LAMAR INSTITUTE OF TECHNOLOGY

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COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN (CEMP)

VOLUME III:

EMERGENCY OPERATIONS PLAN

Publication Date: August 2019

LAMAR INSTITUTE OF TECHNOLOGY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Lamar Institute of Technology is committed to protecting the welfare of its community members as well as its property and facilities. For this reason, the Institute has developed the *Comprehensive Emergency Management Plan (CEMP)*. This comprehensive plan consists of a set of strategic and operational documents that define principles and priorities, assign roles and responsibilities, and direct action in all phases of emergency management.

- **Operational Plans** Lamar Institute of Technology Operational Plans are divided into four volumes. Each volume addresses a specific phase of emergency management.

    Volume I – Prevention-Mitigation Plan   This plan identifies hazards and vulnerabilities at Lamar Institute of Technology, and proposes a strategy to mitigate risk, and address recurring disasters.

    Volume II – Preparedness Plan This plan provides requirements and guidance for each step of the emergency preparedness cycle, including planning, organization and equipment, training, exercise, and evaluation and improvement.

    Volume III – Lamar Institute of Technology Emergency Operations Plan (EOP)   The EOP describes the organization used by the institute to respond to emergencies and disasters. It describes common incident management and response functions applicable in all-hazards response.

    Volume III – Recovery Plan   The Recovery Plan describes the organization used by the institute to recover from disasters. It is primarily targeted at large- and catastrophic-scale disasters but can be applied in any recovery situation.

Lamar Institute of Technology Comprehensive Emergency Management Plan (CEMP)
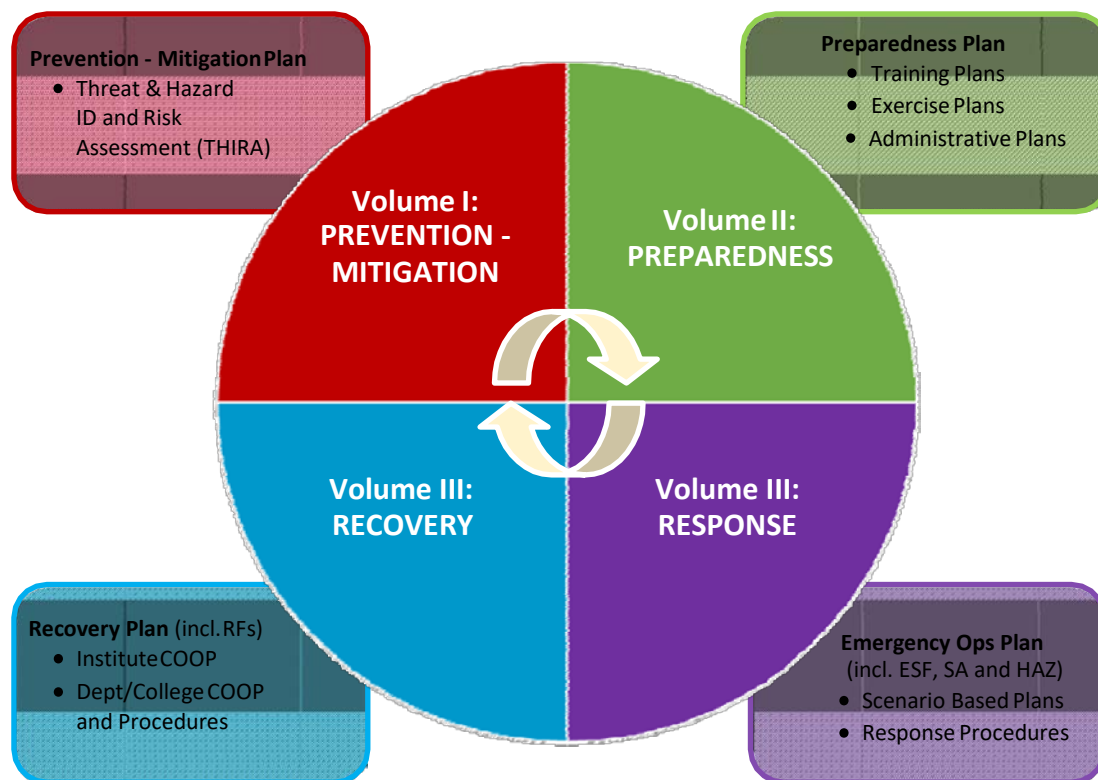
PROMULGATION STATEMENT

The Lamar Institute of Technology Emergency Operations Plan is designed to provide the Institute with a management tool to facilitate a timely, effective, efficient, and coordinated emergency response. It is based on integrating Lamar Institute of Technology emergency response resources with those of other governmental emergency response agencies. The EOP uses the National Incident Management System-Incident Command System (NIMS-ICS) for managing response to emergencies and disaster events.

The plan recognizes that Lamar Institute of Technology and local governments (e.g. the City of Beaumont and Jefferson County) have primary responsibility for emergency response and operations for emergencies that occur on the Lamar Institute of Technology campus. Operations are designed to protect lives, stabilize the incident, minimize property damage, protect the environment, and provide for the continuation and restoration of critical services.

The EOP is a dynamic plan and will be reviewed, updated, and exercised annually.

The EOP is part of a larger integrated Comprehensive Emergency Management Plan at Lamar Institute of Technology that focuses on mitigation, continuity of operations, recovery, preparedness and response activities.

APPROVAL AND IMPLEMENTATION

This EOP and its supporting contents, are hereby approved, supersedes and rescinds all previous editions, and effective immediately upon the approval of the President's Cabinet.

PLAN ADMINISTRATION and RECORD OF CHANGE

The Institute's Vice President for Finance and Operations shall be responsible for the EOP oversight and coordination with the assistance of other stakeholders as required. Once published, the modifications are considered part of the institute EOP for operational purposes.

This plan is promulgated in compliance with Lamar Institute of Technology Policy 2.18: Crisis Management/Emergency Recall under the authority of the Vice President for Finance and Operations and maintained by Facilities and Risk Management.

Record of Significant Changes

All updates and revisions to this plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by institute emergency response personnel.

Date	Description of Change	Page(s) or Section(s)	Version
04/24/19	Original Version		1
8/29/19	ET and PC review		
8/30/19	Approved Version		

RECORD OF DISTRIBUTION

Table of Contents

PART I – BASIC PLAN

SECTION 1 – Introduction

1.1. Summary

This plan, the Lamar Institute of Technology Emergency Operations Plan (EOP), is the first volume of a framework that protects the institute community and resources: the *Lamar Institute of Technology Comprehensive Emergency Management Plan (CEMP)*. The CEMP establishes the framework to ensure Lamar Institute of Technology (LIT) will be adequately prepared to respond to, and recover from, any of the hazards threatening the lives and property for students, residents, staff, and visitors to the LIT campus and facilities.
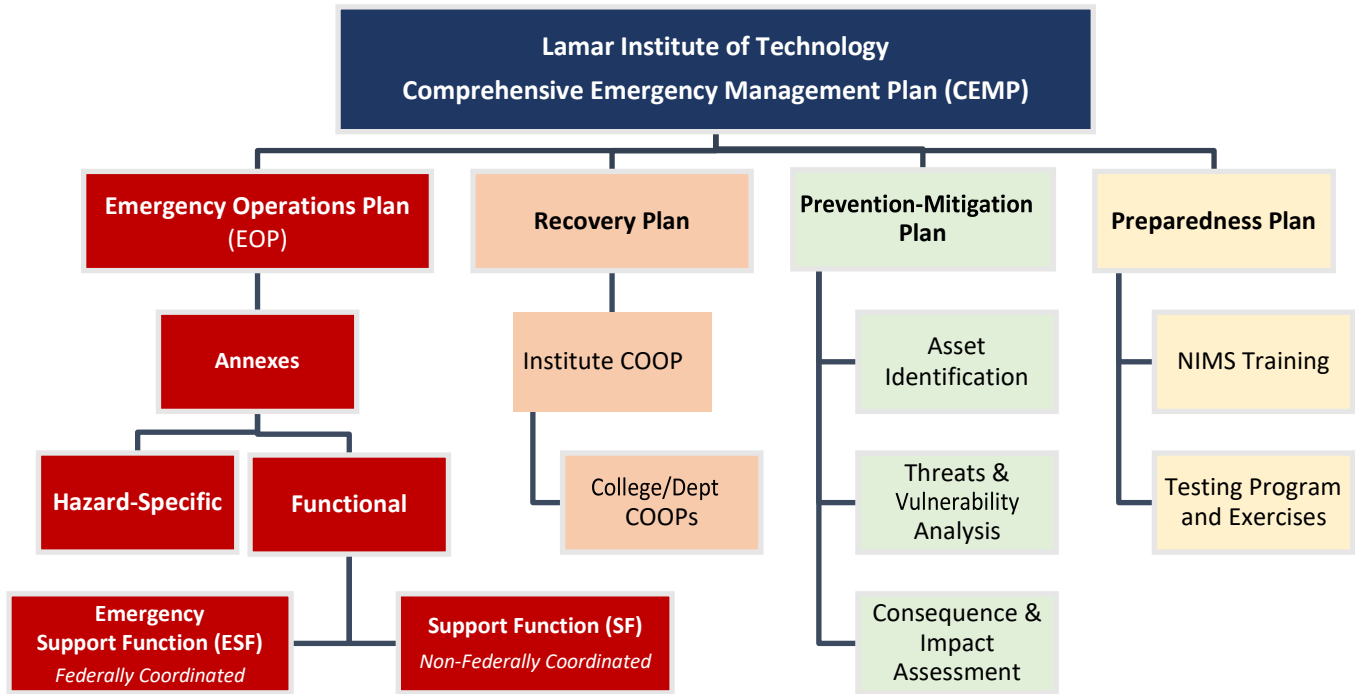
An important part of the context for the EOP is the tenant that disasters are managed at the smallest possible response level. Thus, many incidents are resolved every day by public safety responders within the parameters of their standard resources. However, since it is not always clear at the outset which incidents will grow to require assistance, the EOP is an all-hazards plan that promotes scalable, flexible, and adaptable responses that complement initial response efforts.

