

LEE COLLEGE

Basic Plan



February 2025

FORMAL ADOPTION STATEMENT

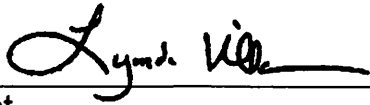
Lee College and its stakeholders expect that schools are safe havens for education. However, the district cannot predict exactly when and where an incident is going to happen. This unpredictability means that every campus, each facility, all faculty, staff, and students must be prepared to respond efficiently and effectively to an incident. Through its comprehensive emergency management program, Lee College strives to ensure it continues to provide a safe and orderly environment for students, faculty, staff, and visitors while supporting the community. As a result, the Lee College emergency management program focuses on the five phases of emergency management; supports local, state, and federal legal authorities; and incorporates mandated requirements and best practices.

This Basic Plan is the core of the Lee College multi-hazard Emergency Operations Plan (EOP). This EOP, including its supporting documents, provides a framework that outlines our intended approach to manage incidents of all types. It is designed to allow for integration with local, state, and federal emergency management agencies. This EOP is reviewed and updated at least annually and is to be regarded as guidelines rather than performance guarantees.

The President is responsible for approving and ensuring promulgation of this EOP, which supersedes all previous versions of this EOP. If any portion of this EOP, or its supporting documents, are held to be invalid by judicial or administrative review, such ruling shall not affect the validity of the rest of this EOP.

The President is responsible for emergency management planning for the district and may designate an individual to serve as the emergency management coordinator who oversees the emergency management program. The President may also identify individuals whose responsibilities are to support the district emergency management program. Significant changes to this EOP will be signed by the President.

This document is hereby approved for Implementation and supersedes all previous versions.



President

Date Signed 10/22/24



Emergency and Safety Operations Manager

Date Signed 10/21/24

RECORD OF CHANGES, ANNUAL REVIEW, AND DISTRIBUTION

RECORD OF CHANGES AND ANNUAL REVIEW

This district EOP has been reviewed or updated according to the dates below. This Record of Changes and Annual Review identifies only significant changes made to this Basic Plan as part of the EOP review process.

“Annual EOP Review Conducted” must be placed in the *Summary of Significant Changes and Annual Review* column.

Record of Changes Table

CHANGE NUMBER	DATE OF CHANGE	NAME OF PERSON OR AGENCY MAKING THE CHANGE	SUMMARY OF SIGNIFICANT CHANGES AND ANNUAL REVIEW
1	10/10/24	Thomas Quinn, Emergency and Safety Operations Manager	Basic Plan Completed
2	10/17/24	Thomas Quinn, Emergency and Safety Operations Manager and Safety and Security Committee	Annual EOP Review Conducted
3	02/03/25	Thomas Quinn, Emergency and Safety Operations Manager and Safety and Security Committee	Reviewed and updated the Hazardous Summary Analysis and list of Annexes

RECORD OF DISTRIBUTION

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.

Record of Distribution Table

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SECTION 1.0 – PURPOSE AND SCOPE

A. Purpose

The purpose of this multi-hazard emergency operations plan (EOP) is to educate and inform the district on what to do before, during, and after an incident by outlining the responsibilities and duties of administrators, faculty, staff, students, response agencies, and the community. The goal of this EOP is to minimize the loss of life and damage to property. As a result, it identifies emergency management practices, relationships, responsibilities, and general considerations for facilities and campuses within the district. This EOP has been tailored to meet the specific and unique needs, capabilities, and circumstances found throughout the district.

Lee College will review and update this EOP at least annually. These revisions will enhance our ability to support all phases of emergency management.

B. Scope

This EOP addresses district planning for all incidents and is applicable to all district facilities and campuses and ensures that individuals with disabilities, those with access and functional needs, and those with limited English language proficiency are addressed.

C. Components of the EOP

The EOP consists of three components:

- Basic plan
- Functional Annexes
- Hazard-Specific Appendices

The basic plan describes the structure and processes designed to integrate the efforts and resources of the federal, state, and local governments, the private sector, and non-governmental organizations (NGOs) in response to and short-term recovery from natural, technological, or human-caused incidents. The basic plan includes planning assumptions, hazard identification and risk assessment, concept of operations, organization of roles and responsibilities, direction of incident management actions, and plan administration and maintenance instructions.

The functional annexes address general strategies for a specific set of broad actions, such as how the College will handle communications or evacuations through the five phases of emergency management - prevention, mitigation, preparedness, response, and recovery.

Functional annexes include:

- Active Threat
- Communicable Disease
- Continuity of Operations
- Cybersecurity
- Emergency Communications
- Evacuation
- Facilities Access Management
- Hazardous Materials
- Psychological Resilience
- Reunification
- Severe Weather
- Training and Exercise
- Utilities

The hazard-specific appendices utilize the five phases of emergency management to address the actions and responsibilities needed to manage a specific incident.

The hazard-specific appendices include:

- Active Shooter
- Bomb Threat
- Hurricane/Tropical Storm
- Tornado
- Train Derailment/Hazardous Materials Spill
- Petrochemical Plant Chemical Release

SECTION 2.0 – LEGAL REQUIREMENT

Texas Education Code 37.108 states that “each school district or public junior college district shall adopt and implement a multi-hazard emergency operations plan for use in the district’s facilities. The plan must address prevention, mitigation, preparedness, response, and recovery.”

