whole community, the local office of emergency management may activate their **Emergency Operations Centers (EOCs)** to manage the response efforts. Upon request, a college representative with decision-making authority may support the EOC to support and coordinate college activities.

Lines of Succession

1. In this plan the phrase "Chief Executive Officer" refers to the President or to an employee who is acting as Chief Executive Officer pursuant to the following line of succession.
2. The line of succession for Chief Executive Officer is:
 - a. President;
 - b. Provost;
 - c. Vice President of Administrative Services;

- d. Vice President of Workforce Development;
- e. Vice President of Resource Development and External Relations
- f. Associate Vice President, Finance and Human Resources.
- g. Associate Vice President, Student Services and Enrollment Management
- h. Associate Vice President, Chief of Operations, East Williamson County Centers
3. In this plan the phrase “Emergency Management Director” refers to the Chief of Police/Director of Emergency Management or to an employee who is acting as Emergency Management Director pursuant to the following line of succession.
4. The line of succession for Emergency Management Director is:
 - a. Chief of Police/Director of Emergency Management
 - b. Lieutenant of Police
 - c. Vice President Administrative Services;
 - d. Provost;
 - e. The Associate Vice Presidents in the order designated in writing by the President.
5. Succession to the role of Chief Executive Officer takes precedence over succession to the role of Emergency Management Director.
6. Each division, department, and program will designate, in writing, a line of succession.

B. JC Agency Coordination

In accordance with Texas Education Code 37.108(a)(5), TEMPLE COLLEGE has measures in place to ensure coordination with the Department of State Health Services (DSHS), local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency. When possible, these agencies will also be included in college drills, exercises, trainings, and after-action reviews.

Response Agencies		
Agency	Agency Point of Contact	Phone Number
Texas Department of State Health Services (DSHS)		254-778-6744
Local Health Department	Dr. John Midturi	254-532-9800
Law Enforcement Agency(s):		
Sheriff's Office	Sheriff Bill Cooke	254-933-5412
Constable (Prec. 3)	Devin Rosenthal	254-770-6808
Temple Police Department	Deputy Chief Allen Teston	254-298-5000
Department of Public Safety	Sgt. Galyean	254-759-7169
Campus Police	Chief Stella B. Green	254-298-8911
Local Fire Department (City or County)	Mitch Randles	254-298-5682
Local Office of Emergency Management (OEM)	Bob Reinhard	254-933-5518

SECTION 8.0 – Public Information Officer

The college Public Information Officer (PIO) is the official spokesperson for the college. The PIO maintains an updated media roster that contains the contact information for each local media outlet listed in the Communications Annex. The PIO is responsible for delivering accurate messages in a timely and professional manner.

The PIOs additional responsibilities include, but are not limited to:

- Develop accurate, accessible, and timely information for use in press and media briefings or dissemination via social media.
- Monitor information from traditional and social media that is useful for incident planning and forwards it as appropriate.
- Understand any limits on information release.
- Obtain the Incident Commander's approval of news releases.
- Conduct media briefings.
- Arrange for tours and other interviews or briefings.
- Create information about the incident available to incident personnel.
- Participate in planning meetings.
- Identify and implement rumor control methods.

SECTION 9.0 – Administration and Support

A. Purchasing

TEMPLE COLLEGE follows established purchasing policies to include, but not limited to:

- Overseeing all financial activities during an emergency incident, including purchasing resources.
- Arranging contracts for services.
- Tracking all hazard related expenses.
- Timekeeping for personnel.
- Verifying compliance with applicable laws and policies for financial coding.
- Submitting forms for reimbursement.
- Preserving all emergency incident-related documentation.

TEMPLE COLLEGE is a political subdivision of the State of Texas and operates under specific legal requirements for the procurement of goods and services. The college is a tax-exempt entity and will supply tax-exempt verification upon request. The purchasing process is outlined in a separate college document titled, "Purchase Order."

B. Reporting

Situational reports will be completed daily and distributed by members of the Incident Command Post (ICP) and, as requested, by the Incident Commander (IC) during the emergency incident <https://training.fema.gov/emiweb/is/icsresource/icsforms/>.

Federal Emergency Management Agency Incident Command System (ICS) Form Table		
Form Number	Type	Description
ICS Form 213	General Message	The ICS structure ensures that communication is streamlined and that important messages are easily tracked and recorded during emergency incident response effort.
ICS Form 214	Activity Log	Incident personnel ensure that every action is documented, helping maintain a clear, accurate record of the response and supporting overall emergency incident management.

C. Recordkeeping

The President should ensure all applicable records for emergency management operations are obtainable, and that duplicate records are held at alternate locations.

1. The following records may be kept during an emergency incident and retained in the manner described in the college's record management policy such as:
 - a. Records related to purchases.
 - b. Activation, deactivation, or significant changes of emergency incident policies, procedures, resources, services, and personnel.
 - c. Long-term resources or requests for additional resources through formal agreements or contracts.
2. Records can be easily damaged during an emergency incident. Efforts may be made to protect records to resume daily operations. These records include, but are not limited to, legal documents, student files, and faculty and staff files.
3. Essential records are for responding to an emergency or disaster; necessary to resume or continue operations; protect the health, safety, property, and rights of residents and citizens; require a significant number of resources to reconstruct; and document the history of communities and families. The essential functions of your organization determine what records are essential.

SECTION 10.0 – Development and Maintenance Process

The following process has been established to ensure this Multi-hazard Emergency Operations Plan (EOP) is continuously developed and maintained to provide guidance during all phases of emergency management.

- After-action reviews (AARs) may be conducted by the college following every drill, exercise, planned event, and emergency incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or emergency incident; and becomes a catalyst for updating the current EOP. An improvement plan (IP) should follow an AAR and is used to ensure corrective actions are continually monitored and implemented as part of improving preparedness.

- The current EOP will be reviewed annually by the Safety and Security Committee, response agencies, and internal and external stakeholders having roles and responsibilities mentioned in this EOP. This annual review has been completed by the President. This review process also includes AAR feedback captured from the previous annual review.
- Once the annual review has been completed, minor edits (grammar or spelling changes) require no notification to stakeholders. Significant changes (changes in guidelines, roles, or responsibilities) will be tracked in an updated version of this EOP and distributed to all relevant stakeholders for a period of review and comment.
- At the end of the review and comment period all significant changes will be recorded in the **Record of Changes and Annual Review Table**. The Record of Changes and Annual Review Table verifies the EOP has been reviewed annually. The terms “Review,” “Revise,” or “Update” may be used when annotating the summary of significant changes. The word “annual” may be used if no significant changes were made to the current EOP annual reviews.
- The annually updated EOP will be forwarded to the President for the Superintendent’s or President’s pen and ink or digital certificate-based signature with the day, month, and year on the Formal Adoption Statement.
- The Record of Distribution indicates who receives each version of this EOP. Specifically, the Record of Distribution is updated to identify the receipt, review, and intent to use this EOP during an emergency incident by internal and external stakeholders responsible for assisting the college during all phases of emergency management.

