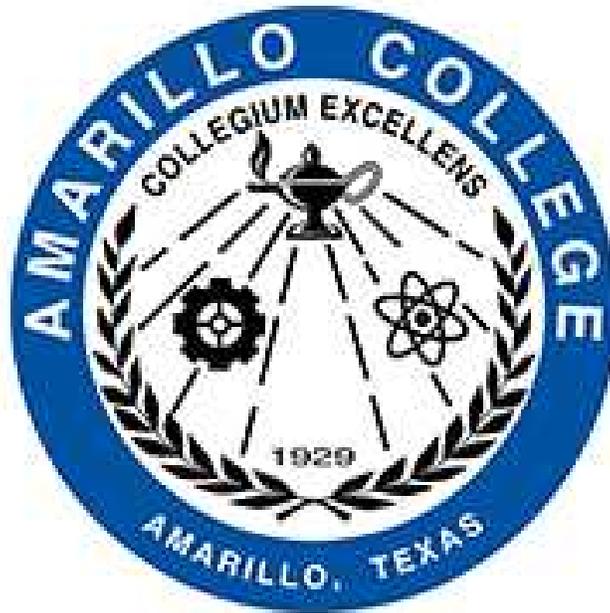# EMERGENCY OPERATIONS PLAN

Amarillo College

Promulgation Statement

Amarillo College is committed to the safety and security of our students, faculty, staff and visitors on its campuses. In order to support that commitment, the President has asked for a thorough review of the emergency mitigation/prevention, preparedness, and response and recovery procedures relevant to natural and human-caused disasters.

The Emergency Operations Plan that follows is the official policy of Amarillo College. It is a result of a comprehensive review and update of school policies in the context of its location in Amarillo, Texas and in the current world situation. We support its recommendations and commit to the College's resources to ongoing training, exercises and maintenance required to keep it current.

This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the College community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential.
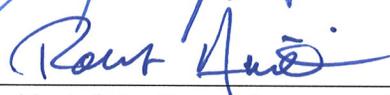
APPROVAL AND IMPLEMENTATION

Emergency Operations Plan

This emergency operations plan is hereby approved. This plan is effective immediately and supersedes all previous editions.
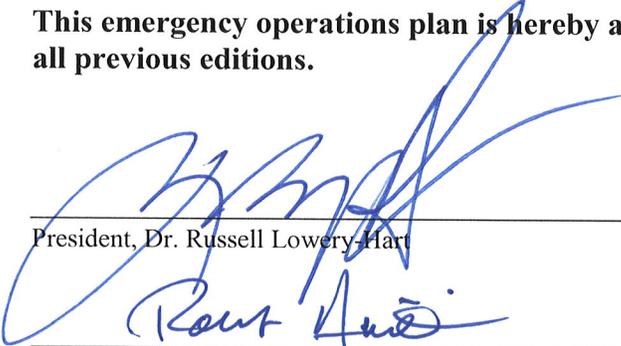
_____
President, Dr. Russell Lowery-Hart

7-9-19
_____
Date

_____
Vice President of Enrollment Management, Robert Austin

7-9-19
_____
Date

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Vice President of Communications and Marketing, Kevin Ball

7-9-19
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Date

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Vice President of Academic Affairs, Dr. Tamara Clunis

7-9-19
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Date
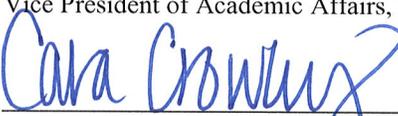
_____
Vice President of Strategic Initiatives, Cara Crowley

7/9/19
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Date
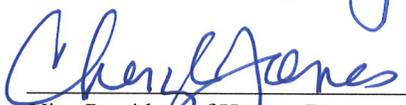
_____
Vice President of Human Resources, Cheryl Jones

7-9-19
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Date

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Vice President of Student Affairs, Denese Skinner

7-9-19
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Date

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Vice President of Business Affairs, Steven Smith

7-18-2019
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Date
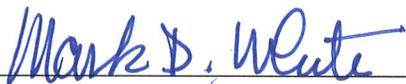
_____
Executive Vice President and General Counsel, Mark White

7-9-19
_____
Date

RECORD OF CHANGES

Emergency Operations Plan

Change Description	Date of Change	Change Entered By
Updating information	02/02/2018	Stephanie Birkenfeld, Chief
Correcting information	03/05/2018	Stephanie Birkenfeld, Chief
Updating information	04/02/2018	Stephanie Birkenfeld, Chief
Updating information	06/12/2018	Mark White, EVP
Updating information	06/25/2018	Stephanie Birkenfeld, Chief
Updating information	07/18/2019	Scott Acker, Chief

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Emergency Operations Plan

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Emergency Operations Plan

I. AUTHORITY

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (As Amended) 42 USC 5121
2. Emergency Planning and Community Right to Know Act, 42 USC Chapter 116
3. Emergency Management Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive HSPO 5, Management of Domestic Incidents
7. Homeland Security Presidential Directive, HSPO-3; Homeland Security Advisory System
8. National Incident Management System (NIMS)
9. National Response Framework (NRF)
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response

B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter Local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37 Part I, Chapter 7 (Division of Emergency Management)
9. The Texas Homeland Security Strategic Plan Parts I and II, December 15, 2003
10. The Texas Homeland Security Strategic Plan Part II, February 2004
11. Texas Education Code, Section 37.108

II. Purpose

This Emergency Operations Plan outlines Amarillo College's approach to emergency management and operations, it provides general guidance for emergency management activities and an overview of Amarillo College's methods of prevention, mitigation, preparedness, response, and recovery. This plan describes Amarillo College's emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to empower employees in an emergency and clarify emergency roles and response; it is also intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all College faculty, staff and students. The primary audience for the document includes the staff tasked within the document or annexes emergency management staff leaders of local volunteer organizations that support emergency operations and others who may participate in prevention, mitigation, preparedness, and response and recovery efforts.

This Emergency Operations Plan outlines Amarillo College's Approach to emergency management and operations; it has been developed to protect the faculty, staff and students during an emergency situation. This plan takes an all hazard approach to emergency management and plans for mitigation/prevention, preparedness, response, and recovery.

Mission and Goals

1. The mission of Amarillo College in an emergency/disaster is to:

    a. Protect lives and property

    b. Mitigate the effects of a disaster

    c. Respond to emergencies promptly and properly. Aid in recovery from disasters.

2. The goals of the Amarillo College Emergency Operation Plan

    a. Provide emergency response plans, services, and supplies for all facilities and employees

    b. Coordinate the use of College personnel and facilities

    c. Restore normal services as quickly as possible.

    d. Provide detailed and accurate documentation of emergencies to aid in the recovery process.

III. Explanation of Terms

A. Acronyms

AAR	AFTER ACTION REPORT
ARC	AMERICAN RED CROSS
CFR	CODE OF FEDERAL REGULATIONS
DDC	DISASTER DISTRICT COMMITTEE
DHS	DEPARTMENT OF HOMELAND SECURITY
DPS	TEXAS DEPARTMENT OF PUBLIC SAFETY
DSHS	TEXAS DEPARTMENT OF STATE HEALTH SERVICES
EMC	EMERGENCY MANAGEMENT COORDINATOR
EMS	EMERGENCY MEDICAL SERVICE
EOC	EMERGENCY OPERATIONS OR OPERATING CENTER
FBI	FEDERAL BUREAU OF INVESTIGATION
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY, AN ELEMENT OF THE U.S. DEPARTMENT OF HOMELAND SECURITY
HAZMAT	HAZARDOUS MATERIAL
HSPD-5	HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 5
IAP	INCIDENT ACTION PLAN
ICP	INCIDENT COMMAND POST
ICS	INCIDENT COMMAND SYSTEM
IP	IMPROVEMENT PLAN
JFO	JOINT FIELD OFFICE
JIC	JOINT INFORMATION CENTER
MOA	MEMORANDUM OF AGREEMENT
MOC	MOBILE OPERATION CENTER
MOU	MEMORANDUM OF UNDERSTANDING

NIMS	NATIONAL INCIDENT MANAGEMENT SYSTEM
NRF	NATIONAL RESPONSE FRAMEWORK (PREVIOUSLY THE NATIONAL RESPONSE PLAN)
OSHA	OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION
PIO	PUBLIC INFORMATION OFFICER
SOPS	STANDARD OPERATING PROCEDURES
SOC	STATE OPERATIONS CENTER
TDEM	TEXAS DIVISION OF EMERGENCY MANAGEMENT
TRRN	TEXAS REGIONAL RESPONSE NETWORK
TSA	THE SALVATION ARMY

B. Definition

1. <u>AREA COMMAND (Unified Area Command)</u> An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS Organization or (2) to 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 followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

2. <u>DISASTER DISTRICT</u> Disaster districts are 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.