This plan accomplishes that not only through the basic plan, but also through several kinds of annexes. Support annexes address broad areas of coordination across many phases of emergency management, emergency support function annexes define the execution in specific areas of action during response, and incident annexes provide relevant details for specific hazards.

In addition, there are a wide variety of situations that, while severe, do not require emergency action of the nature of this plan. Crucially, however, this EOP is intended primarily to coordinate emergency management during an event that causes or threatens widespread loss of life, injury to person or property, human suffering or financial loss.

1.2. Plan Organization

Figure 2 - **Lamar Institute of Technology Emergency Operations Plan Organization**

Lamar Institute of Technology
Comprehensive Emergency Management Plan (CEMP)

- **Emergency Operations Plan (EOP)**
  - **Annexes**
    - **Hazard-Specific**
    - **Functional**
      - **Emergency Support Function (ESF)** *Federally Coordinated*
      - **Support Function (SF)** *Non-Federally Coordinated*
- **Recovery Plan**
  - Institute COOP
    - College/Dept COOPs
- **Prevention-Mitigation Plan**
  - Asset Identification
  - Threats & Vulnerability Analysis
  - Consequence & Impact Assessment
- **Preparedness Plan**
  - NIMS Training
  - Testing Program and Exercises

Basic Plan

The purpose of the Basic Plan is to provide a framework for emergency operations and information regarding the Institute's emergency management structure. Specifically, the Basic Plan consists of the following chapters:

- **Introduction** - Identifies the authority, purpose, scope and guiding principles for the plan; describes the plan's organizational structure; and explains the plan's relationship to other planning efforts.

- **Situation and Planning Assumptions** - Describes the scenarios that the plan is designed to address; describes the recovery continuum; identifies special considerations for recovery on campus.

- **Concept of Operations** - Describes how the Institute will conduct its emergency operations and coordinate with other agencies and jurisdictions.

- **Roles and Responsibilities** - Describes the roles and responsibilities for Institute personnel involved in emergency management.

- **Administration and Logistics** - Describes the Institute's emergency response structure, information regarding the EOC, and general policies for managing resources.

- **Training** - Describes the Institute's approach to emergency management training including types of training and training schedule.

- **Plan Development and Maintenance** - This section describes the approach to planning, including the assignment of planning responsibilities. It describes how development and revision of different "levels" of the EOP (Basic Plan, annexes, appendices, and SOPs) are to be coordinated, and includes provision for a regular cycle of testing, reviewing, and updating the EOP.

- **Authorities and References** - Describes the legal basis for emergency operations and activities. Note: Citing reference materials (including related plans of other levels of government) can be valuable for indicating what has influenced the writing of this EOP.

Annexes

Annexes are the parts of the EOP that begin to provide specific information and direction. Annexes focus on operations: what the function is and who is responsible for carrying it out. They will emphasize responsibilities, tasks, and operational actions that pertain to the function being covered.

Emergency Support Function Annexes

The Emergency Support Functions (ESF) focus on critical capabilities and resources provided by emergency response agencies across many phases of an emergency. Each ESF has its own statement of Purpose and Scope, as well as additional detail on roles and responsibilities surrounding that activity.

Those elements in the ESFs are developed and conducted by one or two lead agencies and several supporting agencies. In many cases, the capabilities of the lead agency do not correspond perfectly to the purpose and scope of the ESF, but the addition of supporting agencies provides the necessary breadth of resources and mandates to conduct the required activity.

Support Annexes

Support Annexes (SA) describe the functions that do not fit within the scope of ESFs and identify how state agencies, private sector, and nongovernmental organizations coordinate to execute a common support function required during an incident. The actions describes in the SAs are not limited to particular type of events, but are overarching in nature an applicable to nearly every type of incident.

Hazard-Specific Annexes

While the EOP has been developed as an all-hazards planning document, some hazards may require unique considerations. To the end, Hazard-Specific Annexes (HAZ) supplement the Basic Plan to identify critical tasks particular to specific natural, technological, and human-caused hazards identified in the Thereat and Hazards Identification and Risk Assessment.

SOPs and Checklists

SOPs and checklists provide the detailed instructions that an organization or an individual needs to fulfill responsibilities and perform tasks assigned in the EOP. They may be attached to the EOP or references as deemed appropriate.

SECTION 2 – Purpose and Scope

2.1. Purpose

The purpose of the Lamar Institute of Technology Emergency Operations Plan (EOP) is to outline the management structure, responsibilities, procedures, and guiding policies to assist the institute when responding to an emergency event. **The EOP directs response efforts when Standard Operating Procedures (SOPs) developed by institute departments and unit are insufficient to handle an emergency**. Department specific plans and SOPs are meant to complement and coordinate overall efforts while providing more depth and specific detail regarding department-level response.

2.2. Scope

The Lamar Institute of Technology EOP is a campus-level plan covering property owned and operated by the college and the faculty, staff, students, and visitors associated with the Lamar Institute of Technology campus. This EOP is designed to address a comprehensive range of natural and manmade hazards that could affect the Lamar Institute of Technology campus. The plan includes procedures for responding to a range of levels of emergency regardless of the size, type or complexity.

This EOP supersedes any previous plans and precludes employee actions not in concert with the intent of this plan, or the emergency response organizations created by it.

SECTION 3 – Situation, Planning Assumptions, and Response Priorities

Lamar Institute of Technology is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying institute, public and/or private property. The following situation and assumptions provide an overview of a potential emergency situation at Lamar Institute of Technology and the assumed operational conditions that provide a foundation for establishing protocols and procedures. More detailed information is provided in the Hazard Analysis section of the *Prevention-Mitigation Plan*, published separately.

3.1. Situation

Lamar Institute of Technology can vary in the number of faculty, staff, and students located on campus depending on the time of day and event. The Institute has a student headcount of approximately 7,000 and a staff of approximately 300. The majority of these students and staff may be on campus at a given time.

A number of natural hazards can affect the Lamar Institute of Technology campus. These include:

- Severe weather
- Flood
- Hurricane

In addition, threat of technological and biological hazards, those caused by human omission or error, such as transportation accidents, hazardous materials incidents, or utility failures are also possible. A civil disturbance or terrorism incident could also occur.

3.2. Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. The Lamar Institute of Technology EOP is based on the following planning assumptions:

- Any employee of Lamar Institute of Technology may be tasked by this EOP.
- Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.
- External resources may be requested to assist the Institute if the nature of the incident overwhelms local capability.
- Incident management activities will be initiated and conducted in accordance with the National Incident Management System (NIMS).
- Local emergency response resources will be available in emergency situations affecting the Institute.
- It is possible for a major disaster to occur any time and any place in or near the Institute. In some cases, timely dissemination of warning and increased readiness measures may be possible. However, many disasters can, and may, occur with little to no warning.
- Institute offices and representatives recognize their responsibilities for the safety and well-being of students, faculty, staff, and visitors, and assume their responsibilities in the implementation of this emergency EOP.