SECTION 11.0 – Explanation of Terms

A. Acronyms

AAR	After-Action Review
AED	Automated External Defibrillator
DSHS	Texas Department of State Health Services
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Multi-hazard Emergency Operations Plan
ESC	Education Service Center
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
NIMS	National Incident Management System
PIO	Public Information Officer
TDEM	Texas Division of Emergency Management
TEA	Texas Education Agency
TxDPS	Texas Department of Public Safety
TxSSC	Texas School Safety Center
UC	Unified Command

B. Definitions

Access and Functional Needs: Temporary or permanent additional needs in functional areas including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care, as well as students with an individualized education program or a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).

Actions: Critical activities that need to be accomplished during all phases of emergency management.

Agreements: Consist of contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements between the college, responding agencies, and whole community organizations to ensure resources are available during an emergency incident.

Chain of Command: The line of authority and responsibility.

Contracts: Legally binding agreements between parties obligating one to provide goods or services for consideration or payment.

Coordinating Agencies: The collaboration between different agencies to address emergency incident concerns or challenges.

Donations Management: The coordination processes used to support the state in ensuring the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support emergency incidents.

Safety and Security Committee: A collaborative team of individuals that is responsible for developing, reviewing, and updating the college's Multi-hazard Emergency Operations Plan (EOP).

Hazard: A situation that has the potential to adversely impact the safety of individuals or cause damage to property.

Human-Caused Hazard: An adversarial hazard (active shooter, vehicle ramming, etc.).

Incident: A situation that adversely impacts the safety of individuals or causes damage to property.

Incident Action Plan: A document that is prepared after the first 24 hours of an emergency incident that identifies the goals and objectives that need to be accomplished during a stated time period.

Incident Command Post: The location where emergency incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the emergency incident is accomplished.

Incident Command System: The standardized approach globally used during an emergency incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

Improvement Plan: Dynamic documents, with corrective actions continually monitored and implemented as part of improving preparedness.

Junior College: A higher education institution that is also referred to as a "public junior college" in Texas Education Code.

Interlocal Agreement: Written formal agreements between two governmental entities made in accordance with Texas Government Code Title 7, Chapter 791, that are often binding and include performance expectations. These agreements essentially act like contracts between government entities.

Incident Commander: The individual who has overall responsibility for managing the response to the emergency incident.

Memoranda of Understanding: An MOU is recognized as binding; however, a legal claim cannot be based on the document. It should be customized to the capability or resources for which the agreement is developed. It formalizes the commitment of one college, agency, or organization to another and defines the responsibilities of the parties, the scope and authority of the agreement, as well as the terms and timelines. The assistance is approved by leadership.

Mutual Aid Agreement: A formal written agreement between the college and another government entity that commits the participating parties to a mutually beneficial, cooperative agreement based on principles of contract law that support protecting lives and property. In most circumstances, participating parties provide resources, materials, or services during emergency incidents with the idea that there will be a future reciprocal exchange of comparable value, if required.

National Incident Management System: A set of principles used by agencies across the Nation to coordinate and work effectively during all phases of emergency management to reduce the loss of life or property.

Natural Hazard: A hazard caused by an act of nature (tornado, earthquake, etc.).

President: The highest-ranking executive officer of a junior college.

Resources: Includes personnel, equipment, supplies, and facilities available to be used during an emergency incident.

Superintendent: The educational leader and the chief executive officer of the school college

Technological Hazard: A hazard caused by an accident or the failures of systems or structures (major utility loss, train derailment, etc.).

Texas Division of Emergency Management: Coordinates the state emergency management program, which is intended to ensure the state, and its local governments respond to and recover from emergencies and disasters. They implement plans and programs to help prevent or lessen the impact of emergencies and disasters.

Unified Command: Similar to the Incident Command; however, now two or more individuals, with authority in different agencies, join to create one leadership role that has overall responsibility for managing the response to the emergency incident.

Whole Community: Also known as whole community approach, a means by which residents, emergency management practitioners, organizational and community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests.

SECTION 12.0 – Attachments

JC Attachment 1: College Hazard Analysis

TEMPLE COLLEGE has used historical records and subjective estimates to determine criticality, which is a measure of event probability and the college's ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property for natural hazards, technological hazards, and human-caused hazards.

The College Hazard Analysis Tool provides a numerical score for college identified hazards utilizing:

- Readiness Time
- Probability
- Health and Life Safety
- Impact to Property
- Impact or Duration to College Continuity of Operations

The total score allows the college to evaluate, emphasize, and address gaps specific to the college.

Exhibit A.				
Temple College District Hazard Analysis				
	Likelihood of Occurrence	Estimated Impact on Public Health	Estimated Impact on Property	Overall Threat Value
	Likely, Occasional, Unlikely	Major, Moderate, Limited	Major, Moderate, Limited	1 Low, 2 Moderate, 3 High
Hazard:				
Active Shooter (Attacker)	Unlikely	Major	Moderate	2
Animal Threat (Wild or Domestic)	Unlikely	Limited	Limited	1
Aircraft Crash	Unlikely	Major	Major	2
Bomb Threat or Actual Bomb	Unlikely	Major	Major	2
Chemical Release	Unlikely	Major	Limited	2
Civil Disorder/Demonstration	Unlikely	Moderate	Moderate	2
Communicable Disease (Pandemic Disease Outbreak)	Occasional	Major	Limited	2
Cyber Attack/Ransomware	Occasional	Limited	Limited	1

Drought	Likely	Limited	Moderate	2
Earthquake	Unlikely	Limited	Limited	1
Explosion on Or Near Campus	Unlikely	Major	Major	2
Fire on or Near Campus	Unlikely	Moderate	Major	2
Flooding	Likely	Limited	Moderate	2
Highway Accident/HAZMAT	Occasional	Moderate	Moderate	2
Hostage Situation	Unlikely	Limited	Limited	1
Hurricane/Tropical Storm	Occasional	Limited	Moderate	2
Missing Person	Unlikely	Limited	Limited	1
Thunderstorm	Likely	Limited	Moderate	2
Terrorism Threat	Unlikely	Major	Moderate	2
Tornado	Occasional	Major	Major	3
Train Derailment	Unlikely	Moderate	Moderate	2
Utility Interruption/Loss: Electricity, Gas, Water, Sewage, Garbage Removal, Phone, Internet	Likely	Moderate	Moderate	2
Violent/Criminal Behavior	Occasional	Limited	Limited	1
Winter Weather	Occasional	Limited	Moderate	2

Exhibit B. Increased Readiness Conditions

If a developing situation appears to require advance preparations to protect life or property or to facilitate implementation of the response phase of this plan, any of the following Increased Readiness Conditions may be directed by:

- i. Senior campus police officer on duty;
- ii. Chief of Police/Director of Emergency Management;
- iii. Director of Physical Plant;
- iv. Administrator on Call;
- v. Chief Executive Officer.