SECTION 3.0 – SITUATION OVERVIEW AND ASSUMPTIONS

A. Situation Overview

To provide an effective response to an incident, this multi-hazard emergency operations plan (EOP) may be activated in part or in whole, as necessary, by the President or designee.

The intent of this EOP is to prevent or mitigate the effects of hazards that may affect the district. The district’s Main Campus, McNair Center, and Educational Opportunity Center are located within Harris County, City of Baytown. The district’s Lee College Education Center of South Liberty County is located within Liberty County, City of Liberty. The district’s Huntsville Center is located within Walker County, City of Huntsville.

1. Individuals with Disabilities or Access and Functional Needs

It is the district’s policy to provide equal safety during an incident for individuals with disabilities or access and functional needs in accordance with Texas Education Code 37.108. Students, faculty, or staff may require temporary assistance due to injuries (for example: on crutches or wearing a cast).

2. Individuals with Limited English Proficiency

It is the district’s policy to provide equal safety during an incident for individuals with limited English proficiency.

3. Facilities and Campuses

The district has a total of 39 facilities. A master list of facilities is available at the Physical Plant Building. A map of each campus facility annotated with evacuation routes, shelter locations, fire alarm pull-stations, fire alarm control panel stations, fire standpipe connections, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, server rooms, mechanical rooms, electrical rooms, and utility shutoffs is located in the Emergency and Safety Operations Department.

The college has 4 campuses and 1 Educational Opportunity Center.

4. Hazard Summary

Lee College is exposed to various hazards, many of which have the potential to disrupt the campus community and can have a significant impact on campus life and property. The Safety and Security Committee performs a Hazard and Risk Assessment in conjunction with the Emergency and Safety Operations every five years. This assessment follows guidelines outlined by the Texas School Safety Center.

Each hazard is evaluated based on its probability or likelihood of occurrence and its potential impact on life safety, property, and college operations.

Probability or Likelihood of Occurrence (0-9)

0 – Not Applicable

1 – Unlikely (has not occurred, unlikely to happen)

3 – Possible (has not occurred, possible in the future)

6 – Likely (has occurred, possible in the future)

9 – Certain (has occurred multiple times, will occur in the future)

Severity of Impact – Life Safety (0-10)

0 – No life safety risk

2 – Negligible (illness/injury unlikely)

6 – Limited (illness/injury likely, fatality unlikely)

8 – Critical (illness/injury to many, 3 or less fatalities)

10 – Catastrophic (illness/injury to many, 4 or more fatalities)

Severity of Impact - Property (0-3)

0 – Negligible (unlikely to damage property)

1 – Limited (minor damage)

2 – Critical (major damage)

3 – Catastrophic (catastrophic damage, long term loss of use)

Severity of Impact - College Operations (0-6)

0 – Negligible (no impact)

2 – Limited (limited disruption)

4 – Critical (major disruption)

6 – Catastrophic (catastrophic disruption)

A summary of the Hazard and Risk Assessment results for each campus location is provided in the following tables.

Hazard Main Campus	Probability (0-9)	Severity of Impact - Life Safety (0-10)	Severity of Impact - Property (0-3)	Severity of Impact - College Operations (0-6)	TOTAL SCORE
Active Shooter	3	10	2	6	21
Civil Unrest/Protest	3	8	1	4	16
Cyber Attack	3	0	2	6	11
Terrorism	3	10	2	6	21
Bomb Threat	3	10	2	6	21
Hostage Situation	3	8	2	4	17
Suicide	3	8	1	4	16
Hurricane/Tropical Storm	6	8	2	4	20
Severe Thunderstorm	9	6	1	2	18
Tornado/High Winds	6	8	2	4	20
Hail	6	8	1	2	17
Flooding	6	8	2	4	20
Winter/Ice Storm	6	8	2	4	20
Earthquake	1	6	2	4	13
Extreme Heat	9	8	1	2	20
Sinkholes	1	6	1	2	10
Drought	3	0	1	2	6
Infectious Disease	6	10	1	4	21
Infestation (insects/animals)	3	6	1	2	12
Major Utility Loss	6	2	2	4	14
Train Derailment	3	8	2	4	17
Industrial Release	3	8	2	4	17
Pipeline Release	3	8	2	4	17
Fire	3	8	2	4	17
Information Systems Failure	3	2	2	4	11

Hazard McNair Campus	Probability (0-9)	Severity of Impact - Life Safety (0-10)	Severity of Impact - Property (0-3)	Severity of Impact - College Operations (0-6)	TOTAL SCORE
Active Shooter	3	10	2	6	21
Civil Unrest/Protest	3	8	1	4	16
Cyber Attack	3	0	2	6	11
Terrorism	3	10	2	6	21
Bomb Threat	3	10	2	6	21
Hostage Situation	3	8	2	4	17
Suicide	3	8	1	4	16
Hurricane/Tropical Storm	6	8	2	4	20
Severe Thunderstorm	9	6	1	2	18
Tornado/High Winds	6	8	2	4	20
Hail	6	8	1	2	17
Flooding	6	8	2	4	20
Winter/Ice Storm	6	8	2	4	20
Earthquake	1	6	2	4	13
Extreme Heat	9	8	1	2	20
Sinkholes	1	6	1	2	10
Drought	3	0	1	2	6
Infectious Disease	6	10	1	4	21
Infestation (insects/animals)	6	6	1	2	15
Major Utility Loss	6	2	2	4	14
Train Derailment	3	8	2	4	17
Industrial Release	3	8	2	4	17
Pipeline Release	3	8	2	4	17
Fire	3	8	2	4	17
Information Systems Failure	3	2	2	4	11