- Proper implementation and understanding of these guidelines through training and exercising will reduce or prevent disaster-related losses.
- The local police and fire departments will respond where support agreements or mutual aid agreements exist.
- Students will be evacuated to a sheltering facility where a support agreement or MOU exists.
- The Institute is located in the City of Beaumont 911 District.
- Emergencies on the Institute campus may involve multiple responding departments and agencies which may include, but not limited to, LUPD, Facilities and Risk Management, Marketing and Communications, Beaumont Fire and Rescue, and other appropriate Institute, city, county, state and federal agencies.
- In most cases, the fire department or law enforcement personnel will assume Incident Command, depending on the type of emergency.
- Hazardous conditions may follow any major disasters thereby increasing the risk of injuries and death.
- Casualties will be transported to local area hospitals.
- Other Institute agencies or system components operating on the campus will coordinate their emergency actions with this EOP.
- Regardless of the threat or type of emergency, it is possible that the following results may be encountered:
  - Death, injury, or illness of people
  - Interruption or disruption to transportation
  - Interruption of disruption to normal communications
  - Interruption or disruption to utilities and other essential services
  - Congregation of large numbers of people at the scene, at central locations, at shelters, etc.
  - Significant numbers of people being displaced, requiring some, or all of the following: evacuation, shelter, feeding, welfare, and other assistance
  - Structural damage to streets, buildings, utilities, and other property
  - Contamination of food, water, personnel, vehicles, property, and other substances
  - Shortage of essential items
  - Periods of civil unrest or disorder, including looting, rioting, mob scenes, violence, etc.
  - Initial confusion of the affected population, with probable delays in response due to disaster incidents
  - Extensive need for public information
  - Disruption of business activities

3.3. Emergency Response Priorities

Priorities for all emergency response at Lamar Institute of Technology are as follows:

1. **Protection of Life**
   - Emergency response personnel
   - At risk community members
   - General public

2. **Stabilization of the Incident**
   - Bring the situation to a point of order
   - Determine course of action
   - Prevent the incident from expanding
   - Isolate the scene and deny entry

3. **Protect the Environment**
   - Confine, contain or neutralize hazardous materials that may be released
   - Ensure, to the extent practical, that emergency response efforts do not adversely impact the environment

4. **Protect Institute Property**
   - Facilities used for emergency response are high priority
   - Facilities necessary for shelter and care of students are high priority
   - Facilities used for education and operational purposes
   - Critical Institute records, collections and research

5. **Restoration of Critical Services, Education and Research Programs**
   - Services necessary for emergency response are high priority
   - Services critical to the well-being of students are high priority
   - Services critical to the integrity of research projects and educational services

3.4. National Incident Management System (NIMS), the Incident Command System (ICS) and Incident Management Team (IMT)

This EOP following the requirements set for by the National Incident Management System (NIMS). NIMS provides a nationwide template enabling federal, state, local and tribal governments and private sector nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from emergency incidents regardless of cause, size or complexity. Using NIMS enables the institute to communication and coordinate response actions with other jurisdictions and emergency response agencies.

The benefits of the ICS process are:

1. **History**
   - Over thirty-year history of successful implementation for emergency response management in the field.
   - Over ten year history as the international standard for Emergency Management organizations.

2. **Proven Best Practices in Emergency Management**
   - Flexibility in application - ICS allows for scale-up, scale-down and transition.
   - Team-based, bundled and linked processes and cross-functional efficiency within the organization.
   - Action oriented - focuses on results and output.
   - Starts and stops - designed for rapid deployment and smooth de-activation.
   - Wide application to unique settings.

3. **Aligned with Adjacent and Contiguous Agencies**
   - Standardized functions and processes.

Incident Management Team (IMT) Overview

The Lamar Institute of Technology IMT (LIT-IMT) provides the command and control infrastructure that is required to manage the logistical, fiscal, planning, operational, safety, and campus issues related to any and all incidents or emergencies. The LIT-IMT is made up of the individuals who would serve as the primary Incident Commanders and Command and General Staff. An incident's type and size will dictate whether all or some of the LIT-IMT members are activated.

SECTION 4 – Concept of Operations

4.1. Overview

The Concept of Operations section provides an overview of the Lamar Institute of Technology emergency management structure and procedures for responding to an emergency situation that impact the college or college community.

The role of Institute department/units involved in an emergency response will generally parallel normal day-to-day functions; however, employees may be assigned to work in areas and perform duties outside their regular job assignments. Day-to-day functions that do not contribute directly to an emergency may be suspended for the duration of an emergency. Efforts that would typically be required for normal daily functions will be redirected to accomplish emergency tasks following the ICS system.

This plan is designed to be flexible, to be used in any emergency response situation regardless of the size, type, or complexity (e.g. infrastructure failure, fire, civil unrest, storms, pandemic, etc.). The procedures outlined in this plan are based on a worst-case scenario. Part of all of the components of the plan can be activated as needed to respond to the emergency at hand.

More detailed information can be found in the appendices after the Basic Plan:

Appendix A: Provides Authorities and References

Appendix B: Provides acronyms and glossary

4.2. Emergency Operations Plan (EOP) Activation

This plan is activated whenever emergency conditions exist in which immediate action is required to:

- Save and protect lives.
- Stabilize the emergency.
- Prevent damage to the environment, systems and property.
- Initiate Incident Command System (ICS) and develop an appropriate organizational structure to manage the incident.
- Coordinate communications.
- Provide essential services.
- Temporarily assign Institute staff to perform emergency work.
- Invoke emergency authorization to procure and allocate resources.
- Activate and staff the EOC.

4.3. Types of Incidents

Following the national model, there are five types of incidents (Type 1, 2, 3, 4, and 5) with Type 1 having the largest scale of impacts, requiring the most resources and demanding the greatest coordination effort.

Any given Incident Type may be bypassed if necessary (e.g., shifting an Incident from a Type 3 directly to a Type 1). As an incident progresses toward Type 1, the stated activities of previous incident types will continue to be performed (e.g., Type 1 Incidents include all activities of Type 2 Incidents, and so on).

- **Figure 4.1 highlights the Types of Incidents**

The Incident Type will be determined by the Incident Commander (IC) and the Agency Administrator (AA). In the absence of the Vice President for Finance and Operations, the succession of authority is listed on page 19 will apply.

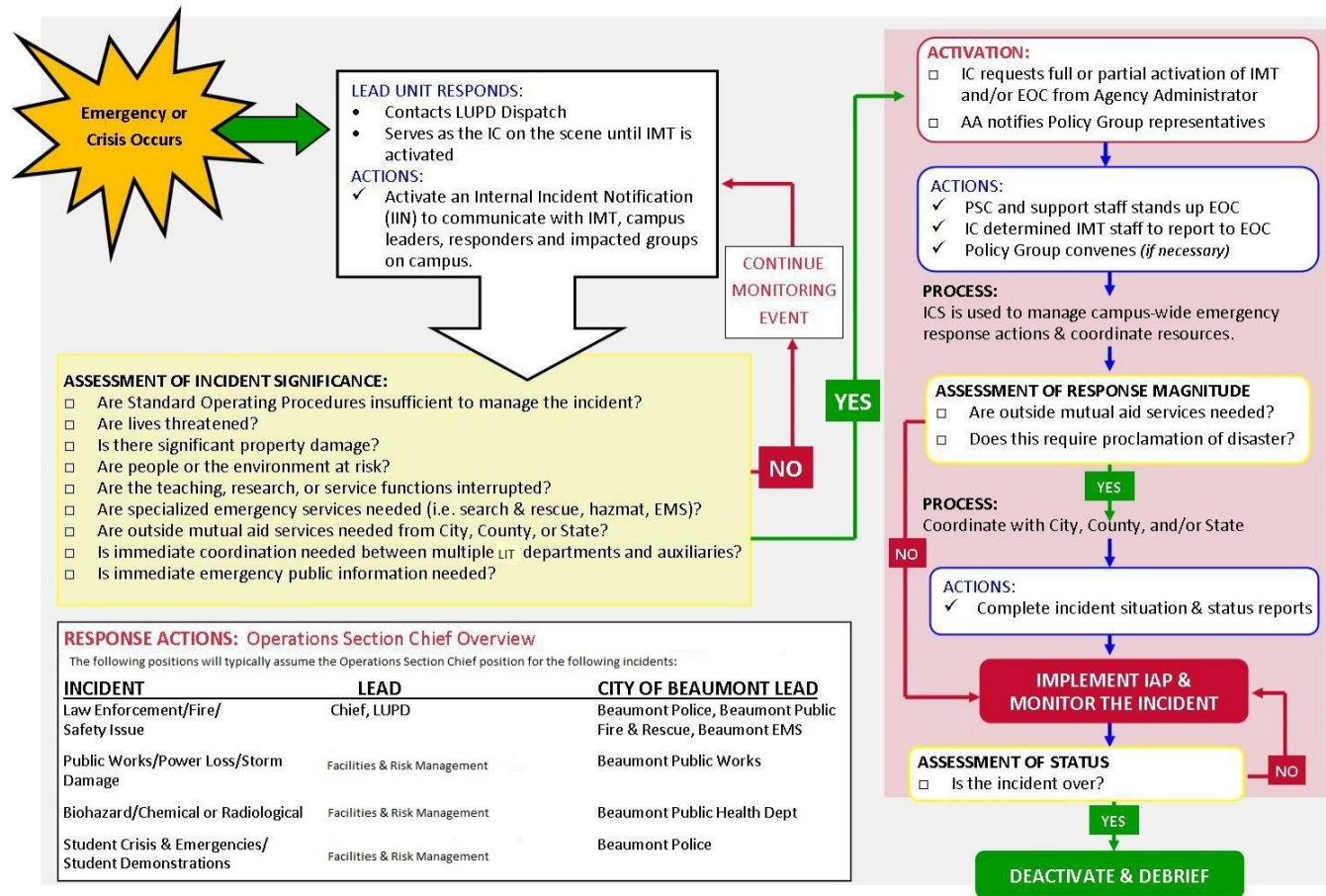- **Figure 4.2 highlights the General Response Activation process**

