



# Emergency Operations Plan Overview Training



# Presentation Format



Do not open this presentation as a *slide show*. Each slide contains further explanation in its notes section. If you do not see the notes beneath this slide, maximize the presentation and click the 'Notes' in the bottom bar.

If you do not see notes beneath this slide, click on Notes at the bottom of the screen

A screenshot of the bottom bar of a presentation software interface. The 'Notes' button, represented by a list icon and the text 'Notes', is circled in red. A red arrow points from the text above to this button. To the right of 'Notes' are icons for 'Comments', a grid, a book, a screen with a red prohibition sign, and a volume control slider.

Notes

Comments



# Mission



- Protecting the welfare of students, staff, faculty and all other CTCD Community members and CTCD property in response and recovery from disasters and emergencies.

# Emergency Operations Plan Authority



- Plan sets forth a chain of command that establishes the authority and responsibilities of CTCD officials and staff members.

# Do you know your role during and after?

- Building on fire.
- Active shooter.
- Tornado direct hit on campus.
- Flooding.
- Riot.

This is the purpose of the Emergency Operations Plan (EOP): prepare, react, and recover.

# EOP



- What the EOP is:
  - A guide that helps the CTCD community in decision-making when an incident cannot be corrected by routine means. It is required by Texas Education Code, Chapter 51 Section 51.217.
- What the EOP is not:
  - A step-by-step checklist for dealing with every type of emergency from start to finish.

It is vital to understand that every incident has completely unique circumstances and outcomes, even if the same type of incident occurs repeatedly (such as multiple severe storms throughout the year).



# Where to find the EOP



The EOP (Safety Policy No. 305) is part of the CTCD safety manual maintained by Risk Management. It is used in conjunction with the Disaster Emergency Management Incident Command System (Safety Policy No. 300).

- They are located here:

<https://www.ctcfacstaff.ctcd.edu/faculty-staff/risk-management/safety-manual-policy-and-procedures/>

# Major aspects of the EOP



- Plan Scope: The plan primarily covers CTCD's Central Campus.
- Special Populations: Defines those that may require additional assistance (students housed on campus, those with disabilities, English as a second language (ESL), and minors on campus).
- Concept of Operations: National Incident Management System (NIMS) and Incident Command System (ICS) (see slide 13).
- Emergency Planning and Incident Management: Mitigation, Preparedness, Response, and Recovery.
- Local incident management and Continuity of Operations.



# Major aspects of the EOP (cont.)



- For most incidents, a local first responder will be the overall incident commander; determined by specific Emergency Support Functions.
- Incident Action Plans and record keeping: Oral and/or written plans usually prepared and maintained by Risk Management.
- Core Crisis Management Team: Major decision makers.
- Critical Incident Response Team: Provide services and execute incident plans.
- Emergency communication internal and external.

# Emergency Operations Center (EOC)



- The EOC is the central location where command of the incident takes place.
- When needed, the Core Crisis Management Team will establish the EOC in one of the locations on the following slide.

# Emergency Operations Center (EOC)



- 1<sup>st</sup> Choice: Building 214, Computer Science, Room 201
  - 31 work stations with computers
- 2<sup>nd</sup> Choice: Building 224, Anderson Campus Center
  - Largest space; no computer work stations
- 3<sup>rd</sup> Choice: Building 551, Administrative Computer Center, Room 175
  - Smallest space; seating for 17; no computer work stations

# Incident Objectives



- The EOP contains goals and objectives for the following types of emergencies as well as a hazard and vulnerability assessment:
  - Fire or Explosions
  - Medical Emergencies and Pandemics
  - Hazardous Materials Incidents
  - Transportation Accidents
  - Evacuation
  - Weather Emergencies
  - Building System Emergencies
  - Threat/Act of Violence/Terrorism
  - Interpersonal Emergencies