3. <u>DISASTER DISTRICT COMMITTEE (DDC)</u> The DDC 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.

4. <u>EMERGENCY OPERATIONS CENTER (EOC)</u> Specially equipped facilities from which government officials coordinate necessary resources in an emergency situation to support the incident commander. The facility brings together emergency responders with jurisdiction decision makers to ensure a coordinated and effective response to any emergency. The EOC is designed to accommodate private, volunteer, regional, state, federal agencies and organizations with local government emergency operations.

5. <u>EMERGENCY SITUATIONS</u> As used in this plan, this term is intended to describe a range of occurrences, from a minor incident to a catastrophic disaster. It includes the following:

   a. <u>INCIDENT</u> An Incident is a situation that is limited in scope and potential effects.

   Characteristics of an incident include:

   1) Involves a limited area and/or limited population

   2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.

   3) Warning and public instructions are provided in the immediate area, not community-wide.

4) One or two local response agencies or departments acting under an incident commander that normally handles incidents. Requests for resource support are normally handled through agency and/or departmental channels.

5) May require limited external assistance from other local response agencies or contractors.

6) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.

b. <u>EMERGENCY</u> An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:

1) Involves a large area, significant population, or important facilities.

2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.

3) May require community-wide warning and public instructions.

4) Requires a sizable multi-agency response operating under an incident commander.

5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.

6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

7) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the president, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.

c. <u>DISASTER</u> A Disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

1) Involves a large area, a sizable population, and/or important facilities.

2) May require implementation of large-scale evacuation or in-place sheltering and implementation or temporary shelter and mass care operations.

3) Requires a community-wide warning and public instructions.

4) Requires a response by all local response agencies operating under one or more incident commanders.

5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

7) For the purposes of the NRF, a MAJOR DISASTER (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.

    d. <u>CATASTROPHIC INCIDENT</u> For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are Incidents of national significance.

6. <u>HAZARD ANALYSIS</u> A Document, published separately from this plan, which identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

7. <u>HAZARDOUS MATERIAL (HAZMAT)</u> 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. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

8. <u>ICS</u>: The ICS is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient incident management. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for broad spectrum or emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government: Federal, State, and Local; as well as by many private-sector and nongovernmental organizations. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration.

9. <u>INCIDENT COMMANDER</u> The incident commander is responsible for on-scene incident management. This includes ensuring incident safety; establishing an incident command post (ICP); establishing immediate priorities; determining incident objectives and strategies; establishing the level of organization needed and monitoring the operation and effectiveness of the ICS organization; approving and implementing the Incident Action Plan (IAP); coordinating the activities of the command and general staff; and approving requests for additional resources or for the release of resources.

10. <u>INCIDENT OF NATIONAL SIGNIFICANCE</u> An actual or potential high-impact event that requires a coordinated and effective response by and 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.

11. <u>INTER-LOCAL AGREEMENTS</u> Arrangements between 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 task that must be performed to control the situation. Commonly referred to as mutual aid agreements.

12. <u>PUBLIC INFORMATION</u> Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.

13. <u>STAFFORD ACT</u> The Robert T Stafford Disaster Relief and Emergency Assistance Act authorized 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.

14. <u>STANDARD OPERATING PROCEDURES</u> Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

15. <u>UNIFIED COMMAND</u> In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

IV. SITUATION AND ASSUMPTIONS

A. Situation

Amarillo College is exposed to many hazards, all of which have the potential for disrupting the campus community, causing casualties, and damaging or destroying public or private property. Due to the fact that Amarillo College operates seven major campuses in three counties, a summary of the major hazards for each campus is provided below.

Community Link Campus:

Hazard Type:	Likelihood of Occurrence (See Below)	Estimated Impact on Public Health & Safety Limited Moderate Major	Estimated Impact on Property Limited Moderate Major
NATURAL			
Drought	Likely	Moderate	Limited
Earthquake	Unlikely	Moderate	Moderate
Flash Flooding	Unlikely	Moderate	Moderate
Flooding (River or Tidal)	Unlikely	Limited	Limited
Hurricane	Unlikely	Limited	Limited
Subsidence	Unlikely	Limited	Limited
Tornado	Likely	Major	Major
Wildfire	Unlikely	Major	Limited
Winter Storm	Likely	Moderate	Moderate
TECHNOLOGICAL			
Dam Failure	Unlikely	Limited	Limited
Energy/Fuel Shortage	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Fixed Site)	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Transport)	Unlikely	Limited	Limited
Major Structural Fire	Likely	Major	Major
Nuclear Facility Incident	Unlikely	Limited	Limited
Water System Failure	Unlikely	Major	Limited
SECURITY			
Civil Disorder	Occasional	Moderate	Moderate
Enemy Military Attack	Unlikely	Major	Major
Terrorism	Occasional	Moderate	Moderate
*Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely			

Downtown Campus:

Hazard Type:	Likelihood of Occurrence (See Below)	Estimated Impact on Public Health & Safety Limited Moderate Major	Estimated Impact on Property Limited Moderate Major
NATURAL			
Drought	Likely	Moderate	Limited
Earthquake	Unlikely	Moderate	Moderate
Flash Flooding	Unlikely	Moderate	Moderate
Flooding (River or Tidal)	Unlikely	Limited	Limited
Hurricane	Unlikely	Limited	Limited
Subsidence	Unlikely	Limited	Limited
Tornado	Likely	Major	Major
Wildfire	Unlikely	Major	Limited
Winter Storm	Likely	Moderate	Moderate
TECHNOLOGICAL			
Dam Failure	Unlikely	Limited	Limited
Energy/Fuel Shortage	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Fixed Site)	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Transport)	Unlikely	Limited	Limited
Major Structural Fire	Likely	Major	Major
Nuclear Facility Incident	Unlikely	Limited	Limited
Water System Failure	Unlikely	Major	Limited
SECURITY			
Civil Disorder	Occasional	Moderate	Moderate
Enemy Military Attack	Unlikely	Major	Major
Terrorism	Occasional	Moderate	Moderate
*Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely			

East Campus:

Hazard Type:	Likelihood of Occurrence (See Below)	Estimated Impact on Public Health & Safety Limited Moderate Major	Estimated Impact on Property Limited Moderate Major
NATURAL			
Drought	Likely	Moderate	Limited
Earthquake	Unlikely	Moderate	Moderate
Flash Flooding	Unlikely	Moderate	Moderate
Flooding (River or Tidal)	Unlikely	Limited	Limited
Hurricane	Unlikely	Limited	Limited
Subsidence	Unlikely	Limited	Limited
Tornado	Likely	Major	Major
Wildfire	Likely	Major	Limited
Winter Storm	Likely	Moderate	Moderate
TECHNOLOGICAL			
Dam Failure	Unlikely	Limited	Limited
Energy/Fuel Shortage	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Fixed Site)	Occasional	Moderate	Limited
HAZMAT/Oil Spill (Transport)	Occasional	Limited	Limited
Major Structural Fire	Likely	Major	Major
Nuclear Facility Incident	Occasional	Moderate	Limited
Water System Failure	Unlikely	Major	Limited
SECURITY			
Civil Disorder	Occasional	Moderate	Moderate
Enemy Military Attack	Unlikely	Major	Major
Terrorism	Occasional	Moderate	Moderate
*Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely			

Hereford Campus:

Hazard Type:	Likelihood of Occurrence (See Below)	Estimated Impact on Public Health & Safety Limited Moderate Major	Estimated Impact on Property Limited Moderate Major
NATURAL			
Drought	Likely	Moderate	Limited
Earthquake	Unlikely	Moderate	Moderate
Flash Flooding	Unlikely	Moderate	Moderate
Flooding (River or Tidal)	Unlikely	Limited	Limited
Hurricane	Unlikely	Limited	Limited
Subsidence	Unlikely	Limited	Limited
Tornado	Likely	Major	Major
Wildfire	Occasional	Major	Moderate
Winter Storm	Likely	Moderate	Moderate
TECHNOLOGICAL			
Dam Failure	Unlikely	Limited	Limited
Energy/Fuel Shortage	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Fixed Site)	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Transport)	Occasional	Limited	Limited
Major Structural Fire	Likely	Major	Major
Nuclear Facility Incident	Unlikely	Limited	Limited
Water System Failure	Unlikely	Major	Limited
SECURITY			
Civil Disorder	Occasional	Moderate	Moderate
Enemy Military Attack	Unlikely	Major	Major
Terrorism	Occasional	Moderate	Moderate
*Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely			