Figure 4.1 - Incident Types

EOC	Type	Definition	Action
ON-STANDBY	5	• Emergency incident that the lead responding department's Standard Operating Procedure (SOP) can handle and will be resolved within one operational period. • While there may be some damage and/or interruption, the conditions are localized and the Incident Management Team (IMT)/EOC does not need to be activated.	• The onsite lead dept. /unit handles the situation following the lead unit's SOP. The lead unit responding to an incident designates an Incident Commander (OC). • If a situation requires additional resources, the IC contacts SRS Duty Admin to help monitor the situation and to provide additional guidance. • The IC may choose to open a Command Post. • If the incident has the potential to grow, the IC will notify SRS Duty Admin. • The LIT-EOC is placed on stand-by mode and the VECC (Virtual Emergency Communication Center) may be activated for communication, coordination and documentation.
ON-STANDBY	4	• Several resources are required to mitigate the incident. • Incident limited to one operational period.	• IMT Command and General Staff functions activated only if needed. • No written IAP is required but a documented operational briefing will be completed for all incoming resources.
PARTIAL/FULL ACTIVATION	3	• The emergency incident is severe and causes damage and/or interruption to Lamar Institute of Technology operations. • Coordination of resources and campus services is needed to respond effectively. • Lamar Institute of Technology may be the only affected entity. • Incident may extend into multiple operational periods.	• The IC contacts the AA for the determination of whether to activate the LIT-EOC and VECC, the IMT, and the Policy Group. • The AA maintains the on-scene IC or may designate a new IC. • The Deputy IC sets up the EOC and VECC, and calls on support staff for assistance. • If activated, the Policy Group representatives convene at the Cecile Beeson Building. • IC, in communication with the AA and Deputy IC, determines if an EOC Manager and other necessary staff need to report to the Incident Command Post (ICP) or EOC. • Some operations and classes may be suspended. • Unified Command with City of Beaumont and/or Jefferson County personnel may be implemented. • A written IAP is typically developed.
FULL ACTIVATION	2	• Incident extends beyond the Institute's capabilities. • Incident extends into multiple operational periods.	• IMT is fully activated. • A written IAP is required for each operational period. • The EOP and EOC are fully activated. • Normal institute operations may be suspended. • Staff vacations and planned leaves may be terminated. • The EOC coordinates efforts with the City, County, or State as needed. • Unified Command is typically used to manage incident response.
FULL ACTIVATION	1	• The emergency situation is a disaster condition, regionally or statewide, and LIT must fully activate the EOC and VECC to address an immediate emergency response. • Emergency conditions are widespread and LIT must be self-sufficient for a period up to 72 hours. • LIT may request mutual assistance from the City of Beaumont, Jefferson County, and/or State agencies.	• Unified Command will be used to manage incident response. • A written IAP is required for each operational period. • LIT Liaison Officer may be sent to the City or County EOC. • LIT may request assistance from an external incident management team to assist in managing the incident.

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Figure 4.2 - Emergency Response Protocol

Emergency or Crisis Occurs

LEAD UNIT RESPONDS:
- Contacts LUPD Dispatch
- Serves as the IC on the scene until IMT is activated

ACTIONS:
- ✓ Activate an Internal Incident Notification (IIN) to communicate with IMT, campus leaders, responders and impacted groups on campus.

CONTINUE MONITORING EVENT

ASSESSMENT OF INCIDENT SIGNIFICANCE:
- ☐ Are Standard Operating Procedures insufficient to manage the incident?
- ☐ Are lives threatened?
- ☐ Is there significant property damage?
- ☐ Are people or the environment at risk?
- ☐ Are the teaching, research, or service functions interrupted?
- ☐ Are specialized emergency services needed (i.e. search & rescue, hazmat, EMS)?
- ☐ Are outside mutual aid services needed from City, County, or State?
- ☐ Is immediate coordination needed between multiple LIT departments and auxiliaries?
- ☐ Is immediate emergency public information needed?

NO

YES

ACTIVATION:
- ☐ IC requests full or partial activation of IMT and/or EOC from Agency Administrator
- ☐ AA notifies Policy Group representatives

ACTIONS:
- ✓ PSC and support staff stands up EOC
- ✓ IC determined IMT staff to report to EOC
- ✓ Policy Group convenes (if necessary)

PROCESS:
ICS is used to manage campus-wide emergency response actions & coordinate resources.

ASSESSMENT OF RESPONSE MAGNITUDE
- ☐ Are outside mutual aid services needed?
- ☐ Does this require proclamation of disaster?

YES

NO

PROCESS:
Coordinate with City, County, and/or State

ACTIONS:
- ✓ Complete incident situation & status reports

IMPLEMENT IAP & MONITOR THE INCIDENT

ASSESSMENT OF STATUS
- ☐ Is the incident over?

NO

YES

DEACTIVATE & DEBRIEF

RESPONSE ACTIONS: Operations Section Chief Overview

The following positions will typically assume the Operations Section Chief position for the following incidents:

INCIDENT	LEAD	CITY OF BEAUMONT LEAD
Law Enforcement/Fire/Safety Issue	Chief, LUPD	Beaumont Police, Beaumont Public Fire & Rescue, Beaumont EMS
Public Works/Power Loss/Storm Damage	Facilities & Risk Management	Beaumont Public Works
Biohazard/Chemical or Radiological	Facilities & Risk Management	Beaumont Public Health Dept
Student Crisis & Emergencies/Student Demonstrations	Facilities & Risk Management	Beaumont Police

4.4. Emergency Management Structure

Emergency response activities at Lamar Institute of Technology follow the National Incident Management System (NIMS) and the Incident Command System (ICS). The following describes the various components of the Emergency Management structure.

LIT Emergency Policy Group

The Policy Group provides direction in making strategic policy decisions for any incident that impacts the Institute's ability to meet its mission of teaching, research and public service. The Policy Group is made up of the following individuals:

- President
- Executive Vice President - Provost
- Vice President for Finance and Operations
- Vice President for Strategic Initiatives
- Dean of Academics
- Dean Student Success
- Dean of Strategic and Workforce Initiatives
- Executive Director of Development and Foundation

The **Policy Group convenes in the Cecil Beeson Building** during Type 1, and 2 incidents, and as needed, often by telephone conference, for other incidents. The back-up meeting location in the event that Cecil Beeson Building is either unavailable or inconvenient will be Eagle's Nest Conference Room.

Institute President Succession of Authority

To maintain emergency management functions and an orderly continuation of leadership in an emergency situation, the following succession of authority applies if the Institute President is unavailable:

1. Executive Vice President - Provost
2. Vice President for Finance and Operations
3. Vice President for Strategic Initiatives

Vice President for Finance and Operations Succession of Authority

To maintain emergency management functions and an orderly continuation of leadership in an emergency situation, the following succession of authority applies if the Vice President for Finance and Operations is unavailable:

1. Director of Finance
2. Assistant Director of Finance
3. Facilities and Risk Management

Agency Administrator (AA)

Per the President, the following individuals have been delegated the Agency Administrator duties and is the designated authority that works on behalf of the Policy Group to make emergency response decisions:

- Vice President for Finance and Operations
- Executive Vice President - Provost
- Vice President for Strategic Initiatives

The AA has the following responsibilities:

- In consultation with the IC, determines the Incident Type using the criteria outlined in Figure 3.1.
- If not predefined in standard operating procedures, the AA makes the final determination as to who is designated as the Incident Commander (IC) for each Type 4 or 5 Incident. The IMT is automatically activated for Type 1, 2, or 3 incidents.
- Authorizes either partial or full activation of the IMT and/or EOC by issuing a written (paper or electronic) delegation of authority.
- Cancels planned leaves and vacations for Type 1 or 2 Incidents.
- Makes recommendations on canceling or delaying classes and college operations.
- For incidents in which the Institute's IMT is activated for non-campus incidents, the VPFO serves as the Agency Representative with the authority to make decisions on matters affecting the campus' participation at the incident.

LIT Incident Command System Organization

This EOP follows the structure of the Incident Command System (ICS) for managing a response. There are three functional areas in the ICS structure: (1) Incident Commander (IC), (2) Command Staff, and (3) General Staff. The Command staff consists of IC, Safety Officer, Liaison, and Public Information Officer (PIO). The General staff consists of Operations Chief, Planning Chief, Finance Chief, and Logistics Chief.

