

South Texas College Multi-Hazard Emergency Operations Plan

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PROMULGATION STATEMENT

South Texas College has developed a Multi-Hazard Emergency Operations Plan that will enhance its emergency response capability. It is designed to promote the coordination of district wide and site- specific emergency services and the use of available resources to minimize the effects of a major disaster (natural or otherwise) on life and property of the schools, faculty, staff, and students of South Texas College. It also incorporates the principles and processes of the National Incident Management System (NIMS) and the Incident Command System (ICS) and was developed using the guidance from the Comprehensive Planning Guide (CPG) 101 ver. 3 from the Federal Emergency Management Agency.

This plan, when used properly and updated annually, can assist local government officials in responding to and recovering from the effects of natural and man-made disasters.

Approved: _____ Date: _____

Dr, Ricardo Solis, President

APPROVAL FOR IMPLEMENTATION

This plan, when used properly and updated annually, can assist local government officials in responding to and recovering from the effects of natural and man-made disasters. This plan and its' provisions will become official when it has been signed and dated below by the concurring government officials.

Approved: _____ Date: _____

George McCaleb, Director Facilities Operation & Maintenance

OVERVIEW

South Texas College was created as a community college on September 1, 1993 by Texas Senate Bill 251 to serve Hidalgo and Starr Counties. It is the only community college in Texas to be established by the Texas State Legislature. The college has expanded to 5 campuses located in two Texas counties and three cities and currently serves more than 30,000 students with faculty and staff exceeding 2,000.

PLANNING APPROACH

South Texas College adheres to the precepts of the National Incident Management System (NIMS) and the Incident Command System (ICS). In addition to an integrated approach to planning, this Multi- Hazard Emergency Operations Plan is based on the framework of the four interconnected phases of emergency management: Prevention / Mitigation, Preparedness, Response, and Recovery:

Prevention/Mitigation - Intended to eliminate hazards where possible and if not, reduce the impact of hazards that would cause an emergency situation.

Preparedness - To develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Each department of the college is responsible for

the development of plans and procedures to assist in the overall implementation and maintenance of the college-wide emergency plan. Among the preparedness activities included in the emergency management program are:

- Emergency planning, including maintaining this plan
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, and others who assist in carrying out this plan during emergencies
- Participation in Emergency Response Training conducted periodically by the Director of Security which will mandate drills, table top exercises and virtual drills where the primary focus be Building Evacuation involving different emergency scenarios and situations.

Response - to an emergency is intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, as well as other associated functions.

Recovery - involves short-term and long-term efforts. The South Texas College Crisis Management Team is the policy group that will provide general guidance to the South Texas College Incident Command Team. Short-term operations seek to restore vital services to the college community and provide for the basic needs of student, faculty and staff. Long-term recovery focuses on restoring the college to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and government and other public institutions.

PURPOSE OF THE PLAN

The purpose of the Multi-Hazard Emergency Operations Plan is to describe the coordinated response and recovery to a range of natural and man-made occurrences with the potential to disrupt normal operations of the College and threaten the safety of students, faculty, and staff. This plan contains 4 short and long-term strategies for implementing multi-hazard integrated management:

- Identify opportunities for enhancing coordination and communication within the college, as well as with state / local agencies and industry partners
- Provide training, education, and outreach to enhance core competencies for safety, security, and emergency preparedness throughout the college
- Promote continuous improvement in safety, security, and emergency preparedness
- Develop and implement continuous improvement and innovation goals for the management of existing and future programs and projects through data collection, analysis and coordinated program reviews

PLANNING ASSUMPTIONS

These strategies are grounded in the multi-hazard management approach to safety and security throughout South Texas College. In this approach, programs and projects are integrated (meaning regular communication and coordination of common concerns, strategies, and effective practices for all safety, security, and emergency management

activities to ensure that improvements in one area do not duplicate or diminish functionalities in another area).

For South Texas College, severe weather hazards pose the most probable threat of emergency conditions. Using this as a basis for planning, the following assumptions are incorporated into this plan:

- The majority of students and employees have cell phones that can be used for emergency notification
- An emergency may occur any time of the day or night, weekend or holiday, with little or no warning
- The succession of events in an emergency is unpredictable; therefore, the Multi-Hazard Emergency Operations Plan serves as a guide which may require modifications in order to meet the requirements of the emergency
- Critical lifeline utilities may be interrupted, including water delivery, electrical power, telephone communications, radio systems, cellular phones, and information systems
- Regional and local services may not be available
- Major roads, overpasses, bridges, and local streets may be damaged
- Buildings and structures, including homes, may be damaged
- Structural damage may cause injuries and displacement of people
- Suppliers may not be able to deliver materials
- Contact with families and households in the college community may be interrupted
- Individuals may become stranded at the College and conditions may be unsafe to travel
- A disaster that affects the college will likely affect the surrounding community; therefore, city, county, and federal emergency services may not be available
- The college will not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of on-site resources and management of emergency operations while emergency conditions exist
- Communication and exchange of information will be one of the highest priorities for the South Texas College Crisis Management Team and the South Texas College Incident Command Team
- In the event of an emergency, communications between campuses may be impaired or lost; The STC Crisis Management Team will establish a designated emergency operations center (EOC)

EXPLANATION OF TERMS

CRISIS MANAGEMENT TEAM (CMT)

A designated team of administrators of the college that makes policy decisions in responding to a crisis at the college.

INCIDENT COMMAND TEAM (ICT)

A designated team of college employees who apply their expertise in specific college functions to responding to crisis situations.

EMERGENCY OPERATIONS CENTER (EOC)

A location designated near an incident where command and control of the incident takes place.

PUBLIC INFORMATION OFFICER (PIO)

A designated representative of the college who disseminates accurate information to the public during emergency situations.

HAZARDOUS MATERIAL (HAZMAT)

A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence.

INTER-LOCAL AGREEMENTS

Arrangements, including memorandums of understanding between South Texas College and governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation.

STANDARD OPERATING PROCEDURES (SOP)

Approved methods for accomplishing a task or set of tasks. EMERGENCY SITUATION

As used in this plan, this term is intended to describe a range of situations, from a minor emergency to a major disaster.

ACRONYMS

The following is a representative list of acronyms for titles, organizations, functions, teams, committees, and materials that may be encountered during an incident or in responding to an incident at South Texas College:

ARC	American Red Cross
BIT	Behavioral Intervention Team
BR	Building Responder
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
SC	An administrator overseeing one of South Texas College campuses
DOS	Director of Security
EHS	Environmental Health and Safety
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Administration

IC	Incident Commander
ICS	Incident Command System
LLEA	Local Law Enforcement Agency
NIMS	National Incident Management System
NRC	National Response Center
NRT	National Response Team
NWS	National Weather Service
OSHA	Occupational Health and Safety Administration
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
SOP	Standard Operating Procedures
TAT	Threat Assessment Team

OBJECTIVES AND GOALS

The goals of the South Texas College Multi-Hazard Emergency Operations Plan are as follows:

- To provide maximum safety and protection for students, faculty, staff, and visitors
- To ensure that all individuals requiring medical attention in an emergency situation are attended to promptly and efficiently
- To provide a chain of command to enable maximum use of resources, within South Texas College and local community, and business partners
- To maintain or restore essential services as quickly as possible following an emergency incident or disaster
- To protect property, facilities, and equipment

CONCEPT OF OPERATIONS

The South Texas College Multi-Hazard Emergency Operations Plan is designed to provide a framework and guidance for a coordinated response to minor emergencies, major emergencies, and disasters. The plan is an “all-hazards” document containing concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster, and it is not designed to address unique conditions that result from a particular hazard or event. The plan does, however, provide a framework within which emergency operations staff and other relevant college staff work together in responding to an emergency and provides for the critical functions and roles during a disaster response. The plan is based on the Incident Command System (ICS), a management structure adopted throughout the U.S. and international communities and the National Incident Management System (NIMS).