Medi Park Campus:

Hazard Type:	Likelihood of Occurrence (See Below)	Estimated Impact on Public Health & Safety Limited Moderate Major	Estimated Impact on Property Limited Moderate Major
NATURAL			
Drought	Likely	Moderate	Limited
Earthquake	Unlikely	Moderate	Moderate
Flash Flooding	Unlikely	Moderate	Moderate
Flooding (River or Tidal)	Unlikely	Limited	Limited
Hurricane	Unlikely	Limited	Limited
Subsidence	Unlikely	Limited	Limited
Tornado	Likely	Major	Major
Wildfire	Occasional	Major	Limited
Winter Storm	Likely	Moderate	Moderate
TECHNOLOGICAL			
Dam Failure	Unlikely	Limited	Limited
Energy/Fuel Shortage	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Fixed Site)	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Transport)	Unlikely	Limited	Limited
Major Structural Fire	Likely	Major	Major
Nuclear Facility Incident	Unlikely	Limited	Limited
Water System Failure	Unlikely	Major	Limited
SECURITY			
Civil Disorder	Occasional	Moderate	Moderate
Enemy Military Attack	Unlikely	Major	Major
Terrorism	Occasional	Moderate	Moderate
*Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely			

Moore County Career & Technical Training Center:

Hazard Type:	Likelihood of Occurrence (See Below)	Estimated Impact on Public Health & Safety Limited Moderate Major	Estimated Impact on Property Limited Moderate Major
NATURAL			
Drought	Likely	Moderate	Limited
Earthquake	Unlikely	Moderate	Moderate
Flash Flooding	Unlikely	Moderate	Moderate
Flooding (River or Tidal)	Unlikely	Limited	Limited
Hurricane	Unlikely	Limited	Limited
Subsidence	Unlikely	Limited	Limited
Tornado	Likely	Major	Major
Wildfire	Likely	Major	Limited
Winter Storm	Likely	Moderate	Moderate
TECHNOLOGICAL			
Dam Failure	Unlikely	Limited	Limited
Energy/Fuel Shortage	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Fixed Site)	Likely	Moderate	Limited
HAZMAT/Oil Spill (Transport)	Occasional	Limited	Limited
Major Structural Fire	Likely	Major	Major
Nuclear Facility Incident	Unlikely	Limited	Limited
Water System Failure	Unlikely	Major	Limited
SECURITY			
Civil Disorder	Occasional	Moderate	Moderate
Enemy Military Attack	Unlikely	Major	Major
Terrorism	Occasional	Moderate	Moderate
*Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely			

Moore County Downtown Campus:

	Likelihood of Occurrence	Estimated Impact on Public Health & Safety	Estimated Impact on Property
Hazard Type:	(See Below)	Limited Moderate Major	Limited Moderate Major
NATURAL			
Drought	Likely	Moderate	Limited
Earthquake	Unlikely	Moderate	Moderate
Flash Flooding	Unlikely	Moderate	Moderate
Flooding (River or Tidal)	Unlikely	Limited	Limited
Hurricane	Unlikely	Limited	Limited
Subsidence	Unlikely	Limited	Limited
Tornado	Likely	Major	Major
Wildfire	Unlikely	Major	Limited
Winter Storm	Likely	Moderate	Moderate
TECHNOLOGICAL			
Dam Failure	Unlikely	Limited	Limited
Energy/Fuel Shortage	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Fixed Site)	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Transport)	Occasional	Limited	Limited
Major Structural Fire	Likely	Major	Major
Nuclear Facility Incident	Unlikely	Limited	Limited
Water System Failure	Unlikely	Major	Limited
SECURITY			
Civil Disorder	Occasional	Moderate	Moderate
Enemy Military Attack	Unlikely	Major	Major
Terrorism	Occasional	Moderate	Moderate
*Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely			

Washington Campus:

Hazard Type:	Likelihood of Occurrence (See Below)	Estimated Impact on Public Health & Safety Limited Moderate Major	Estimated Impact on Property Limited Moderate Major
NATURAL			
Drought	Likely	Moderate	Limited
Earthquake	Unlikely	Moderate	Moderate
Flash Flooding	Unlikely	Moderate	Moderate
Flooding (River or Tidal)	Unlikely	Limited	Limited
Hurricane	Unlikely	Limited	Limited
Subsidence	Unlikely	Limited	Limited
Tornado	Likely	Major	Major
Wildfire	Unlikely	Major	Limited
Winter Storm	Likely	Moderate	Moderate
TECHNOLOGICAL			
Dam Failure	Unlikely	Limited	Limited
Energy/Fuel Shortage	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Fixed Site)	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Transport)	Unlikely	Limited	Limited
Major Structural Fire	Likely	Major	Major
Nuclear Facility Incident	Unlikely	Limited	Limited
Water System Failure	Unlikely	Major	Limited
SECURITY			
Civil Disorder	Occasional	Moderate	Moderate
Enemy Military Attack	Unlikely	Major	Major
Terrorism	Occasional	Moderate	Moderate
*Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely			

West Campus:

Hazard Type:	Likelihood of Occurrence (See Below)	Estimated Impact on Public Health & Safety Limited Moderate Major	Estimated Impact on Property Limited Moderate Major
NATURAL			
Drought	Likely	Moderate	Limited
Earthquake	Unlikely	Moderate	Moderate
Flash Flooding	Unlikely	Moderate	Moderate
Flooding (River or Tidal)	Unlikely	Limited	Limited
Hurricane	Unlikely	Limited	Limited
Subsidence	Unlikely	Limited	Limited
Tornado	Likely	Major	Major
Wildfire	Occasional	Major	Limited
Winter Storm	Likely	Moderate	Moderate
TECHNOLOGICAL			
Dam Failure	Unlikely	Limited	Limited
Energy/Fuel Shortage	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Fixed Site)	Unlikely	Limited	Limited
HAZMAT/Oil Spill (Transport)	Unlikely	Limited	Limited
Major Structural Fire	Likely	Major	Major
Nuclear Facility Incident	Unlikely	Limited	Limited
Water System Failure	Unlikely	Major	Limited
SECURITY			
Civil Disorder	Occasional	Moderate	Moderate
Enemy Military Attack	Unlikely	Major	Major
Terrorism	Occasional	Moderate	Moderate
*Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely			

B. Enrollment and employment figures

College Population

The College's enrollment is approximately 10,000 students. The College's personnel are comprised of over 600 employees.

C. Geographical Location

Amarillo College is situated on 9 campuses made up of 47 of buildings.

a. The addresses to each campus are listed below.
   i. Community Link Campus
      1. 2412 N Grand Amarillo, TX 79107
   ii. Downtown Campus
      1. 1314 S Polk St Amarillo, TX 79101
   iii. East Campus
      1. 1401 J Ave Amarillo, TX 79111
   iv. Hereford Campus
      1. 1115 West 15th Street Hereford, TX 79045
   v. Medi Park Campus
      1. 1301 Streit Dr Amarillo, TX 79106
   vi. Moore County Campus
      1. 1220 East First Dumas, TX 79029
   vii. Moore County Technical Center
      1. 115 Success Blvd Dumas, TX 79029
   viii. Washington Street Campus
      1. 2201 S Washington St Amarillo, TX 79109
   ix. West Campus
      1. 6222 SW 9th Ave Amarillo, TX 79106

b. All College buildings are listed in Appendix 3.

D. Assumptions

1. Amarillo College will continue to be exposed to and subject to the impact of those hazards described above, as well as, lesser hazards and others that may develop in the future.

2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.

3. A single site emergency, i.e. fire, gas main breakage, etc., could occur at any time without warning and the employees of the College cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect college property.

4. Following a major or catastrophic event, Amarillo College will have to rely on its own resources to be self-sustaining for up to 72 hours.

5. There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. However, rapid and appropriate response will reduce the number and severity of injury.

6. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for the College to be prepared to carry out the initial emergency response on an independent basis.

7. Proper mitigation actions, such as creating a positive school environment, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of staff, students and other personnel, and conducting periodic emergency drills and exercises can improve the college's readiness to deal with emergency situations.

8. A spirit of volunteerism among Amarillo College employees, students and families will result in their providing assistance and support to emergency response efforts.

E. Limitations

No guarantee of a perfect response system is implied by this plan. As personnel and resources may be overwhelmed, Amarillo College can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of the Amarillo College Emergency Operations Plan are to protect the lives and provide for the well-being of its students and staff through the prompt and timely response of trained college personnel should an emergency affect the college. To meet these objectives, Amarillo College shall establish and maintain a comprehensive emergency operations program that records and includes plans and procedures, hazard analysis, security audits, training and exercise, and plan review and maintenance.

