



# Emergency Operations Plan

## Lamar State College Port Arthur

September 2024



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# ANNUAL REVIEW AND APPROVAL

**Document Title:** LSCPA Emergency Operations Plan

**Revision Date:** September 18, 2024

This *Emergency Operations Plan* is hereby approved. This revision supersedes all previous versions.

## REVIEWED BY:

Gary Rash  
Executive Director of Campus Safety

  
Signature

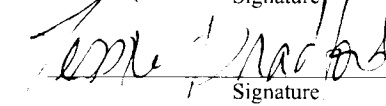
10/09/24  
Date

Reed Richard  
Director, Physical Plant

  
Signature

10-7-2024  
Date

Dr. Tessie Bradford  
Dean of Student Services

  
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10-8-2024  
Date

Dr. Pam Millsap  
Vice President, Academic Affairs

  
Signature

10-1-2024  
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Mary Wickland  
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10/21/24  
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## APPROVED BY:

Dr. Betty J. Reynard  
President

  
Signature

10-24-24  
Date

## Record of Changes

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06/01/2018	34 & 35	Updated Building Coordinator Assignments	D. McIntire
6/2/2020	39 & 40	Updated Building Coordinator Assignments	B. Reynard
6/2/2020	4	Update names	B. Reynard
6/2/2020	All	General formatting	B. Reynard
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6/17/2020	All	Changed My.Lamarpa.edu to My.LSCPA.edu	B. Reynard
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6/26/2023	All	Update header date	B. Reynard
6/26/2023	3	Added Dean of Student Services	B. Reynard

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<b>Date</b>	<b>Page/Section</b>	<b>Description</b>	<b>Entered by</b>
<b>8/14/2023</b>	All	General updates throughout	B. Reynard
<b>8/17/2023</b>	14	Education requirements	B. Reynard
<b>08/14/2024</b>	31	Tropical Storm Hurricane Appendix	G. Rash
<b>08/14/2024</b>	47	Update Building/Classroom Coordinator Assignments	G. Rash
<b>08/14/2024</b>	57	Pandemic Preparedness Appendix	G. Rash
<b>08/19/2024</b>	69	Added PCs, Monitors, and Printers Prep	G. Rash
<b>9/18/2024</b>	All	General corrections throughout. Update Table of Contents, Index, correct grammar, etc.	B. Reynard

## INTRODUCTION

Disasters or emergencies happen suddenly creating a situation in which the normal support services can become overwhelmed. During crises, the college requires special programs to address the needs of emergency response operations and recovery management. To address such emergencies, Lamar State College Port Arthur has established an *Emergency Operations Plan* (EOP), which provides a guideline for the management of the actions and operations required to respond to an emergency or disaster, including initial recovery activities and responsibilities. The overall priorities of the college during a disaster are the protection of lives, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring college business, academic programs, and services. The EOP represents the *Emergency Operations Plan*, which encompasses the facilities, services, and the administration of the LSCPA campus. Sixteen emergencies are specifically addressed in this plan.

1. Active Shooter
2. Bomb Threat
3. Explosion
4. Fire
5. Flooding
6. Fumes and Vapors
7. Hazardous Substance Spills
8. Mechanical Failures
9. Medical Emergencies and Community Health Issues
10. Pandemic
11. Public Relations Emergencies
12. Severe Weather (Tropical Storm or Hurricane)
13. Severe Weather (Tornado)
14. Student Crisis (suicide, assault, etc.)
15. Utility
16. Violent or Criminal Behavior (Campus shooting, rape, assault, etc.)

## PURPOSE

The *Emergency Operations Plan* provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The college has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, employees, and the community.
- Protect and preserve college property and the environment.
- Provide and analyze information to support decision-making and action plans.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Manage college resources effectively in the emergency response.

The *Emergency Operations Plan* does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the college. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

## AUTHORITY

### 1. Federal

- a) Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 USC§ 5121
- b) Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- c) Emergency Management and Assistance, 44 CFR
- d) Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- e) Homeland Security Act 2002
- f) Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
- g) Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- h) National Incident Management System
- i) National Response Framework
- j) National Strategy for Homeland Security, July 2002
- k) Nuclear/Radiological Incident Annex of the National Response Plan

### 2. State of Texas

- a) Government Code, Chapter 418 (Emergency Management)
- b) Government Code, Chapter 421 (Homeland Security)
- c) Government Code, Chapter 433 (State of Emergency)
- d) Government Code, Chapter 791 (Inter-local Cooperation Contracts)
- e) Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
- f) Executive Order of the Government Relating to Emergency Management
- g) Executive Order of the Government Relating to the National Incident Management System
- h) Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- i) The Texas Homeland Security Strategic Plan, Parts I and II, December 15, 2003
- j) The Texas Homeland Security Strategic Plan, Part III, February 2004
- k) Texas Education Code § 51.217

### 3. Local

- a) Inter-local Agreements & Contracts
- b) Inter-agency participation and training

## OBJECTIVES

The objectives of this plan are to provide a framework for:

### 1. Organization

- Provide clear and easy-to-follow checklist based on guidelines for the most critical functions and liaisons during an emergency response.
- Organize and format the plan into an easy-to-follow format in which users can quickly determine their role, responsibility and primary tasks.



- Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response in which all entities have access into the emergency response process and know what is going on at the college.

## 2. Communications and Information Management

- Serve as the central point of communications both for receipt and transmission of urgent information and messages.
- Serve as the official point of contact for the college during emergencies when normal channels are interrupted.
- Provide 24-hour full-service communication services for voice, data and operational systems.
- Collect and collate all disaster information for notification, public information, documentation and post-incident analysis.
- Provide a basis for training employees and organizations in emergency response management.

## 3. Decision Making

- Describe the decision-making process that will be used to determine the level of response and extent of emergency control and coordination that should be activated when incidents occur.

## 4. Response Operations

- Efficiently utilize college resources to implement a comprehensive and efficient emergency management response team.
- Guide emergency response management during and following emerging incidents.

## 5. Recovery Operations

- Transition response operations over to normal management processes, as able.
- Support business resumption plans and processes, as needed, during restoration phases.
- Provide documentation and information support to FEMA disaster public assistance program application.

# LEVELS OF EMERGENCY

Given the potential day-to-day and large-scale hazards that may affect the LSCPA campus, a tiered approach has been established to define the appropriate response to any campus emergency.

Each of the response levels is relative to the magnitude of the emergency. The approach is flexible enough to be used in an emergency response situation regardless of the size, type, or complexity of the emergency.

### **Routine Response**

Routine incidents occur on campus daily and are often handled by Campus Safety or Physical Plant personnel. These incidents can be handled through normal response procedures and do not require additional resources from other campus units. The scope of the incident is well-defined, and it can be resolved within a short time period. Policies and procedures relating to routine responses are developed and

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maintained by the responding units. A routine response does not require activation of the *Emergency Operations Plan* or the Crisis Management Team.

### **Limited Emergency**

Limited emergencies are those incidents that significantly impact one or multiple campus units; are complex or require interaction with outside response organizations; and/or require a longer or more intense response than the affected unit(s) can effectively manage. These incidents include extended power outages affecting single or multiple buildings, localized flooding, and hazardous material releases. Limited emergencies may be handled by the responding departments with support from local first responders such as Port Arthur Police and/or Fire Departments. The Director of Safety will notify the President and/or Crisis Management Team members who will provide leadership and coordination support. The *Emergency Operations Plan* may be partially activated to support a limited emergency.

### **Major Emergency**

Major emergencies include those incidents where many, if not all, campus units are impacted; normal campus operations are interrupted; response and recovery activities will continue for an extended period; and routine response procedures and resources are overwhelmed. Procedures for responding to a major emergency are contained within this plan. Major emergencies will likely require partial or full *Emergency Operations Plan* activation and full Crisis Management Team participation.

## **CONCEPT OF OPERATIONS**

The *Emergency Operations Plan* provides an organized management system for the college to follow during and after emergencies. It is designed as a flexible system in which part or the entire plan may be activated, as appropriate to the situation. It is based on a worst-case scenario and provides for the critical operational functions and roles of the college during a response and sets the stage for an effective transition to short- and long-term recovery.

The *Emergency Operations Plan* is considered a management tool, in that it provides an overall organization and general procedures for the management of information, activities, and operations during an emergency. The planning is based on elements of the National Incident Management System (N.I.M.S.), the management structure adopted throughout the United States and internationally, and a requirement of the State of Texas and various US Department of Homeland Security Presidential Decision Directives and NIMS guidance. This approach to emergency management contains functional positions for each critical operation of the college during an emergency. It provides for a smooth transition to restoration of normal services and the implementation of programs for recovery.

The President's Office will serve as the headquarters for the implementation of the Emergency Operations Plan. The response to any disaster on campus will be measured and timely. The varied nature of potential disasters requires that the **Crisis Management Team (CMT)**, **Assessment Team** and the **Disaster Response Team** must maintain certain flexibility. These teams should strive to work within the boundaries of this pre-planned policy to avoid poor decision-making and coordination during the excitement and confusion of a real incident.