LINE OF COMMUNICATION AND SUCCESSION

For emergencies requiring a college response, staff members will follow NIMS Incident Command system. The Incident Command is in charge of the response coordination and response staff. Staff responding to the incident will report to their appropriate section and unit. Unit leaders will report to Section Chiefs who in turn will report to the Incident Commander for the duration of the response.

Primary and deputy Incident Commanders for South Texas College have been previously identified from staff who also function as the Crisis Management Team director. If the primary or deputy incident commanders cannot fill the position due to the type of incident

or the complexity of the response, an Incident Commander designee will fill the position. For a law enforcement response, the incident commander will be the South Texas College Chief of Police. When incidents require first responders, a unified command structure led by the first responders will be formed. The South Texas College Incident Commander will transfer command to the Unified Command. When the incident response is concluded, command will be transferred back to the South Texas College Incident Commander.

The line of succession for the South Texas College Incident Command Team is designated by the South Texas College Crisis Management Team and is as follows:

- Director of Facilities Operations & Maintenance
- Chief of Police
- Designee Identified by the Director of Facilities Operations & Maintenance and/or Chief of Police. This designee will be approved prior or assuming their role.

The lines of succession for each department will be in accordance with the SOPs established by those departments.

COORDINATION WITH RESPONSE AGENCIES

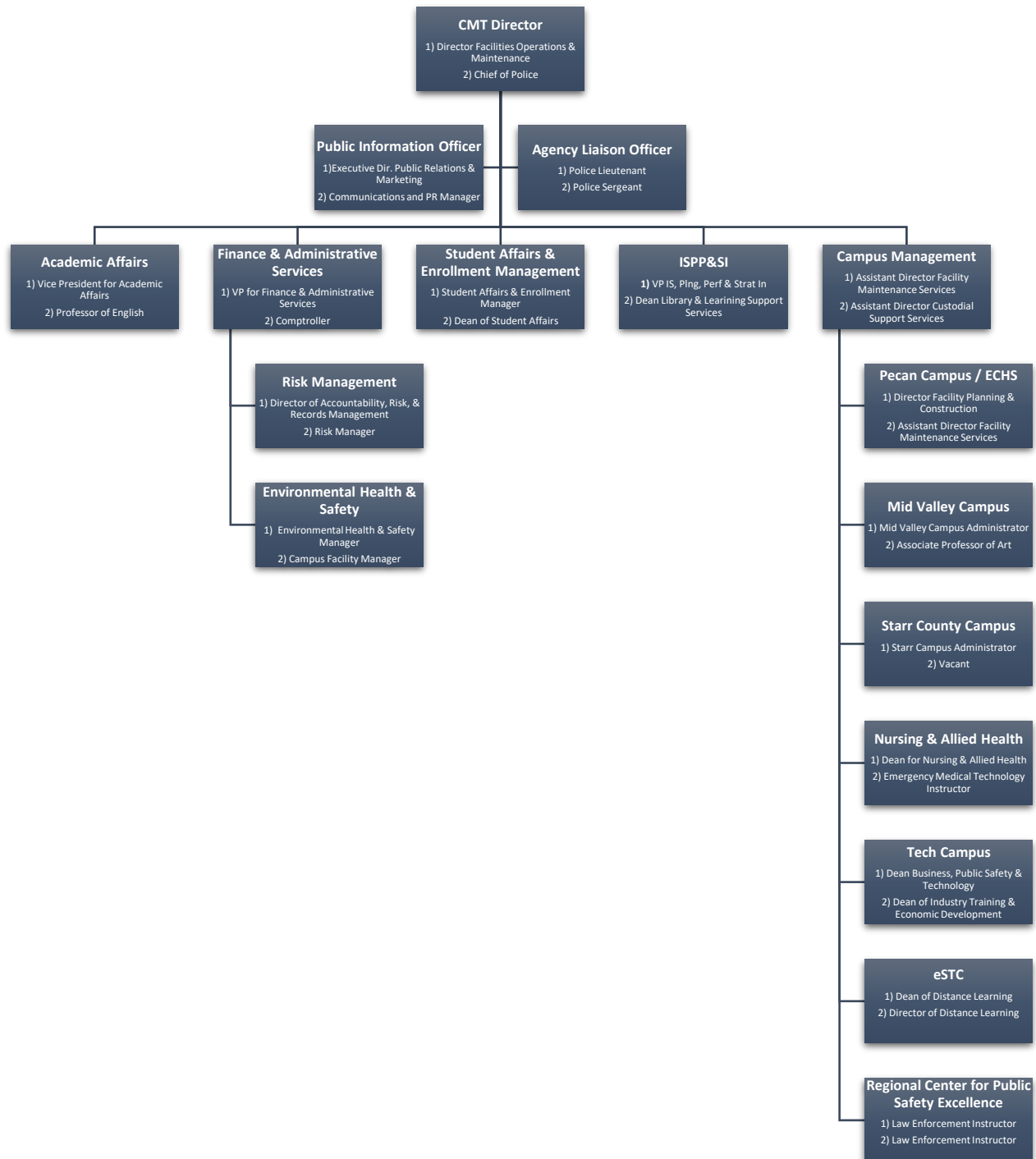
This subsection identifies the mandated agencies, according to Texas Education Code 37.108(a)(5) and (c-2)(1), that districts must coordinate with in the event of an incident.

In accordance with Texas Education Code 37.108, South Texas College has measures in place to ensure coordination with the following agencies during an incident. When possible, these agencies will also be included in district drills, exercises, trainings, and after-action reviews.

1. Department of State Health Services
2. Hidalgo County Office of Emergency Management
3. Weslaco Police Department
4. McAllen Police Department
5. Rio Grande City Police Department
6. Pharr Police Department
7. Hidalgo County Health Department
8. Cameron County Health Department
9. City of McAllen Fire Department
10. Weslaco Fire Department
11. Rio Grande City Fire Department
12. Pharr Fire Department

CRISIS MANAGEMENT TEAM

The South Texas College Crisis Management Team (CMT) is composed of administrators who review the crisis and make decisions on the necessary immediate response including closing the College.