A. Condition Green

- i. A situation that requires a higher degree of readiness that normally is present.
- ii. Situations requiring Condition Green could include, but are not limited to:
 - a) Onset of particular hazard vulnerability seasons such as tornado season or hurricane season;
 - b) The potential for local civil unrest;
 - c) An increase in international tensions.
- iii. Personnel should review plans and check supplies and equipment.

B. Condition Yellow

- i. A situation that presents a greater potential threat than Condition Green, but poses no immediate threat to life and property.
- ii. Conditions requiring Condition Yellow could include, but are not limited to:
 - a) Tornado watches;
 - b) Hurricane watches;

- c) Winter storm watches;
 - d) Small-scale civil unrest;
 - e) Notification from the Centers for Disease Control and Prevention, the Department of State Health Services, or the County Health District that an epidemic or pandemic outbreak of a communicable disease has occurred but is not yet affecting the College's service area;
 - f) Deterioration of the international situation to the point that enemy attack is possible.
- iii. Declaration of Condition Yellow will place the Campus Police, designated Maintenance Department personnel, and other personnel designated by the Chief of Police/Director of Emergency Management on 24-hour alert status.

C. Condition Orange

- i. A situation involving hazardous conditions that pose immediate potential for loss of life or extensive property damage.
- ii. Situations requiring Condition Orange could include, but are not limited to:
 - a) Tornado warnings;
 - b) Hurricane warnings;
 - c) Winter storm warnings;
 - d) Large-scale civil unrest;
 - e) Notification from the Centers for Disease Control and Prevention, the Department of State Health Services, or the County Health District that an epidemic or pandemic outbreak of a communicable disease has occurred and is affecting the College's service area;
 - f) Deterioration of the international situation to the point where enemy attack is probable.
- iii. Declaration of Condition Orange will require general warning of employees, students, and visitors using the campus alerting system.
- iv. The Campus Police, the Maintenance Department, and all supervisory personnel will be placed on 24-hour alert status.
- v. The College EOC may be activated.

D. Condition Red

- i. A situation in which hazardous conditions are imminent.
- ii. Situations requiring Condition Red could include, but are not limited to:
 - a) Sighting of a tornado near College facilities;
 - b) Wide-spread flooding;
 - c) Civil disorder precipitating large-scale violence;
 - d) An epidemic or pandemic outbreak of a communicable disease that affects a large portion of the College community or the general population within the College's service area;
 - e) An imminent enemy attack.
- iii. Declaration of Condition Red will require general warning of employees and students using the campus alerting system.
- iv. Declaration of Condition Red will require immediate action be taken to protect employees, students, and visitors.
- v. The College EOC will be activated.
- vi. Non-essential services may be suspended.

Attachment 2: Formal Agreements

A. Resources and Services Needed by the College

The college has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure the college has access to needed resources, goods, services, and personnel during an emergency incident impacting the college.

College Resource and Service Table		
Agency	Type of Agreement	Resource(s)

B. Resources and Services Needed by Agencies

The college has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies (volunteer organizations, non-government organizations (NGOs), private sectors, etc.) to ensure they have access to needed college resources, goods, services, and personnel during an emergency incident impacting the whole community.

Agencies and Whole Community Table		
Agency	Type of Agreement	Resource(s)

JC Attachment 3: School Safety and Security Committee

Although additional agencies may be added, in accordance with the Texas Education Code 37.109(a-1) and to the greatest extent practicable, the School Safety and Security Committee Members will include the following (see the compliant agency information in the School Safety and Security Committee Members Table):

School Safety and Security Committee Members Table		
Agency	Name	Position or Title
City or County's Office of Emergency Management	Bob Reinhard	Director of EM
Local Police Department or Sheriff's Office	Allen Teston Bill Cook	Deputy Chief Sheriff
Campus Police Department	Stella B. Green Kevin Dallas	Chief of Police Lieutenant
President of the Board of Trustees	Lydia Santibanez-Farrell	Chairwoman
Board of Trustees	John Bailey Harry Adams Larry Wilkerson	Place 1 Secretary Vice-Chairman
President	Christy Ponce	President
Designees of President	Susan Guzman-Trevino	Provost
A member of the Open-Enrollment Charter School's Governing Body	Dr. Chris Krejci	Professor

In accordance with Texas Education Code 37.109(c), except as otherwise provided in this Code, the School Safety and Security Committee shall meet at least three times during each calendar year, with an interval of at least two months between each meeting. The School Safety and Security Committee Meetings Schedule includes data concerning the previous year's meetings.

TEMPLE COLLEGE academic calendar:

Fall Semester: 08/28/2025 – 12/17/2025

Spring Semester: 01/05/2026 – 05/15/2026

Summer Semester: 06/08/2026 – 07/30/2026

Record of Safety and Security Committee Meetings	
Meeting Date (mm/dd/yyyy)	Meeting Time
08/28/2025	1700 hours
10/23/2025	1700 hours
12/11/2025	1700 hours
03/26/2026	1700 hours
05/28/2026	1700 hours

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JC Attachment 4: Safety and Security Audits

A Safety and Security Audit has been conducted for all facilities at least once every three years in compliance with Texas Education Code 37.108(b) and (c). TEMPLE COLLEGE, or a person included in the registry established by the Texas School Safety Center under Texas Education Code 37.2091, who was engaged by the college to conduct a Safety and Security Audit, followed the Safety and Security Audit procedures developed by the Texas School Safety Center in coordination with the commissioner of higher education. A Safety and Security Audit Report has been submitted to the board of trustees and signed by the President of the Junior College in compliance with Texas Education Code 37.108(c)(2).

Safety and Security Audits Table				
Date Audit Conducted (mm/dd/yyyy)	Agency or Consultant Conducting the Audit	Name of Person Conducting the Audit	Date Audit Report Submitted to the Board of Trustees (mm/dd/yyyy)	Place an "X" if the same Agency or Consultant Conducted the Audit and developed the college's EOP
09/03/2024	Temple College	Carrie Ellis	09/16/2024	X
09/15/2021	Temple College	Michael Markum	09/15/2021	X

(JC) Attachment 5: Distribution of Emergency Maps and First Responders Walkthroughs

Accurate emergency response maps of each college campus and school building that were developed and documented in accordance with the standards related to developing site and floor plans, access control, and exterior door numbering have been provided to the Texas Department of Public Safety (TxDPS) and all appropriate local law enforcement agencies and emergency first responders (Police, Fire, EMS) in compliance with Texas Education Code 37.108(f)(9) and 37.117(1).