B. General

1. It is the responsibility of Amarillo College officials to take reasonable efforts to protect faculty, staff and students from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect Amarillo College. Nothing herein shall be construed to waive Amarillo College's governmental immunity.

2. It is the responsibility of Amarillo College to provide in-service emergency response education for all college personnel.

3. It is the responsibility of Amarillo College to conduct drills and exercises to prepare college personnel as well as students for an emergency situation.

4. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the college, local emergency responders, organized volunteer groups and

businesses), and comprehensive (addresses mitigation/prevention, preparedness, response and recovery). This plan is one element of the preparedness activities.

5. This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn faculty, staff, students, and parents during any emergency situation, whatever the cause.

6. The Incident Command System (ICS) will be used to manage all emergencies that occur at Amarillo College. Use of the ICS is encouraged to perform non-emergency tasks to promote familiarity with the system. All essential college personnel will be trained in ICS.

7. Personnel tasked in this plan are expected to develop and keep current standard operating procedures (SOP) that describe how emergency tasks will be performed. Amarillo College is charged with ensuring the training and equipment necessary for an appropriate response are in place.

8. This plan is based upon the concept that the emergency functions that must be performed by Amarillo College generally parallel some normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

9. Local government is responsible for organizing, training and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state federal governments offer programs that provide some assistance with portions of these responsibilities.

10. Amarillo College has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. The adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows Amarillo College to integrate response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector and nongovernmental organizations.

11. This plan in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur in the event of an incident of National Significance, as defined in HSPD-5, Amarillo College will integrate all operations with all levels of government, private sector, and nongovernmental through the use of NRF coordinating structures, processes and protocols.

C. Operational Guidance

1. Initial Response

Amarillo College personnel are likely to be first on the scene of an emergency situation within the college. They will normally take charge and remain in charge of the incident until it is resolved or until other responders, who are more qualified, assume command. They will seek guidance and direction

from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

    a. The Amarillo College Police Department will be responsible for activating the Amarillo College Emergency operations plan and the initial response:

        1) <u>Evacuation</u> – Requires all faculty, staff and students to leave the building. Head to rally point. Do head count. Do not re-enter building. Wait for all clear by first responders. Evacuation can be highly effective if it can be completed before the arrival of the hazard.

        2) <u>Reverse Evacuation</u> – Requires all faculty, staff and students to go to safe places in the building from outside the building. Do a head count. Identify the threat or hazard and take appropriate action.

        3) <u>Lock Down</u> – Threats inside the building. All exterior doors and classroom doors with interior door locks are locked and everyone stays in their classrooms. Avoid, Deny, Defend. Remain locked down until all clear from first responders.

        4) <u>Shelter-in-place</u> – Faculty, staff, and students are held in the building, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving hazardous materials which produce toxic vapors outside of the facility. Taking shelter inside a sealed building is highly effective in keeping everyone safe.

        5) <u>Drop, cover, and hold</u> – Faculty, staff, and students drop low, take cover under furniture, cover eyes and protect internal organs.

        6) <u>Lock Out</u> – Threats outside of a building. Requires faculty, staff, and students get inside a building if outside. Lock all exterior doors. Situational awareness is increased, and it is business as usual. Remain locked out and stay in the building and wait for all clear by first responders.

        7) <u>Weather</u> – Requires faculty, staff, and students to get inside a building for safety. Find interior or lowest part of the building. Reference the best available place on the maps located at each entrance. Stay away from windows. For added protection get under something sturdy. Cover your body with blanket, jacket, backpack, etc.

2. Notification Procedures

    a. In case of an incident at Amarillo College, the flow of information is detailed in the Warning Annex. Information should include the nature of the incident and the impact on facilities, faculty, staff and students.

    b. In the event Amarillo College is in receipt of information, such as a weather warning that may affect any Amarillo College property, the information shall be provided to the appropriate College personnel to allow for adequate preparations. Specific guidelines are found in the individual annexes and appendices.

3. Training and Exercise

    a. Amarillo College understands the importance of training, drills and exercises in the overall emergency management program. To ensure that college personnel and community first responders are aware of

their duties and responsibilities under the Amarillo College plan and the most current procedures, the following training, drill and exercise actions will occur:

1) Training and refresher training sessions shall be conducted for all College personnel. Training shall be held at different times during the school year that will allow for maximum attendance.

2) Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials such as annexes and appendices. Input from personnel is encouraged.

3) Amarillo College will plan for two drills/exercises during the academic year. The types of drills and exercises will be determined by the Emergency Management Coordinator.

4) Amarillo College will participate in external drills or exercises sponsored by local emergency responders. Availability of College personnel and the nature of the drill or exercise shall govern the degree to which the College will participate as it relates to improving the College's ability to respond to and deal with emergencies.

4. Implementation of the Incident Command System (ICS)

a. The designated Incident Commander (IC) for Amarillo College incidents will implement ICS and serve as the IC until relieved by a more qualified individual. The IC will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

b. As a potential threat becomes clearer and a specific impact site or sites are identified, an incident Command Post will be established at or near the incident site. For disaster situations, a specific incident scene may not exist in the initial response phase and the local Emergency Operations Center may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. This scenario would likely occur during a community disaster.

5. Source and Use of Resources

a. Amarillo College will use its own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, the following options exist:
1) Request assistance for DDC.

2) Summon those resources available pursuant to inter-local (Mutual-aid) agreements. See Attachment 1 to this plan, which summarizes the inter-local agreements.

3) Request assistance from volunteer groups active in disasters.

4) Request assistance from industry or individuals who have resources needed to assist with the emergency situations.

D. Incident Command System

1. Amarillo College intends to employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to

effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.

2. The Incident Commander is responsible for carrying out the ICS function of command – managing the incident. The IC's Command Staff include the Safety Officer, Public Information Officer and Liaison Officer. The four other major management activities that form the basis of ICS are operations, planning, logistics and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different local emergency response agencies may be assigned to separate staff sections charged with those functions.

3. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command Structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

E. Incident Command System (ICS) – Emergency Operations Center (EOC) Interface
   1. For community-wide disasters, the EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

   2. The IC is generally responsible for field operations, including:

      a. Isolating the scene.

      b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.

      c. Warning the College faculty, staff and students in the area of the incident and providing emergency instructions to them.

      d. Determining and implementing protective measures (evacuation or in-place sheltering) for the College faculty, staff and students in the immediate area of the incident and for emergency responders at the scene.

      e. Implementing traffic control arrangements in and around the incident scene.

      f. Requesting additional resources from the EOC.

   3. The EOC is generally responsible for:

      a. Providing resources support for the incident command operations.

      b. Issuing community-wide warning.

      c. Issuing instructions and providing information to the general public.

      d. Organizing and implementing large-scale evacuation.

e. Organizing and implementing shelter and mass arrangements for evacuees.

4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operations may be established. A transition to an Area Command and is desirable, and the allocation of resources to specific operations is to be coordinated through the EOC.

F. State, Federal & Other Assistance

1. State & Federal Assistance

a. If local resources are inadequate to deal with an emergency situation, assistance will be requested from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases or resources covered by emergency service contracts.

b. Requests for state assistance will be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Amarillo. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain and provide that state assistance and support is the DDC Chairperson. A request for state assistance will be made by the appropriate chief elected official or designee, and may be made by telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district in response to a request for assistance, with the exception of the National Guard resources which requires approval of the Governor.

c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the district to the State Operations Center (SOC) in Austin for action.

2. Other Assistance

a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The National Response Framework (NRF) describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.

c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.

d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

G. Emergency Authorities

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.

2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official(s), with a number of powers to control emergency situations. If necessary, these powers will be used during emergency situations.

H. Activities by Phases of Emergency Management

This plan addresses emergency actions that are conducted during all four phases of emergency management.

1. Mitigation/Prevention

Amarillo College will conduct mitigation/prevention activities as an integral part of the Emergency Management Program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency operations program are:

   a.   Hazard Analysis

      1)   Identifying hazards

      2)   Recording hazards

      3)   Analyzing hazards

      4)   Mitigating/preventing hazards

      5)   Monitoring hazards

2. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the emergency operations program are:

   a. Providing emergency equipment and facilities.

   b. Emergency planning, including maintaining this plan, its annexes, and appendices.

c. Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist Amarillo College during emergencies in training opportunities.

d. Conducting periodic drills and exercises to test emergency plans and training.

e. Completing an After Action Review after drills, exercises and actual emergencies.

f. Revise plan as necessary.