The LIT-IMT generally assumes all of the Command and General Staff positions. The Incident Commander supervises the Command Staff and General Staff and is responsible for all emergency response activities and efforts. (See Figure 4.3 for LIT Incident Command System diagram.)
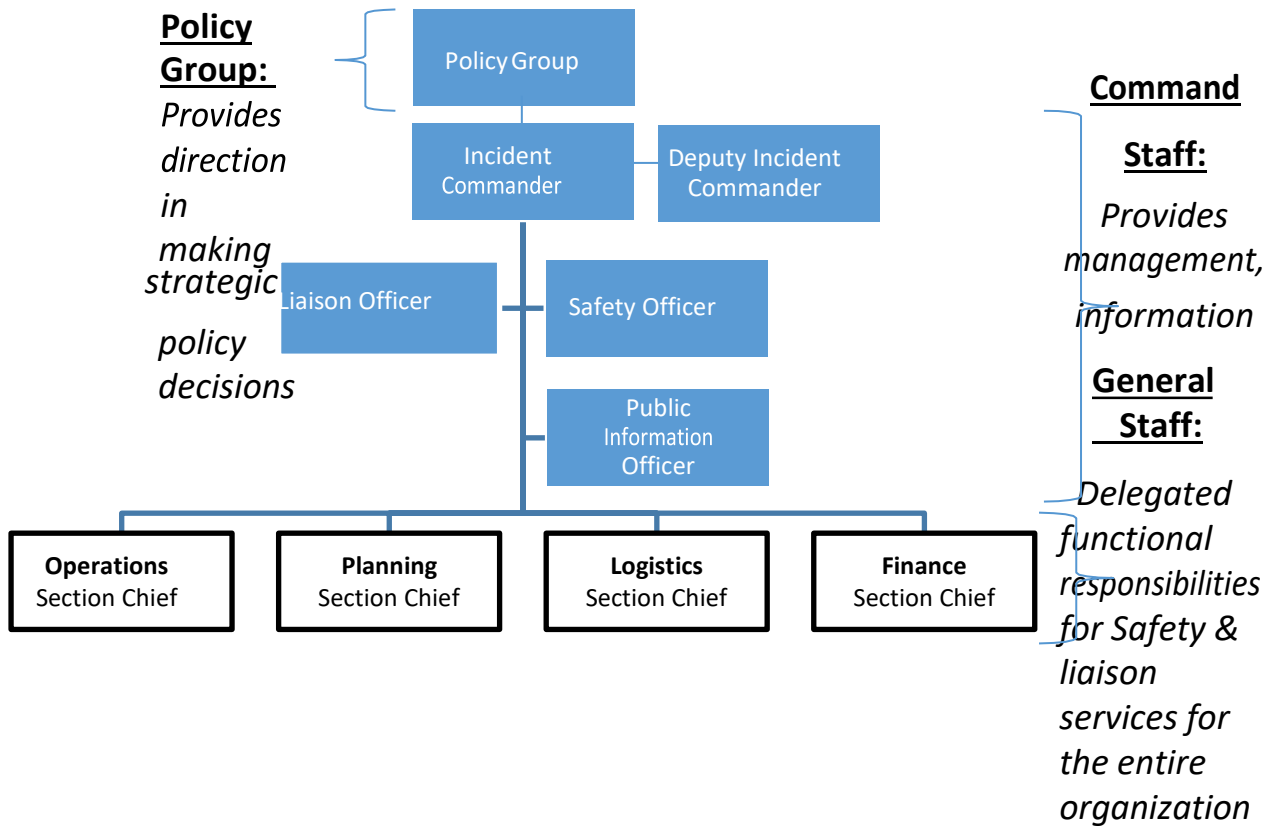
In most Type 1 and 2 Incidents, the Incident Commander, Command Staff, and Section Chiefs will report to the Command Post or Emergency Operations Center if activated.

Incident Management Team (IMT)

The LIT-IMT provides the command and control infrastructure that is required to manage the logistical, fiscal, planning, operational, safety, and campus issues related to any and all incidents/ emergencies. LIT-IMT is made up of the individuals who would serve as the primary Incident Commanders and Command and General Staff. LIT-IMT participants represent departments or units campus-wide. An incident's type and size will dictate whether all or some of the LIT-IMT members are activated.

Lamar Institute of Technology's Incident Management Team (IMT) has trained in these positions and established an ICS structure, Figure 4.3. Due to the potential for limited personnel availability during a disaster, IMT staff has been trained in multiple position. Current training and operational requirements set forth under NIMS have been adopted by Lamar Institute of Technology.

Figure 4.3 - LIT Incident Command System (ICS)

Policy Group: *Provides direction in making strategic policy decisions*

Command Staff: *Provides management, information*

General Staff: *Delegated functional responsibilities for Safety & liaison services for the entire organization*

Policy Group

Incident Commander — Deputy Incident Commander

Liaison Officer — Safety Officer

Public Information Officer

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance Section Chief

Incident Commander

The Incident Commander (IC) manages all emergency activities, including development, implementation, and review of strategic decisions.

- The IC has the authority for all emergency response efforts and serves as supervisor to the Public Information Officer (PIO), Liaison Officer, Safety Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance & Administration Section Chief.
- The IC is responsible for the overall management of the incident and all activities/functions until the IC delegates and assigned them to Command or General Staff depending on the complexity of the event.
- The IC communicated closely with the Agency Administrator.
- The IC determines the location of the Command Post (CP). If the event continues to expand and the Emergency Operations Center (EOC) is activated, then the IC and CP staff and functions would move to the EOC.

The Incident Commander is responsible for the following tasks:

- Providing overall leadership for incident response.
- Assessing incident objectives.
- Establishing incident objectives.
- Developing the Incident Action Plan (in conjunction with General Staff Section Chiefs when General Staff is activated).
- Initiating Incident Command System: developing an appropriate organizational structure and

delegating authority (e.g. ICS staffing)/functions to others.
- Authorize release of information to the news media and general campus community.
- Approve requests for additional resources.
- Keep Agency Administrator informed of incident status.
- Developing the ICS structure for any given event.
- Manages the Emergency Operations Center (EOC).

IC Succession of Authority

To maintain emergency management functions and orderly continuation of leadership in an emergency situation, the following succession of authority applies if the Vice President for Finance and Operations is unavailable:

1. Facilities and Risk Management
2. Chief, LU Police Department

A Deputy Incident Commander[1] be designated to:
- Perform specific tasks as requested by the IC.
- Perform the incident command function in a relief capacity.
- Serve as a technical expert on the incident if not trained to the level of an Incident Commander.
- Represent assisting agency that shares jurisdiction.

Establishing an Incident Commander

The Incident Commander (IC) will vary depending on the situation at hand.

The IC may not always be the highest ranking individual at the Institute but rather an individual with the specific skills, knowledge base, and training needed to respond to the specific situation. This person should be trained as a FEMA recognized Type 3 All-Hazard Incident Commander.

When an incident occurs the initial Incident Commander will be established from the responding resources on-scene and communicated to SRS Duty Admin. During a more complex incident, a person with higher qualifications may be identified by the Agency Administrator. The on-site Lamar Institute of Technology IC will provide a situation status briefing to an incoming IC assuming command. Incident command may be carried out by a Unified Command established jointly by units and/or agencies that have direct functional or jurisdictional responsibility for the incident.

Command Staff

Command Staff report directly to the Incident Commander. Positions include the Public Information Officer, Liaison Officer, and Safety Officer. Current lines of succession are provided for each position.

Public Information Officer (PIO)

The PIO is responsible for relaying incident related information to the public and media and with other agencies. This position is always activated for Type 1, 2, and 3 Incidents, and as needed for Type 4 Incidents.

1. Director of Marketing and Communications
2. Vice President for Strategic Initiatives

Liaison Officers

The Liaison Officers are responsible for coordinating with external partners, such as city, county,

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[1] Note that if a deputy is assigned, he or she must be fully qualified to assume the Incident Commander's position.

state, or federal agencies, and public and private resources groups, as well as internal institute groups.

1. Facilities and Risk Management
2. Chief, LU Police

Safety Office Department

The Safety Officer monitors, evaluates and recommends procedures for all incident operations for hazards and unsafe conditions, including the health and safety of emergency responder personnel. The Safety Officer is responsible for developing the site safety plan and safety directions in the Incident Action Plan (IAP).

1. Facilities and Risk Management
2. Chief, LU Police

General Staff

The General Staff is comprised of four sections: (1) Operations, (2) Planning, (3) Logistics, and (4) Finance. Each section is headed by a Section Chief and can be expanded to meet the resources and needs of the response. Section Chiefs report directly to the Incident Commander.

Operations Section

The Operations Section is responsible for managing all incident specific operations of an emergency response, including:

- Developing operational components of the IAP.
- Determining needs and requesting additional resources.
- Reporting information about special activities, events, and occurrences to the IC.

The IC will designate the Operations Section Chief. This individual should have completed the FEMA All-Hazard Type 3 Operations Section Chief training.

Operations Section Chiefs will be assigned based on the type of incident. The following is a general guideline for filling the Operations Section Chief position.