Emergency response maps may be submitted to the Texas Department of Public Safety through [Texas DPS Emergency Response Map Submission Page](#).

Emergency Response Map Certification		
Date Provided Map (mm/dd/yyyy)	Agency Receiving Map	Agency Staff Name Receiving Map
09/25/2025	Texas DPS	Unknown-Submitted online

TEMPLE COLLEGE has provided an opportunity to conduct a walkthrough of each college campus and school building to the Texas Department of Public Safety and all appropriate local

law enforcement agencies and emergency first responders (Police, Fire, EMS) using the college provided map, in compliance with Texas Education Code 37.108(f)(9) and 37.117(2).

Walkthrough Certification Statement		
Date Walkthrough Offered (mm/dd/yyyy)	Agency Contacted	Agency Staff Name Contacted

SECTION 13.0 – Annexes

The college has established the following table as annexes for the college EOP.

Annex Table			
Name	Description	Date of Change (mm/dd/yyyy)	Page
Active Threat for Schools	This annex establishes the policies and procedures under which the college will operate in the event of an active threat incident by addressing planning and operational actions for the five phases of emergency management.		
Communicable Disease	This annex establishes the policies and procedures under which the college will operate in the event of a communicable disease incident by addressing planning and operational actions for all five phases of emergency management.		
Continuity of Operations Plan (COOP)	This annex describes how a college will ensure the continuation of essential functions during an emergency and its aftermath.		
Cybersecurity	This annex establishes the policies and procedures under which the college will operate in the event of a cybersecurity incident by addressing planning and operational actions for the five phases of emergency management regarding actual or potential cyber-related threats and attacks to the college.		
Communications	This annex establishes the college's policies and procedures to manage communications during an emergency affecting operations. This will include Preparedness, Response, and Recovery regarding emergency communications within the school college.		
Evacuation and Shelter-in-Place	This annex establishes the policies and procedures under which the college will operate if an incident requires evacuation or shelter-in-place operations by addressing planning and operational actions for multiple phases of emergency management. This will include preparedness, response, and recovery regarding evacuation and shelter-in-place operations within the school college.		
Facilities Access Management	This annex establishes the policies and procedures under which the college will operate to provide facilities access management support for a hazard or special		

	event by addressing planning and operational actions for the five phases of emergency.		
Hazardous Materials	This annex establishes the policies and procedures under which the college will operate in the event of an incident involving hazardous materials (Hazmat) by addressing planning and operational actions for all five phases of emergency management.		
Psychological Resilience	This annex establishes the policies and procedures under which the college will conduct psychological safety operations by addressing planning and operational actions for the preparedness, response and recovery phases of emergency management.		
Reunification	This annex establishes the policies and procedures under which the college will conduct reunification operations for the rejoining of students with their respective parents or guardians after an incident.		
Severe Weather	This annex establishes the policies and procedures under which the college will operate in the event of a severe weather incident by addressing the planning and operational actions for four of the five phases of emergency management: mitigation, preparedness, response, and recovery. Prevention will not be covered in this annex because severe weather hazards are acts of nature and cannot be prevented; however, they can be planned for.		
Training and Exercise	This annex establishes the policies and procedures under which the college will operate to provide training and exercise support for the college. This annex is strictly a policy and guidance document for the college, and therefore, does not address the five phases of emergency management.		
Utilities	This annex establishes the policies and procedures under which the college will respond to potential or actual disruptions in utility services at college facilities by addressing planning and operational actions for the five phases of emergency management.		

Incident Management System Annex

To the extent possible, the organizational structure and position titles for responses to incidents affecting College facilities will comply to the greatest extent possible with the National Incident Management System (NIMS).

1. Incident Commander (IC)
 - a. The IC will have authority and responsibility to manage the on-site response to an incident under general policy guidance from the Emergency Management Director and the President.
 - b. While incident command usually will be exercised by the Chief of Police/Director of Emergency Management or by the senior campus police officer on duty, the circumstances of the incident may make it necessary for another College employee to assume initial command.
 - c. Because of the importance establishing incident command as quickly as possible, the first College employee arriving at the scene of an incident automatically will be designated as IC and will exercise positive control over the incident until relieved by College supervisory personnel, a campus police officer, or a local emergency responder.
 - d. Responsibility for incident command may transfer depending on the nature, complexity, length, and severity of the incident.
 - e. Determination of who assumes the role of IC at any point during an incident will be based on:
 - i. Response time;
 - ii. Availability of qualified personnel;
 - iii. Nature of the incident;
 - iv. Level of training;
 - v. Demands of the position.
 - f. The IC will assume responsibility for all on-site activities necessary to manage the incident until they are formally assigned to others.
 - g. The IC, in consultation with representatives of other responding agencies and the affected facility or facilities will:
 - i. Determine the level of the incident;
 - ii. Establish the on-scene organizational structure;
 - iii. Coordinate development and implementation an incident management strategy and action plan;
 - iv. Approve the ordering and releasing of resources.
 - h. Incident command will follow a unified command philosophy with all units, agencies, and organizations having jurisdictional or functional responsibilities having input into the incident management strategy and action plan. The role of the IC will be to coordinate this input and ensure effective implementation of the agreed upon strategy and action plan.
2. Agency Representative
 - a. In a joint operation between Temple College and emergency responders from the Cities of Temple, Taylor, or Hutto, the most appropriate person to assume the role of IC may be a responder from the local fire, law enforcement, or emergency medical services agency or another representative of local government.
 - b. If command of an incident occurring at a Temple College facility is transferred to a local emergency responder, the Temple College employee transferring command will remain at the Field CP and serve as Temple College's Agency Representative until relieved.
 - c. The Agency Representative will become the senior Temple College field representative and the primary link between the IC, other Temple College employees, and the Temple College EOC.
 - d. Directions to Temple College employees from an IC who is an employee of an external agency will be communicated through the Agency Representative.

3. Command Staff

The IC may designate an immediate command staff consisting of any or all of the following positions and responsibilities.

a. Safety Officer:

The Safety Officer will:

- i. Identify and direct management of on-scene hazards;
- ii. Ensure all on-scene operations are conducted safely;
- iii. Intervene on behalf of the IC to stop unsafe activities.

b. Information Officer:

The Information Officer will:

- i. Serve as sole point of contact for the news media on site;
- ii. Release information about the incident to the news media as directed by the IC.

c. Liaison Officer

The Liaison Officer will act as point of contact for cooperating external agencies that are not functioning as part of a Unified Command.