3. Response

Amarillo College will respond to emergency situation effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response activities include warning, first aid, light fire suppression, law enforcement operations, evacuation, shelter and mass care, light search and rescue, as well as other associated functions.

4. Recovery

If a disaster occurs, Amarillo College will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to Amarillo College and provide for the basic needs of the faculty, staff, and students. Long-term recovery focuses on restoring the College to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to all affected groups of the College. Examples of recovery programs include temporary relocation of classes, restoration of College services, debris removal, restoration of utilities, disaster mental health services and reconstruction of damaged facilities.

I. Emergencies Occurring During College Breaks

If a school administrator or other emergency response team member is notified of an emergency during a College break, the response usually will be one of limited school involvement. In that case, the following steps should be taken:

1. Institute the phone tree to disseminate information to AC members and request a meeting of all available members.
2. Identify those most likely to be affected by the emergency. Keep the list and recheck as the emergency dictates.
3. Notify faculty, staff, students, and families of students identified in #2 and recommend community resources for support.
4. Notify general faculty/staff by email or telephone with appropriate information.
5. Notify all appropriate constituent groups (President, BOR, legislative delegation, alumni, and donors) by email or telephone with appropriate information.
6. Schedule faculty/staff meeting for an update as soon as the emergency is passed.
7. Be alert for repercussions among faculty, staff, and students. When business reconvenes, check core group and other at-risk faculty, staff, and students and institute appropriate support mechanisms and referral procedures.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

General

Most Colleges have emergency functions in addition to their normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. Amarillo College's organization for emergencies includes an executive group, emergency operations planning team, emergency response teams, emergency services, and support services.

Executive Group
The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the College President, President's Cabinet and College Chief of Police.

Emergency Operations Planning Team
The Emergency Operations Planning team develops emergency operations plan for the College, coordinates with local emergency services to develop functional annexes as well as annexes for specific hazards, coordinates College's planning activities and recruits' members of the College's emergency response teams. The Emergency Operations Planning Team includes the Executive group plus AC Police Department Administration, Superintendent of Maintenance and Operations, and Director of Outreach Services.

Emergency Services
Emergency Services include the IC and those departments, agencies, and groups with primary emergency response actions. The IC is the person in charge at an incident site.

Emergency Support Services
This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry and other sources.

Volunteer and Other Services
This group includes organized volunteer groups and businesses who have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, College personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, the primary responsibility for an emergency function will be assigned to an individual from that area that possesses the most appropriate knowledge and skills. Other college personnel may be assigned support responsibilities for specific emergency functions.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Listed below are general responsibilities assigned to the Executive Group, Emergency Operations Planning Team, Emergency Response Teams, Emergency Services and Support Services. Additional specific responsibilities can be found in the functional annexes to this Emergency Operations Plan.

3. Executive Group Responsibilities

   a. The Executive Group will

      1. Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.

      2. Establish a College emergency operations plan review committee to approve and coordinate all emergency response plans.

      3. Review construction and renovation projects for safety.

   b. The President or his/her designee will

      1. Appoint a College Emergency Management Coordinator and Chief of AC Police to assist in planning and review.

      2. Consult with the local Emergency Management Office to analyze system needs in regard to emergency preparedness, planning and education, and to ensure coordination of the school plan with community emergency plans.

      3. Develop and coordinate in-service emergency response education for all Amarillo College personnel.

      4. Initiate, administer and evaluate emergency operations programs to ensure the coordinated response.

      5. Authorize implementation of emergency preparedness training.

      6. Gather information from all aspects of the emergency for use in making decisions about the management of the emergency.

      7. Have overall decision-making authority in the event of an emergency until emergency services arrive.

      8. Monitor the emergency response during emergency situations and provide direction where appropriate.

      9. Assume the role of Incident Commander, if the situation warrants.

      10. With the assistance of the Public Information officer, keep the public and the DDC informed during emergency situations.

11. Stay in contact with the leaders of the emergency service agencies working with the emergency.

12. Keep the Amarillo College System informed of emergency status.

13. Request assistance from local emergency services or the State when necessary.

14. Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.

15. Assign resources (persons and materials) to various sites for specific needs.

16. Authorize immediate purchase of outside services and materials needed for the management of emergency situations.

17. Direct activation of the EOC.

18. Order evacuation

c. The College Emergency Management Coordinator (AC Police Lieutenant) will:

1. Serve as the staff advisor to the President or his/her designee on emergency management matters.

2. Keep the President or his/her designee appraised of the preparedness status and emergency management needs.

3. Coordinate local planning and preparedness activities and the maintenance of this plan.

4. Prepare and maintain a resource inventory.

5. Arrange appropriate training for emergency management personnel and emergency responders.

6. Coordinate periodic emergency exercised to test the Emergency Operations Plan and training.

7. Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.

8. Coordinate with organized volunteer groups and businesses regarding emergency operations.

9. Provide copies of the plan to the College personnel and local Emergency Management office.

10. Monitor developing situations such as weather conditions or incidents in the community that may impact the school.

11. Assume the role of Incident Commander, if the situation warrants.

12. Direct activation of the EOC.

13. Manage the EOC, develop procedures for their operation, ensure the operational capabilities and conduct training for those who staff them.

14. Assign emergency responsibilities to personnel as required.

15. Coordinate use of buildings as public shelters for major emergencies occurring in the city or county.

16. Coordinate emergency assistance and recovery.

d. Emergency Operations Planning Team will:

1. Create and maintain the Emergency Operations Plan.

2. Conduct a hazard analysis in conjunction with local emergency management personnel.

3. Organize Emergency Response Teams.

4. Recommend training for the Emergency Response Team and all AC employees .

5. Provide information to faculty, staff, students and the community on emergency procedures.

6. Provide assistance during an emergency in accordance with designated roles.

7. Conduct debriefings at the conclusion of each emergency to critique the effectiveness of the emergency operation plan.

e. Emergency Response Team will:

1. Assist the Emergency Management Coordinator during an emergency by providing support and care for Amarillo College employees, students and visitors during an emergency before local emergency services arrive or in the event of normal local emergency services being unavailable.

2. Provide the following functions when necessary and when performing their assigned function will not put them in harm's way:

   a. Facility evacuation – An assigned evacuation team will be trained to assist in the evacuation of all Amarillo College facilities and to coordinate the assembly and the accountability of the employees and students once an evacuation has taken place.

   b. First Aid – An assigned first aid team will be trained to provide basic first aid to the injured.

c. Search and Rescue – An assigned search and rescue team will be trained in search and rescue operations. They will perform light search and rescue to find those missing or trapped. They will also note and record the situation for other responders.

d. Limited fire suppression – An assigned limited fire suppression team will be trained to provide light fire suppression and provide utility shut-off if necessary.

e. Damage Assessment – An assigned damage assessment team will be trained to conduct a building assessment of College buildings to evaluate whether the building(s) are safe for occupation.

f. Student/Parent Reunification – An assigned student/parent reunification team will establish means for parents to contact their students and verify their well-being.

g. Support and Security – An assigned support and security team will be responsible for securing College facilities and making preparations to care for student who have been displaced.

f. Health and Medical:

1. Primary responsibility for health and medical response activities is assigned to the Bi-City-County Health District.

2. Emergency health activities to be performed include:

   a) Coordination of the location, procurement, screening and allocation of health supplies and resources, including volunteers.

   b) Implementation of syndromic and disease surveillance SOP as applicable.

   c) Implementation of mass immunization and/or prophylaxis SOP as applicable.

   d) Coordination of the collection, identification and interment of deceased victims.

   e) Inspection of food and water supplies.

   f) Development of emergency public health regulation and orders.

g. Technology/Information Services Role:

1. Coordinate use of technology.

2. Assist in establishment/maintenance of emergency communications network.

3. Assist in obtaining needed student and staff information from the computer files.

4. Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations and other communications equipment.

5. Establish and maintain computer communication with the IT Department and with other agencies capable of communication.

6. Establish and maintain, as needed, a stand-alone computer with student and staff database for use at the emergency site.

7. As needed, report various sites involved in the communication system if problems occur in that system.

h. Utilities:

1. Primary responsibility for public utilities is assigned to the City of Amarillo Director of Utilities and the Potter County Maintenance Supervisor.