1	Law Enforcement/Fire/Public Safety Issue	• LU Police Department
2	Public Works/Power Loss/Storm Damage	• Facilities and Risk Management
3	Biohazard/Chemical or Radiological Hazard	• Facilities and Risk Management
4	Student Crisis & Emergencies/Student Death(s)/Student Demonstrations	• Facilities and Risk Management

The Operations Section Chief position is currently filled by:
1. Chief, LUPD
2. Vice President for Finance and Operations
3. Facilities and Risk Management

Planning Section

The Planning Section is responsible for collecting, monitoring, evaluating, and disseminating information related to the response effort. They are responsible for the development, maintenance and distribution of the Incident Action Plan (IAP). This individual should have

completed the FEME All-Hazard Type 3 Planning Section Chief training.

Logistics Section
The Logistics Section is responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.) This individual should have completed the FEMA All-Hazard Type 3 Logistics Section Chief training.

Finance & Administration Section
The Finance & Administration Section is responsible for purchasing and cost accountability relating to the response effort. This section documents expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting, and develops FEMA documentation. This individual should have completed the FEMA All-Hazard Type 3 Finance & Administration Section Chief training.

4.5. Emergency Operations Center(EOC)

Emergency situations that require extensive coordination of resources, personnel, and information sharing will be managed in part or in full from, the Emergency Operations Center (EOC).

The EOC is the centralized facility where emergency response and recovery activities are planned, coordinated, and delegated. The EOC will operate on a 24 hour, 7-day basis during extended events with rotating shifts until the emergency is over. The Incident Commander determines when the incident no longer needs coordination from the EOC. Normal shift rotation is 12 hours on, 12 hours off.

In addition to the EOC, the Institute has also developed a Virtual Emergency Coordination Center (VECC) which is an on-line system that allows responders and staff in the field and the EOC to quickly share information. The VECC *may* be activated during a Type 5 Incident and *will* be activated for all other Incident Types.

EOC Locations:
PRIMARY: Cecil Beeson Building
SECONDARY: Eagle's Nest Conference Room

EOC Activation:
The EOC will be activated during any situation that requires the immediate coordination of multiple institute departments/units and auxiliaries.

The Agency Administrator has the authority to activate the EOC. If the Agency Administrator is unavailable, the Succession of Authority on pages 20-21 shall be used. The degree to which the EOC is activated depends on the need for coordination and communication between internal and external interest.

Once the EOC is activated, the Planning Section Chief reports immediately to the EOC. Planning Section staff are responsible for preparing the EOC facility for operation and checking staff into the EOC.

As a standard practice, the Command Staff and General Staff Section Chiefs will report to the EOC to assume emergency response roles in a Type 1, 2, or 3 Incident (for more information on Incident Command Structure, page 20). The IC will determine which LU staff report to the EOC and which staff report to their normal workstations to coordinate response efforts.

Command Staff and General Staff are required to check-in with Planning Section staff upon arrival at the EOC. If a staff member is unavailable in an emergency, Planning Section staff will coordinate with the Incident Commander to designate alternate staff positions based on the need.

4.6. Unified Command (UC)

Unified Command is used when more than one agency within the incident jurisdiction or when multiple jurisdictions are working together to respond to an incident. In many emergency situations the Institute will work in a Unified Command with either multiple departments/units on campus, or with the City of Beaumont and/or Jefferson County.

In a Unified Command with the city, the Agency Administrator will determine who will serve as the Joint Incident Commander representing Lamar Institute of Technology.

Beaumont Fire & Rescue will assume the role of Lead IC for any fire, special rescue, EMS, mass casualty incident, or hazardous materials event that requires their resources to respond. The Beaumont Police Department will assume Unified IC along with the LU Police Department for any event that requires significant law enforcement response.

When both Beaumont Fire & Rescue and Beaumont Police Department respond to the same incident they will designate the IC or determine if a Unified Command approach is needed. In these circumstances, an institute official will serve as either Unified Commander or Agency Representative.

LIT-IMT members and other appropriate personnel and resources will be integrated into ICS positions under the Unified Command. At the very least, the need for an Agency Representative and/or Liaison Officer from Lamar Institute of Technology should be anticipated, and under most circumstances, will be requested.

4.7. Transfer of Command

Transfer of Command is the process of moving the responsibility for incident command from one Incident Commander to another. Transfer of command may take place for many reasons, including:

- A jurisdiction or agency is legally required to take command.
- Change of command is necessary for effectiveness or efficiency
- Incident complexity changes
- There is a need to relieve personnel on incidents of extended duration
- Personal emergencies
- Agency Administrator directs a change in command

A main feature of ICS is a procedure to transfer command with minimal disruption to the incident. This procedure may be used any time personnel in supervisory positions change. The following three key procedures should be followed whenever possible:

- The transfer should take place face-to-face
- The transfer should include a complete briefing
- The effective time and date of the transfer should be communicated to all personnel who need to know, both at the scene and elsewhere

The transfer of command briefing should always take place. The briefing should include the following essential elements:

- Situation status
- Incident objectives and priorities based on the IAP
- Current organization

- Resource assignments.
- Resources ordered and en route.
- Incident facilities.
- Incident communication plans.
- Incident prognosis, concerns, and other issues.
- Introduction of Command and General Staff member.

4.8. Incident Action Plan

An incident Action Plan (IAP) is a written or verbal strategy for responding to the incident developed by the Incident Commander and Section Chiefs in the General Staff.

A written IAP is not required for smaller incidents. In those cases, the Incident Commander can verbally communicate response strategy to the LIT-IMT and other responding resources.

In larger emergency situations, a written IAP will be more effective. A written IAP should be considered when:

- Two or more jurisdictions are involved in the response.
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- A HazMat incident is involved (required).

Developing an Incident Action Plan

In larger emergency situations, the Incident Commander and Section Chiefs in the General Staff will meet immediately to develop the Incident Action Plan (IAP). The Planning Section Chief is responsible for the development, maintenance, and distribution of the IAP.

The Operations Chief will determine the amount and type of resources needed to accomplish the plan. The Planning Section, Logistics Section, and Finance Section will have to work together to accommodate those needs.

The IAP will include standard forms and supporting documents that convey the Incident Commander's intent and the Operation's Section direction for the accomplishment of the plan. The Planning Section will communicate with other section Chiefs any materials and documentation needed to develop the plan. The Incident Commander approves the written IAP.

Copies of the IAP are distributed to the Policy Group and members of the IMT. The IAP should be conveyed to all resources on scene. A briefing prior to each shift should be held to communicate the IAP to everyone involved in the incident.

In a Unified Command situation, the unified Incident Commanders will work together and with Command and General Staff to develop the IAP.

Implementing the Plan

The Operations Section Chief is in charge of implementing components of the IAP. The Operations Section Chief will meet with supervisors of tactical resources to brief them on the plan and delineate their respective assignments.

The Operations Section has the authority to make appropriate adjustments to the plan as needed to meet the plan objectives in the most efficient manner possible. Changes should be communicated to the Incident Commander and Planning Section Chief and documented in the ICS

214.

A series of forms found in the IAP will assist the IMT in documenting and communicating information related to the incident.

4.9. Incident Documentation

It is important that the incident be properly documented throughout the response effort. Forms for documenting information will be provided by the Planning Section with the Incident Action Plan (IAP). Thorough documentation will:

- Involve tracking key decisions and actions implemented and made as the incident progresses. When possible, these will be documented in the VECC.
- Ensure information is transferred accurately during shift changes.
- Inform the After Action Report (AAR) that will be compiled once the incident has been resolved.
- Assist in reimbursement measures taken after the incident has been resolved.

4.10. Media Relations

Members of the media will go to the designated media center **(Beeson Building)**. The Public Information Officer is responsible for the set-up, use, and breakdown of the Media Center. **All press releases must be approved by the Incident Commander.**

For information, the media can contact the marketing and communications department. In large scale events, this site may not be active but information may be available on the LIT home page.

4.11. Deactivation Process

The Incident Commander decides when the situation is under control and the LIT-IMT can be deactivated. Deactivation requires two key functions:

- Demobilization of Response Units (General Staff Sections).
- Documentation of Incident (i.e., After Action Report (AAR).

The Planning Section oversees the preparation of demobilization planning and collection of incident documentation.

Demobilization of Response Units

The IC meets with Section Chiefs to develop a demobilization plan for the General Staff Sections. Section Chiefs are responsible for overseeing the demobilization of their respective areas.

Documentation of Incident

After the incident has been resolved, an After Action Report (AAR) will be compiled to include information about the incident, the response actions taken, and lessons learned.

The AAR is developed by the Planning Section. Information for the AAR will be gathered from the members of the IMT and other response team members. The AAR will serve as the official record describing the incident and the institute's response efforts. **The lessons learned will be used to update the EOP and will be incorporated in future institute training exercise**.