<b>Emergency Teams</b>	
<b>Crisis Management Team</b>	<ol style="list-style-type: none"> <li>1. President</li> <li>2. Executive Director of Campus Safety (Shared Services)</li> <li>3. Executive Vice President for Finance and Operations (Shared Services)</li> <li>4. Vice President for Academic Affairs</li> <li>5. Vice President for Workforce Development and Continuing Education</li> <li>6. Dean of Student Services</li> <li>7. Director of Physical Plant</li> </ol>
<b>Assessment Team</b>	<ol style="list-style-type: none"> <li>1. Executive Director of Campus Safety (Shared Services)</li> <li>2. Executive Vice President for Finance and Operations (Shared Services)</li> <li>3. Vice President for Academic Affairs</li> <li>4. Vice President for Workforce Development and Continuing Education</li> <li>5. Dean of Academic and Technical Programs</li> <li>6. Dean of Student Services</li> <li>7. Director of Physical Plant</li> <li>8. Director of Safety</li> </ol>
<b>Disaster Response Team</b>	<ol style="list-style-type: none"> <li>1. President</li> <li>2. Executive Vice President for Finance and Operations (Shared Services)</li> <li>3. Vice President for Academic Affairs</li> <li>4. Vice President for Workforce Development and Continuing Education</li> <li>5. Dean of Academic and Technical Programs</li> <li>6. Dean of Student Services</li> <li>7. Director of Safety</li> <li>8. Assistant Vice President of Information Technology Services (Shared Services)</li> <li>9. Director of Physical Plant</li> <li>10. Executive Director of Campus Safety (Shared Services)</li> <li>11. Executive Director of Procurement (Shared Services)</li> <li>12. Athletic Director</li> <li>13. Coordinator of Public Information</li> </ol>

## **ROLES AND RESPONSIBILITIES**

### **President**

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- Pre-approve broad policies relative to emergency operations, risk management, and disaster response and recovery.
- Review and approve all communications with the campus, community, and TSUS office.
- Decide when classes will be canceled, create a time line to limit services, close buildings or to evacuate campus.
- Communicate with TSUS Chancellor and System Officers.

### **Executive Director of Campus Safety (Shared Services)**

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- Member of the Crisis Management, Assessment, and Disaster Response Teams.
- Lead the Crisis Management Team.
- Make the decision as to the appropriate level of response up to and including the evacuation of campus.
- Communicate with the Assessment Team and the Disaster Response Team.
- Maintain communications with Jefferson County Emergency Management Coordinator and Port Arthur Police Department.
- Recommend to the President when classes will be canceled, create a timeline to limit services, close buildings or to evacuate campus.
- Communicate with the Coordinator of Public Information (CPI).
- Communicate with President and advises on the College's state of readiness.
- Schedule a meeting following emergency to assess the reaction and make recommendations for improvement.

### **Executive Vice President for Finance and Operations (Shared Services)**

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- Member of the Crisis Management, Assessment, and Disaster Response Teams.
- Administrator responsible for security.
- Lead the Crisis Management Team in the absence of the Executive Director of Campus Safety (Shared Services).
- Communicate emergency instructions to Business Office supervisors.
- Communicate with TSUS Finance Officers.

### **Vice President for Academic Affairs**

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- Member of the Crisis Management, Assessment, and Disaster Response Teams.
- Following consultation with the President, communicate to direct reports when classes will be canceled and when the campus will be evacuated.
- Inform deans, academic departments and department chairs of the decision and time line to limit services, close buildings or to evacuate campus.
- Implement building closure procedures.

### **Dean of Academic and Technical Affairs**

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- Member of the Crisis Management, Assessment, and Disaster Response Teams.
- Assist the Vice President for Academic Affairs in the damage assessment.

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### **Director of Physical Plant**

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- Member of the Crisis Management, Assessment, and Disaster Response Teams.
- Advise Executive Director for Campus Safety, Crisis Management Team and Assessment Team of campus conditions.
- Determine the structural safety and serviceability of any structure damaged during a disaster.
- Coordinate contractors and facilities staff in their response to a disaster.
- Coordinate damage repairs and reconstruction and advises the team on available resources and timelines.
- Procure, store, and maintain in an operable condition all supplies and equipment necessary to prepare the campus for a weather event as outlined in this plan.

### **Assistant Vice President of Information Technology Services (Shared Services)**

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- Member of the Disaster Response Team
- Coordinate with Executive Vice President for Finance and Operations and the Vice President for Academic Affairs on initiation of Information Technology Services, Department backup, recovery, and failover procedures.

### **Director of Safety**

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- Provide the Crisis Management Team with timely updates to any emergency.
- Notify the President and/or Vice Presidents of emergency situations, regardless of college wide impact, immediately upon occurrence of such an emergency.

### **Coordinator of Public Information**

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- Reviews all announcements with the President prior to distribution.
- Receives information from the Executive Director of Campus Safety and develop announcements to be made following an emergency event after consultation with the President.
- Develop and implement a communication plan for campus evacuation, return to campus, and media response during and following an emergency event.
- Inform entire campus of the decision and time line to limit services, close buildings or to evacuate campus.
- Communicates plan to the media, updates campus website and social media.

### **Dean of Student Services**

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- Notify the Director of Safety, President and/or Vice Presidents of emergency situations, regardless of College wide impact, immediately upon occurrence of an emergency.

### **Executive Director of Procurement (Shared Services)**

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- Member of the Disaster Response Team.
- Advise the Disaster Response Team regarding the procurement of services and/or equipment.
- Communicate with Insurance Representatives.

**Athletic Director**

- Member of the Disaster Response Team. dormitory residents during campus
- Implement evacuation of student athletes and evacuations.

**TRAINING**

The *National Incident Management System (NIMS)* guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. NIMS defines operational systems that guide how personnel work together during incidents.

Training of employees is an integral part of achieving the capabilities described in the *National Preparedness System*. The Executive Director of Campus Safety (Shared Services) is, therefore, responsible for:

1. Annual training of employees in responding to an emergency.
2. Mandatory drills to prepare students, faculty, and employees in responding to an emergency.
3. Training to ensure coordination with the Department of State Health Services, local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency.
4. A safety and security audit of the institution’s facilities at least once every three years that shall follow safety and security audit procedures developed in consultation with the Texas Division of Emergency Management. The Executive Director of Campus Safety will conduct this safety and security audit. The next audit is due Spring 2027.

Training is required for the Crisis Management Team and the Assessment Team Training requirements are listed in *Table 1: Training Requirements*, page 14 and must be completed by December 31, 2024.

**Table 1: Training Requirements**

Position	Name	IS 100 Online	IS 200 Online	IS 700 Online	IS 800 Online	ICS300	ICS400	Type 3 Course for Designated Position	G367 Emergency Planning for Campus Executives
President	Dr. Betty Reynard	X	X	X	X	X	X		X
Executive Vice President for Finance and Operations	Mary Wickland	X	X	X	X	X	X	X	X
Vice President for Academic Affairs	Dr. Pamela Millsap	X	X	X	X	X	X		X
Vice President for Workforce Development and Continuing Education	Dr. Ben Stafford	X	X	X	X	X	X		X
Dean of Academic and Technical Programs	Dr. Melissa Armentor	X	X	X	X	X	X		X
Dean of Student Services	Dr. Tessie Bradford	X	X	X	X	X	X		

Position	Name	IS 100 Online	IS 200 Online	IS 700 Online	IS 800 Online	ICS300	ICS400	Type 3 Course for Designated Position	G367 Emergency Planning for Campus Executives
Director of Physical Plant	Reed Richard	X	X	X	X	X	X	X	
AVP of Information Technology Services (Shared Services)	Kash Cox	X	X	X	X	X	X	X	
Athletic Director	Scott Street	X	X	X	X	X	X	X	
Executive Director of Procurement Services (Shared Services)	Amberr Melo	X	X	X	X	X	X	X	
Director of Safety	Dorothy Beard	X	X	X	X	X	X	X	
Executive Director for Campus Safety (Shared Services)	Gary Rash	X	X	X	X	X	X	0958-NIMS ICS All-Hazards Operations Section Chief	

In addition, select employees will need to be trained on the operation of fire extinguishers and how to transport individuals with disabilities downstairs. The Environmental Health Specialist (EHS) will provide the training.

## PHASES OF PLAN OPERATION

The *Emergency Operations Plan* has four phases:

1. **Notification of the emergency.** The Crisis Management Team is convened and emergency response from key departments is initiated. The Crisis Management Team will be the decision-making group throughout all phases of the emergency event and campus response.
2. **Damage Assessment.** After the emergency event has ceased, the Assessment Team is convened to assess damage from the event and develop an immediate response plan. The Assessment Team’s assessments and response plans will flow to the Crisis Management Team for decision making.
3. **Disaster Response.** If the Crisis Management Team deems it necessary, the Disaster Response Team implements the *Disaster Recovery Plan*. The Disaster Response Team’s recovery actions and efforts will be guided by the Crisis Management Team.
4. **Plan Review and Maintenance.** The Crisis Management Team will assemble following each emergency event to evaluate how the situation was handled and make recommendations to better handle similar situations in the future.

## COMMUNICATIONS PLAN

The LSCPA Campus Safety Office must be notified of any emergency situations (such as those described in APPENDIX A: EMERGENCY RESPONSES, pg. 20) that occur on the campus or on off-site locations. The safety officer on duty and any Port Arthur Police Department (PAPD) officers working on campus at the time will respond, assess the situation, and immediately notify the Director of Safety regardless of College wide impact.

The Director of Safety will immediately notify the President and/or Vice Presidents of the situation.

The President or Vice Presidents will determine whether assembling the Crisis Management Team is warranted.