4. General Staff

The IC may designate a general staff consisting of any or all of the following positions and responsibilities:

a. Operations Chief

- i. The Operations Chief will be responsible for all on-scene tactical activities necessary to manage the incident.
- ii. If an incident is small or likely to be of short duration, the IC may choose to perform the functions of Operations Chief.
- iii. If an incident is large, complex, or likely to last for an extended time period, the IC may choose to designate a separate Operations Chief who focuses on tactical operations, leaving the IC to concentrate on strategic issues.
- iv. The Operations Chief may establish organizational branches, divisions, or groups consistent with Incident Management System terminology and structure as dictated by the nature of the incident.

b. Logistics Chief

- i. The Logistics Chief will be responsible for providing facilities, services, and material in support of incident management.
- ii. Responsibilities of the Logistics Chief may include:
 - a) Procuring specialized equipment and supplies;
 - b) Meeting transportation requirements;
 - c) Providing expanded or alternative communications resources;
 - d) Arranging for food and water to be available to response personnel;
 - e) The Logistics Chief may establish organizational branches, divisions, or groups consistent with Incident Management System terminology and structure as dictated by the nature of the incident.

c. Plans Chief

- i. The Plans Chief will be responsible for collection, evaluation, dissemination, and use of information about the developing incident.
- ii. Responsibilities of the Plans Chief may include using incident information to assist the IC and Operations Chief in:
 - a) Understanding the current situation;
 - b) Predicting the probable course of incident events;
 - c) Preparing strategies for incident management;
 - d) The Plans Chief may establish organizational branches, divisions, or groups consistent with Incident Management System structure and terminology as dictated by the nature of the incident.

- d. Finance/Administration Chief
- i. The Finance/Administration Chief will be responsible for all financial and cost analysis aspects of the incident.
- ii. Responsibilities of the Finance/Administration Chief may include:
 - a) Ensuring that all personnel time used in incident management is properly recorded;
 - b) Administering financial matters pertaining to vendor contracts and procurement of equipment and supplies;
 - c) Collecting cost data, performing cost effectiveness analyses, providing cost estimates, and making cost saving recommendations for the incident.
- iii. During most incidents, finance/administration functions will be performed off-scene by College Business Office personnel.
- iv. The Finance/Administration Chief may establish organizational branches, divisions, or groups consistent with Incident Management System structure and terminology as dictated by the nature of the incident.

5. Incident Management Functions

a. **Campus Warning and Alerting**

Primary responsibility for these functions is assigned to the Campus Police. Tasks to be performed include:

- i. Preparing and maintaining Annex A to this plan;
- ii. Receiving information on emergency situations;
- iii. Alerting key officials;
- iv. Disseminating warning information and instructions to the College through available warning systems;
- v. Providing updates to the College community as directed.

b. **Communications and Emergency Management Data Systems.**

Primary responsibility for this function is assigned to the Division Director Information & Technology Services. Tasks to be performed include:

- i. Preparing and maintaining Annex B to this plan;
- ii. Identifying external communications systems available within the local area and determining connectivity of these systems;
- iii. Developing plans and procedures for coordinated use of the various communications systems available outside and within the College;
- iv. Determining and implementing means of augmenting communications during emergencies, including support by volunteer organizations such as the Radio Amateur Civil Emergency Service;
- v. Protecting the College's information systems infrastructure where possible;
- vi. Developing data systems necessary to support the College's emergency management activities, including development of an enterprise geographic information system.

c. **Building Evacuation**

Primary responsibility for this function is assigned to the Campus Police with support from the Emergency Management Liaisons.

- i. The Campus Police will prepare and maintain Annex C to this plan, which will contain guidance Emergency Management Liaisons on developing evacuation plans for facilities.
- ii. Faculty members will be responsible for:
 - a) Explaining facility evacuation routes and procedures to their students at the beginning of each semester.
 - b) Safe evacuation of their students.
 - c) Reporting concerns or issues with students to the appropriate Emergency Management Liaison and the Campus Police.
 - d) Notifying the appropriate Emergency Management Liaison of students who require evacuation assistance.

d. Campus Evacuation

Primary responsibility for this function is assigned to the Campus Police in coordination with local law enforcement. Tasks to be performed include:

- i. Preparing and maintaining Annex D to this plan;
- ii. Identifying areas where evacuation already has taken place or where it is necessary and determining at-risk populations;
- iii. Evacuating known risk areas, including route selection and determination of traffic control requirements;
- iv. Determining emergency public information requirements coordinated with the Executive Director Strategic Communications and Outreach and the incident public information officer.

e. Firefighting and Hazardous Materials

Primary responsibility for this function is assigned to the local fire departments. The relevant standard operating procedures of the local fire departments will constitute Annex E to this plan. Tasks to be performed include:

- i. Fire detection and control;
- ii. Hazardous materials response, including determination of public protective actions, if any;
- iii. Evacuation support;
- iv. Post-incident reconnaissance and damage assessment;
- v. Fire safety inspection of temporary shelters.

f. Law Enforcement

Primary responsibility for this function is assigned to the Campus Police in coordination with local law enforcement. Tasks to be performed include:

- i. Preparing and maintaining Annex F to this plan in coordination with the standard operating procedures of local law enforcement;
- ii. Maintaining law and order;
- iii. Controlling traffic and crowds;
- iv. Providing security to vital facilities, evacuated areas, and shelters;
- v. Controlling access to damaged or contaminated areas;
- vi. Performing post-incident reconnaissance and damage assessment.

g. Emergency Medical Services

Primary responsibility for this function is assigned to the local emergency medical services providers with support from the local fire departments. The standard operating procedures of the local emergency medical services agencies will constitute Annex G to this plan. Tasks to be performed include:

- i. Initial triage of persons who are injured or ill;
- ii. On-scene emergency care;
- iii. Transport to appropriate health care facilities.

h. Search and Rescue

Primary responsibility for this function is assigned to the local fire departments in cooperation with the Campus Police and local law enforcement. The relevant standard operating procedures of the local fire departments will constitute Annex H to this plan. Tasks to be performed include:

- i. Coordinating and conducting search and rescue activities;
- ii. Identifying requirements for specialized resources to support rescue operations;
- iii. Coordinating external technical assistance and equipment support for search and rescue operations.

i. Physical Plant

Primary responsibility for this function is assigned to the Director of Physical Plant. Tasks to be performed include:

- i. Preparing and maintaining Annex I to this plan;
- ii. Protecting College facilities and vital equipment where possible;