Hazard Liberty Campus	Probability (0-9)	Severity of Impact - Life Safety (0-10)	Severity of Impact - Property (0-3)	Severity of Impact - College Operations (0-6)	TOTAL SCORE
Active Shooter	3	10	2	6	21
Civil Unrest/Protest	3	8	1	4	16
Cyber Attack	3	0	2	6	11
Terrorism	3	10	2	6	21
Bomb Threat	3	10	2	6	21
Hostage Situation	3	8	2	4	17
Suicide	3	8	1	4	16
Hurricane/Tropical Storm	6	8	2	4	20
Severe Thunderstorm	9	6	1	2	18
Tornado/High Winds	6	8	2	4	20
Hail	6	8	1	2	17
Flooding	6	8	2	4	20
Winter/Ice Storm	6	8	2	4	20
Earthquake	1	6	2	4	13
Extreme Heat	9	8	1	2	20
Sinkholes	1	6	1	2	10
Drought	3	0	1	2	6
Infectious Disease	6	10	1	4	21
Infestation (insects/animals)	3	6	1	2	12
Major Utility Loss	6	2	2	4	14
Train Derailment	3	8	2	4	17
Industrial Release	1	2	1	2	6
Pipeline Release	3	8	2	4	17
Fire	3	8	2	4	17
Information Systems Failure	3	2	2	4	11

Hazard Huntsville Campus	Probability (0-9)	Severity of Impact - Life Safety (0-10)	Severity of Impact - Property (0-3)	Severity of Impact - College Operations (0-6)	TOTAL SCORE
Active Shooter	3	10	2	6	21
Civil Unrest/Protest	3	8	1	4	16
Cyber Attack	3	0	2	6	11
Terrorism	3	10	2	6	21
Bomb Threat	3	10	2	6	21
Hostage Situation	3	8	2	4	17
Suicide	3	8	1	4	16
Hurricane/Tropical Storm	6	8	2	4	20
Severe Thunderstorm	9	6	1	2	18
Tornado/High Winds	6	8	2	4	20
Hail	6	8	1	2	17
Flooding	6	8	2	4	20
Winter/Ice Storm	6	8	2	4	20
Earthquake	1	6	2	4	13
Extreme Heat	9	8	1	2	20
Sinkholes	1	6	1	2	10
Drought	3	0	1	2	6
Infectious Disease	6	10	1	4	21
Infestation (insects/animals)	1	2	0	2	5
Major Utility Loss	6	2	2	4	14
Train Derailment	3	8	2	4	17
Industrial Release	1	2	1	2	6
Pipeline Release	3	8	2	4	17
Fire	3	8	2	4	17
Information Systems Failure	3	2	2	4	11

The Risk Assessment Matrix is based on the Lee College Hazard Vulnerability Analysis. A Hazard Vulnerability Analysis is updated every five (5) years. The next Hazard Vulnerability Analysis will be updated in January 2028 in coordination with the City of Baytown Office of Emergency Management, Liberty County Office of Emergency Management, and Huntsville Office of Emergency Management.

* Risk Level indicates an identified hazard whose probability of occurring is:

- N/A
- Low (doubtful to occur)
- Moderate (possible to occur)
- High (likely to occur)

5. Resources

Lee College will use its own resources to respond to incidents. If these resources prove inadequate, the district has an informal agreement with local law, fire, and emergency medical service agencies to ensure the district has access to needed resources during an incident impacting the district. Lee College will also coordinate requests for needed local, regional, or state resources through the local Office of Emergency Management.

B. Assumptions

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

1. This EOP is a framework that provides guidance and structure to support our educational mission within a safe and secure environment.
2. This EOP is intended to provide guidance but does not imply performance guarantees. We may deviate from this plan, as necessary.
3. Those individuals or agencies listed in the Record of Distribution acknowledge receipt, review, and intent to use this plan during an incident.
4. Students, faculty, and staff are empowered to assess the seriousness of a situation and respond accordingly, which may prevent an incident from occurring.
5. An incident such as a fire, gas leak, or hazardous material spill could occur without warning. Faculty and staff should not wait for directions from local

response agencies before activating this EOP, thus protecting lives and property.