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LSCPA uses Blackboard Connect to notify students, faculty and staff about any significant emergency or dangerous situation involving an immediate threat to health or safety, including school closures related to weather or other circumstances. Available phone numbers and email addresses in the college's student registration and human resources systems are automatically enrolled in the Blackboard Connect system. Additional contact points may be added through the My.LSCPA.edu portal. Individuals can also opt out of these notifications or select how they receive these messages by changing settings in the My.LSCPA.edu portal.

Notifications may also be released to area media by the Public Information Office, posted on the front page of the college website ([www.lamarpa.edu](http://www.lamarpa.edu)), and posted to social media. All public statements and notifications must be approved by the President prior to release.

## Crisis Management Team

The Crisis Management Team (CMT) will be convened should the President or any Crisis Management Team member determine the emergency event will have a wide-ranging or long-lasting effect. The Crisis Management Team will suggest actions or make decisions when imminent danger exists throughout all phases of the emergency event and campus response. The team will consist of the following individuals:

- President.
- Executive Vice President for Finance and Operations / Shared Services
- Vice President for Academic Affairs and/or Dean of Academic and Technical Programs.
- Dean of Student Services.
- Director of Physical Plant.
- Executive Director for Campus Safety / Shared Services.
- Other individuals with expertise related to emergency events.

The Crisis Management Team may convene in person or via telephone conference call or any combination. The team may seek input from individuals with direct information about the event.

The following management process for crisis situations will be followed:

- The President or Vice Presidents must be informed immediately when the incident is reported.
- The President or Vice Presidents will contact the remaining Crisis Management Team members and initiate a meeting. The team must be ready to react quickly and must be reachable by cell phone 24 hours a day.

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- Team meeting occurs with a review of all known information provided by the Physical Plant Director, Dean of Student Services, Director of Safety, or any individual or organization (police department, fire department, drainage district, city of Port Arthur, etc.) with direct relevant information.
- The team will decide on a course of action, proper response, public statement, and appropriate activities.
- A single office will be designated to investigate the emergency, and all staff members will work through that office. (Note: The office designated to investigate the issue will maintain documents that describe the actions taken.)
- The Coordinator for Public Information will handle all media contact and external inquiries as directed by the Crisis Management Team.
- Athletic Director manages evacuations of student athletes and dormitory residents during campus evacuations as directed by the Crisis Management Team.
- As events develop or change, the team will communicate clearly before further action or further statements are issued.

## **DAMAGE ASSESSMENT**

The Damage Assessment phase of the *Emergency Operations Plan* may begin at any time during the emergency event or disaster but will formally begin immediately after the event. An assessment of the damage caused by an emergency event or disaster will be necessary in order to develop a coordinated and prioritized response plan.

### **Assessment Team**

The Assessment Team (AT) will convene immediately after the emergency event or disaster to assess the damage incurred during the event and to develop an immediate response plan. The team may recommend a call to invoke the Disaster Response Team and the *Disaster Recovery Plan* as necessary.

The Assessment Team will consist of the following:

1. Executive Director of Campus Safety (Shared Services)
2. Executive Vice President for Finance and Operations (Shared Services)
3. Vice President for Academic Affairs and/or Dean of Academic and Technical Programs.
4. Dean of Student Services
5. Director of Physical Plant.
6. Director of Safety.

The following process for damage assessment will be followed:

- Director of Physical Plant assesses damage to buildings and infrastructure and advises the team on available resources and timelines.
- Executive Vice President for Finance and Operations (Shared Services) estimates the need for emergency financial support.
- Vice President for Academic Affairs and the Dean of Academic and Technical Programs assist with damage assessment.

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- Director of Safety will assess the need for additional security resources.

The Assessment Team may convene in person or via telephone conference call or any combination. The team may seek input from individuals with information or expertise the team deems valuable. The team will update the Crisis Management Team. The Crisis Management Team will work with the Coordinator for Public Information to inform the campus community, media and the public of developments.

## **DISASTER RESPONSE**

A major emergency event or natural disaster may result in significant damage to the college's infrastructure and/or may cause significant disruption in the college's normal course of business. Such damage and disruption can require significant resources and sustained efforts to remediate. If the damage assessments indicate it necessary, the Crisis Management Team may call for the Disaster Response Team and invoke the Disaster Recovery Plan.

### **Disaster Response Team**

If the emergency event results in significant damage to campus facilities and infrastructure the Crisis Management Team may call for the Disaster Response Team. The Disaster Response Team will continue with the following members:

- President
- Executive Director of Campus Safety (Shared Services)
- Executive Vice President for Finance and Operations (Shared Services)
- Vice President for Academic Affairs and/or Dean of Academic and Technical Programs.
- Vice President for Workforce Development and Continuing Education.
- Dean of Student Services
- Director of Safety
- Director of Physical Plant
- Assistant Vice President of Information Technology Services (Shared Services)
- Executive Director of Procurement Services (Shared Services)
- Athletics Director
- Coordinator of Public Information

The following management process for disaster response will be followed:

- Executive Director for Campus Safety (Shared Services) will collect disaster response information and generate a report to be shared with the Crisis Management Team and serve as the insurance contact.
- Director of Physical Plant begins coordination of damage repairs and reconstruction and advises the team on available resources and timelines.
- Executive Vice President for Finance and Operations (Shared Services) establishes emergency financial support, financial services.

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- Vice President for Academic Affairs and the Dean of Academic and Technical Programs reviews damage assessments and develops a strategy and timeline for resuming classes and completing the academic term.
- Assistant Vice President of Information Technology Services (Shared Services) establishes emergency computing stations, assesses damage to computing services, assesses damage to telecommunications systems, and initiates repair procedures.
- Athletics Director manages evacuations of student athletes and dormitory residents during campus evacuations as directed by the Crisis Management Team.

The Disaster Response Team may convene in person or via telephone conference call or any combination. The team may seek input from individuals with information or expertise the team deems valuable. The team will update the Crisis Management Team. The Crisis Management Team will work with the Coordinator of Public Information to inform the campus community, media and the public of developments.

More information about the Disaster Response Team and the college's plans for recovery from a disaster can be found under a separate cover in the *LSCPA Disaster Recovery Plan*.

## **PLAN REVIEW AND MAINTENANCE**

The Executive Director of Campus Safety will assemble the Crisis Management Team following each emergency event to evaluate how the situation was managed and make recommendations to improve emergency management of similar situations in the future. After Action Reports shall be generated by the Crisis Management Team after each emergency event and updates to the plan recommended.

Tabletop exercises and/or drills testing specific parts of the plan shall be planned and scheduled by the Executive Director of Campus Safety on an annual basis. After Action Reports shall be generated by the Crisis Management Team after each exercise or drill and updates to the plan recommended.

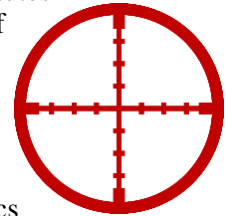
The *Emergency Operations Plan* must be updated annually.

**APPENDIX A: EMERGENCY RESPONSES**

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## ACTIVE SHOOTER

An active shooter or hostile intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area by any means including but not limited to firearms (most frequently used), bladed weapons, vehicles, or any tool that in the circumstance in which it is used constitutes deadly physical force. In most cases, there is no pattern or method to their selection of victims. Most active shooter situations are unpredictable, evolve quickly, and are over within minutes.



The Civilian Response to Active Shooter Events (CRASE) course, designed and built on the Avoid, Deny, Defend (ADD) strategy developed by ALERRT in 2004, provides strategies, guidance, and a proven plan for surviving an active shooter event. Topics include the history and prevalence of active shooter events, civilian response options, medical issues, and considerations for conducting drills.

**ACTION GUIDELINES.** The following CRASE guidelines conform with the Texas State University Security's recommendations for situations involving an active shooter.

If you hear what sounds like gunshots or popping, immediately assume they are gunshots and don't investigate. You have to quickly decide on a course of action. Note: When directly confronted with an active shooter, any course of action may result in a bad outcome.

- **AVOID:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind.
  - Evacuate regardless of whether others agree to follow.
  - Leave your belongings behind.
  - Help others evacuate, if possible.
  - Call Campus Safety or 911 when you are safe.
  - Prevent individuals from entering an area where the active shooter may be.
  - Keep your hands visible to any police officers.
  - Follow the instructions of any police officers.
  - Do not attempt to move wounded people.
  
- **DENY:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
  - Be out of the active shooter's view.
  - Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
  - Not trap you or restrict your options for movement.
  - To prevent an active shooter from entering your hiding place:
    - Lock the door.
    - Blockade the door with heavy furniture.
  - If the active shooter is nearby:
    - Lock the door.
    - Silence your cell phone and/or pager.
    - Turn off any source of noise (i.e. radio, television).
    - Hide behind large items (i.e. cabinets, desks).
    - Remain quiet.

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- **DEFEND:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
  - Acting as aggressively as possible against him/her.
  - Throwing items and improvising weapons.
  - Yelling.
  - Committing to your actions.
- **WHEN POLICE ARRIVE**
  - Put down any items in your hands.
  - Keep hands visible.
  - Follow all instructions.
  - Avoid making quick movements towards officers.
  - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
  - Wait in a safe area. The Police may need information from you during the investigation.

### CARE TEAM

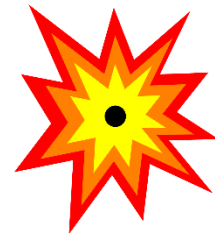
The Care Team is a dedicated group of faculty and staff who provide consultation and support for students in distress. The team was created to accept early alerts regarding individual students in distress or whose behavior raises concerns about their well-being or that of others.