- iii. Providing support to post-incident reconnaissance and damage assessment;
- iv. Arranging for temporary signage to identify campus facilities and streets;
- v. Providing building inspection support;
- vi. Directing temporary repair of vital facilities;
- vii. Arranging for debris removal;
- viii. Providing specialized equipment to support emergency operations;
- ix. Supporting traffic control and rescue operations.

j. Utilities

Primary responsibility for these functions is assigned to the Director of Physical Plant in cooperation with local providers of utility services. Tasks to be performed include:

- i. Preparing and maintaining Annex J to this plan in coordination with local providers of utility services;
- ii. Arranging for emergency power sources where required;
- iii. Assessing damage and estimating needs in order to repair and restore College utilities;
- iv. Prioritizing restoration of utility service to vital facilities and other facilities.

k. Transportation

Primary responsibility for this function is assigned to the Athletic Director in cooperation with the Director of Physical Plant and the Campus Police. Tasks to be performed include:

- i. Preparing and maintaining Annex K to this plan;
- ii. Identifying College transportation resources and coordinating their use in emergencies;
- iii. Coordinating deployment of College transportation resources to support emergency operations;
- iv. Establishing and maintaining a reserve pool of drivers, maintenance personnel, parts, and tools;
- v. Maintaining records on use of transportation equipment and personnel for purposes of possible reimbursement.

l. Human Services (shelter, food, water, clothing, evacuee medical support).

Primary responsibility for this function is assigned to the Associate Vice President Finance and Human Resources in cooperation with the Director of Physical Plant, Division Directors of Health Professions, the American Red Cross, and the Salvation Army. Tasks to be performed include:

- i. Preparing and maintaining Annex L to this plan;
- ii. Coordinating the operation of shelter facilities using College facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross;
- iii. Coordinating special care requirements for victims such as the elderly and special needs individuals;
- iv. Coordinating use of College facilities and personnel to support operations of local health care facilities during local, state, or national disasters.

m. Resource Support and Management

Primary responsibility for this function is assigned to the Director of Purchasing. Tasks to be performed include:

- i. Preparing and maintaining Annex M to this plan;
- ii. Maintaining an inventory of emergency resources;
- iii. Locating supplies, equipment, and personnel to meet specific needs during emergency operations;
- iv. Maintaining a list of vendors for supplies and equipment needed immediately following an emergency;
- v. Establishing emergency purchasing procedures and coordinating emergency procurements;
- vi. Coordinating transportation, sorting, temporary storage, and distribution of resources during emergencies;

- vii. Maintaining records of emergency-related expenditures for possible reimbursement.
- viii. Maintaining vital records in coordination with the Director of Physical Plant and Division Director Information and Technology Services.

n. **Public Information**

Responsibility for public information and media relations is assigned to the Executive Director Strategic Communications and Outreach in cooperation with the incident public information officer designated by the local government. Tasks to be performed include:

- i. Preparing and maintaining Annex N to this plan;
- ii. Coordinating release of information regarding incidents that affect the College with the local public information officer.

o. **Counseling and Mental Health.**

Responsibility for these functions is assigned to the Associate Vice President Finance and Human Resources for employees and to the Associate Vice President Student Services & Enrollment Management for students. Tasks to be performed include:

- i. Preparing and maintaining Annex O to this plan;
- ii. Identifying resources to provide critical incident stress management services to employees and students;
- iii. Coordinating deliver of critical incident stress management services to employees and students.

p. **Donations Management**

Responsibility for this function is assigned to the Vice President Resource Development and External Relations. Tasks to be performed include:

- i. Preparing and maintaining Annex P to this plan;
 - ii. Soliciting donations to meet known needs;
 - iii. Establishing and implementing procedures to accept or reject offers of donated goods and services;
 - iv. Establishing a facility to receive, sort, and distribute donated goods.
- q. All supervisors not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the Incident Commander, the EOC Coordinator, the Emergency Management Director, or the Chief Executive Officer.

A. Field Command Post (CP)

1. Function

The Field CP will be a location from which the IC orders, directs, and controls resources necessary to managing an incident.

2. Location

- a. The Field CP usually will be established by the College employee initially assuming command of an incident at a safe location near the incident site.
- b. If representatives of a local emergency services agency establish a command post prior to the arrival of College personnel, that site will serve as the Field CP.
- c. The initial location and any movement of the Field CP should be reported to the communications centers of all agencies participating in the management of an incident and to the College EOC, if it has been activated.

3. Staffing

- a. Generally, the IC should remain at the Field CP at all times.
- b. If the IC must leave the Field CP, a deputy should be designated who will remain at the Field CP and maintain continuous radio or telephone contact with the IC.
- c. The organization of the Field CP will use the structure and position titles established by the National Incident Management System.
- d. Until an individual is assigned a specific incident management function, the IC is personally responsible for that function.

e. The IC may direct any College employee to perform incident management functions.

B. Emergency Operations Center

1. Function

The EOC will be the focal point for centralized management of information, decision-making, resource support, and resource application. The primary roles of the EOC will be bringing together all relevant information about an incident in one location, organizing and presenting that information in a useful format to the organization's decision-makers, and facilitating the coordination of resources needed to manage the emergency. Functions of the EOC include:

- a. Coordinating all operating unit activities through the Field CP;
- b. Providing policy direction as needed;
- c. Providing for campus-wide administrative, organizational, informational, technical, and resource needs;
- d. Providing support, assistance, and supply for operating units;
- e. Providing public information services and coordinating activities with the on-scene Public Information Officer;
- f. Obtaining local, state, and federal assistance as needed;
- g. Dealing with issues that are too large, too complex, or of too long a duration for resolution in the field.

2. Location

- a. The Vice President Administrative Services, in coordination with the Chief of Police/Director of Emergency Management, will designate primary and secondary locations for the EOC.
- b. The Associate Vice President Finance and Human Resources, in coordination with the Chief of Police/Director of Emergency Management, will maintain a cache of basic supplies needed to open and operate the EOC for a period of 48 hours.
- c. Depending on the nature and scope of an incident, the Emergency Management Director or Chief Executive Officer may choose to locate the EOC at an off-campus site.

3. Activation

- a. The EOC may be activated at the discretion of the:
 - i. IC;
 - ii. Chief of Police/Director of Emergency Management;
 - iii. Director of Physical Plant;
 - iv. Emergency Management Director;
 - v. President.
- b. Circumstances in which consideration should be given to activating the EOC include, but are not limited to:
 - i. Resource requirements beyond institutional capabilities;
 - ii. Requirements for extensive interaction with external organizations;
 - iii. Incidents of long duration;
 - iv. Requirements for major policy decisions;
 - v. Activation of the Temple, Taylor, or Hutto EOC in response to an incident occurring on College property.
 - vi. Declaration of a local, state, or national state of emergency or disaster.
 - vii. Any other circumstances in which activation of the EOC would be useful to the successful management of an incident.
- c. When the EOC is activated, assigned supervisory personnel will direct the efforts of their divisions, departments, or programs from the EOC.
- d. Laptop computers and essential daily operating supplies will be brought to the EOC by each division, department, and/or program at the time of activation or as soon thereafter as possible.