6. Probable or developing conditions may result in leadership making the decision to delay or cancel events to avoid potential injury or loss of life if conditions were to evolve into an incident.
7. Incident management will be conducted in a manner consistent with the principles contained in the U.S. Department of Homeland Security National Incident Management System (NIMS) doctrine.
8. Key personnel are prepared to take initial response actions until help from responding agencies is available.
9. Upon arrival, a member of a responding agency (for example: law enforcement, fire) may assume the Incident Commander (IC) position or establish a Unified Command (UC) depending on the incident.
10. An intentional threat against the district will result in security and law enforcement response actions.
11. A quick and appropriate response will reduce the number and severity of injuries.
12. A large-scale incident requires an effective and coordinated response between the district, community, and response agencies resulting in minimizing public concern; assisting in recovery efforts; and reducing the impact on students, faculty, and staff.
13. During an incident, faculty and staff are expected to perform tasks beyond their daily duties.
14. Utilities (for example: water, electrical power, natural gas, telephones, radio systems, cell towers, information systems) may be interrupted due to an incident.
15. Buildings, major roads, overpasses, bridges, and local streets may be damaged. Individuals may become stranded on campus due to unsafe traveling conditions.
16. Conducting regular drills, exercises, and training with students, faculty, staff, and substitutes on the hazards identified in this EOP improves our readiness to respond to incidents and reduce incident related losses.

SECTION 4.0 – CONCEPT OF OPERATIONS

A. Approach to Emergency Management

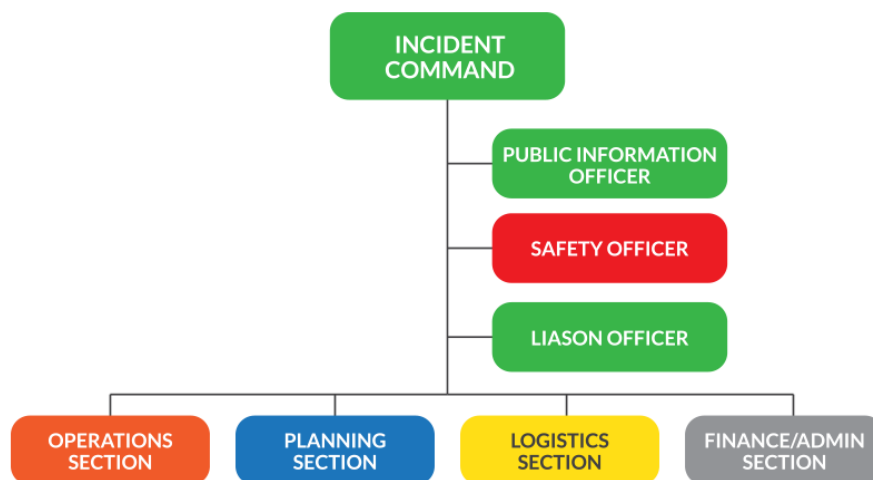
The multi-hazard emergency operations plan (EOP) is based on an all-hazards approach and may be activated in its entirety or in part, based on the incident and decisions of leadership.

This EOP does not replace the responsibility of each facility and campus to develop and test emergency plans. To the extent possible, the same personnel and resources used for daily operations will transition to response operations. Faculty, staff, and resources may be limited, so some routine services and activities that do not contribute to the incident response will be redirected or suspended to accomplish response and recovery efforts.

The President is responsible for emergency management planning for the district and may designate an individual to serve as the emergency management coordinator who oversees the emergency management program. The President may also identify individuals whose responsibilities are to support the district's emergency management program.

B. Emergency Operations Organization

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



NOTE: The organization chart depicted above is only an example of Lee College's potential Incident Command Structure to be used during emergency response operations. The flexibility of the Incident Command System allows for expansion or contraction, based on the incident, the conditions encountered and the available resources.

C. Phases of Emergency Management

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

- 1. Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Examples: Cybersecurity measures, behavioral threat assessments and procedures, infectious disease sanitation measures, building access control procedures, security systems and cameras, etc.

- 2. Mitigation:** Includes activities to reduce the loss of life and property from natural or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Examples: Conducting risk assessments and hazard identification, hardening facilities and utilities, etc.

- 3. Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to ensure effective coordination during incident response. Examples: Conducting drills and exercises, security call towers and phones, desktop panic buttons, strategic locations of AEDs in buildings, arranging appropriate training for the Incident Management Team and key personnel with a critical and general role in incident response, etc.



Training consists of required FEMA online courses and recommended classroom courses. Assignments will be the responsibility of the Emergency and Safety Operations Manager.

- FEMA IS-100.c Introduction to the Incident Command System (ICS)*
- FEMA IS-200.c Basic Incident Command System (ICS) Response*
- FEMA IS-700.b National Incident Command System (NIMS), an introduction*
- FEMA IS 800.c National Response Framework, An Introduction*
- G/ICS-300 Intermediate Incident Command System for Expanding Incidents*
- G/ICS-400 Advanced Incident Command for Complex Incidents*
- G-191 Emergency Operations Center/Incident Command System Interface*

- 4. Response:** Activities that address the short-term, direct effects of an incident. Examples: Emergency alerts and notifications, lockdown, shelter-in-place, evacuation of students, etc.
- 5. Recovery:** Encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Examples: Short-term recovery focuses on family assistance centers, crisis counseling and restoration of lifelines such as water and electric supply, and critical facilities. Long-term recovery includes more permanent rebuilding and application for disaster assistance.

D. Physical and Psychological Safety

The physical safety of students, faculty, staff, and others in the community during an incident is addressed throughout every annex.