## BOMB THREAT

Bomb Threats can be received in several forms. Below are guidelines to follow should you receive a bomb threat affecting the campus:

1. Remain calm and do not panic others.
2. If a written message is received, keep track of the following information:
  - Who found it?
  - Who else was present?
  - Where was it found or how was it delivered?
  - When was it found or delivered?
  - Who touched it?
  - Have any previous threats been received?
3. If the threat is received by telephone, in a calm voice, try to obtain as much information as possible about the bomb and the caller: (THE FOLLOWING ISSUES ADDRESS VITAL INFORMATION THAT YOU SHOULD OBTAIN!)

• Date and exact time of call.	• Emotional state: agitated, calm, and excited.
• Time set to explode.	• Background noises: traffic, music, and voices.
• Which building is it in?	• Why it was set?
• Where is it?	• Who is the target?
• Type of bomb?	• Who is the caller?
• Estimated age and gender of the caller.	



4. If practical, do not hang up the phone, but phone the Campus Safety, (409) 984-6255, by cell phone at (409) 720-7369, from a different telephone.
5. The Administration, with the assistance of Campus Safety and other local authorities, will determine a plan of action. A decision on whether to evacuate will be based on all available information received.
6. If the decision is made to evacuate, instruct occupants to take purses, book bags, and personal packages and EXIT the building. (If left behind, these items could be mistaken to contain concealed explosives.)
7. If ordered to evacuate, move at least 300 feet away from the building and stay away from glass. Do not attempt to re-enter the building until you have received official instructions to do so.

#### **A. IDENTIFYING SUSPICIOUS ITEMS**

Look closely around your work area when you arrive for work. This will help you if you are called on to identify unusual or suspicious items later.

Report potential safety or security problems to Campus Safety (409) 984-6255, by cell phone at (409) 720-7369.

Be on the lookout for anything unusual, particularly packages or large items seemingly left behind or thrown out. Note time and location of anything odd.

#### **B. IDENTIFYING SUSPICIOUS MAIL PACKAGES**

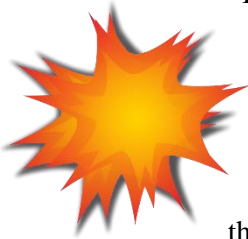
Look closely at packages that arrive in the mail that you were not expecting or from senders you do not recognize. Report suspicious packages to Campus Safety (409) 984-6255 or by cell phone at (409) 720-7369.

Some signs of a suspicious package might be:

- No return address
- Insufficient postage
- Is addressee familiar with name and address of sender?
- Is the addressee expecting package/letter? If so, verify contents.
- Return address and postmark are not from the same area.
- Wrapped in brown paper with twine
- Grease stains or discoloration on paper
- Strange odors
- Foreign mail, Air Mail, and Special Delivery
- Restrictive markings such as Confidential, Personal, etc.
- Excessive postage
- Hand-written or poorly typed addresses
- Incorrect titles
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing materials such as masking tape, string, etc.
- Visual distractions

## EXPLOSION

- **Do Not Use Elevators!**
- Report any explosion on or adjacent to the campus. Call 911 first, then call the Campus Safety (409) 984-6255, or cell phone at (409) 720-7369.
  - If necessary, or when directed to do so, activate the building alarm, (the safest and nearest fire alarm pull station).
    - When the building evacuation alarm is sounded, an emergency exists. All rooms should be evacuated. Closing doors will help contain a fire, but **DO NOT LOCK THE DOORS!**
    - Assist persons with disabilities to an enclosed stairwell landing, preferably the designated rescue assistance area if it is safe to do so, and notify the Campus Safety or Fire Department Personnel of their location.
- If the source of the explosion is a ship or barge in the Sabine Neches waterway, go to an interior portion of the building that you are in or nearest to and shelter-in-place. The possibility of a secondary explosion always exists in a maritime fire. If you have to evacuate the building, move north, away from the waterway.



## FIRE

- **Do Not Use Elevators!**
- In all cases of fire, activate the nearest fire alarm to warn other building occupants. You should know where the nearest alarm is to your work area.
- In all cases of fire, call Campus Safety (409) 984-6255, by cell phone at (409) 720-7369. Do not assume that someone else is making the call, make the call yourself.
- When the building fire alarm is sounded, an emergency exists. All rooms must be evacuated. Leave the lights on and close, but do not lock the doors.
- Assist persons with disabilities to the nearest rescue assistance area, (generally a stairwell), if it is safe to do so. Handicapped person carrier chairs are available on the second floor of the Madison Monroe Building and the third floor of the Student Center. Have the person(s) wait in that area and **be sure to notify rescue personnel of your actions.**
- If the fire is small and you have an unobstructed egress path, you may choose to use an available fire extinguisher to put out the fire. Each employee should familiarize themselves with the location of the two nearest fire extinguishers in their area and learn how to use them. Remember to pull the pin and aim at the base of the flames. Continue to dispense the extinguishing agent until the extinguisher is empty. If at any time the fire begins to grow, back out of the room and close the door.



Campus Safety (409) 984-6255 / (409) 720-7369



## FLOODING

If flood conditions occur, contact Physical Plant at (409) 984-6250 DURING REGULAR BUSINESS HOURS. Call Campus Safety at (409) 984-6255, by cell phone at (409) 720-7369, during non-business hours.



Provide sufficient information as to building name, floor, room, and degree of flooding or potential damage due to the flooding.

A Physical Plant or Campus Safety Representative will contact the City of Port Arthur Drainage Department at (409) 983-8500 and Jefferson County Drainage District 7 at (409) 985-4369 to report the flooding event.

A determination of the extent of the flooding will be relayed to the Executive Director for Campus Safety and callout of critical personnel will begin.

An inventory of lights, sandbags, duct tape, and polyethylene sheeting is maintained in the Physical Plant Building. A stockpile of sand is located on the west side of the Verrett Building. Shovels, trucks, trailers, generators, tractors, and other tools are in the Grounds Maintenance Garage.

## FUMES AND VAPORS

Toxic fumes can infiltrate a building from various sources including improperly stored chemicals, faulty refrigeration, equipment fires, gasoline engines operated near air intakes, etc. If the presence of toxic fumes is suspected, the area or areas affected should be vacated. Use a telephone away from this area and notify Campus Safety (409) 984-6255, by cell phone at (409) 720-7369.



Since the campus is located on the Sabine Neches waterway, the possibility exists that a passing ship could be the source of the fumes. If the source seems to be coming from outside of the building, shelter-in place. If possible, turn off the air conditioning and go to the interior of the building. If the fumes are intense, place wet paper towels under the door to reduce the amount of vapors entering the building.

Call Campus Safety (409) 984-6255, by cell phone at (409) 720-7369, or 911 from a campus or cellular phone if the situation merits a Haz-Mat response from the Port Arthur Fire Department.

After the source of the vapor / fumes is discovered and contained:

**Ventilate the contaminated area(s).** It may be possible to clear an affected area by opening windows and/or activating exhaust fans, provided such action is undertaken by trained personnel.

### Emergency Treatment:

- Don't endanger yourself or others.
- Remove victims from area only if safely possible.
- Call 911 from a campus or cellular phone for ambulance service and notify Campus Safety at (409) 984-6255, by cell phone at (409) 720-7369. Assist victims as necessary.

Campus Safety (409) 984-6255 / (409) 720-7369

## HAZARDOUS SUBSTANCES SPILL

Any major spill of a hazardous substance must be reported immediately to Campus Safety (409) 984-6255, by cell phone at (409) 720-7369. During regular business hours, also call Physical Plant at (409) 984-6250. Physical Plant will assess the extent of the spill and contact the Port Arthur Fire Department if they deem it necessary. Personnel on site should be evacuated from the affected area at once. Seal off the contaminated area to prevent further contamination until the arrival of trained responders. Port Arthur Fire Department (PAFD) HAZMAT team officials will take charge of the site management of the spill once they are on scene.

Environmental Health and Safety (Shared Services) will assist the PAFD and conduct a spill investigation.

Personnel who may be contaminated by a spill or release are to:

- Seek medical attention immediately.
- Avoid contact with others.
- Alert responders/emergency personnel of injury or contamination.
- Notify the Human Resources Office.



## MECHANICAL FAILURES

Any emergency related to building or facility problems, such as equipment failure or erratic operation, must be reported to Physical Plant as soon as possible. During normal business hours contact Physical Plant directly by calling (409) 984-6250.

If failure occurs after normal business hours, weekends, or holidays, call Campus Safety at (409) 984-6255, by cell phone at (409) 720-7369.

If the failure is related to the Fire or the Intrusion Alarm System notify the Physical Plant as soon as possible. During normal business hours contact the Physical Plant at (409) 984-6250. After hours, contact Campus Safety. If an Intrusion Alarm System failure cannot be repaired, Campus Safety will contact the Port Arthur Police Department and request the patrols be increased until the following weekday morning when repairs can be affected.

NOTE: If there is potential danger to building(s), and/or its occupants, call 911 from a campus or cellular phone immediately.

## MEDICAL EMERGENCY AND COMMUNITY HEALTH ISSUES

Report any serious injury or illness by calling 911 from a campus or cellular phone immediately. Non-emergency injuries or illness should be reported to Campus Safety at (409) 984-6255, by cell phone at (409) 720-7369.

Begin first aid if qualified or seek someone who can.

Response to community health issues will be coordinated by the Lamar State College Port Arthur by the Emergency Management Team.