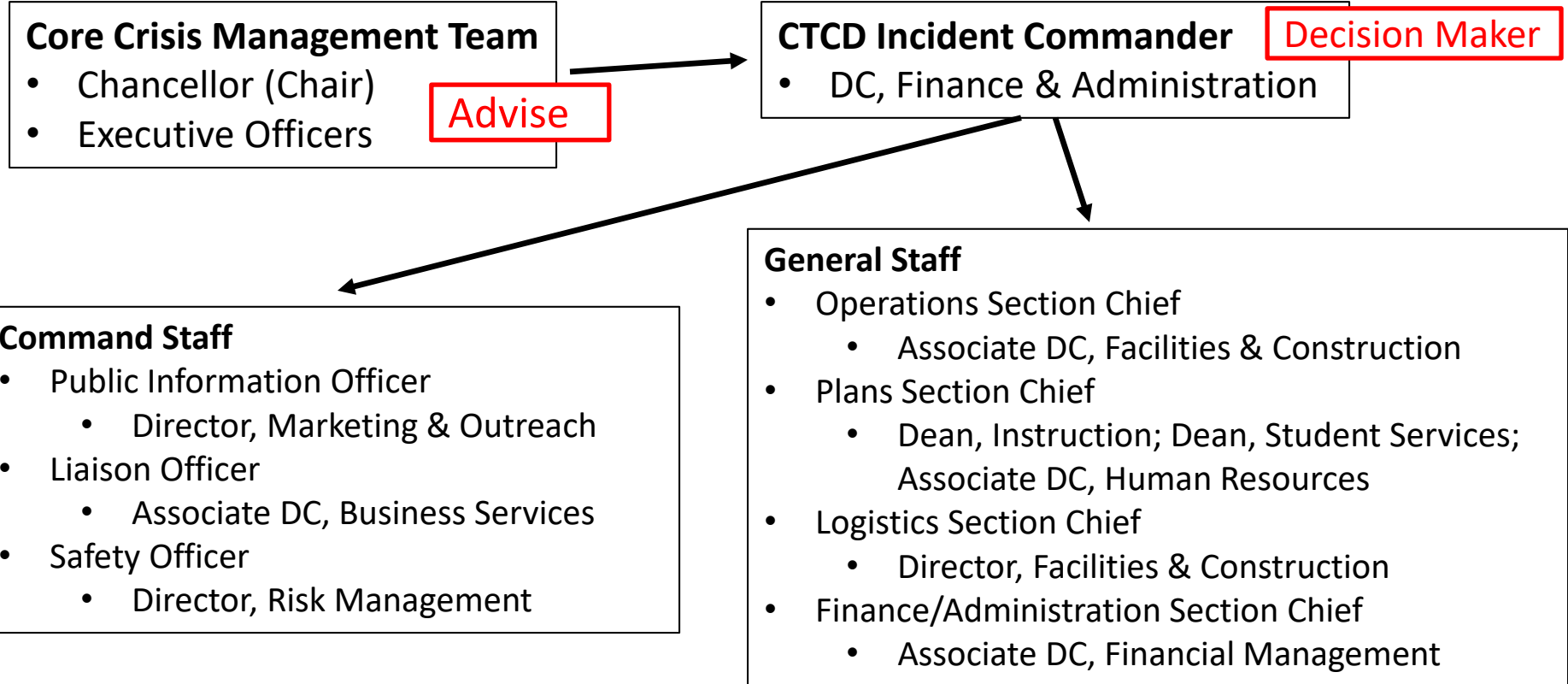
# Incident Command



- NIMS is a federal system designed to be a comprehensive approach to incident management that allows for incident commanders to gain a common operational picture of the event through the use of characteristics such as common terminology, modular organization, management by objectives, and information management.
- ICS is also a federal standardized approach to the command, control, and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be effective.



# CTCD ICS Organizational Structure Primary Personnel





# Leadership Roles – Strategic



- Core Crisis Management Team – Chancellor & Executive Officers
  - Develop and disseminate the emergency operations strategy (the EOP).
  - Advise the Incident Commander on when to activate, scale up/down, and deactivate disaster response.
  - Approve plans, drills, exercises, and participate in all aspects of emergency preparedness.

# Leadership Roles – Operational Command



- CTCD Incident Commander – DC, Finance & Administration
  - Overall decision maker during the incident response.
  - Work with first responders for Unified Command.
  - Direct the Command and General Staffs throughout the incident.
  - Provide recommendations to the Core Crisis Management Team for the response scale (which staff positions are needed) and termination.

# Leadership Roles – Operational Staff



- Each position in the Command Staff and General Staff perform their core function based on guidance and direction from the Incident Commander.
- Give recommendations to the Incident Commander based on their role.
- Provide the Incident Commander with continuous updates (running estimates) of their status.



# Next Steps



We will begin planning drills and exercises that get progressively more complicated in order to refine the EOP and staff roles during emergencies.

# Recommended Training



- Highly recommended to gain a good understanding of the Incident Command System:
  - ICS: IS-100.c (takes approximately 2 hours)  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>
- Additional Recommended Training:
  - NIMS: IS-700.b  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>
  - Emergency Management for Higher Education: IS-363  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-363>



For questions or suggestions, contact  
Risk Management