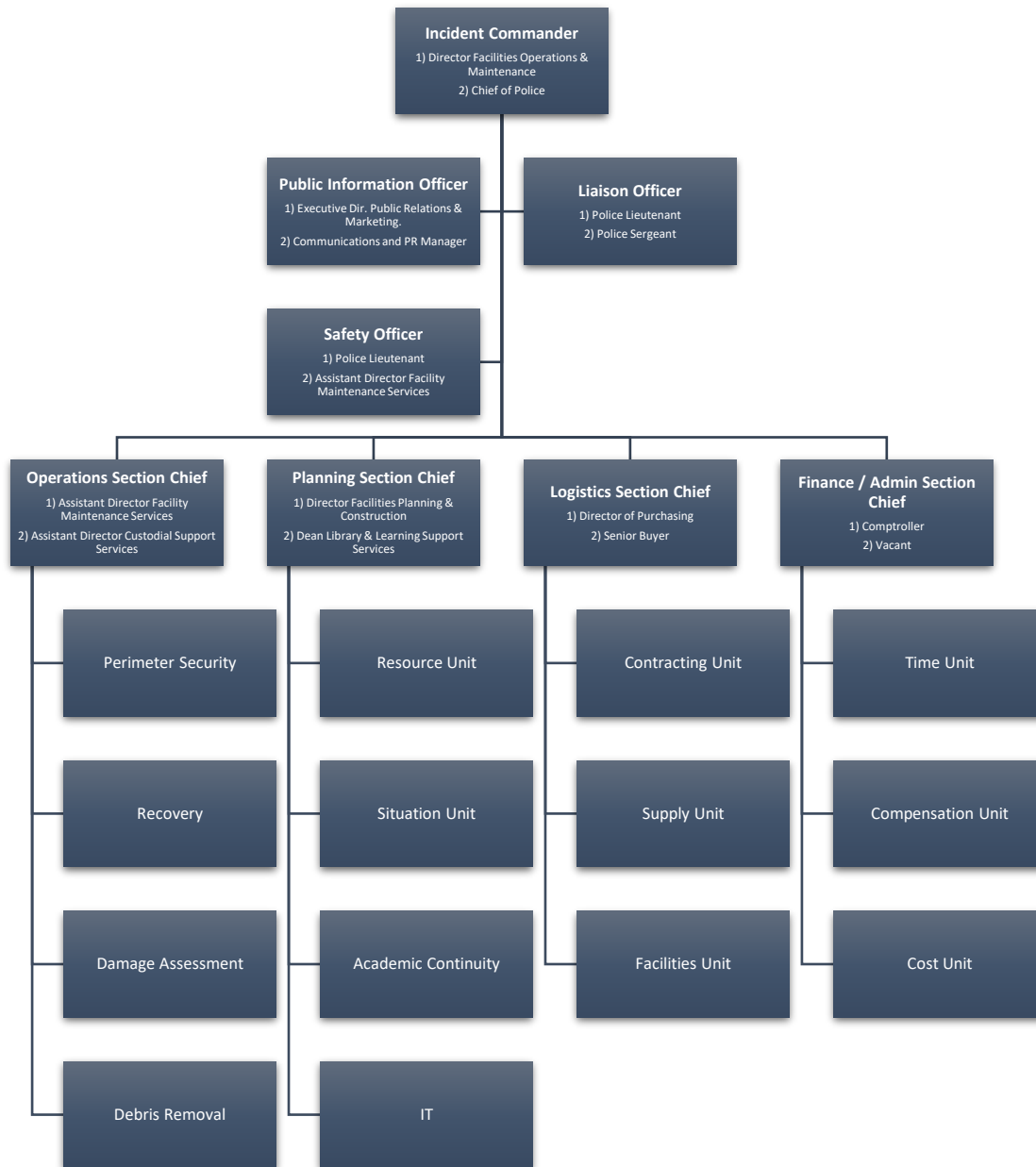
CRISIS MANAGEMENT TEAM RESPONSIBILITIES

The general responsibilities of the CMT are to:

- Assemble accurate information on the emergency situation and current resource data
- Determine and prioritize required response actions and coordinate implementation, working with representatives of emergency services
- Provide resource support for emergency operations
- Suspend or curtail services, or recommend the closure of campuses and the cancellation of public events
- Organize and activate large-scale evacuation and mass care operations
- Provide emergency information to students, faculty, and staff

INCIDENT COMMAND TEAM

The South Texas College Incident Command Team (ICT) is activated when the crisis appears to be ongoing and there is a need to repair or replace facilities, obtain temporary facilities, and/or replace human resources.



PLAN DEVELOPMENT, REVIEW, AND MAINTENANCE

The South Texas College Multi-Hazard Emergency Operations Plan will be reviewed annually and revised as appropriate and necessary. The Risk Manager (in conjunction with the Chief of Police and Director of Facilities Operations & Maintenance) is responsible for plan changes, updates, and revisions and will ensure that plan changes are communicated and distributed appropriately.

Interim revisions will be made when one of the following occurs:

- A change in a college site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan
- A material change in response resources
- An incident occurs that requires a review
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan
- Other changes deemed significant

LEVELS OF EMERGENCY AND RESPONSE

South Texas College defines and classifies emergencies using a three-level system. Each classification or level of emergency has a corresponding level of response, according to increasing severity. The severity of an incident will be identified by the Incident Commander or the first qualified individual to arrive at the scene of the incident. The severity level of the incident may increase or decrease during response activities, requiring the level of response to be adjusted. The severity of an incident is determined by the threat to the safety of the college community and property, as well as the ability of the college to manage the incident.

Level 1 Emergency	Response
<p>A minor emergency situation that is limited in scope and potential effects that involves:</p> <ul style="list-style-type: none"> ▪ A limited area and/or limited population ▪ An evacuation or in-place sheltering, typically limited to the immediate area ▪ The provision of warnings and public instructions in the immediate area Incident management by one or two local response agencies or departments acting under the IC, with requests for resource support being handled through agency and / or departmental channels and limited external assistance from other local response agencies or contractors 	<p>Level 1 incidents / events are the least severe of the three levels of emergencies. Normal college response services will be able to deal with the incident / emergency without activation of an EOC. The incident may involve minor injury to members of a college or campus community and minor damage to district facilities, and affect a single localized area.</p>
Level 2 Emergency	Response
<p>A major emergency situation that is larger in scope and more severe in terms of actual or potential effects than a Level 1 Emergency.</p> <p>Level 2 Emergencies include:</p> <ul style="list-style-type: none"> ▪ A large area, significant population, or important facilities ▪ The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations ▪ College wide warning and public instructions 	<p>Level 2 incidents / events require activation of the EOC. Coordination between several college departments will be required for an effective response to the incident. The incident may result in major damage to college facilities or severe injury to members of the campus community. A Level 2 incident may affect one or more areas of the college campuses.</p>

<ul style="list-style-type: none"> ▪ A multi-agency response ▪ Assistance from other local response agencies, contractors, and limited assistance from state or federal agencies <p>Activation of the IMT and EOC to provide general guidance and direction, coordinate external support, and provide resource support for the incident.</p>	
Level 3 Emergency	Response
<p>A disaster involving the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the college and local government to handle with its resources. A Level 3 Emergency involves:</p> <ul style="list-style-type: none"> • A large area, sizable population, and/or important facilities • The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations • Community-wide warning and public instructions • Response by multiple local response agencies operating under one or more IC(s) • Significant external assistance from other local response agencies, contractors, and extensive state or federal assistance <p>Activation of the IMT and EOC to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations</p>	<p>Level 3 incidents are those in which disaster conditions are present. Response will require activation of numerous EOCs and activation of the ICT. A Level 3 incident may result in major damage to several district facilities, mass casualties, and severe injury to members of the college community. The incident will not be localized to a single area and may affect the entire college. The district may need to request assistance from several external support teams at the local, state, and federal level in order to properly respond to the incident.</p>

EMERGENCY PLAN ACTIVATION

An emergency is an unplanned event or incident that can shut down operations, cause physical or environmental damage, cause significant injury or death to employees, students, visitors, or the public, or threaten the public image of South Texas College. Emergency management is the process of preparing for, mitigating, responding to, and recovering from an emergency. The South Texas College Multi-Hazard Emergency Operations Plan is the cornerstone of this process and provides for a coordinated response and a clear line of command. The following will trigger implementation of this emergency operations plan:

- Decision by the College President and Vice President Information Services, Planning & Strategic Initiatives, Vice President of Financial Administrative Services, Chief of Police, Director of Facilities Operations & Maintenance, and Crisis Management Team

Should an emergency occur requiring the activation of this emergency plan, the CMT will meet to assess the situation and an EOC may be established. If the incident requires an immediate response, the South Texas College Incident Commander will begin the response prior to the activation of the emergency plan.

Communication concerning the activation of the emergency plan, the establishment of the EOC, and pertinent ongoing messages concerning the emergency will be sent through the South Texas College mass notification alert system to inform employees and students in the affected areas. The communication will include instructions for action.

AUTHORITIES AND REFERENCES

The following laws and other source documents establish the legal basis for the Multi-Hazard Emergency Operations Plan responsibilities of South Texas College.