In addition to physical safety, this EOP ensures provisions for supporting the psychological safety of students, faculty, staff, and others in the community during and after an incident. These provisions are aligned with best practice-based programs and research-based practices in accordance with Texas Education Code 37.108, and in alignment with Section 161.325 of the Health and Safety Code.

This EOP, in compliance with Texas Education Code 37.108, includes strategies for ensuring any required professional development training for suicide prevention, grief-informed and trauma-informed care, and psychological first aid is provided to appropriate school personnel. These strategies, and additional information regarding psychological safety, are in the Lee College Cares Team Annual Report (pages 16-18).

E. Individuals with Disabilities or Access and Functional Needs

It is the College's policy to provide equal safety during an incident for Individuals with Disabilities or Access and Functional Needs (DAFN) in accordance with Texas Education Code 37.108. Students, faculty, or staff may require temporary assistance due to injuries (for example, on crutches or wearing a cast).

SECTION 5.0 – ASSIGNMENT OF RESPONSIBILITIES

This section provides an overview of the responsibilities of district personnel during each phase of emergency management. Key personnel in the following tables have been trained in the National Incident Management System (NIMS) and the Incident Command System (ICS) to ensure effective emergency management planning and decision making.

Executive leadership is responsible for making all-encompassing policy decisions and supporting the tactical operations of the Incident Command.

The Incident Commander is responsible for managing the incident, setting incident objectives and priorities, and has overall responsibility at the incident or event. In that capacity, the Incident Commander may direct personnel, take actions and implement procedures as necessary to resolve the incident. The Incident Commander is generally assigned to an individual who has similar functional responsibilities under normal operations and/or possesses the most appropriate knowledge and skills, who will manage the incident until it is resolved or integrates under a Unified Command with local responding agencies.

While it is expected that key personnel will take action to manage an incident until response agencies arrive, there are additional responsibilities prior to, and after an incident, that key personnel will need to fulfill. We acknowledge that the primary responsibility concerning the response to an incident needs to be assigned to the individual who has the most subject matter expertise to managing the incident.

Tables signifying roles, responsibilities, and during which phase of emergency management each responsibility is to be fulfilled are located on the following pages.

**Roles and Responsibilities for Emergency Management Phases Table –
EXECUTIVE STAFF**

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Executive Staff	Responsibility	During Which Phase of Emergency Management it is Fulfilled
President	Assumes responsibility for emergency management planning, ensuring the process includes each phase of emergency management.	All Phases
	May designate an individual to serve as the emergency management coordinator who oversees the emergency management program.	Preparedness
	May identify individuals whose responsibilities are to support the emergency management program.	All Phases
	Approves and ensures promulgation of the multi-hazard emergency operations plan (EOP).	Preparedness
	Signs-off on all significant changes to this EOP.	Preparedness
	Activates, in part or in whole, this EOP to provide for an effective response to an incident.	Response
	Provides guidance for the direction and control of an incident according to NIMS and the district's emergency management program.	All Phases
	Assigns a district representative, with decision-making authority, to the local office of emergency management Emergency Operations Center (EOC) to support and coordinate district activities during the community response to an incident.	Response
	Establishes a line of succession for making district decisions during an incident.	Preparedness Response
	Ensures this EOP is reviewed annually.	Preparedness
	Advises the board of trustees of incidents and provides periodic reports as needed.	Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery

President's Office	Serves on the Incident Management Team	Preparedness Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
President's Cabinet	Serves on the Incident Management Team	Preparedness Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery

**Roles and Responsibilities for Emergency Management Phases Table –
INCIDENT MANAGEMENT TEAMS & COMMITTEES**

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Incident Management Teams & Committees	Responsibility	During Which Phase of Emergency Management it is Fulfilled
Incident Management Team (IMT)	Activates during an emergency or incident to coordinate preparedness, response, and recovery.	Preparedness Response Recovery
	Provides recommended actions to the President before, during, and after an incident	Preparedness Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
CARES Team	Takes steps to ensure the safety and mental health of students.	All Phases
	Meets regularly to assess, intervene, and/or provide timely resources and support for students displaying concerning behavior.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Safety and Security Committee	Participates in the development and implementation of emergency plans ensuring they are consistent with this EOP and reflect the specific needs that exist for each facility and campus.	Preparedness
	Provides, periodically to administration, recommendations to update this EOP according to the best practices identified by the Texas Education Agency (TEA), the	Preparedness

	Texas School Safety Center (TxSSC), or an individual in the Registry established by the TxSSC.	
	Provides information and input to complete the safety and security audit, safety and security audit report, or any other report required to be submitted to the TxSSC.	Preparedness
	Reviews each report submitted to the TxSSC to ensure it contains accurate and complete information regarding each facility and campus and follows the criteria established by the TxSSC.	Preparedness
	Reviews all safety projects and initiatives and provides input.	Preparedness
	Meets monthly to discuss safety and security related issues.	Preparedness