2. Emergency support tasks to be performed include:

   a) Prioritize restoration of utility service (electrical, gas, water or sewer) to vital facilities.

   b) Arrange for the provision of emergency power sources where required.

   c) Assess damage to, repair and restore public utilities.

i. Common Responsibilities for Emergency and Support Services

All emergency services and support services will:

1. Provide personnel, equipment, and supplies to support emergency operations upon request.

2. Provide trained personnel to staff the ICP and EOC and conduct emergency operations.

3. Report information regarding emergency situations and damage to facilities and equipment to the IC and the EOC.

4. Establish evacuation methods and plans in the event of major incident.

j. Emergency Services Responsibilities

The IC will:

1. Manage emergency response resources and operations at the incident command post to resolve the emergency situation.

2. Determine and implement required protective actions for response personnel and the public at an incident site.

VII. DIRECTION AND CONTROL

A. General

1. The Emergency Management Coordinator (EMC) is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. During disaster, the EMC may carry out those responsibilities from the EOC.

2. The Emergency Management Coordinator will provide overall direction of the response activities of the College. During major emergencies and disaster, the EMC will normally carry out those responsibilities from the EOC.

3. The Emergency Management Coordinator will also manage the EOC.

4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the Incident Command Post.

5. During emergency operation, the Amarillo College administration retains administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Incident Commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as common communications protocol, may be adopted to facilitate coordinated effort.

6. If the College's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, or the State (via the Regional DDC Liaison) should be requested.

B. Emergency Facilities

1. <u>Incident Command Post</u> – Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), and Incident Command Post or command posts will be established in the vicinity of the incident site(s). As noted previously, the Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene.

2. <u>Emergency Operations Center (EOC)</u> – When major incidents or disasters have occurred or appear imminent, the EOC will be activated. The general responsibilities of the EOC are to provide policy direction, coordination, and support to Incident Command/Unified Command. Activities may involve coordination of activities beyond the incident location. Some of these activities include:

   1) Create situational awareness of the scope and magnitude of the incident(s);

   2) Provide logistics support by identifying, mobilizing and deploying resources to be employed by the Incident Command/Unified Command;

   3) Determine and implement campus-wide protective actions (e.g. take shelter or evacuation) and warning of the campus community (refer to EOP Warning Annex);

   4) Coordinate, and when necessary, initiate shelter and mass care operations (refer to EOP Shelter and Mass Care Annex);

5) Coordinate, when necessary initiate damage and consequence assessment;

6) Provide emergency information to the public;

7) Recommend the cancellation of classes and campus events.

3. <u>EOC Facilities</u> - Amarillo College has several identified facilities that could be utilized as an EOC or command post during a catastrophic incident. The locations are listed in the Annex.

C. Continuity of College Administration during Emergencies

1. The line of succession for the President is:

   a. Vice-President of Human Resources

   b. Vice-President for Business Affairs

   c. Vice-President for Student Affairs

2. The line of succession for the Emergency Management Coordinator is:

   a. Chief of Police

   b. Lieutenant

   c. Sergeant

3. The line of succession for the Public Information Officer is:

   a. Director of Communications and Marketing

   b. Chief of Police

   c. Vice-President of Communications and Marketing

4. The lines of succession for each position shall be in accordance with the SOPs established by the College unless mandated otherwise by the emergency.

VIII. READINESS LEVELS

A. Readiness Levels

Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. A five-tier system is utilized. Readiness Levels will be determined by the President or his/her designee and the Emergency Management Coordinator. General Actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in department or agency SOPs.

B. Readiness Action Level Descriptions

The following readiness action levels will be used as a means of increasing the College's alert posture. (Based on the Department of Homeland Security. Suggested by Department of Education)

1. Level IV: Normal Conditions

   a. Assess and update emergency operations plans and procedures

   b. Discuss updates to college and local emergency operations plans with emergency responders

   c. Review duties and responsibilities of emergency response team members

   d. Provide CPR and first aid training for staff

   e. Conduct training and drills

2. Level III: Increased Readiness

   Increased Readiness refers to a situation that presents a greater potential threat than "Level 4: but poses no immediate threat to life and/or property:

   a. Review and upgrade security measure

   b. Review emergency communication plan

   c. Inventory, test, and repair communication equipment

   d. Inventory and restock emergency supplies

   e. Conduct emergency operations training and drills

3. Level II: High Readiness

   High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the campus and public:

   a. Inspect buildings and grounds for suspicious activities

   b. Assess increased risk with public safety officials

   c. Review crisis response plans with College personnel

   d. Test alternative communications capabilities

4. Level I: Maximum Readiness

Maximum Readiness refers to a situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a "Level 2" event:

a. Assess facility security measure

b. Update campus community on preparedness efforts

c. Update media on preparedness efforts

d. Address student fears concerning possible emergency

e. Place campus emergency response teams on standby alert status

f. Follow local and/or federal government instructions (listen to radio/TV)

g. Activate emergency operations plan

h. Notify the DDC that assistance may be needed and keep them apprised of the situation

i. Provide mental health services, with the help of Amarillo College Counseling Center, to anxious students and staff

j. Continuous situation monitoring is required.

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should Amarillo College resources prove to be inadequate during an emergency; requests will be made for assistance from local emergency services, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the College officials authorized to request assistance pursuant to those documents.

2. The agreements and contracts pertinent to emergency management that Amarillo College is party to are summarized in Appendix 1.

B. Reports

1. Initial Emergency Report: This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and assistance from local emergency services or the DDC may be needed.

2. Situation Report: A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters.

4. Other Reports: Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations

Amarillo College is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

    a. Activity Logs: The ICP and the EOC shall maintain accurate logs recording key response activities, including:

        1. Activation or deactivation of emergency facilities.

        2. Emergency notifications to local emergency services

        3. Significant changes in the emergency situation.

        4. Major commitments of resources or requests for additional resources from external sources.

        5. Issuance of protective action recommendations to the campus.

        6. Evacuations

        7. Casualties

        8. Containment or termination of the incident

    b. Incident Costs: Amarillo College shall maintain records summarizing the use of personnel, equipment, and supplies during the response of day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future budgets.

    c. Emergency or Disaster Costs: For major emergencies or disasters, Amarillo College shall maintain detailed records of costs for emergency operations to include:

        1. Personnel costs, especially overtime costs

        2. Equipment operations costs

        3. Costs for leased or rented equipment

        4. Costs for contract services to support emergency operations

        5. Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

2. Preservation of Records

a. In order to continue normal College operations following an emergency situation, vital records must be protected. These include legal documents and student files. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Personnel responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.

b. If records are damaged during an emergency situation, Amarillo College will seek professional assistance to preserve and restore them

D. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Potter County District Attorney General.

E. Post-Incident and Exercise Review

The Emergency Management Coordinator is responsible for organizing and conducting a critique following the conclusion of a significant emergency event, incident, or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, College personnel will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The Emergency Operations Planning Team is responsible for the overall development and completion of the Emergency Operations Plan, including annexes. The Executive Group is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

1. The Executive Group shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those tasked in this document. Copies should also be set aside for the EOC and other emergency facilities.

2. The Emergency Operations Plan should include a distribution list that indicates who receives copies of the Emergency Operations Plan and the various annexes to it. In general, individuals who receive annexes to the Emergency Operations Plan should also receive a copy of this plan, because the Emergency Operations Plan describes the emergency management organization and basic operational concepts.

C. Review

The Emergency Operations Plan and its annexes shall be reviewed annually by the Executive Group. The Emergency Operations Planning Team will establish a schedule for annual review of planning documents by those tasked in them.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities or College structure occur.

2. The Emergency Operations Plan and its annexes must be revised or updated by a formal change at least **every three years**. Responsibility for revising or updating the Emergency Operations Plan is assigned to the Executive Group.

3. The Emergency Management Coordinator is responsible for distributing all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.

XI. REFERENCES

Office for Domestic Preparedness Emergency Response Planning for WMD/Terrorism Incidents Technical Assistance Program

FEMA Independent Study Program: IS 362 – Multi-Hazard Emergency Planning for Schools

FEMA, State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning

U.S. Department of Homeland Security, National Response Framework

U.S. Department of Education Practical Information on Crisis Planning a Guide for Schools and Communities

Jane's Safe Schools Planning Guide for All Hazards

XII. APPENDICES

Appendix 1 – Agreements and Contracts
Appendix 2 – Incident Command System Summary
Appendix 3 – Campus Map and GPS Coordinates
Appendix 4 – Campus Building Plans
Appendix 5 – Phone Tree
Appendix 6 – Emergency Operations Planning Team
Appendix 7 – Emergency Contact Numbers
Appendix 8 – Resource Inventory
Appendix 9 – Staff Skills Survey & Inventory
Appendix 10 – Emergency Response Drill Log
Appendix 11 – Distribution List

APPENDIX 1
SUMMARY OF AGREEMENTS AND CONTRACTS

<u>DESCRIPTION</u>: MUTUAL AID AGREEMENT
COSTS: NONE SPECIFIED
COPIES HELD BY: AMARILLO COLLEGE, AMARILLO COLLEGE POLICE DEPARTMENT, CITY OF AMARILLO, AMARILLO POLICE DEPARTMENT

A mutual aid agreement between the City of Amarillo, Amarillo Police Department, Amarillo College, and Amarillo College Police Department was signed in March of 2018.