Federal

- Robert T. Stafford Disaster Relief & Emergency Assistance Act (as amended), 42 USC§ 5121
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Emergency Management and Assistance, 44 CFR
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Act 2002
- Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
- Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- National Incident Management System
- National Response Framework
- National Strategy for Homeland Security, July 2002
- Nuclear/Radiological Incident Annex of the National Response Plan
- Higher Education Opportunity Act (Public Law 110-315)
- Dear Colleague Letter, USDE

Title IX State of Texas

- State of Texas Emergency Management Plan (Rev 5/12)
- Texas Education Code, Chapter 37, Sec. 37.108. Multi-hazard Emergency Operations Plan; Safety and Security Audit

Hidalgo County

- Hidalgo County Emergency

Management Plan Starr County

- Starr County Emergency Management Plan References
- Federal Response Plan (FRP), April 1992
- FEMA SLG 101, "State and Local Guide for All-Hazard Emergency Operations Planning"
- National Response Team (NRT) 1 and 1A, 1988
- FEMA 10, A Planning Guide and Checklist for Hazardous Materials Contingency Plans
- Action Guide for Emergency Management at Institutions of Higher Education, 2010
- Hidalgo County Emergency Management Plan
- Starr County Emergency Management Plan

FORMAL AGREEMENTS

South Texas College currently has Memorandum of Understandings (MOU) with McAllen, Pharr, Weslaco and Rio Grande City Police Departments. MOU clarifies jurisdiction and defines police powers by South Texas College Department of Public Safety and Police Departments where property is owned, leased, rented, or otherwise under the control of South Texas College. MOU also defines if STC requests for assistance, primary jurisdiction, and requirements by Federal Clery Act Compliance.

COLLEGE PROFILE

South Texas College is comprised of 5 campuses, Pecan Plaza and the Regional Center for Public & Safety Excellence. Each satellite campus has a site coordinator responsible for the immediate response to a crisis situation. Each building on college campuses has assigned building responders who react to emergencies in buildings and guide emergency responders to the location of the emergency.

HAZARD IDENTIFICATION

As part of the Security and Risk Assessment Process, college departments have identified potential hazards that may pose a threat to students, faculty, staff, and visitors. These potential hazards have been documented through a process of survey and information gathering as well as on-site observation and analysis. Each department maintains its own analysis.

HAZARDS PROFILE AND ASSESSMENT

South Texas College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying college, public, and / or private property. The college has identified the potential hazards and, for each hazard, identified the probability of occurrence, the estimated impact on public health and safety, and the estimated impact on property and environment.

South Texas College

This hazard analysis tool was crafted by the Texas School Safety Center to be readily accessible to the average staff member within the school communities we serve. Our goal is accessibility for these school communities. Hazard analysis is ultimately a subjective process and can inform important decisions beyond emergency planning. This tool will give you a starting point with which to have further conversations about financial and emergency planning for the hazards that most impact your community. The original copy of this tool can be found on the TxSSC website (txssc.txstate.edu) in the Basic Plan Toolkit under the Tools tab.

We've assigned a range of values from 0-10 for each column.

Hazard	Probability (0-9)	Severity of Impact - Life Safety (0-10)	Severity of Impact - Property (0-3)	Severity of Impact - District Operations (0-6)	TOTAL SCORE
Active Shooter (Attacker)	6	8	1	4	19
Severe Thunderstorm	9	2	2	4	17
Major Utility Loss	9	2	1	4	16
Communicable Disease	6	6	0	2	14
Flooding	6	2	2	4	14
Hurricane/Tropical Storm	6	2	2	4	14
Tornado/High Wind	6	2	2	4	14
Winter Storm	6	2	2	4	14
Highway Accident/HAZMAT	3	2	1	4	10
Cyber Attack/Ransomware	3	0	1	4	8
Train Derailment	3	2	1	2	8
Wildfire	3	2	1	2	8
Chemical Plant Release	0	0	0	0	0
Earthquake	0	0	0	0	0
Pipeline Release	0	0	0	0	0

PREVENTIVE AND MITIGATION MEASURES

As part of the college Security and Risk Assessment process, preventive and mitigation measures deemed necessary to reduce the possibility of threat have been identified. In addition, following any crisis, the college will evaluate the incident and response to determine if additional preventive and mitigation measures need to be implemented.

EMPLOYEE AND STUDENT RESPONSIBILITY

Every South Texas College employee and student plays a role in a campus emergency. All students, staff, and faculty are expected to be familiar with emergency procedures identified in the Multi-Hazard Emergency Operations Plan. Emergency response training is conducted periodically by the South Texas College Chief of Police.

PREPAREDNESS

Participating in Emergency Response

Training Emergency Management

Training:

- a) Training will vary depending on the specific department depending on the role and function in the Multi-Hazard Emergency Operations Plan (MHEOP).
- b) Individuals may require additional training in areas such as ICS/NIMS, CPR/AED, first aid, evaluating a threat such as active shooter.
- c) All the South Texas College campus community will have a role or duty in the event of an emergency. All staff should receive training as they need to be prepared to assist during an emergency incident.
- d) Trainings are held at different times throughout the year in both a virtual and in-person setting throughout the campus. They include various topics promoting safety and awareness to the South Texas College campus community.
- e) These trainings are conducted at faculty/student orientations, professional development conferences and through virtual learning.

Trainings:

- a) Active Shooter Response ALERRT: Training specifically targeted for how to react to an active shooter event. This includes all aspects of an active shooter scenario and how to respond both on the law enforcement level and student response.
- b) Traumatic Wounds: Practical application training focused on how to respond to traumatic life-threatening wounds. This training includes application of tourniquet, pressure bandages and other methods that can stop severe bleeding.
- c) First Aid/CPR: Practical application training focused on basic first aid and triage and CPR procedures for both infant and adult.
- d) Crisis Intervention: This training focuses on immediate short-term emergency response to mental, emotional, physical, and behavioral distress.
- e) Threat Assessment: This training is conducted to focus on the evaluation and assessment of the intentions of people who could pose a threat to the campus community.
- f) Staff Emergency Response: Specific skill trainings for staff building responders to evaluate and identify skills which would help in evacuation and reunification of campus community in the event of an emergency.
- g) Evacuation Procedures: Skills focused training conducted in conjunction with building evacuation drills involving different scenarios.
- h) Student/Faculty Safety: Training focuses on preventive measures for individuals on and off campus.
- i) Prevention of Illness and disease: Trainings and literature provide training for individuals to take necessary self-prevention measures to stop the spread of harmful

illnesses or diseases such as meningitis, hepatitis and COVID-19.

- j) Simulator Active Shooter Training: Computer simulated training for staff on different types of scenarios.
- k) FEMA/NIMS: Training conducted by Federal Emergency Management Agency on incident command structure and its implementation. Included in this is the National Incident Management System model for the incident command system. In accordance with the U. S Department of Education certain key personnel are required to complete the six courses of the Incident Command System
 - IS-100
 - IS-700
 - IS-200
 - IS-800
 - ICS-300
 - ICS-400

Conduct of Training: South Texas College evaluates its training protocols by conducting drills on a regular basis throughout the calendar year. These drills are a set of procedures that test a specific operation, function and goal. These drills focus on different scenarios such as fire or chemical evacuation. Table top exercises are incorporated as part of the training procedures. Drills are evaluated through after action reports to correct deficiencies and gaps. This will help improve plans, tactics and procedures for the MHEOP.

COMMUNICATIONS

Rapid and timely communication of information to the CMT during emergency situations is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents. The South Texas College mass notification alert system is the primary means of communication to all members of the college community in the event of an emergency. This system is activated by the Chief of Police or designee.