Roles and Responsibilities for Emergency Management Phases Table – DEPARTMENTS

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Departments	Responsibility	During Which Phase of Emergency Management it is Fulfilled
Security	Takes steps to ensure the security and safety of students, faculty, and staff	All Phases
	Coordinates and executes defensive anti-threat activities, including criminal intelligence, investigation, and protection of facilities.	Prevention
	Assigned as the ride-out team during hurricane response to provide continued security operations.	Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Facilities	Perform damage assessments	Recovery
	Coordinates emergency repair and restoration operations for all campus utilities and emergency support facilities for restoring buildings to functional use.	Response Recovery
	Coordinates provision of emergency power and support for the EOC and other departmental operations.	All Phases

	Checks all utilities for safety and operational status	All Phases
	Coordinate with outside public utilities as needed.	All Phases
	Coordinates debris removal and repair work.	Preparedness Response Recovery
	Coordinates with Finance and Administration on record keeping and funding authorizations.	All Phases
	Maintains all documentation of purchases, services procured, staff hours utilized for emergency work, etc. for FEMA documentation.	Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Marketing & Public Affairs	Distributes emergency preparedness information as needed.	Preparedness
	Prepared and delivers accurate messages in a timely and professional manner.	Preparedness Response Recovery
	Central point for dissemination of public information statements and releases to the media and campus population.	Preparedness Response Recovery
	Rumor control and correction of misinformation by monitoring news, radio, social media	Preparedness Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Information Technology	Maintains the central data, telephone, and computing infrastructure	All Phases
	Ensures support to emergency data network and computing application services	All Phases

**Roles and Responsibilities for Emergency Management Phases Table –
PERSONNEL**

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Personnel	Responsibility	During Which Phase of Emergency Management it is Fulfilled
Emergency and Safety Operations Manager	Responsible for the emergency management program.	All Phases
	Takes steps to ensure overall safety of students, faculty, and staff.	All Phases
	Provide direction and control of an incident according to NIMS and the district's emergency management program and provide recommended actions to the President.	All Phases
	Establishes an Incident Command Post (ICP) or activates and/or Emergency Operations Center (EOC) to support and coordinate district activities during the community response to an incident.	Response
	Integrates into a Unified Command (UC) with first responding agencies.	Response
	Provides recommended emergency messaging and notifications to the President and Marketing & Public Affairs	Response
	Provides Situation Reports to the President and Incident Management Team.	Preparedness Response Recovery
	Communicates with the School Safety and Security Committee regarding the objectives and priorities for the emergency management program and Safety related issues.	All Phases
	Provides periodic reports of incidents to the board of trustees as needed.	Response Recovery
	Tracks safety and security projects.	Preparedness
	Ensures development of campus site-specific emergency management plans.	Preparedness
	Ensures a safety and security audit has been conducted for all facilities at least once every three years in compliance with Texas Education Code 37.108.	Preparedness
	Ensures a Safety and Security Audit Report is submitted to the board of trustees.	Preparedness

	Consults with local first responders on how to increase their presence near campuses.	Preparedness
	Ensures this EOP is reviewed annually.	Preparedness
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Security Chief	Responsible for the Security program.	All Phases
	Takes steps to ensure the security and safety of students, faculty, and staff	All Phases
	Provides direction and control of a law enforcement incident according to NIMS and recommend actions to the President.	All Phases
	Establishes an Incident Command Post (ICP) during a security and law enforcement incident.	Response
	Integrates into a Unified Command (UC) with first responding agencies.	Response
	Responsible for establishing a ride-out team during a hurricane response.	Preparedness Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Public Information Officer (PIO)	Assumes responsibility as the official spokesperson for the district during an incident.	Response
	Prepared and delivers accurate messages in a timely and professional manner.	Preparedness Response
	Media contact and coordination.	All Phases
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Chief Information Officer (CFO)	Initiates the Information Cybersecurity Annex as appropriate.	Response
	Assesses operational status of campus data and computing services	All Phases
	Directs restoration of central computing and networking infrastructure and services, arranging for emergency repairs	Response Recovery
	Leads the provision of technical support for campus telephone and communication systems used in the emergency response	All Phases
	Directs restoration of communication services on campus, arranging for emergency repairs	Response Recovery
	Assesses and initiates appropriate actions to ensure the availability of enterprise services such as internet access, email, voice	All Phases

	communications, student service technology, and supporting technology)	
Key Personnel	May be assigned a supervisory or leadership role within the Incident Command System	Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Faculty	Remains with students until directed otherwise.	Response
	Takes attendance of their class when relocating to a safe location.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery

SECTION 6.0 – DIRECTION AND CONTROL

A. General Information

To provide for the effective direction and control of an incident impacting the health and safety of the district, this multi-hazard Emergency Operations Plan (EOP) will be activated. The President or designee will provide guidance for the direction and control of an incident according to the National Incident Management System (NIMS) and the emergency management program. The district will implement the Incident Command System (ICS) to manage the incident.

The first ICS trained individual to arrive at the incident will serve as the Incident Commander (IC) until relieved by a more qualified individual. The IC will establish an Incident Command Post (ICP), assign individuals to fill positions to effectively respond to the incident, direct the on-scene response from the ICP, and provide an assessment of the situation to district officials and responding agencies. When an incident expands beyond the district's response capabilities, multiple agencies will respond bringing with them their own IC. As a result, the district IC, and all other agency ICs, come together under a Unified Command (UC) to make collaborative decisions and coordinate an effective response. If the first IC is a district employee, that individual will be prepared to become a member of the UC and represent the district.