Campus Safety (409) 984-6255 / (409) 720-7369

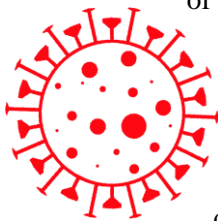
Notify the Human Resources Office of the injury.

Personal safety is your first priority. Use personal protective equipment (PPE) when in contact with the victim's blood or any bodily fluids.

## PANDEMIC

A pandemic (from Greek πᾶν pan "all" and δῆμος demos "people") is a disease epidemic that has spread across a large region, for instance multiple continents, or worldwide. A widespread endemic disease with a stable number of infected people is not a pandemic. Further, flu pandemics generally exclude recurrences of seasonal flu.

Throughout history, there have been several pandemics of diseases such as smallpox and tuberculosis. One of the most devastating pandemics was the Black Death, which killed an estimated 75–200 million people in the 14th century. The current pandemics are HIV/AIDS and Coronavirus 2019 (COVID 19). Other recent pandemics include the 1918 influenza pandemic (Spanish flu) and the 2009 flu pandemic (H1N1).



In the event of a disease epidemic that affects the region, the Emergency Management Team will follow the guidelines provided by the Center for Disease Control, health departments, State and local agencies, and other national, state, and local agencies responsible for mitigating the epidemic. Guidelines provided by these agencies shall be implemented, if possible, and employees and students will comply with the implemented guidelines. See Appendix D for further information.

## PUBLIC RELATIONS EMERGENCIES

While public scandals are rare in higher education, virtually every institution must occasionally deal with such situations. This might involve a highly visible lawsuit, accusations of wrongdoing on the part of a college official, an egregious case of student misconduct, or a variety of unspecified events that carry the potential of having a negative impact on the institution's reputation. The impact of these events is exacerbated when they result in potential or actual news coverage.

When such events occur, the Vice President for Academic Affairs, in close consultation with the President, may consider the following responsibilities:

- Assessment of the potential impact on the college's reputation.
- Legal implications of the event; laws and policies pertaining to its disposition.
- Recommendations on steps to diffuse or eliminate the problem before it goes public; or when that is not possible, steps to lessen the negative impact on the college's reputation.
- Development of messages and channels of communication to the various constituents (including the news media) associated with the event. Assurance that all privacy laws are obeyed and freedom of information is respected.

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## SEVERE WEATHER (Tropical Storm or Hurricane)

### Campus Closure

In the event of a tropical storm or hurricane, the campus may close until all threats to the community disappear. The decision to close the campus will be made by the Crisis Management Team following an evaluation of the prevailing weather reports, city disaster declarations, county disaster declarations, and other relevant information.

Notices of campus closure should include the date of closure, how to monitor updates about the closure, extent of classes that will not be taught (online classes may continue being taught), and other significant information. See APPENDIX B: HURRICANE/TROPICAL WEATHER (page 31) for a complete preparation plan.



### Communication between the Campus, Students, and Community

The college will communicate with the campus and community via email, MyLSCPA.edu, Facebook, and updates on the college website. Messages will be generated by President and the Coordinator of Public Information.

## SEVERE WEATHER (Tornado)

### Severe Weather/Tornado Watch:

A watch is an indication of where and when the probabilities are highest that severe weather or a tornado could occur. A watch is a statement that severe weather/tornado conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities as well as to the local radio and television stations.

### Severe Weather/Tornado Warning:

If a severe weather/tornado sighting occurs, the National Weather Service alerts all weather stations and local authorities.

### In case of severe weather:

When the emergency warning is made, it is YOUR responsibility to get to a shelter. Take a battery-operated radio with you to listen for the “all clear” signal if possible. When the emergency notification is made, all persons should immediately seek shelter in the nearest strong building. Go to the interior walls of lower floors. Auditoriums, gymnasiums and similar large rooms with wide roofs should be avoided. Stay away from all windows and exterior doors. During sudden severe weather events it will be necessary to shelter-in-place.



## STUDENT CRISIS

Contact Campus Safety at (409) 984-6255, by cell phone at (409) 720-7369. The Safety Officer will notify the Office of the Dean of Student Services at (409) 984-6156.

Appropriate referrals will be made in the event of the following types of crisis situations involving students of Lamar State College Port Arthur.

Campus Safety (409) 984-6255 / (409) 720-7369

- Alcohol and other drug use emergencies
- Classroom disruptive or violent behavior
- Death of a student, friend, or family member
- Discipline issues
- Mental health/behavioral incidents or concerns
- Physical injury
- Sexual assault
- Threats to public welfare
- Criminal behavior

### **CARE TEAM**

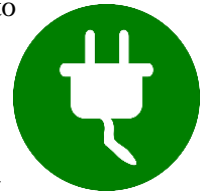
The Care Team is a dedicated group of faculty and staff who provide consultation and support for students in distress. The team was created to accept early alerts regarding individual students in distress or whose behavior raises concerns about their well-being or that of others.

### **UTILITY FAILURE**

All utility failures must be reported to Physical Plant as soon as possible. During normal business hours call the Physical Plant directly at (409) 984-6250. If telephone service is not available, go to the Physical Plant building.

If utility failures occur after hours, weekends, or holidays, contact Campus Safety at (409) 984-6255, by cell phone at (409) 720-7369.

NOTE: If there is potential danger to building(s) and/or its occupants, call 911 from a campus or cellular phone immediately.



#### **Emergency Contact Numbers for Utility Providers:**

<b>Utility</b>	<b>Provider</b>	<b>Phone Number</b>
Electric Utility	Entergy	1-800-766-1648
Natural Gas Utility	Texas Gas Services	1-800-959-5325
Water / Sewer	City of Port Arthur	(409) 983-8550
Fire / Intrusion Alarm Service	Simplex	1-281-671-3300
Fire / Intrusion Alarm Service	S&S	(409) 729-4444

### **VIOLENT OR CRIMINAL BEHAVIOR**

All violent or criminal behavior or threats of violent or criminal behavior must be reported to the Campus Safety at (409) 984-6255 or by cell phone at (409) 720-7369.

Report suspicious persons/behaviors/noises immediately to Campus Safety.

If you observe a situation that seems to be escalating and you are not directly involved, go to a telephone and notify Campus Safety. Be prepared to give complete information about the subject and the circumstance.

Campus Safety (409) 984-6255 / (409) 720-7369

If you recognize that a person is verbally out of control and you are also being uncharacteristically vocal, step away and allow a colleague to bring new “calmness” to the situation. Notify Campus Safety, if the situation remains out of control.

If the violent person has left the area prior to your notification, relay as much information as you can about the subject and direction/means of travel, if possible.

If you observe any type of weapon, remove yourself from range and notify Campus Safety immediately. Campus Safety will immediately notify the Port Arthur Police Department of any suspected weapons on campus.

Report any safety concerns that may present a potential danger to you or others, (such as lights out, surface or mechanical malfunctions, etc.) to the Physical Plant Maintenance Line at (409) 984-6250.

Arrange for a Campus Safety Officer to escort you to your vehicle/office if you have concerns about your safety.

Remember: You can be your own best security by remaining aware of your surroundings, practicing crime prevention behaviors, and making timely/ appropriate reports.

NOTE: Additional crime prevention information may be obtained from the Campus Safety Department by calling (409) 984-6255 by cell phone at (409) 720-7369.



## APPENDIX B: HURRICANE/TROPICAL WEATHER PLAN

### INTRODUCTION

Tropical Storm season officially begins June 1 and extends through November 30. In the event a tropical storm system threatens the upper Texas coast, Lamar State College Port Arthur (LSCPA) campus will be evacuated. The following plan outlines procedures and steps that will ensure the safety of the campus community.

The State of Texas Department of Emergency Management (TDEM) and Jefferson County Emergency Management are the over-arching authorities having jurisdiction in matters concerning public safety and evacuations in times of declared emergency. LSCPA will work in concert with these organizations, as well as Port Arthur Emergency Management, to receive direction and assistance. The state and local emergency management coordinators will issue bulletins and preparatory announcements timed to initiate a safe and orderly response to the disaster. The campus will participate with emergency management authorities in specific disaster planning and will respond to the phased stage-up toward closing the campus and ultimate evacuation of the area.

LSCPA's adherence to the structural time frames represented in this plan are subject to modification due to events as so directed by the President.

### PURPOSE

This plan is intended to acquaint students and employees with tropical storm hazards, to indicate the action required to overcome or minimize these hazards, and to delineate responsibility in carrying out such action.

### DEFINITIONS

**Tropical Disturbance.** A tropical weather system with organized convection (generally 100-300 miles in diameter) originating in the tropics or subtropics, having a non-front migratory character and maintaining its identity for 24 hours or longer. It may or may not be associated with a detectable perturbation of the wind field.

Storm	Category	Maximum Sustained surface wind
Tropical Depression	tropical cyclone	38 mph or less
Tropical Storm	tropical cyclone	39-73 mph
Hurricane	tropical cyclone	74 mph or greater
Major Hurricane (Category 3)	hurricane	111-129 mph

### PLAN STATEMENT

The Office of the President will serve as the headquarters for the implementation of the Hurricane/Tropical Weather Plan. At the direction of the President, all personnel will evacuate the campus when a tropical storm is imminent, when shut down is completed. Classes will close at the discretion of the President upon notification that a storm threatens to impact the area. The campus will be closed within 2 hours of that notification.