Through the South Texas College mass notification alert system, students, faculty, and staff receive emergency alerts via cell phone, office phone, voice message, text messages, and email messages. This alert system is tested for proper functionality at least twice a year. It is the responsibility of each college employee to be familiar with these means of communication. Employees must also ensure that their personal contact information and the contact information of their subordinates is up to date and accurate.

Up-to-date information regarding the status of emergencies is available on the college Web page. During and following emergency situations, necessary information will be posted on the Web page as it becomes available, including information about campus closures and other information deemed appropriate.

South Texas College sends press releases and makes calls to contacts on a local media list.

Because of the transient nature of our population, the district depends a great deal on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.

EMERGENCY PUBLIC INFORMATION

Primary responsibility for emergency public information is assigned to the CMT public relations officer. Emergency tasks to be performed include the following:

- Identify the external communications systems available within the local area and determine the connectivity of these systems.
- Develop plans and procedures for coordinated use of the various communications systems available outside and within the college.
- Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations

EVACUATION RESPONSIBILITIES

Staff evacuation responsibilities are as follows:

Building Responder (BR) Responsibilities: The orderly evacuation of their assigned building, directing first responders to the emergency, and ensuring the overall safety of building employees and students.

Faculty Responsibilities: Inform the BRs of students who require evacuation assistance. Faculty members are responsible for ensuring that students who require evacuation assistance are provided with the proper guidance. It is the responsibility of all faculty members to point out their building emergency evacuation routes and emergency procedures to students at the beginning of each semester.

Staff Responsibilities: Upon activation of the building alarm, designated staff members are responsible for ensuring those occupants with special evacuation needs are aware of the alarm condition and respond appropriately.

SPECIAL POPULATIONS

Students, faculty, and staff with disabilities who need assistance exiting the building are asked to provide a copy of their schedule and / or office location to the Dean of Student Affairs. The Dean will in turn provide the Chief of Police a list of locations of people with disabilities.

COLLEGE SAFETY COMMITTEE

South Texas College maintains a College Safety Committee committed to efforts to prevent injury and illness and promote a safe and healthy campus environment. It is the intent of the Committee to advise and promote an environment that is safe from recognized hazards for employees, students, and visitors. The Committee convenes monthly and membership consists of representation from various departments throughout the institution. Information on the College Safety Committee members can be found on the [College's webpage](#).

SOUTH TEXAS COLLEGE BEHAVIORAL INTERVENTION TEAM

The South Texas College Behavioral Intervention Team serves as a resource to provide support, assistance, research, and policy review in regard to violence prevention on campus. Members of the team are from the following departments:

- Student Life
- Conflict Resolution
- Student Counseling
- Department of Public Safety
- Human Resources
- Faculty Representative

As a part of this plan, the South Texas College Behavioral Intervention Team is responsible for the following:

- Incorporating violence prevention strategies into related policies and/or procedures.
- Encouraging zero tolerance policy statements that reaffirm violence prevention strategies.
- Integrating existing campus programs and policies that deal with associated issues including workplace violence, suicide prevention, anti-bullying, stigma reduction, and sexual assault prevention.

SAFETY & SECURITY AUDIT

A safety and security audit is conducted, for all facilities, at least once every three years and a Safety and Security Audit Report is submitted to the President of the College.

EMERGENCY CONTACT NUMBERS

South Texas College Police Department <i>South Texas College Dispatch and Security</i> <i>Officers are on duty 24 hours a day, seven days a week. Dispatch must be notified immediately of any emergency.</i>	(956) 872-4444 911
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RESPONSIBILITIES OF CRISIS MANAGEMENT TEAM, INCIDENT COMMAND TEAM & OTHER RESPONDERS

A. CMT Director

1. Notification to the President of an emergency situation
2. Helps to determine the type and magnitude of the emergency
3. Responsible for the overall direction and coordination of the college emergency response
4. Works with the other CMT team members in assessing the emergency and preparing the college's specific response
5. Declares and ends the campus state of emergency
6. Conducts liaison activities with college departments and governmental agencies through designated team members
7. If necessary, will select an alternate location for the Emergency Operations Center (EOC)
8. Evaluates the extent of damage and determines where essential services and functions will be relocated
9. Provides for storage of vital records at an alternate site

10. Prepares and submits a report to the college president summarizing the emergency

B. Alternate CMT Director

1. Assisting in the coordination of CMT Activities
2. Assessing the initial reports of a crisis
3. Assisting in the decision with the Director to activate the CMT
4. Assisting in conducting CMT meetings
5. Identifying strategic issues for decision making and tasking
6. Responding to information requests
7. Coordinating support teams

C. Incident Command Team (ICT) Commander

1. Directing and controlling resources of the team
2. Developing incident response objectives
3. Managing incident response operations
4. Sets priorities for the incident response
5. Assigns deputies as necessary
6. Brief the CMT on response to incident
7. Ensures the safety of all personnel

D. Incident Command Team (ICT) Operations Section Chief

1. Provides equipment and personnel to shut down utilities and elevators
2. Sets up barricades if required
3. Assists with damage assessment
4. Clears debris and makes emergency repairs
5. Provides vehicles, equipment, and operators for movement of personnel and supplies
6. Furnishes emergency power and lighting systems
7. Surveys damage and relocates essential services and functions

E. Building Responders (BR)

1. Ensure an orderly evacuation of their assigned building
2. Directing first responders to the emergency
3. Ensure overall safety of building employees and students
4. Record status reports from Floor Leaders

F. Administrators and Managers / Supervisors

1. Emergency Preparedness
 - a. Know all means of exit from your work area. Know the locations of the stairways
 - b. Be aware of the location of evacuation chairs at stairways and how to use them
 - c. Know the location of the fire alarm pull stations
 - d. Know the locations of the fire extinguishers and how to use them
 - e. Distribute the South Texas College Emergency Reference Guide to employees in the office or department
 - f. Provide follow-up discussions or training as needed
 - g. Allow time for employees to be trained in emergency techniques such as fire extinguisher usage, first aid, and CPR
 - h. Evaluate the department or office area and report any potential safety hazards to South Texas College Department of Public Safety (956-872-4444)
 - i. Know where to locate each employee with a disability that does not allow them to utilize the stairs

2. Emergency Situations
 - a. Upon receiving notification of an emergency, pass the same information along to employees in the department or office
 - b. Initiate emergency procedures as outlined in this manual
 - c. During an evacuation, direct all staff in the department or office to exit the floor using the nearest stairs, not the elevators, and to immediately leave the building
 - d. When area is evacuated, exit the building in the same manner

G. Staff and Students

1. Emergency Preparedness
 - a. Know all means of exit from your work area and locations of the stairways
 - b. Be prepared to follow Building Responder (BR) instructions
 - c. Know the locations of fire alarm pull stations
 - d. Know the locations of fire extinguishers and how to use them
2. Emergency Situations - Upon hearing the building alarm or the call for evacuation:
 - a. Exit the office immediately in a quiet and orderly manner so that any announcements can be heard
 - b. If you encounter someone with a disability, offer your assistance and ask what kind of help the person needs
 - c. Do not use the elevators
 - d. Take the nearest stairs to the first floor. Exit the building immediately
 - e. Do not wait on the sidewalk adjacent to the building and do not return to the building unless instructed to do so by fire department

H. Additional instructions for people with disabilities

1. Emergency Preparedness - Staff with disabilities who need assistance exiting the building during an evacuation are instructed to:
 - a. Inform Human Resources of your special needs. Your office location will be included on a List of Locations of People with Disabilities. That list will be given to the South Texas College Police Department. In the event of an evacuation, the South Texas College Police Department gives building responders a list to help them locate people with disabilities who need assistance exiting the building.
 - b. Know the location of evacuation chairs so you can inform others who can help you
 - c. Inform your Manager/Supervisor that you will need assistance exiting the building if there is an evacuation - ask your Manager/Supervisor to help you recruit one or two co-workers from your area to assist you if there is an emergency
2. Emergency Situations
 - a. If needed, ask for assistance from your Manager / Supervisor and co-workers. Inform them of the specific assistance needed. If possible, exit using the stairs (obtain assistance in using evacuation chairs that are located at the stairways in every higher level floor).
 - b. If unable to exit using the stairs, go to the middle staircase (located near the restrooms in the center corridor north of the elevators. Fire Department personnel will check near