APPENDIX 2
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY

A. BACKGROUND

1.   NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.

2.   NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

B. COMPONENTS

1.   Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

    a.   Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

        1)   FEATURES OF ICS

        ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

        a)   Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.

        b)   Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be "typed" with respect to capability.   This typing will minimize confusion and enhance interoperability.

        c)   Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.

        d)   Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

e) Use of Position Titles. All ICS positions have distinct titles.

f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.

h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder. Effective accountability during incident operations includes:

- Check-In: All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

- Incident Action Plan: Response operations must be directed and coordinated as outlined in the IAP.

- Unity of Command: Each individual involved in incident operations will be assigned to only one supervisor.

- Span of Control: Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.

- Resource Tracking: Supervisors must record and report resource status changes as they occur.

i) Deployment: Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

2) UNIFIED COMMAND

a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.

b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident

collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

   3) AREA COMMAND

      a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

      b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on scene, at the separate ICPs.

   d. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.

   c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions.

2. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.

3. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.

4. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.

5. Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.

6. Ongoing Management and Maintenance. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

Incident Command Structure

INCIDENT COMMANDER:

COMMAND STAFF:

LIAISON OFFICER:

SAFETY OFFICER:

PUBLIC INFORMATION OFFICER:

Operations Section Chief:	Planning Section Chief:	Logistics Section Chief:	Finance/Admin. Section Chief:

GENERAL STAFF:
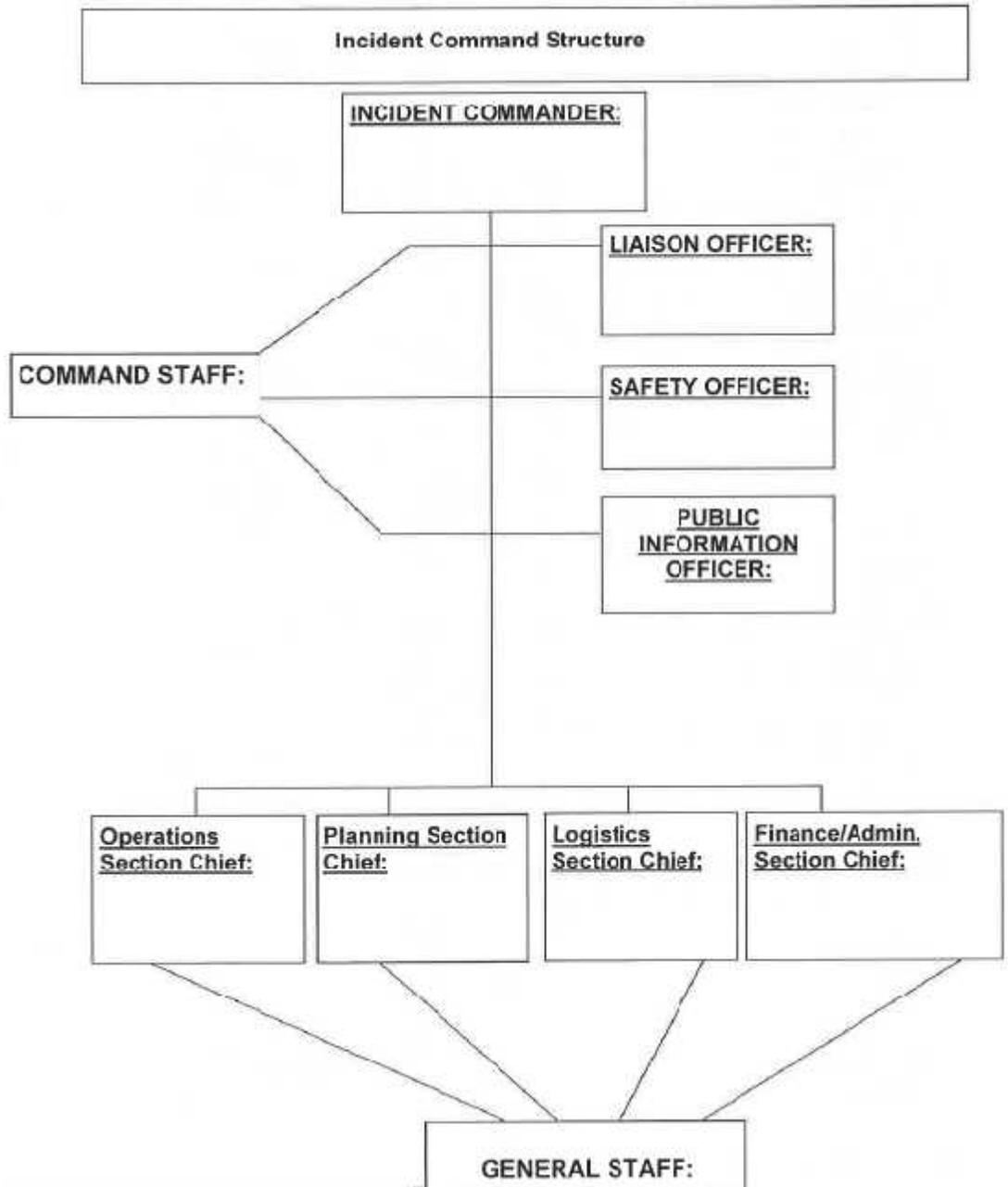
APPENDIX 3
CAMPUS MAP

GPS COORDINATES
AMARILLO COLLEGE BUILDINGS

Campus Location	Building		GPS Coordinates		
Community Link	Community Link	W	101.795028	N	35.237633
Downtown Campus	Polk Street Business & Industry Center	W	101.838873	N	35.199929
	Amarillo Senior Citizens Center (ASCC)	W		N	
	Nixson Gym (NYXG)	W		N	
East Campus	Academic Classroom Center (EACC)	W	101.675194	N	35.229188
	Logistics Training Center (ELTC)	W	101.676482	N	35.228908
	Manufacturing Education Center (EMEC)	W	101.683208	N	35.230792
	Public Services Training Center (EPST)	W	101.673853	N	35.227278
	Student Services Center (ESSC)	W	101.673977	N	35.228439
	Transportation Career Center (ETCC)	W	101.676181	N	35.229048
	Building Z (ECZ)	W	101.672437	N	35.234823
	Building M (ECM)	W	101.676984	N	35.225099
	Aviation and Welding Center (ECW)	W		N	
	Physical Plant	W	101.678186	N	35.236026
	Aircraft Hanger (ECH)	W		N	
Hereford Campus	Hinkson Memorial Building	W	102.417995	N	34.836205
Medi Park Campus	Hagy Childcare	W	101.912900	N	35.198997
Moore County	Moore County Campus (MCC)	W	101.956746	N	35.865878
	Moore Cty Career & Technical Center (MCCT)	W	101.969020	N	35.887843
Washington Street	Amarillo Museum of Art (AMOA)	W	101.845057	N	35.188576
	Amarillo Opera	W	101.844557	N	35.187629
	Baptist Bible Chair	W	101.845823	N	35.186368
	Bible Chair of the Southwest	W	101.846844	N	35.189478
	Byrd Business Building	W	101.846657	N	35.187273
	Carter Fitness Center	W	101.847746	N	35.187236
	Concert Hall	W	101.845616	N	35.188573
	College Union Building	W	101.846555	N	35.187825
	Durrett Hall	W	101.847027	N	35.188836
	Dutton Hall	W	101.847306	N	35.188781
	Engineering Building	W	101.846418	N	35.188336
	Experimental Theatre	W	101.845895	N	35.188386
	Facilities Maintenance Center (FMC)	W	101.848243	N	35191443
	Gilven Broadcast (KACV) Building	W		N	