Buildings on this campus have not been designated as shelters by the Jefferson County Emergency Management Coordinator, so all persons must seek shelter off campus. All sponsored functions on, or off campus will be canceled.

Campus Safety (409) 984-6255 / (409) 720-7369

## **RESPONSIBILITIES**

### **President**

- Pre-approve broad policy relative to tropical storm preparedness.
- Makes the decision for evacuation of campus.
- Sign the Declaration of Emergency.
- Communicate the decision to evacuate to the Crisis Management Team (CMT).
- Lead the Crisis Management Team.

### **Vice President for Academic Affairs**

- Implement Hurricane Preparedness Plan for faculty and students.
- Upon consultation with the President, communicates when classes are to be canceled. Informs deans/academic departments of decision/timeline to evacuate campus.
- Assure that academic departments are prepared to move instruction online for as long as the campus recovery process takes.

### **Executive Vice President for Finance and Operations (Shared Services)**

- Communicate with President and advises on the College's state of readiness.
- Communicate with Crisis Management Team.
- Communicate emergency instructions to Finance Office and Operations supervisors.

### **Director of Physical Plant**

- In coordination with Campus Safety, oversees overall campus tropical storm disaster preparation and defense.
- Procure, store, and maintain all supplies and equipment necessary to this plan in operable condition.
- Take the steps necessary to effect hurricane defense measures as outlined the Physical Plant section of the Emergency Operations Plan.

### **Director of Safety**

- Continuously monitors storm information and notifies Crisis Management Team as directed by these procedures and processes.
- When evacuation order is given, assures the safe and orderly evacuation of campus.
- Make certain all buildings are secured before leaving campus

### **Assistant Vice President of Information Technology Services**

- Initiate Information Technology Services Department Hurricane Preparedness procedures.
- Distribute contact information sheet to key personnel.

### **Coordinator of Public Information**

- Prepare communication plan for pre-storm, storm, and post-storm notices to students and employees.
- Prepare contact list for area media outlets.

### **Executive Director of Procurement (Shared Services)**

- Advise the Disaster Response Team regarding the procurement of services and/or equipment.

Campus Safety (409) 984-6255 / (409) 720-7369



### **Executive Director of Campus Safety (Shared Services)**

- Produce and distributes as needed all Incident Command System Forms
- Secure Emergency Operations Center (EOC) location and assures it has necessary equipment
- Schedule in EOC virtual meeting necessary during emergency response

### **TROPICAL STORM SEASON PREPARATIONS**

- 90 Days Before Tropical Storm Season
  - Crisis Management Team (CMT) to review and approve Hurricane Preparedness Plan.
  - Emergency Management to post approved Hurricane Preparedness Plan on website.
  - Institution department heads to review and update contact lists.
  - Public Information to prepare communication plan.
  - Physical Plant to ensure appropriate agreement with vendors for emergency operations preparations.
  - Campus Safety to review and update department continuity plans.
  - Finance to prepare checklist for documentation of damage and recovery.
  - CMT to review the tropical storm procedures and processes, including timeline, under which College closure decision would be made.
  - CMT to review employee notification procedures (communication plan) and have the employee notification strategy in place.
  - Department heads to prepare/update checklists for department-specific preparations to cover situations not addressed in the general plan and provide copies to Vice President of Academic Affairs or Executive Vice President for Finance and Operations (Shared Services).
  - Procurement Services evaluate TSUS disaster recovery vendors to evaluate for updates and/or changes.
- 60 Days Before Tropical Storm Season
  - CMT to identify key personnel who will be expected to return to campus after a storm – both immediately and in stages – to begin campus clean up and reclamation.
  - Finance to decide the conditions under which and procedures for giving students partial and/or proportional refunds for full tuition/fees in case of inability to return to campus because of storm damage to residences and paying student employees.
  - Physical Plant to secure/ensure full serviceability of backup generators for critical buildings and establish timing plan for activation post-storm.
  - Physical Plant to secure and store free-standing generators used in the repair and recovery effort post-storm.
  - Physical Plant to review a list of contractors (short-term water, wind, and mold remediation, construction, positioning campus to reopen for classes as rapidly as possible), to include contact information, the College will use during an emergency response.

- Physical Plant to review stock levels of supplies, including protective covering for computers, likely to be needed during a campus closure and subsequent disaster recovery.
- Campus Safety to identify source of non-perishable supplies and building/rooms to be used as command center for on-campus post-storm activities.
- Departments with items that will spoil and/or create environmental issues if deprived of refrigeration to prepare contingency plans for dealing with these materials in the event of evacuation and power interruption and notify the EHS Specialist of these plans.
- Beginning of Tropical Storm Season
  - Overview of Responsibilities
    - Campus Safety to place reviewed Hurricane Preparedness Plan on website.
    - All Departments:
      - ✓ Review the Hurricane Preparedness Plan and initiate any actions needed in this phase.
      - ✓ Prepare a backup of computer data held on computers.
      - ✓ Confirm updated contact information for all employees. The Department Head and senior level employees should retain copies.
    - Academic Affairs to confirm procedures for online continuity of instruction.
    - ICS Unit Leaders, identified in the Incident Command Organization Chart, to determine key personnel needed to initiate clean up and restoration after storm and conduct training as needed.
    - Physical Plant to advise all contractors to minimize loose equipment and materials on campus through November 30 and to be prepared to secure and/or remove equipment if storm threatens.
    - Information Technology to test back-up systems.
    - Public Information and Information Technology to test emergency notification systems.

## **TROPICAL STORM PROCEDURES AND PROCESSES**

### **CRISIS MANAGEMENT TEAM**

The Crisis Management Team (CMT) will be assembled should the President (or designee) determine the situation has had a wide-ranging or long-lasting effect. The recommended team will consist of the following individuals:

1. President
2. Vice President for Academic Affairs
3. Executive Vice President of Finance and Operations (Shared Services)
4. Dean of Student Services
5. Executive Director of Campus Safety (Shared Services)

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## 6. Director of Physical Plant

The following management process for tropical storm systems will then be followed:

- Campus Safety will notify the CMT twice a day when a tropical system enters or develops west of Longitude 55 degrees and south of Latitude 30 degrees N (see figure below) and has the potential to impact Texas. The LSCPA Community can refer to the Campus Safety website for similar messaging.

### LSCPA Information

- Potential impact to college facilities
- Tropical storm force wind probabilities for Texas for the next 5 days
- Current institution actions

### Storm Information

- Name
- Current location
- Maximum Sustained Wind Speed (Storm Category)
- Forward speed
- Forward direction
- Potential for development or weakening
- Current related watches and warnings for Texas



## 120-72 Hours (5 to 3 Days) Before Arrival of Tropical Storm Force Winds

- The President announces a meeting of the Crisis Management Team.
- A storm update from the Executive Director of Campus Safety (Shared Services) or the Director of Safety.
- An update on the status of DDC-15, Jefferson County Emergency Management, Port Arthur Emergency Management, and all other Lamar components.
- CMT discusses forecasts and decides on course of action, proper response, public statement, and appropriate activities.
- Inform essential staff of their functions and responsibilities before, during, and after the storm.

### Campus Safety

- Prepare forms (check-in lists, time logs, etc.) for emergency operations tracking documentation.

### Physical Plant

- Check generators and emergency systems to ensure they are operational.
- Conduct planning conference calls with remediation/recovery and debris removal vendors.
- Contact on-campus construction contractors/vendors to request information on their pre-storm preparatory action timeline.
- Check emergency equipment/materials inventory and procures resources, as needed
- Conduct a visual check of storm drains to ensure they are operational.

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### **All Departments**

- Department heads review the list of essential personnel and make updates, as needed.
- Department heads conduct a review of existing plans with employees and students and ensure they can accomplish assigned roles and responsibilities.

## **72-48 (3 to 2 Days) Hours Before Arrival of Tropical Storm Force Winds**

### **Campus Safety**

- Monitors the progress of the storm and provides situation reports.

### **Crisis Management Team**

- Meets as needed and monitors the forecast track.
- Establish a set point for discontinuation for all non-essential operations.
- Discusses
  - Campus operational changes/closure timeline
  - Shuttering of buildings
  - Official communication to college students and employees
  - Campus Declaration of Emergency
  - Ceasing construction activity, as applicable

### **Physical Plant**

- Determines whether to request debris removal vendor.
- Contacts construction contractors and provides information on current preparatory actions.

### **Campus Safety**

- Director reviews emergency staffing plan and provides Campus Safety Officers with notification to prepare for possible activation of the plan.

### **All Departments**

- Department chairs ensure photo-documentation of all offices, laboratories, and equipment has been completed and properly saved.
- Department chairs provide situation status information to Campus Safety.

## **48-24 (2 to 1 Day) Hours Before Arrival of Tropical Storm Force Winds**

### **Crisis Management Team**

- Determines whether a campus state of emergency will be declared.
- Determines if/when classes will be cancelled and non-essential operations suspended.
- Determines whether buildings will be shuttered.
- Reviews all previous decisions.
- Develops timeline for final preparatory actions.

### **Campus Safety**

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- Activates virtual EOC.
- Provides recommendations to campus departments on implementation of specific protective measures as needed.
- Have updated list of essential staff (staff who will return to campus as soon as safe after the storm).

#### **Physical Plant**

- Clears loose debris/outside unsecured items.
- Check roof and storm drains.
- Checks equipment tie downs.

#### **All Departments**

- Department heads provide employees with post-storm instructions.
- Department heads ensure all emergency operation tasks have been completed.