- the middle staircase and then search the rest of the floor to locate and transport people who are unable to exit using the stairs.
- c. If the area is not smoke-free, move into the stairwell. Once it is clear of foot traffic, let the door close behind you. You may wait in the stairway for Fire Department personnel. The stairways provide additional protection from smoke and fire. Due to the size of the stairway landings, only the center stairwell is recommended if you use a wheelchair.
 - d. Once you are out of the building, inform Security Officers
 - e. Move across the street and do not wait on the sidewalk outside the building

SPECIFIC EMERGENCY PROCEDURES

A. Fire

1. If the fire appears small and you have been trained in the use of fire extinguishers, get a fire extinguisher and use the PASS method (Pull the pin, Aim the hose at the base of the fire, Squeeze the handles together, Sweep the hose at the base of the fire). Do not take any unnecessary risk in doing this. If a fire extinguisher is not readily available or you feel the fire is too large follow the instructions below.
2. If you observe a fire that does not appear controllable:
 - a. Close, but do not lock, all doors to confine the fire
 - b. Activate the building alarm
 - c. Follow the evacuation procedures
 - d. Call South Texas College dispatch (956-872-4444) and provide the exact location of the fire
3. When you hear a fire alarm, evacuate the building
4. If you become trapped in the building during a fire, remain near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. If at all possible, place an article of clothing out a window where it can be seen by rescue teams
5. If your clothing catches fire, STOP, DROP, and ROLL. Immediately drop to the floor and roll repeatedly to extinguish the flames, holding your hands over your face to protect yourself
6. DO NOT USE THE ELEVATORS TO EVACUATE THE BUILDING

B. Illness and injury

1. Immediately call 911 and then South Texas College dispatch (956-872-4444). Give your name; describe the nature of the medical problem and the location of the victim. Keep the victim still and comfortable. Do not move the victim. Ask the victim what is wrong and remain with the victim until help arrives.
2. Staff members trained in First Aid and CPR should begin rescue procedures.
3. Those not trained in CPR can use "Hands Only CPR" recommended by the American Red Cross which consists of the following:
 - a. Immediately call 911 or send someone else to do so
 - b. Obtain or send someone to obtain an AED. Every building has one
 - c. Ask if anyone is trained in CPR
 - d. If no one is trained in CPR, use "Hands Only CPR"
 - e. Position yourself directly over the victim
 - f. Place the heel of one hand between the nipples on the chest

- g. Place the other hand on top of the first hand
 - h. Push down ¼ inch into the center of the chest at the rate of 100 beats per minute
 - i. Continue until first responders arrive
4. All offices and departments are encouraged to have staff members who are trained in First Aid and CPR. Free training is available through the Department of Public Safety.

C. Criminal Activities

The safety and the security of the campus community is paramount. South Texas College is committed to providing a safe, secure, non-violent environment for all students, faculty, staff and visitors. South Texas College Campuses are located in the Municipalities of McAllen, Weslaco and Rio Grande City. Our campus community is asked to help make South Texas College a safe place. On occasion, criminal activity from local municipal jurisdictions may spillover into South Texas College property and jurisdiction. Be alert, Be safe and Be a good observer and witness. Report suspicious activity and do not place yourself at risk. Call the South Texas College Department of Public Safety (956-872-4444)

After becoming aware of a crime in progress, whether the crime being against property or a person, the Chief of Police will advise the CMT of the nature of the crime, steps that are being taken by the Department of Public Safety, and advise of any other actions taken in response to the incident in progress.

The Chief of Police will upon notification of a major crime in progress:

- 1. Dispatch police officers to the scene of the incident.
- 2. Coordinate and notify outside agencies and assist or request assistance if needed.
- 3. Notify CMT and
- 4. Conduct follow up investigation and disposition.
- 5. Issue Timely Warning Message or Emergency Notification Message.

D. Disturbances, Demonstrations and Protests

- a. Most demonstrations are peaceful and staff should attempt to carry on business as normally as possible. However, In the event of an unplanned event, the college will take the necessary actions to provide the highest degree of protection and maintain a positive learning environment. South Texas College Department of Public Safety (956- 872-4444) should be notified of disturbances, demonstrations and protests that:
Interfere with normal operations of the college
- b. Prevent access to offices and classrooms
- c. Threaten physical harm to people or damage college property

E. Active Shooter(s)

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

If you hear shots fired on campus or if you witness an armed person shooting or threatening people (active shooter), immediately choose the best way to protect your life. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the "AVOID, DENY or DEFEND" protocol.

AVOID: Evacuate If Possible

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

DENY: Hide silently in as safe a place as possible

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights.
- Silence phones and turn off other electronics.
- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
- Remain in place until you receive an "all clear" signal from mass notification alert system.

DEFEND: Take action to disrupt or incapacitate the shooter

- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- Call 911 when it is safe to do so.

Immediately after an incident:

- Wait for Local Law Enforcement officers to assist you out of the building, if inside.
- When law enforcement arrives, students and employees must display empty hands with open palms.

Note:

- Understand that gunfire may sound artificial. Assume that any popping sound is gunfire.

- If there are two or more persons in the same place when a violent incident begins, you should spread out in the room to avoid offering the aggressor an easy target.
- Be mindful that violent attacks can involve any type of weapon, not just a gun. Knives, blunt objects, physical force or explosives can be just as deadly as a gun. The suggested actions provided here are applicable in any violent encounter.
- Plan ahead: Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with limited mobility.

E. Explosion

If there is an explosion, immediately take cover under tables, desks, or other objects that will give protection against flying glass or debris. After the effects of the explosion and/or fire have subsided, attempt to flee the location, call 911, and then call South Texas College Department of Public Safety (956-872-4444). Give your name and describe the location and nature of the emergency.

F. Spillage of hazardous material

Stay away from any material that may be hazardous and call 911. Follow the procedures below.

1. Eyes, if contaminated, should be flushed immediately, contaminated clothes removed, and chemicals washed from the victim. First aid procedures should be started at once by trained personnel
2. Report spillage of a hazardous chemical or radioactive material to South Texas College Department of Public Safety (956-872-4444) immediately. Be specific about the exact location and nature of the spilled material
3. The individuals at the site should vacate the area and seal it off to prevent further contamination of other areas. If necessary to evacuate the building, follow the evacuation procedures
4. When Spills of hazardous materials that occur on premises or public roads that are adjacent to the college, you should take preventive measures to avoid contact or contamination. The Texas Department of Transportation should be notified in hazardous material spilled and the Texas Commission of Environmental Quality in the event of an environmental, discharge, spill or air release of a hazardous material.

G. Biological and chemical threat

Federal Criminal Code defines weapons of mass destruction as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors, such as mustard gas, nerve agents, and sarin gas or any weapon involving a disease organism, such as small pox outline toxin and anthrax or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. Chemical agents of primary concern are nerve agents GA, BG and VX, blister agents H, HT and HD. These chemicals are highly volatile and the chemical properties have an impact on emergency planning. All of these chemicals are in liquid form.

Biological: Diseases that are listed and recognized as bioterrorism threats are the

following: anthrax, botulism, plague and smallpox.