Additional documentation required for insurance, FEMA, and disaster assistance purposes will be organized by the Finance & Administration Section.

4.12. Campus Recovery

Some situations may cause the campus to cease some, or all, institute operations.

In situations when Institute operations have been shut down:

1. The first step to recovery is to ensure that the campus is safe and secure.
2. The second step will be to restore campus facilities and grounds.
3. The third step will be for the Policy Group to determine when and how to return to normal campus operations.

The Planning Section Chief will be responsible for starting the recovery process while emergency response activities are still being implemented. He/she works closely with the IMT, LIT Policy Group, and governmental agencies in the recovery process.

SECTION 5 – Emergency Management Training

5.1. Overview

This section describes the Institute's efforts to develop a trained and competent staff able to operate and support the Emergency Operations Center (EOC) and fulfill the responsibilities identified in this Emergency Operations Plan (EOP). The EOP, together with a staffed and functional EOC, provides a critical element of the overall emergency management effort and the ability to provide acceptable levels of protection and assistance to the campus community.

The Vice President for Finance and Operations (VPFO) is responsible for ensuring that staff members involved in the Lamar Institute of Technology Incident Command System are adequately training. The VPFO has delegated the responsibility for developing and conducting appropriate training programs to the LIT Emergency Management Plan (EMP).

The Emergency Management Plan is guided by objectives related to preparedness, mitigation, response, and recovery activities at Lamar Institute of Technology.

Objective 5.1 *Enhance disaster preparedness capabilities through preparing, training, and exercising.*

The Manager of Teaching and Learning Center is responsible for the overall development and implementation of the program, but the Facilities and Risk Management will be primarily tasked with the duties associated with Objective 5.1. The EMP will have a formal, documented training program composed of training needs assessment, curriculum, course evaluations, and records of training. The comprehensive emergency management program will provide opportunities for campus personnel with response roles to receive training on the Institute's incident management system. Exercises and trainings address coordinating activities with all personnel with an emergency response role including superior, subordinate and lateral elements as well as neighboring jurisdictions. In addition, the Facilities and Risk Management is available to provide individual preparedness training sessions directly to Institute departments and units upon request.

The Facilities and Risk Management office maintains records of current Institute Incident Management Team (IMT) members who have received emergency management related training, the types of past and proposed trainings, and the names and qualifications of trainers, if applicable.

The following are guidelines for training and preparedness:

☐ Emergency personnel receive and maintain training consistent with their current and potential responsibilities. Command and General staff positions complete FEMA's basic, intermediate, and advances Incident Command System (ICS) training as well as annual trainings on emergency

management. Staff trained in ICS will receive a 1-hour refresher course every two years. Policy Group members receive basic ICS overview training.

☐ Staff designated for ICS positions (Incident Commander, Public Information Officer, Liaison Officer, Safety Officer, Operations Chief, Planning Chief, Logistics Chief, Finance Chief) will attend the FEMA Type 3 course for their designated position, or a similar training.

☐ ICS training is available to response personnel in two formats: 1) on-line through FEMA's Independent Study Program, or 2) in-person classes taught by state or institute staff. The basic and intermediate ICS courses are offered approximately two times per year and the advanced ICS courses are offered once per year.

☐ Facilities and Risk Management will ensure that the institute EOC is kept in a state of readiness. The EOC will be assembled and tested a minimum of once per year.

☐ Department Directors are responsible for ensuring that emergency response staff members in their respective departments receive appropriate levels of emergency management training.

☐ Department Directors are responsible for developing and maintaining appropriate emergency response Standard Operating Procedures (SOP) and appendices as necessary to support the EOP.

Exercises provide opportunities to evaluate the Institute's emergency response training and its ability to respond effectively to an emergency. They allow the Institute to identify weaknesses in policies, plans, procedures, facilities, equipment, training, and performance. Action items identified during post-exercise evaluations are recorded for potential incorporation into emergency management plans, procedures, and training, as appropriate. The LIT Emergency Management program under Administrative Services has overall responsibility for coordinating emergency exercises on campus.

There are five types of emergency management exercises for students, faculty and staff:

1. **Orientation Seminars**
   These sessions allow participants to evaluate plans and procedures before beginning a drill or exercise. They provide low stress environment in which to resolve questions of coordination and assignment of responsibilities.

2. **Drills**
   Usually a single-function event. Drills are used to demonstrate, build, or refresh skills learned in training. They are focused on organizational standard operating procedures, such as testing the EOC activation call-out procedure and successor list.

3. **Tabletop Exercises**
   A scenario-driven exercise that focuses on the roles and responsibilities of the Incident Management Team members. Management personnel participate in a written scenario activity to affirm the process, identify problems, and/or bring light to incorrect assumptions. The tabletop exercise provides practice of emergency management skills, identifies organizational or operational shortfalls and builds confidence in the overall Emergency Operations Center process.

4. **Functional Exercises**
   A scenario-driven, real-time exercise used to practice specific parts of the Emergency Operations Plan. A functional exercise is a management- or activity-oriented exercise used to practice skills, build coordination and develop teamwork.

5. **Full-scale Exercises**
   These exercises simulate an actual disaster in a "real time" setting. Depending on the level of the exercise, it may include the use of props, specialized equipment and special effects in some

instances. A full-scale exercise requires a high degree of training, organization and planning, yet it allows the Institute to practice all aspects of the emergency operations plan and develop its relationship with external support agencies.

Each year the Facilities and Risk Management will conduct up to two tabletop exercises for the IMT. In addition, every other year (or as timing and resources allow), the institute will participate in either a functional or full scale exercise. The Basic EOP and/or one of its annexes will be used in at least one of the annual exercises. These exercises are considered an opportunity for specialized training related to the threats confronting campus. All exercises will include an after action report.
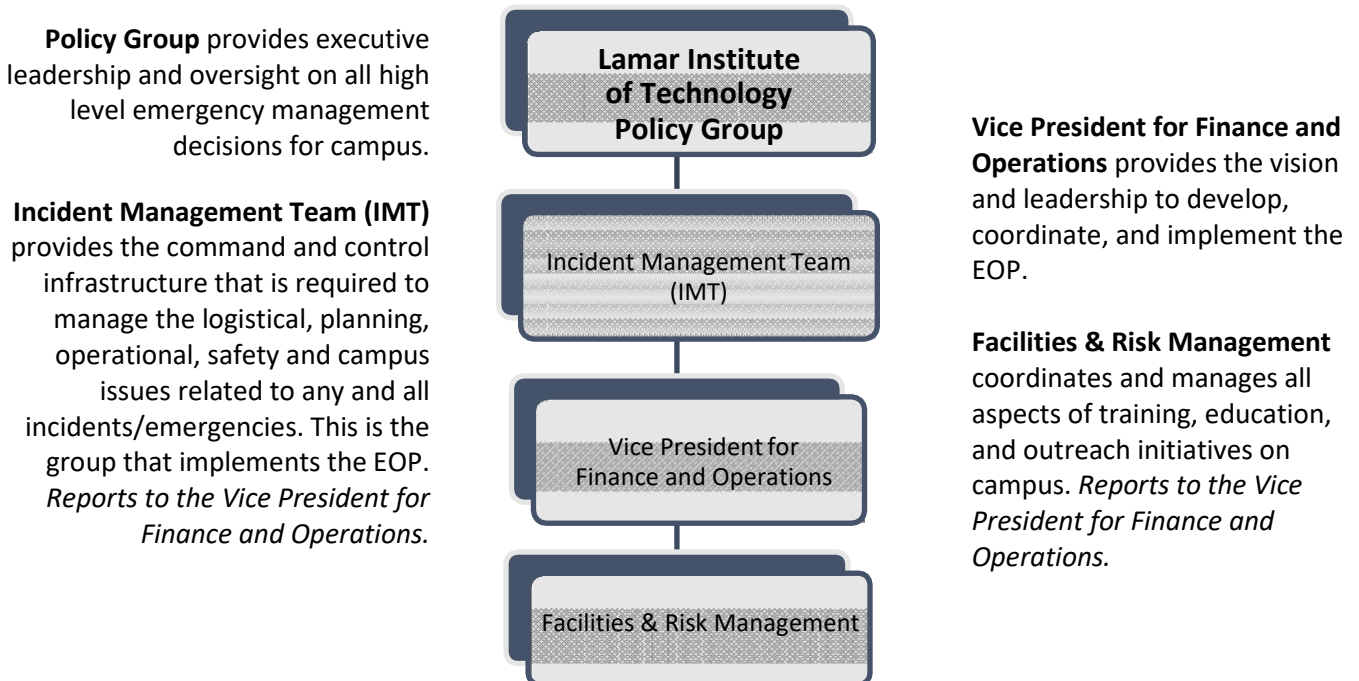
SECTION 6 – Plan Development and Maintenance

The Lamar Institute of Technology Emergency Operations Plan (EOP) is a living document that will change according to situations and circumstances at the institute. To ensure that the EOP remains current and functional, LIT has developed and Emergency Management oversight structure for non-incident planning and policy development (Figure 6.1). This oversight structure is the primary plan development and maintenance structure for all emergency management planning activities at LIT.