## **24-0 (1 Day) Hours Before Arrival of Tropical Force Winds**

#### **Crisis Management Team**

- Conducts final meeting to discuss protective measures and communications.
- Conducts a final review of all preparatory actions.

#### **Physical Plant**

- Checks roof and storm drains.
- Checks equipment tie downs

#### **Campus Safety**

- Director of Safety confirms all contact information with DDC-15, Jefferson County Emergency Management, and Port Arthur Emergency Management is correct.
- Conduct clearance check and lockdown of all pre-identified buildings after preparatory actions are completed.

#### **During Impact**

##### **General**

- Prior to the arrival of sustained tropical storm force winds, entrances to all buildings will be secured.
- When College activities have been suspended only those essential employees pre-identified by the CMT will be allowed to remain on campus. The President, in coordination with the CMT, will determine when conditions become too severe enough to dismiss the essential personnel.

#### **Information Coordination**

- Campus Safety will continue to monitor the storm while the campus is impacted by the storm system. Email, text messages, and TEAMS will be the platform to relay this information to the CMT.
- The Director of Safety will remain in close contact with DDC-15, Jefferson County Emergency Management, and Port Arthur Emergency Management to assure the CMT has the most current storm impact information.

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## **Post-Storm Action Steps**

### **Emergency Operations Center**

- Through the direction of the CMT, the Incident Commander notifies essential employees of campus status and timeline for essential employees to begin post-storm actions (Public Information Officer).
- Assessment Team conducts preliminary damage and safety evaluations. The team completes the standardized forms and submits them to the EOC for review.
- Utilize department continuity plans to restore and sustain critical operations.
- Establish alternate workspaces, as necessary.
- Students, faculty, and staff are notified of campus status and timeline for resuming operations. Messaging emphasis placed on campus closure remains in effect.
- Establishes campus perimeter control and closely monitors campus access control.
- Debris removal vendors begin debris removal from college property.
- Emergency protective measure vendor begins restoration process.

### **Assessment Team**

The Assessment Team is responsible for conducting a preliminary damage and safety evaluation of the campus after a tropical storm or hurricane. The Assessment Team will not initiate operations until sustained winds have dropped below 39 mph, and it is daylight. The Team will initially focus on providing a broad snapshot of impacts sustained at a campus level. The damage evaluation process will be followed as outlined below.

- Goals and Objectives
  - Take general photos of all buildings and building systems (including undamaged areas).
  - Take detailed photos of all building areas and systems that have sustained impacts.
  - Obtain preliminary building status information.
  - Determine whether it is safe of additional employees to return to campus.
- Assessment Team Members
  - Executive Director of Campus Safety (Shared Services)
  - Executive Vice President for Finance and Operations (Shared Services)
  - Vice President for Academic Affairs
  - Vice President for Workforce Development and Continuing Education
  - Dean of Academic and Technical Programs
  - Dean of Student Services
  - Director of Physical Plant
  - Director of Safety

To receive community related storm information, register with Southeast Texas Alerting Network (STAN) at [www.thestan.com](http://www.thestan.com).

The public can call 877-843-7826 to hear any emergency or outreach STAN message posted by emergency management officials.

### **Employee Status**

Immediately following the storm, all employees should evaluate their personal status and then follow their department contact procedures. Employees should monitor the College website, social media, and other

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information sources for updates on when to return to work. The best resource for employees will be their chain of command.

Students and employees who have provided their cell numbers and email addresses will receive voice mail, text messages, and emails through the Notification System regarding key updates and return to work instructions. In addition, the LSCPA homepage will have all notifications and status updates.

### **Access Control**

Only essential personnel will be allowed on campus until the CMT determines limited or normal campus operations can resume. Any employee working on campus during the recovery phase must have their ID badge always displayed. Contractors working on campus must be properly uniformed and/or display company-issued IDs. All personnel entering and leaving campus will be required to sign in/out at a specific location.

### **Campus Re-Entry**

After the Assessment Team has determined the campus is safe for re-entry, the CMT based on the damage assessment reports advises the Incident Commander to begin the recovery process with essential employee call back through department heads. Extreme caution should be exercised when initially entering all facilities, even though the all-clear has been given. Photos should be taken of all workspaces prior to initiating cleanup or recovery operations. Non-essential personnel will not be allowed on campus until the President opens the campus back up completely. Unauthorized persons will be asked to leave and criminally trespass by the Port Arthur Police Department if necessary.

### **Recovery**

Debris Removal (FEMA Category A)

- Vendors should be contracted to provide debris removal and monitoring services for the Institution.

Emergency Protective Measures (FEMA Category B)

- Emergency protective measures are taken before, during, and after a disaster to eliminate/reduce an immediate threat to life, public health, or safety. Protective measures also serve to eliminate/reduce an immediate threat of significant damage to public and private property through cost-effective measures.
- These vendors are responsible for the implementation of emergency protected measures at the College and facilities and procuring approved response and recovery resources.
- TSUS currently has an Emergency Protective Measures agreement in place with the following vendors:
  - Belfor Remediation Services
  - Cotton Global Disaster Solutions
  - Other local vendors previously approved by the Procurement Office.

## **DISASTER RESPONSE TEAM**

If a tropical storm results in significant damage to campus facilities and infrastructure, the Crisis Management Team may call for the Disaster Response Team (DRT). The following are members of the DRT:

1. President
2. Executive Vice President for Finance and Operations (Shared Services)
3. Vice President for Academic Affairs
4. Dean of Academic and Technical Programs
5. Dean of Student Services
6. Assistant Vice President of Information Technology Services (Shared Services)
7. Executive Director of Procurement (Shared Services)
8. Executive Director of Campus Safety (Shared Services)
9. Director of Physical Plant
10. Director of Safety
11. Athletic Director
12. Coordinator of Public Information

The following management processes for disaster response will be followed:

- Director of Physical Plant begins coordination of damage repairs and reconstruction and advises the CMT on available resources and timelines.
- Executive Vice President for Finance and Operations (Shared Services) establishes emergency financial support and financial services.
- Vice President for Academic Affairs develops strategies and timelines for resuming classes or reopening the campus and completing the academic term.
- Assistant Vice President of Information Technology Services (Shared Services) establishes computing stations, assess damage to computing services, assesses damage to telecommunication systems, and initiates repair procedures.
- Executive Director of Campus Safety (Shared Services) serves as the insurance contact, provides all claim information and continues to oversee the ICS reporting requirements.
- Director of Safety maintains security around the incident site.

The Disaster Recovery Team (DRT) may convene in person or via Teams or a combination. The DRT may seek input from individuals with information or expertise the team considers valuable. The DRT will update the CMT. The CMT will issue progress updates through the Coordinator of Public Information to inform the LSCPA Community.



## **CAMPUS CLOSURE CHECKLIST**

In the event the Institution suspends normal operations in response to the threat of a tropical storm or hurricane, each department is to complete the following activities. It is the responsibility of each department head to prepare for emergency closure by ensuring the individuals responsible for each task have been identified and trained, and that department specific plans have been developed.

- Protect vital records. Clear desktops, tabletops, floors and exposed horizontal surfaces of materials likely to be damaged by rising water, leaks, or wind.
- Back-up computer hard drives on approved OneDrive cloud. Place flash drives and CDs in a water-proof zip-lock bag or other protective containers.
- Shut down and unplug computers, printers, and other electrical appliances. Ensure that equipment that must remain energized is connected to “surge protectors.” (Applicable to buildings with emergency power capability.)
- Relocate equipment, books, and other items away from windows to interior areas of the building. Tag relocated equipment and items for easy identification and retrieval.
- Ground floor occupants of buildings should relocate equipment and other items to a higher floor or place the items off the floor on top of desk.
- Relocate contents from bottom drawers of desks and file cabinets to locations safe from damage due to rising water.
- Empty refrigerators and disconnect them from power sources.
- Disconnect laboratory equipment from power and other utilities and protect sensitive apparatus.
- Properly store glassware.
- Ensure back-up availability for critical utility-dependent processes.
- Ensure all hazardous materials are properly stored and protected.
- Empty trash receptacles of items likely to decompose.
- Remove all personal items of value from the premises.
- Update office/department voice mail and email.
- Close and lock all windows and doors.
- Check with supervisor for tentative post occurrence work schedule.