Anthrax: Anthrax is an acute bacterial infection of the skin, lungs, or gastrointestinal tract. Infection occurs most commonly via the skin. The cutaneous or skin form of the infection occurs most frequently on the hands and forearms of persons working with infected livestock or contaminated animal products and represents 95% of cases of human anthrax. It becomes a solid elevation of the skin, which progresses to a fluid-filled blister with swelling at the site of infection. The scabs that typically form over the lesion can be black as coal, hence the name anthrax – Greek for coal. With treatment, the case fatality rate is less than 1% among people who get the skin form of the disease. The fatality rate for untreated inhaled or intestinal anthrax is over 90%. The inhaled form of anthrax is contracted by inhalation of the spores, and occurs mainly among workers handling infected animal hides, wool, and furs. Under natural conditions, inhaled anthrax is exceedingly rare, with only 18 cases reported in the United States in the 20th century.

Treatment for Anthrax: Treatment with antibiotics beginning one day after exposure has been shown to provide significant protection against death in tests with monkeys, especially when combined with active immunization. Penicillin, doxycycline, and ciproflaxin are all effective against most strains of the disease. Penicillin is the drug of choice for naturally occurring anthrax. If untreated, inhaled anthrax is fatal. A vaccine is available and consists of a series of 6 doses over 18 months with yearly boosters. This vaccine, while known to protect against anthrax acquired through the skin, is also believed to be effective against inhaled spores. Effective decontamination can be accomplished by boiling contaminated articles in water for 30 minutes or longer and using some of the common disinfectants.

Chlorine is effective in destroying spores and vegetative cells. Remember, anthrax spores are stable, able to resist sunlight for several hours, and able to remain alive in soil and water for years.

Botulism: Botulism is an illness that attacks the body's nervous system. Even though Botulism is rare, the toxin can produce the bacteria in food, wounds and in some cases the intestines of infants.

Symptoms include difficulty swallowing, muscle weakness, double vision, and vomiting. Infants may have the same symptoms but may include a weak cry and difficulty breathing.

Treatment for Botulism: Treatment is with a drug called antitoxin. Antitoxin prevents further damage but cannot heal damage done by the toxin.

Plague: The plague is a bacteria found in rodents and their fleas. The concern and threat for the plague is that it can be sprayed in aerosol form. Plague is an infectious disease that can cause serious illness in people living in rural areas of the western United States and parts of Africa, Asia, and South America.

Plague is caused by the bacteria *Yersinia pestis*, and it is transmitted by being bitten by an infected flea or handling an animal that has been infected with plague. It is possible for the bacteria to be released intentionally to infect people. This is a concern because without immediate treatment, the disease can cause serious illness or death. The bacteria *Yersinia pestis* is considered a high-risk agent with potential use as a biological weapon. There are three types of plague: Bubonic, Septicemic and Pneumonic.

Treatment for Plague: The plague can be treated with antibiotics. The importance of treatment depends on early detection and early seeking of medical care. Timing is important for treatment.

Smallpox: An infectious disease caused by variola virus. The virus is extremely contagious and spreads from one person to another. Smallpox is distinctive due to its symptoms which included, fever and a progressive skin rash. This is spread by when people coughed or sneezed. Smallpox can be spread by humans only. Smallpox is considered eradicated. The threat of smallpox is that if used as a weapon it can cause serious illness or death to people, livestock or crops.

Treatment for Smallpox: Smallpox can be prevented by vaccination. The vaccine is made from a virus named vaccinia and it along with antiviral drugs such as Tecovirimat which has been used in treating animals with diseases similar to smallpox.

H. Bomb threat

A bomb threat should be taken seriously and reported immediately to 911 and South Texas College Department of Public Safety (956-872-4444). The following guidelines are recommended:

Written bomb threat: Do not physically handle the written threat any more than necessary, but place it in an envelope to preserve any possible evidence or fingerprints.

Telephoned bomb threat: Try to obtain as much information from the caller as possible. Note the exact time of the call and attempt to write down the words of the caller. Ask when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like. Note the estimated age and gender of the caller, speech patterns, accent, tone of voice, emotional state (agitated, calm, etc.), and background noises. Ask the caller why the bomb was set. Immediately contact 911 and South Texas College Department of Public Safety (956-872-4444) and provide the information you obtained. Appendix B is a list of questions to ask the caller that you can keep in your desk draw.

Suspicious package or letter: Typical characteristics of suspicious letters or parcels:

- Have a powdery substance on the outside
 - Are unexpected or from someone unfamiliar to you
 - Have excessive postage, handwritten or poorly typed address, and incorrect titles
 - Are addressed to someone no longer with your organization
 - Have no return address or have one that can't be verified as legitimate
 - Are of unusual weight, given their size, or are lopsided or oddly shaped
 - Have an unusual amount of tape on them
 - Are marked with restrictive endorsements, such as "Personal" or "Confidential"
 - Have strange odors or stains
- a. Inform South Texas College dispatch immediately if you observe a suspicious package or letter. Do not open it. Some points to recognize are the following: No return address, insufficient or excessive postage, restrictive markings such as Confidential, wrapped in brown paper, discoloration on wrapping paper, hand

written or poorly typed address, incorrect title, title but no name, excessive weight, rigid envelope, uneven envelope, excessive securing material (masking tape, string, etc.), foreign mail, air mail, or special delivery.

- b. Handling of suspicious packages or envelopes:
 1. Do not shake or empty the contents of any suspicious package
 2. Do not carry the package or envelope, show it to others, or allow others to examine it
 3. Put the package or envelope down on a stable surface; do not sniff, touch, taste it
 4. Alert others in the area about the suspicious package or envelope
 5. Leave the area, close any doors, and take actions to prevent others from entering
 6. Wash hands with soap and water to prevent spreading potentially infectious material
 7. If possible, create a list of persons who were in the room

I. Tornado

If a tornado is approaching:

1. Review [Appendix B](#) in advance to understand the South Texas College Tornado procedures
2. Use the staircases to go to the lowest floor possible
3. Go to interior small rooms (bathrooms, closets, etc.) or halls. Avoid large open interior spaces.
4. Stay away from outside walls and large windows or other glass
5. If possible, take cover under heavy tables or sturdy furniture
6. Assume protective posture facing interior wall (crouch on elbows and knees, hands over back of head)

J. Elevator failure

If you are trapped in an elevator, you can use the emergency phone located in the elevator to the left of the doors to call South Texas College Department of Public Safety. You can also activate the emergency elevator alarm using the alarm switch on the elevator control panel below the floor buttons.

K. Utility failure

In the event of a utility failure, contact South Texas College Department of Public Safety (956-872-4444). The South Texas College Operations and Maintenance Department will assess the situation to determine if it will be a short or lengthy outage. Employees will be informed by their managers / supervisors and students by their instructors of the status of the assessment. Utility failures affecting a number of buildings or a campus will result in a South Texas College Emergency Alert messaging notification providing information on the event.

L. Plumbing Failure / Flooding

Do not use any electrical equipment. Notify South Texas College Department of Public Safety (956-872-4444) and vacate the area.

M. Gas Leak

Do not switch on lights or electrical equipment because electrical arcing could trigger an explosion. If you smell gas, vacate the area and immediately contact South Texas College Department of Public Safety (956-872-4444).

N. Ventilation Problems

If smoke or other odors come from the ventilation system, immediately notify South Texas College Department of Public Safety (956-872-4444). Vacate the area until you are informed it is safe to return.

O. Earthquake

If an earthquake strikes the area, take the following steps:

During an earthquake:

- a. If you are indoors, stay there. Do not run outside. Falling debris may cause injury.
- b. Take cover underneath a desk or table, or stand in a doorway or corner. Protect your head and neck.
- c. Stay away from windows, glass dividers, and objects that could fall on you
- d. Stay away from outside walls
- e. Do not use elevators
- f. If outdoors, stay in an open area, away from power lines, buildings, and trees. Do not enter a building.