4. Staffing

- a. The Emergency Management Director will provide executive oversight to the operations of the EOC.
- b. EOC functions will be performed by a Policy Group and a Management Group.
 - i. Policy Group:
 - a) The policy group will consist of the individuals comprising the President's Council and any other College employees who the Chief Executive Officer or Emergency Management Director determines possess knowledge relevant to providing policy guidance for management of an incident.
 - b) The responsibility of the policy group will be to provide advice to the Emergency Management Director and the Chief Executive Officer in establishing general guidance, policies, and priorities based on the nature and extent of an incident.
 - c) The Emergency Management Director will chair the Policy Group.
 - ii. Management Group
 - a) The Management Group will responsible for allocating campus resources in response to an incident and for coordinating field command activities if more than one Field CP is established.
 - b) The Administrator on Call will serve as EOC Coordinator and will direct the Management Group until the Emergency Management Director or the President assigns another individual to perform this function.
 - c) The Management Group will be staffed as the EOC Coordinator deems necessary.
 - d) The Management Group will use the organizational structure and position titles established by the National Incident Management System.
 - e) Until an individual is assigned a specific function at the EOC, the EOC Coordinator is personally responsible for that function.
 - f) The EOC Coordinator may direct any College employee to perform duties in support of the Management Group.
- 5. College Liaison to Local Emergency Operation Center
 - a. The President will assign a College employee as a liaison to the local EOC if:
 - i. The local Emergency Management Director or the EOC Coordinator requests such an assignment; or
 - ii. The President determines that the presence of a College liaison to the local EOC will facilitate the local response to an incident occurring on College property or requiring use of College resources.
 - b. The role of the College Liaison to the local EOC will be to serve as the primary point of contact between the College and the local EOC.
- C. Command, Control, and Communications
 - 1. Command and Control
 - a. Final authority for direction of the College's response to an incident occurring on its property, affecting its operations, or requiring commitment of College resources will rest with the President.
 - b. Responsibility for direction of all aspects of the on-scene response will rest with the IC.
 - c. Responsibility for executive oversight of the EOC will rest with the Emergency Management Director.
 - d. Responsibility for direction of EOC Management Group and coordination of EOC activities with on-scene activities will rest with the EOC Coordinator.
 - e. Arrival of a more senior official at the Field CP or at the EOC will not automatically result in transfer of responsibility for direction of activities to that individual. Responsibility will be transferred only when:
 - i. The individual previously exercising command has thoroughly briefed the arriving senior official of the circumstances and any command decisions that have been implemented;

- ii. The individual assuming command has had sufficient time to feel reasonably certain he/she understands the tactical and strategic situation;
- iii. Transfer command is formally announced over the available channels of communication.
 - f. Command personnel, command staff, and general staff will be issued visible identification that clearly states their role.
 - g. During emergency operations, supervisory personnel will retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments as directed by the IC, the EOC Coordinator, or their representatives.
 - h. Each division, department, and program will establish procedures for assigning personnel as necessary to support the Field CP or the EOC.
 - i. Divisions, departments, and programs will maintain the integrity of normal work crews whenever possible.
 - j. The initial response to an incident may require extended operations with work crews operating in shifts. Supervisors should plan accordingly to provide adequate time for personnel rest while maintaining incident management efforts.
- 2. EOC/Field CP Interaction
 - a. The relationship between the EOC and the Field CP will depend on the nature of scope of an incident.
 - b. Generally, the EOC will **NOT** direct resources operating in the field and will focus on broad goals such as:
 - i. Providing policy direction as needed;
 - ii. Providing for administrative, organizational, informational, or technical needs that affect the entire institution;
 - iii. Providing support to field activities;
 - iv. Dealing with issues that are too large, too complex, or of too long a duration for resolution in the field.
- 3. Communications
 - a. All communications during an incident will be in PLAIN ENGLISH. No codes should be used, and all communications using radio or telephone should be confined to essential messages.
 - b. When a Field CP is established, the IC will assign a location designation to that incident, e.g.— “TC East Campus Command,” “TC Berry Hall Command,” etc. The location designator will precede all further communications from that incident.
 - c. Communications will be directed to positions in the command structure, **NOT** to the person occupying the position, e.g. – “TC East Campus Command from TC EOC Coordinator”).
- 4. Media Relations
 - a. The Executive Director Strategic Communications and Outreach or his/her designee will function as the College Public Information Officer during an emergency.
 - b. During joint operations between the College and local emergency responders, the College Public Information Officer will coordinate his/her activities with those of the local public information officer.
 - c. Only the Chief Executive Officer or the College Public Information Officer will speak with media on behalf of the College. College employees will refer all media inquiries to the College Public Information Officer.
 - d. The Chief Executive Officer will approve all information releases pertaining to the impact of an incident on the College.
- D. Logistics and Administration
 - 1. Resources
 - a. Following activation of the response phase of this plan, all resources of the College will be available to the IC and/or the EOC Coordinator for use in managing the incident.

- b. Employees will **NOT** respond to the incident site following activation of the response phase of this plan except when directed to do so by their supervisor, the IC, or the IC's representative.
 - c. Day-to-day functions that do not contribute directly to the management of the incident may be suspended until the incident is resolved. The efforts that normally would be required for these functions will be redirected to accomplishing incident management functions.
 - d. Unless agreed to in writing by an authorized official, the College will not be responsible for financial obligations or losses incurred by volunteer, governmental, or quasi-governmental organizations during a response to any type of incident on College property.
 - e. The College assumes no liability for injury to or death of volunteers or of employees, agents, or officers of local, state, or federal governments in the performance of duties during a response to an incident occurring on College property except that imposed by law.
 - f. College employees assigned emergency management duties or responsibilities pursuant to this Plan retain all of the right, privileges, and immunities of College employees.
2. Support
- a. Requests for support from entities with which the College maintains routine working relationships will be handled by way of routine channels.
 - b. Requests for support from the state or federal governments will be coordinated with the local EOC.
3. Agreements and Contracts
- a. Should College resources not be adequate during an emergency, requests will be made for assistance from local jurisdictions and other agencies in accordance with existing mutual aid agreements and contracts and those agreements and contracts concluded during the emergency.
 - b. All agreements will be entered into by authorized officials and should be in writing whenever possible.
 - c. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.
4. Reports
- A daily situation report should be prepared and distributed to the College Community by the EOC following a Level III (or higher) incident or the declaration of a State of Disaster.
5. Activity Logs
- The Field CP(s) and the EOC will maintain logs recording key response activities, including:
- a. Activation or deactivation of emergency facilities;
 - b. Emergency notifications to local governments, and to state and federal agencies;
 - c. Significant changes in the emergency situation;
 - d. Major commitments of resources or requests for additional resources from external sources;
 - e. Issuance of protective action recommendations to the College community;
 - f. Evacuations;
 - g. Casualties;
 - h. Containment and termination of the incident.
6. Incident Costs
- a. A project number will be designated by the Vice President Administrative Services for activities related to the management of an incident requiring activation of the response phase of this Plan.
 - b. This project number will be disseminated to, and used by, all divisions, departments, and/or programs participating in the response to or management of the incident.
 - c. The project number will be used in conjunction with the applicable accounting code to document all response and recovery costs, including:
 - i. Personnel costs, especially overtime costs;