The Vice President for Finance and Operations is the EOP administrator and is the primary representative to the Policy Group. Facilities and Risk Management is ultimately responsible for developing and maintaining the Lamar Institute of Technology EOP. All efforts are made to ensure the plan remains current. Facilities and Risk Management and the campus Incident Management Team (IMT) provide guidance and oversight on all emergency operation plan policies and procedures.

Facilities and Risk Management provides staff support in the development of emergency management plans and activities. To facilitate the development of plans, policies and procedures, smaller subcommittees can be formed as needed to conduct additional research and focus on developing a final product.

Figure 6.1 – Non-Incident Management Model

Policy Group provides executive leadership and oversight on all high level emergency management decisions for campus.

Incident Management Team (IMT) provides the command and control infrastructure that is required to manage the logistical, planning, operational, safety and campus issues related to any and all incidents/emergencies. This is the group that implements the EOP. *Reports to the Vice President for Finance and Operations.*

Lamar Institute of Technology Policy Group

Incident Management Team (IMT)

Vice President for Finance and Operations

Facilities & Risk Management

Vice President for Finance and Operations provides the vision and leadership to develop, coordinate, and implement the EOP.

Facilities & Risk Management coordinates and manages all aspects of training, education, and outreach initiatives on campus. *Reports to the Vice President for Finance and Operations.*

Review of the Plan

To maintain a current and functional plan, a formal review of the EOP by the Incident Management Team will occur every other year. The Institute President has delegated the authority to promulgate the plan annually to the Vice President for Finance and Operations.

The EOP will be updated, as necessary, based upon deficiencies identified in the drills and exercises, changes in organizational structure, facilities, technological changes, etc. Approved changes will be incorporated into the EOP and forwarded to all departments and individuals identified as having possession of the plan. The Facilities and Risk Management will be responsible for providing appropriate training to those individuals expected to participate in the implementation of the EOP and participate in the Incident Command System.

The development and continued updating of all functional annexes is the responsibility of each of the lead departments identified in each annex. The Facilities and Risk Management will be responsible for coordinating completion of the functional annexes.

PART II – ANNEXES

Emergency Support Function (ESF) Annexes

ESF 0	ESF Overview
ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works and Engineering
ESF 4	Firefighting
ESF 5	Emergency Management
ESF6	Mass Care, Emergency Assistance, Temporary Housing and Human Services
ESF 7	Logistics & Resources
ESF 8	Public Health & Medical Services
ESF 9	Search & Rescue
ESF 10	Oil & Hazardous Materials
ESF 11	Agriculture & Natural Resources
ESF 12	Energy
ESF 13	Public Safety & Security
ESF 14	Long-term Community Recovery
ESF 15	External Affairs/Public Information

Support Annexes (SA)

SA	SA Overview
SA A	Critical Infrastructure and Key Resources (CIKR)
SA B	Financial Management
SA C	Mutual Aid & Multi-jurisdictional Coordination
SA D	Private Sector Coordination
SA E	Volunteer and Donations Management
SA F	Warning
SA G	Worker Safety & Health Support

Hazard-Specific Annexes (HSA)

IA 1	Biological Incident
IA 2	Catastrophic Incident
IA 3	Cyber Incident
IA 4	Food and Agriculture Incident
IA 5	Mass Evacuation Incident
IA 6	Nuclear/Radiological Incident
IA 7	Terrorism Incident, Law Enforcement and Investigation
IA 8	Hurricane Incident

PART III – APPENDICES

APPENDIX A – Authorities and References

This plan is promulgated under the authority of the President, and the Vice President for Finance and Operations of Lamar Institute of Technology. The Lamar Institute of Technology EOP has been designed to be consistent with federal guidance including the National Incident Management System-Incident Command System (NIMS- ICS), the National Response Framework (NRF), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). Additional items of relevant guidance are listed.

A. <u>Federal</u>
- Federal Civil Defense Act of 1950, PL 81-920 as amended
- The Disaster Relief Act of 1974, PL 93-288 as amended
- 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 CFR1910.120
- 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, October 2007
- Nuclear/Radiological Incident Annex of the National Response Plan

B. <u>State of Texas</u>
- Government Code, Chapter 418 (Emergency Management)
- Government Code, Chapter 421 (Homeland Security)
- Government Code, Chapter 433 (State of Emergency)
- Education Code, Section 51.217 (Multihazard Emergency Operations Plan; Safety and Security Audit)
- Government Code, Chapter 791 (Inter-local Cooperation Contracts)
- Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
- Executive Order of the Government Relating to Emergency Management
- Executive Order of the Government Relating to the National Incident Management System
- Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- The Texas Homeland Security Strategic Plan, 2015-2020
- State of Texas Emergency Management EOP (Disaster EOP)
- Texas Hazardous Substances Spill Prevention and Control Act, Chapter 26, Sub-chapter G. Texas Water Code

C. <u>Local</u>
- Inter-local Agreements & Contracts
- Inter-agency participation and training

D. <u>Institute Policies</u>
- 2.12 Safety Policy
- 2.18 Crisis Management/ Emergency Recall
- 2.28 Emergency Notification
- 2.42 Emergency Services

APPENDIX B – Acronyms andGlossary

A. Acronyms

ARC	American Red Cross
AVP	Associate Vice President
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulations
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Administration
FRERP	Federal Radiological Emergency Response Plan
HAZMAT	Hazardous Material
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
LUPD	Lamar University Police Department
LEPC	Local Emergency Planning Committee
LLEA	Local Law Enforcement Agency
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NRC	National Response Center
NRF	National Response Framework
NRT	National Response Team
NWS	National Weather Service
OSHA	Occupational Health and Safety Administration On-
OSIC	scene Incident Commander
PIO	Public Information Officer
RRT	Regional Response Team (Federal)
SA	The Salvation Army
SERC	State Emergency Response Center
SF	Support Functions
SOC	State Operations Center
SOPs/SOGs	Standard Operating Procedures/Standard Operating Guidelines
SOSC	State On-scene Coordinator
TDEM	Texas Division of Emergency Management
TRRN	Texas Regional Response Network
VPFO	Vice President for Finance & Operations
WebEOC	Web-based Emergency Management software system used to integrate and activate intra-state emergency management coordination and major event management

B. Glossary

<u>Area Command (Unified Area Command)</u>: An organization established to (1) oversee the management of multiple incidents that are each being managed by an ICS organization or (2) oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies are followed. Area command become Unified Area Command when incidents are multijurisdictional.

<u>Disaster Districts</u>: Regional State emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.

<u>Disaster District Committee</u>: Consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.

<u>Emergency Operations Center</u>: Specifically equipped facilities from which government or Institute officials exercise direction and control, and coordinate necessary resources in an emergency situation.

<u>Incident Command System (ICS)</u>: Defines the operating characteristics, management components, and structure of emergency management organizations throughout the life cycle of an incident.

<u>Multi-agency Coordination Systems</u>: Define the operating characteristics, management components, and organizational structure of supporting entities.

<u>Public Information System</u>: Includes the processes, procedures, and systems for communicating timely and accurate information to the public during emergency situations.

<u>Institute Emergency Command</u>: Certain incidents may require activation of the Incident Management Team (IMT). This group of institute personnel will be at a designated Emergency Operations Center (EOC), and exercise command and control of the institute during an incident. The IMT will be directed by the President and the Policy Group.

<u>Emergency Public Information (EPI)</u>: Information that is disseminated to the public via the news media before, during and/or after an emergency or disaster.

<u>Emergency Support Functions (ESF)</u>: Federally coordinated support efforts.

<u>Functional Annexes</u>: Annexes incorporated into the Emergency Operations Plan; can be Emergency Support Function or Support Function.

<u>Hazard & Vulnerability Analysis Summary</u>: A document, published separately from this plan, which identifies the local hazards that have caused or possess the potential to adversely affect the public health and safety, public or private property, or the environment.

<u>Hazard-Specific Annexes (HAZ)</u>: Annexes incorporated into the Emergency Operations Plan that define specific hazards, their characteristics and impacts. Each specific hazard annex will identify

which strategies and capabilities of the emergency support function (ESF) annexes and support function (SF) annexes are called on during a response.

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.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed.

Incident of National Significance: An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.

Inter-local Agreements: Arrangements between Lamar Institute of Technology 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. This is also commonly referred to as a mutual aid agreement.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.

Standard Operating Procedures (SOPs): Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level and provide greater detail on how to perform the mission tasks described in the annex.

Support Function (SF) Annexes: Describe non-federally coordinated support functions, response strategies and capabilities; include preparedness targets, policies, processes, roles and responsibilities; and identify coordinating, lead and support agencies and describe expected mission execution for each emergency phase.

Bonnie Albright
Vice President for Finance and Operations
Lamar Institute of Technology