	Music Building	W	101.845375	N	35.188562
	Ordway Hall	W	101.848036	N	35.188749
	Parcells Hall	W	101.846250	N	35.187135
	Russell Hall	W	101.847837	N	35.188093
	Science Lab Building	W	101.845343	N	35.187578
	Student Services Center	W	101.847327	N	35.188448
	Ware Commons / Lynn Library	W	101.846802	N	35.187814
	Warren Hall	W	101.845922	N	35.188064
West Campus	A Building	W	101.906095	N	35.206600
	Allied Health	W	101.908750	N	35.206583
	B Building	W	101.907098	N	35.207442
	C Building	W	101.905885	N	35.207753
	Child Development Lab	W	101.909029	N	35.207293
	D Building	W	101.906492	N	35.207210
	Gym Dance	W	101.909461	N	35.207350
	Jones Hall	W	101.908034	N	35.207619
	Lecture Hall/Student Services Center	W	101.907130	N	35.206636

APPENDIX 4
CAMPUS BUILDING PLANS

MAP AND BUILDING DIAGRAMS ARE AVAILABLE FROM THE PHYSICAL PLANT 806-345-5557 AND THE POLICE DEPARTMENT 806-371-5163. DIAGRAMS MAY BE NECESSARY IN CERTAIN FIRE OR TACTICAL SITUATIONS TO INCLUDE:

- Primary evacuation routes
- Alternate evacuation routes
- Handicap evacuation areas
- Utility access/shut-off for
    - Gas
    - Water
    - Electricity
    - HVAC System
    - Telephone system
- Haz-Mat Storage Areas
- Heat plants/boilers
- Room numbers
- Door/window locations

APPENDIX 5
PHONE TREE

Amarillo College Police Dispatch will notify the Chief of Police and command staff immediately during emergencies. The phone tree will proceed as follows:

    Chief of Police or their designee will notify the following:
        President
        VP Employee of Human Resources
        Emergency Planning Team

    VP Employee of Human Resources will notify:

        VP Academic Affairs
        VP Communications & Marketing
        VP Enrollment Management
        VP Student Affairs
        Chief of Staff
        VP Business Affairs
        Executive VP

Other notifications will occur as the situation warrants and are dependent on the time of day and day of the week as other resources may be more efficient to notify groups.

APPENDIX 6
EMERGENCY OPERATIONS RESPONSE TEAM

Position	Name	Email Address	Office Numbers
President	Russell D. Lowery-Hart	rdloweryhart@actx.edu	806-371-5125
Vice President Human Resources	Cheryl Jones	cljones@actx.edu	806-371-5044
Chief of Police	Scott Acker	sacker@actx.edu	806-371-5161
Coordinator of Law Enforcement Programs	Jerome Godfrey	Jerome.godfrey@actx.edu	806-356-3680
Dean of Health Sciences	Kim Crowley	kacrowley@actx.edu	806-354-6087
Superintendent of Maintenance & Operations	Kevin Moore	kjmoore@actx.edu	806-345-5567
Dean of Continuing Education	Toni Gray	tbgray@actx.edu	806-371-2912
Dean of Hereford Branch Campus	Daniel Esquivel	dmesquivel@actx.edu	806-379-2702
Dean -Moore County Campus	Renee Vincent	lrvincent@actx.edu	806-934-7221
Training & Internal Communications Specialist	Will Ratliff	will.ratliff@actx.edu	806-371-5141
Director of Outreach Services	Cassie Montgomery	cmontgomery@actx.edu	806-371-5600
Director of Center for Continuing Healthcare Education	Melissa Burns	mdburns@actx.edu	806-356-3650
Executive Secretary of IT	Ellen Patterson	efpatterson@actx.edu	806-371-5409

APPENDIX 7
EMERGENCY CONTACT NUMBERS

Public Safety Agencies	Phone Number
General Emergency	911
Amarillo College Police Department (Emergency)	806-371-5911
Amarillo College Police Department (Non-Emergency)	806-371-5163
Amarillo Emergency Management	806-378-3004
Amarillo Police Department (Non-Emergency)	806-378-3038
Amarillo Veteran Affairs Hospital	806-355-9703
Baptist St. Anthony's Hospital	806-212-2000
Deaf Smith County Sheriff's Office (Non-Emergency)	806-364-2311
Department of Public Safety	806-468-1394
Dumas Police Department (Non-Emergency)	806-935-3998
Hereford Police Department (Non-Emergency)	806-363-7120
Moore County Sheriff's Office (Non-Emergency)	806-935-4145
Northwest Texas Hospital	806-354-1000
Poison Control	1-800-222-1222
Red Cross	806-376-6309
Potter County Sheriff's Office (Non-Emergency)	806-379-2900
Randall County Sheriff's Office (Non-Emergency)	806-468-5751

APPENDIX 8
RESOURCE INVENTORY

INCLUDE:

- Communications equipment
- First aid supplies
- Firefighting equipment
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

APPENDIX 9
STAFF SKILLS SURVEY & INVENTORY

Name & School _____/_____ Room _____
             Name   School

During any emergency situation, it is important to be able to draw from all available resources. The special skills, training and capabilities of the staff will play a vital role in coping with the effects of any emergency incident. These will be of paramount importance during and after a major or catastrophic disaster. The purpose of this survey/inventory is to pinpoint those staff members with equipment and the special skills that might be needed. Please indicate the areas that apply to you and return this survey to your administrator.

PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE & TRAINING. CIRCLE YES OR NO, WHERE APPROPRIATE.

_____ First Aid (current card yes/no)   _____ CPR (current yes/no)

_____ Triage

_____ Emergency Planning   _____Emergency Management

_____ Firefighting   _____ Law Enforcement

_____ Search & Rescue   _____ Running/Jogging

_____ Construction (electrical, plumbing, carpentry, etc.)

_____Mechanical Ability   _____ Structural Engineering

_____ Journalism   _____ Bi/Multi-lingual (what language (s)) _____

_____Bus/Truck Driver   _____ Recreational Leader
(Class 1 or 2 license yes/no)

_____ Survival Training & Techniques   _____ Shelter Management

_____ Camping   _____ Waste Disposal

_____ Food Preparation

_____ Ham Radio Operator   _____ CB Radio

DO YOU KEEP A PERSONAL EMERGENCY KIT? _____ In your car? _____ In your room? _____

DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY? (i.e., athletic bibs, traffic cones, carpet squares)   _____ Yes _____ No

DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT YOUR SCHOOL SITE THAT COULD BE USED AN IN EMERGENCY?   _____ YES   _____ NO
PLEASE LIST EQUIPMENT AND MATERIALS.
_____
_____
_____

COMMENTS _____

WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD A DISASTER STRIKE WHILE YOU WERE AT SCHOOL?

_____
_____
_____

APPENDIX 10
EMERGENCY RESPONSE DRILL LOG (Since the new plan was implemented in 2017)

Date	Type of Drill	Comments
11/29/2017	Tabletop Exercise	Tabletop Exercise with the Emergency Response Team of a fire in the Science Lab that caused an explosion.
7/1/2018	Active Shooter Drill	Conducted an Active shooter drill with FMC
8/2/2018	Fire Drill	Conducted fire drills on Moore County Campuses.
8/7/2018	Fire Drill	Conducted fire drills on Hereford Campus.
9/17/2018	Fire Drill	Fire alarms went off and this was not a fire rill.
11/7/2018	Table top Exercise	Winter Weather Tabletop exercise with City of Amarillo.
01/2019	Fire Drill	Conducted Fire drills at East campus.
02/2019	Fire Drill	Conducted fire drills at West campus.
02/13/2019	Fire Drill	Conducted a Fire drill (unannounced) at Hagy Center.
03/2019	Fire Drill	Conducted fire drills at Washington St.
5/7/2019	Full Scale Exercise	Full Scale Exercise with the City involving Bio-Terrorism

APPENDIX 11
DISTRIBUTION LIST

The updated Amarillo College EOP is available publicly via the internet to the users below at www.actx.edu:

<u>Jurisdiction/Agency</u>

President
Chief of Amarillo College Police Department
VP Employee Human Resources
VP Business Affairs
VP Student Affairs
VP Enrollment Management
VP Academic Affairs
VP Strategic Initiatives
Chief Information Officer
Dean – Continuing Education
Dean - STEM
Dean – Technical Education
Dean – Moore County Campus
Dean – Hereford Hinkson Memorial Campus
Dean – Health Sciences
Dean – Liberal Arts
Dean – Academic Outreach & Support Services
Dean – Academic Success
Amarillo College Police Department
Physical Facilities
Building Coordinators
Floor Coordinators

Amarillo Fire Department
Potter/Randall Office of Emergency Management
Potter County Sheriff's Office
Amarillo Police Department
Potter County Judge
Bi-County Health Officer
Northwest Texas Hospital
Baptist-St. Anthony's Hospital
Amarillo ISO Superintendent
American Red Cross
The Salvation Army
TDEM Regional Liaison Officer
Dumas Police Department
Hereford Police Department