- ii. Equipment operations costs;
- iii. Costs for leased or rented equipment;
- iv. Costs for contract services to support emergency operations;
- v. Costs of specialized supplies expended for emergency operations.

VIII. Recovery

A. Return to Normal Operations

1. When the IC has determined that the response phase of an incident has been terminated, the scene secured, he/she will transmit this fact to the local emergency communications center and to the EOC, if that facility has been activated.
2. Although incident command has been terminated, supervisors may elect temporarily to continue assigning personnel to shifts to allow personnel an opportunity to rest before returning to normal duty.
3. Although the response phase of an incident has been terminated:
 - a. A CP may be kept open to coordinate incident site recovery activities;
 - b. The EOC may continue operations to coordinate recovery efforts and provide a point of contact for local, state, and federal officials.

B. Relocation to Temporary Facilities

1. If College functions, property, or records must be temporarily relocated, the Chief Executive Officer will designate the order of relocation.
2. Divisions, departments, or programs relocating functions, personnel, property, or records to temporary facilities will coordinate these efforts with the EOC.

C. Employee and Student Assistance and Critical Stress Management

1. Studies of major incidents have brought attention to the fact that responders can become psychological casualties. The purpose of this section is to establish procedures and guidelines for helping College employees and students cope with what they have experienced and continue productive lives with minimal long-term effects.
2. During an incident
 - a. Breaks from direct incident involvement will be scheduled and enforced whenever possible.
 - b. A duty rotation will be established, and personnel will **NOT** be allowed to operate on an incident continuously for more than 12 hours.
 - c. Supervisory personnel and the incident Safety Officer will monitor personnel for signs and symptoms of acute critical incident stress syndrome. Personnel displaying indications of critical incident stress syndrome will be removed from the scene as soon as possible.
 - d. To the greatest extent possible, personnel who operate on a Level II or Level III incident will not be required to remain on duty when the incident is resolved.
3. Following an incident
 - a. The Associate Vice President Finance and Human Resources will be responsible for providing support for College employees requesting assistance in dealing with the psychological effects of the incident.
 - b. The Associate Vice President Student Services & Enrollment Management will be responsible for providing support to students requesting assistance in dealing with the psychological effects of the incident.
4. Procedures for critical incident stress management may be activated at any time independently from the rest of this plan if students or employees feel they would benefit from the process.

D. Modification of Course Requirements and Academic Standards

1. With the advice of the Educational Services Council, the Provost may uniformly modify course requirements and academic standards to assist students in dealing with the effects of an incident.
 2. Modifications may include, but are not limited to:
 - a. Allowing students to discontinue participating in instructional activities for the remainder of the semester and receive as their final grade for a course the grade they had earned at the time the incident occurred;
 - b. Allowing students to continue participating in instructional activities for the remainder of the semester with the understanding they will receive the higher of the grade they had earned at the time the incident occurred or their grade upon completion of all course work.
- E. Post Incident Review
1. When this plan is activated as a result of an actual incident, the response to the incident will be critiqued at the earliest possible date.
 2. The Chief of Police/Director of Emergency Management will be responsible for convening and presiding over the post incident review.
 3. The IC will provide a written After-Action Report of the incident for use during the review.
 4. A written report of the post incident review, including any areas of strength, opportunities for improvement, and resulting changes in this plan will be prepared within 30 days of the critique.

IX. Severability

This plan is an exercise of the legal responsibilities of the Temple College District. If any provision of this plan or the application thereof is held invalid, such invalidity will not affect other provisions or applications of this plan, and to this end the provisions of this plan are held to be severable. This plan supersedes all prior Master Emergency Management Plans to the extent that they are in conflict. All plans, regulations, policies, and procedures not in conflict herewith are continued in full force and effect.

X. Implementation

This plan is in effect immediately upon adoption by the Board of Trustees of the Temple College District. Provisions of this plan dealing with mitigation of and preparedness for emergencies will be continually in effect. Provisions concerning response to and recovery from emergencies will be implemented upon activation of a response under this plan. The Emergency Operations Director will work directly with all of the departments of Temple College to continually update emergency operations and is responsible for ensuring the regular review and update of the Emergency Management Plan.

Sources for Required Training

Required Training	
Training	Location
Bleeding Control Station Training	https://tea.texas.gov/texas-schools/health-safety-discipline/coordinated-school-health/healthy-and-safe-school-environment-of-the-coordinated-school-health-model
Cybersecurity Coordinator Annual Training for the College	https://dir.texas.gov/information-security/statewide-cybersecurity-awareness-training
School Based Law Enforcement Training	https://txssc.txstate.edu/events/sble-trainings/tcole-4064
Threat Assessment Team and Safe and Supportive School Team Training	https://txssc.txstate.edu/events/sbta-trainings/
Grief-Informed and Trauma-Informed Care	https://schoolmentalhealthtx.org/best-practices/
Suicide Prevention	https://schoolmentalhealthtx.org/best-practices/

Sources for Recommended Training

Recommended Training	
Training	Location
Active Threat Annex	https://sslp.txssc.txstate.edu/
Annex and Appendix	
Basic Plan (EOP Development Series)	
Continuity of Operations Plan (COOP) Annex	
Cybersecurity Annex	
Emergency Communications Annex	

Evacuation and Shelter-in-Place Annex	
Facilities Access Management Annex	
Hazard Analysis (EOP Development Series)	
Hazardous Materials Annex	
Multi-hazard Emergency Operations Plan (EOP) Development Series: Introductory	

Multitiered Systems of Support for Safer School Communities	
Psychological Resilience Annex	
Reunification Annex	
Safety and Security Agreements	
Severe Weather Annex	
Training and Exercise Annex	
Utilities Annex	
Creating a Communicable Disease Annex (CDA)	