A campus Emergency Operations Center (EOC) may be activated to include Incident Command during a large-scale incident or activated to support the Incident/Unified Command Post in the field. In an incident impacting the community, the local office of emergency management may activate their Emergency Operations Center (EOC) to manage the response. A representative from the district, with decision-making authority, will be sent to the EOC to support and coordinate district activities.

B. Chain of Command

In accordance with Texas Education Code 37.108, the district has established the following line of succession for making district decisions during an incident.

1. First individual responsible for making decisions - President
2. Individual responsible if President is not available -
 - a. Vice President, Finance & Administration
 - b. Vice President, Strategic Initiatives/Chief of Staff
 - c. Provost/Vice President, Academic & Student Affairs

3. The Emergency and Safety Operations Manager and Security Chief are responsible for coordinating emergency measures and establishing Incident Command.

C. Coordination with Response Agencies

In accordance with Texas Education Code 37.108, Lee 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.

EMERGENCY SERVICES: Ambulance, Fire, Police	911
American Red Cross	281-424-1300
Baytown Area Crime Prevention Unit	281-422-5152
Baytown Fire Department	281-422-2311
Baytown Health Department	281-420-5384
Baytown Office of Emergency Management (OEM)	281-422-2311
Baytown Police Department	281-422-8371
Huntsville Fire Department	396-291-3047
Huntsville Police Department	936-291-5480
Liberty Fire Department	936-336-3922
Liberty Police Department	936-336-5666
National Sexual Assault Hotline	1-800-656-4673
National Suicide & Crisis Lifeline	988
National Weather Service – Houston/Galveston	281-337-5074
Texas Child Abuse Hotline	1-800-252-5400
Texas Department of State Health Services	512-776-7111
Texas Department of Public Safety – Baytown	281-424-3669
Texas Department of Public Safety – Liberty	936-336-7343
Texas Department of Public Safety – Huntsville	936-295-1578
Texas Poison Control Center	1-800-222-1222

SECTION 7.0 – PUBLIC INFORMATION OFFICER

Executive leadership and incident managers are often challenged to understand the full scope and nature of an incident due to the complex nature of combining a variety of sources of information. By utilizing the incident command structure, the gathering and sharing of information between all necessary entities will be accomplished by a variety of means.

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

SECTION 8.0 – TRAINING AND EXERCISING

Lee College understands the importance of training, drills, and exercises in planning and preparing for an incident. Lee College's training and exercise program is based on the concept of the United States Homeland Security Exercise & Evaluation Program, which is for capability-based and objective-driven training and exercising.

Basic training and refresher training sessions will be provided and conducted for students, faculty, and staff. Emergency Operations Training will include, but not limited to:

- Orientation of the college's Emergency Operations Plan.
- First aid, CPR, AED, Bleed Control, and Narcan training.
- Fire Drills and Fire Extinguisher training.
- Training to address specific response or recovery activities such as evacuation, lockdown, shelter-in-place for severe weather and chemical emergencies, and reunification.
- Required Federal Emergency Management Agency Online Courses: IS-100, IS-200, IS-700, and IS-800. FEMA online courses are free on the Federal Emergency Management Agency Website.
- Recommended Advanced ICS courses: ICS-300, ICS-400, G-191.
- Community Emergency Response Team training.



Additional training will include discussion-based exercises and operations-based exercises, all based on the college's approach to emergency management functions/initiatives concerning mitigation, preparedness, prevention, protection, response, and recovery.

SECTION 9.0 – ADMINISTRATION AND SUPPORT

A. Purchasing

1. The Finance & Administration Department follows established policy while:
 - a. Overseeing all financial activities during an incident including purchasing resources.
 - b. Arranging contracts for services.
 - c. Tracking incident costs.
 - d. Timekeeping for personnel.
 - e. Verifying compliance with applicable laws and policies for financial coding.
 - f. Submitting forms for reimbursement.
 - g. Preserving all incident-related documentation.
2. Lee College is a political subdivision of the State of Texas and operates under specific legal requirements for the procurement of goods and services. The district is a tax-exempt entity and will supply tax-exempt verification upon request. The purchasing process is outlined in a separate district document titled Board Policy Manual, CF-Purchasing and Acquisition (page 12).

B. Reporting

Situational Reports

Situational reports will be completed daily and distributed by members of the Incident Command Post (ICP) and as requested by the Incident Commander (IC) during the incident.

1. Federal Emergency Management Agency (FEMA) Incident Command System (ICS) Forms To Be Used
 - a. ICS Form 213, General Message, will be used immediately as needed. A Google Sheet ICS Form 213 will be distributed.
 - b. ICS Form 214, Activity Log, will be completed throughout the incident by individuals assisting with the incident. A Google Sheet ICS Form 214 will be distributed.
 - c. The FEMA forms can be downloaded using this link:
<https://training.fema.gov/emiweb/is/icsresource/icsforms/>.