After an earthquake (if you are still in the building):

- a. Be prepared for aftershocks. Do not return to your office until directed to do so.
- b. Give first aid to injured personnel
- c. Do not move victims unless absolutely necessary
- d. Replace telephone handsets, but do not use the phone except to report fires or medical emergencies
- e. Go to the interior of the building, staying away from the exterior walls
- f. Follow instructions from emergency personnel
- g. Be prepared to evacuate if necessary

P. Hurricane

Review Appendix B in advance to understand the South Texas College Hurricane procedures. The National Weather Service Hurricane Center provides significant early notification of hurricanes in the Gulf of Mexico. The South Texas College Crisis Management Team (CMT) monitors broadcasts by the Hurricane Center and initiates protocol if a hurricane is on track to strike the area of Rio Grande Valley. Precautions you can take to prepare for a Hurricane are shown below.

Before Hurricane Season

- a. Determine safe evacuation routes inland
- b. Learn location of official shelters
- c. Make emergency plans for pets
- d. Check emergency equipment, such as flashlights, generators
- e. Radio Multi-hazard and cell phones
- f. Buy food that will keep and store drinking water
- g. Buy plywood or other material to protect your home
- h. Clear loose and clogged rain gutters and downspouts
- i. Trim trees and shrubbery
- j. Decide where to move your boat in an emergency

During a Hurricane Watch

Hurricane conditions are possible within the specified coastal area. The hurricane

watch is issued 48 hours in advance.

- a. Listen frequently to radio, TV or NOAA Weather
- b. Radio Multi-hazard for bulletins of a storm’s progress
- c. Fuel and service your vehicles
- d. Inspect and secure mobile home tie-downs. Board up windows.
- e. Stock up on batteries, canned food, first aid supplies, drinking water and medications
- f. Store lawn furniture and other loose, light-weight objects such as garbage cans
- g. Have cash on hand in case power goes out and ATMs don’t work

During a Hurricane Warning

Hurricane conditions are expected in the specified area of the warning. The hurricane warning is issued 36 hours in advance.

- a. Closely monitor radio, TV or NOAA Weather Radio
- b. Multi-hazard for official bulletins
- c. Close storm shutters
- d. Follow instructions issued by local officials. Leave immediately if ordered.
- e. If evacuating, stay at an inland motel or a designated public shelter outside the flood zone
- f. DO NOT stay in a mobile or manufactured home
- g. Notify neighbors and a family member outside of the warned area of your evacuation plans
- h. Take pets with you, but most public shelters do not allow pets other than for handicapped

RECORDKEEPING

South Texas College Risk Manager is designated as the Record Custodian for the Multi-Hazard Emergency Operations Plan. All emergency operations records will be maintained in accordance with Texas State Library of Archives (TSLAC) and South Texas College records management policy and procedures.

RECORD OF CHANGES & ANNUAL REVIEW

According to the dates below, this district EOP has been reviewed and/or updated. This Record of Changes and Annual Review identifies only significant changes made to this Basic Plan as part of the EOP review process. If no significant changes were made, the phrase “Annual EOP Review Conducted” has been placed in the *Summary of Significant Changes and Annual Review* column.

CHANGE NUMBER	DATE OF CHANGE	NAME OF PERSON OR AGENCY MAKING THE CHANGE	SUMMARY OF SIGNIFICANT CHANGES AND ANNUAL REVIEW
1	2012	Paul Varville, Chief Administrator	Merging of Disaster Plans into a comprehensive Multi-Hazard Emergency Operations Plan.
2	10.2015	Ken Lyons, Risk Manager	Complete reformat and update of Multi-Hazard Emergency Operations Plan. Added APPENDIX C: Hurricane Disaster Preparedness Pay Procedures.
3	01.2018	Ken Lyons, Risk Manager	General formatting / revised hyperlinks. Updated Crisis Management Team (CMT) Organizational Chart. Updated Incident

			Command Team (ICT) Organizational Chart. Updated Departmental Procedures for Severe Weather (CMT & Department of Public Safety).
4	10.2019	Ken Lyons, Risk Manager	General formatting / revised hyperlinks. Updated Crisis Management Team (CMT) Organizational Chart. Updated Incident Command Team (ICT) Organizational Chart.
5	2020	Ken Lyons, Risk Manager	"Specific Emergency Procedures Section D: Violent or Criminal Behavior" replaced with "Active Shooter(s)" information Updated Crisis Management Team (CMT) and Incident Command Team (ICT) Organization Charts Updated STC Police Department phone number.
6	2021	Ken Lyons, Risk Manager	Revised Planning Approach / Preparedness section
7	08.2021	Ruben Suarez, Chief of Police	Revised Biological hazard threats. Included section of Criminal Activities
8	11.2021	Ken Lyons, Risk Manager	Added Preparedness Section and Appendices D, E, F.
9	08.2022	Ken Lyons, Risk Manager	Removed Appendix E: Pandemic Response Plan. Updated Pandemic Operations Response Plan Added Promulgation Statement Added Approval for Implementation section. Added: Recordkeeping section, Formal Agreements section, Safety Committee section, Safety & Security Audit section.
10	09.2022	Ken Lyons, Risk Manager	Added Active Threat Annex, and Active Shooter Appendix.
11	10.2022	Ken Lyons, Risk Manager	Changed name from Multi-hazard Emergency Plan to Multi-Hazard Emergency Operations Plan.
12	12.2022	Ken Lyons, Risk Manager	Updated Crisis Management Team and Incident Command Team Organizational Charts
13	01.2023	Ken Lyons, Risk Manager	Updated Crisis Management Team and Incident Command Team Organizational Charts
14	08.2023	Ken Lyons, Risk Manager	Added: Severe Weather Annex, Hazardous Materials Annex, Train Derailment Appendix. Updated Crisis Management Team and Incident Command Team Organizational Charts
15	10.2023	James Archer, Coordinator of Emergency Preparedness & Training	EOP Updates for TXSSC review.

RECORD OF DISTRIBUTION

The table below indicates who receives a copy of the South Texas College Multi-Hazard Emergency Operations Plan. It is updated to identify the receipt, review, and intent to use this EOP during an incident by those individuals and agencies (both internal and external) responsible for assisting the district during all phases of emergency management (the intent statement is included as one of the Assumptions in Section 3.0). Examples of distributed copies are listed below; add additional rows as needed.

Updated versions of this Basic Plan have been distributed to the following district members and applicable response agencies identifying their receipt, review, and intent to use this EOP during an incident.

TITLE AND NAME OF PERSON RECEIVING THE PLAN	NAME OF AGENCY RECEIVING THE PLAN	DATE OF DELIVERY	NUMBER OF COPIES
Chief of Police Victor Rodriguez	McAllen Police Department	Upon Review Complete	1
Chief of Police Dr. Joel Rivera	Weslaco Police Department	Upon Review Complete	1
Chief of Police Noe Castillo	Rio Grande City Police Department	Upon Review Complete	1
Chief of Police Juan F. Gonzalez	Pharr Police Department	Upon Review Complete	1

APPENDICES

List of Appendices

APPENDIX A: HURRICANE, TORNADO & SEVERE WEATHER PROCEDURES

APPENDIX B: BOMB THREAT CHECKLIST

APPENDIX C: HURRICANE DISASTER PREPAREDNESS PAY PROCEDURES

APPENDIX D: CONTINUITY OF OPERATIONS PLAN (COOP)

APPENDIX E: PANDEMIC OPERATIONS RESPONSE PLAN

APPENDIX F: ACTIVE THREAT ANNEX

APPENDIX G: ACTIVE SHOOTER APPENDIX

APPENDIX H: SEVERE WEATHER ANNEX

APPENDIX I: HAZARDOUS MATERIALS ANNEX

APPENDIX J: TRAIN DERAILMENT APPENDIX