C. Recordkeeping

1. The following records will be kept during an incident and retained in the manner described in point three below for as long as the district's legal department recommends:
 - a. Records related to purchases (mentioned above in the Purchasing paragraph).
 - b. Activation and deactivation of incident policies, procedures, and resources.
 - c. Major commitments of resources or requests for additional resources through formal agreements.
 - d. Significant changes in the incident situation.
2. Records can be easily damaged during an incident. Efforts will be made to protect them in order to resume daily operations. These records include but are not limited to: legal documents, student files, and faculty and staff files.
3. Essential records will be protected and are maintained in collaboration with the President and Emergency and Safety Operations Department. These records will be stored and kept in accordance with legal requirements for document retention.

SECTION 10.0 – DEVELOPMENT AND MAINTENANCE PROCESS

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

- A.** After-action reviews (AARs) will be conducted by the district following every drill, exercise, planned event, and incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or incident; and becomes a catalyst for updating the current EOP.
- B.** The current EOP will be reviewed annually by the EOP Planning Team, response agencies, and others having roles and responsibilities mentioned in this EOP. This annual review has been established by the President. This review process also includes AAR feedback captured since the previous annual review.
- C.** Once the annual review has been completed, minor edits (such as grammar or spelling changes) require no notification to stakeholders. Significant changes (such as changes in guidelines, roles, or responsibilities) will be tracked in an updated version of this EOP and distributed to all relevant stakeholders for a period of review and comment.
- D.** At the end of the review and comment period all significant changes will be recorded in the Record of Changes and Annual Review table. If no significant changes were made to the current EOP, the phrase “Annual EOP Review Conducted” will be noted in the Summary of Significant Changes and Annual Review column of the Record of Changes and Annual Review table. The Record of Changes and Annual Review table also verifies the EOP has been reviewed annually. The updated EOP is then forwarded to the appropriate authorities for their review and approval for implementation.
- E.** Once the EOP’s Approval for Implementation page has been signed, the updated EOP will be forwarded to the President to sign the Promulgation Statement. Additionally, the Promulgation Statement will be signed, as soon as possible, when a new President assumes leadership.
- F.** The Record of Distribution indicates who receives each version of this EOP. Specifically, the Record of Distribution is updated to identify the receipt, review, and intent to use this EOP during an incident by those individuals and agencies (both internal and external) responsible for assisting the district during all phases of emergency management.

SECTION 11.0 – EXPLANATION OF TERMS

A. Acronyms

AAR	After-Action Review
AED	Automated External Defibrillator
CPR	Cardiopulmonary Resuscitation
DAFN	Individuals with Disabilities or Access and Functional Needs
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
NIMS	National Incident Management System
PIO	Public Information Officer
TEA	Texas Education Agency
TxSSC	Texas School Safety Center
UC	Unified Command

B. Definitions

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

Agreement: Can consist of contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements between the district, responding agencies, and community organizations to ensure resources are available during an incident.

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

Drill: A preparedness activity designed to train individuals on responding effectively during an incident when loss of life or property are at risk.

EOP Planning Team: An individual, a collaborative team of individuals, a new team, or an existing team or committee that is responsible for developing, reviewing, and updating the district's multi-hazard emergency operations plan (EOP).

Exercise: A preparedness activity designed to practice and assess, in a more realistic setting than a drill, the actions of individuals responding to an incident when loss of life or property are at risk.

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

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

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

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

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

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

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

Memoranda of Understanding: Formal or informal agreements between two government entities that, in their simplest use, creates a general understanding or level of cooperation between the entities that may not be binding. In practice these are often used as a more formal agreement, similar to an Interlocal Agreement, where they may define the responsibilities of each party, provide the scope and authority of the agreement, clarify terms and timelines, and outline compliance issues.

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

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

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

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

SECTION 12.0 – ATTACHMENTS

Attachment 1: Safety and Security Committee

Although public junior colleges are not mandated to have a School Safety and Security Committee, Lee College has established an internal Safety and Security Committee that consists of executive, staff, faculty, and student representatives. The committee members virtually meet monthly and discuss safety and security-related issues on campus.

The Lee College Safety Committee consists of:

- President
- Vice President, Strategic Operations/Chief of Staff
- Vice President, Finance & Administration
- Provost/Vice President, Academic and Student Affairs
- Executive Director, Human Resources
- Executive Director, Industrial & Construction Technologies (McNair Campus)
- Executive Director, Maintenance
- Executive Director, Marketing & Public Affairs
- Executive Director, Student Success & Wellbeing
- Chief Information Officer
- Director, Liberty Center
- Public Information Officer
- Security Chief
- Title IX Coordinator
- Faculty Assembly Representative
- Administrative Assembly Representative
- Staff Assembly Representative
- Student Representative

Attachment 2: Safety and Security Audits (more information found in Section 5.0, A-3, (page 5-6) included in responsibilities for the College Safety and Security Committee.

A safety and security audit has been conducted for all facilities at least once every three years in compliance with Texas Education Code 37.108. A Safety and Security Audit Report has been submitted to the Board of Trustees.

Safety and Security Audit Certification

SAFETY AND SECURITY AUDIT CERTIFICATION STATEMENT		
Date Safety and Security Audit Was Completed	Person or Agency Who Conducted the Safety and Security Audit	Date Safety and Security Audit Report Was Submitted to the Board of Trustees
08/12/2024	Thomas Quinn, Amanda Summers, Woody Crawford, Safety & Security Committee	08/22/2024