## **INCIDENT COMMAND SYSTEM REPORTS AND FORMS**

### Reports

1. Situation Report
2. Daily Operations Report

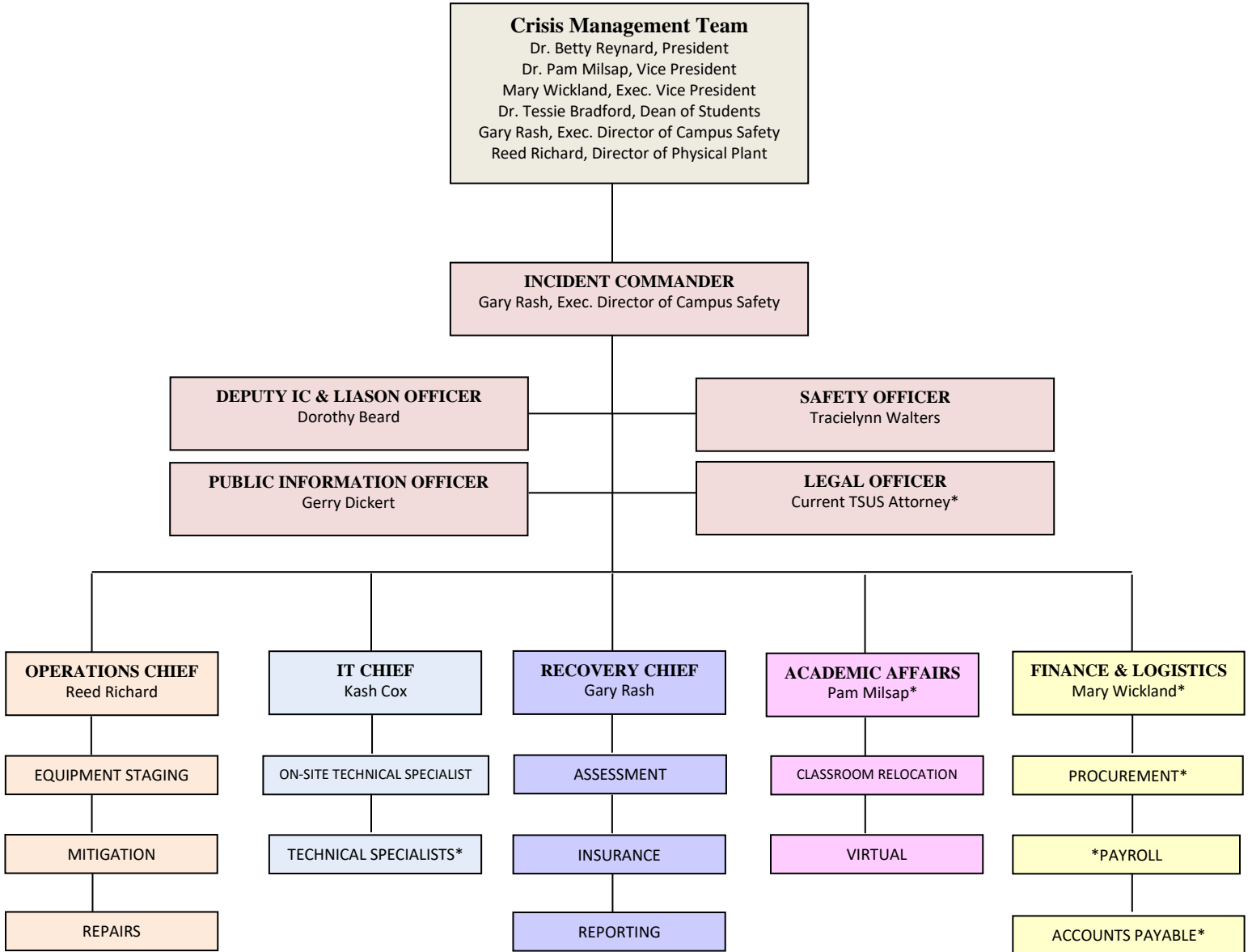
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## **Forms**

1. Campus Declaration of Emergency
2. 214 – Activity Log
3. 203 – Organization Assignment List
4. 207 – Incident Organization Chart
5. Emergency Operations Center (EOC) Check-In/Check-Out
6. Vendor Check-In/Check-Out
7. Damage Assessment Forms
  - a. Building Assessment Form
  - b. Picture Log
  - c. Inspected Sign
  - d. Restricted Use Sign
  - e. Unsafe Sign

## INCIDENT COMMAND ORGANIZATIONAL CHART

LSCPA Incident Command  
 Org. Chart – 08.29.2024



\*All, some or mostly remote support work.

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## **APPENDIX C: PANDEMIC PREPAREDNESS PLAN**

### **Purpose**

LSCPA has created this Pandemic Preparedness Plan to guide the College in preparing for and responding to a pandemic outbreak. Epidemic or pandemic events involve the widespread outbreak of disease and have the potential to create major social, economic, and political turmoil. Examples of epidemics include influenza, meningitis, measles, and pertussis. The purpose of this plan is to minimize the impact of a pandemic on students, faculty, and staff by describing the specific actions to be taken by the College based on the following objectives and assumptions.

### **Objectives**

- To protect the lives, safety, and health of all students, faculty, staff, and visitors at Lamar State College Port Arthur.
- To effectively communicate with all involved parties throughout the duration of a pandemic.
- To provide for the continuation of as many college operations and services as possible if it is safe to do so.
- To prevent the spread of infection through health and hygiene education.

### **Assumptions**

- In the event of a pandemic, local authorities will be responsible for community-based response plans.
- A pandemic will easily and rapidly spread from person to person resulting in substantial absenteeism at the College.
- Vaccines and antiviral medications will be in short supply or possibly not available during the initial months after the onset of a pandemic.
- Direction to close schools, public events, restrict travel, and quarantine areas may come from the Texas Department of State Health Services and/or the City of Port Arthur Health Department.
- During a pandemic LSCPA may need to close facilities for an extended period.

### **Relationship to Current Emergency Plans**

If a pandemic impacts the normal operations at LSCPA, the College will implement the existing Emergency Operations Plan (EOP) structure to manage the response and recovery activities prior to, during, and after a pandemic. The Pandemic Preparedness Plan is an important part of the EOP. Information on the Pandemic Preparedness Plan and the EOP can be found on the LSCPA Campus Safety [website](#).

### **Authority**

The LSCPA Pandemic Preparedness Plan is authorized by the President. The plan is designed to work in conjunction with the City of Port Arthur Health Department, the Jefferson County Emergency Management Office, and shall be subordinate to all local, state, and federal pandemic plans.

### **Emergency Operations Plan**

The LSCPA Emergency Operations Plan will be activated in the event of a pandemic to communicate the

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campus response and inform the college community. Procedures and communication tasks are outlined in the EOP. In addition, the Executive Director of Campus Safety will consult with state, county, and city officials to keep current with any updates, changes, and activities associated with the status of a potential pandemic. The Crisis Management Team will be notified of any updates and/or changes on the pandemic status by the Executive Director of Campus Safety under the direction of the President.

## **Roles and Responsibilities**

### **Crisis Management Team and the Emergency Operations Center (EOC)**

The Crisis Management Team includes the President, Executive Director of Campus Safety, Executive Vice President for Finance and Operations, Vice President for Academic Affairs, and the Director of Physical Plant. The Executive Director of Campus Safety serves as LSCPA's Pandemic Coordinator. They, along with the entire Disaster Response Team, ensure pandemic preparedness, response, and recovery planning is well-executed. During the early phases of the onset of a pandemic, the Crisis Management Team may decide to open the EOC to discuss action plans for the College response based on information from the state and local authorities on how and when the pandemic is projected to affect the Port Arthur area.

### **Faculty and Staff**

Faculty and staff are responsible for monitoring campus publications about emergency situations. They should also share information with students and visitors regarding emergency situations. If a potential pandemic situation occurs, faculty and staff are expected to follow the guidance issued by the College, such as campus closings, social distancing policies, personal hygiene procedures, and share that information with students and visitors.

### **Students**

LSCPA is committed to providing a safe and healthy environment for students. Students have a responsibility to stay informed about current events and take the necessary precautions to ensure their personal safety and health. In a potential pandemic, students are expected to follow all recommendations issued by the College.

### **Office of Campus Safety**

The Office of Campus Safety is responsible for monitoring and disseminating current pandemic information. Information from public health sources, including the City of Port Arthur Health Department Pandemic Preparedness Coordinator.

### **Office of Public Information**

The Public Information Office will publish information on the LSCPA website and other media outlet as needed. Information must be approved by the President before publishing campus information.

### **Critical Functions and Essential Personnel**

Preparing for a pandemic is different than planning for other emergencies. Since most disasters such as hurricanes, tornadoes, fires, or hazardous material releases are site specific and pose an immediate threat to personnel and property, recovery usually begins within days of the incident. In planning to respond to a pandemic, the focus is preparing for extended interruption of college activities, including class cancellations, campus closures, and significant increase in student and employee absenteeism. Recovery may not begin for four to twelve weeks. It is important to identify essential personnel and critical functions early in the planning process to continue to deliver services required to keep the College functioning.

Table 2: Critical Functions lists the critical functions that must be always maintained. In maintaining the critical functions, departments have been identified as having responsibility for either essential onsite personnel or essential remote personnel. Each responsible department in the list should identify specific individuals (and alternates) within their department and inform these individuals of their role.

*Table 2: Critical Functions*

<b>CRITICAL FUNCTIONS</b>	<b>ONSITE ESSENTIAL PERSONNEL</b>	<b>REMOTE ESSENTIAL PERSONNEL</b>
Facilities (Shutdown operations and basic maintenance)	Physical Plant	Physical Plant
Secure Campuses and Buildings	Campus Safety	Campus Safety
Continuation of Critical Administrative Functions (student financial aid, employee leave, continuation of benefits and pay practice, accounts payable, purchasing)	No onsite	Finance and Operations
Information Technology Infrastructure (Shutdown and maintenance, support services for essential personnel)	IT Department	IT Department
Communication (Internal and external communication, media information, situation updates)	Not onsite	Public Information
Human Health (Monitoring activities of onsite essential personnel and personal protective equipment requirements)	Campus Safety	Campus Safety
EOC Operations (Monitor overall situation, develop action plans, communicate with local authorities on pandemic status)	Crisis Management Team	Crisis Management Team

**Recovery**

Planning for recovery from a pandemic will assist the college community in returning to normal operations as quickly and efficiently as possible. Recovery will be dependent on several factors such as the duration of the pandemic, the length of time the College is closed, the number of students, faculty, and staff affected and the time of year (mid semester, summer, etc.).

**Returning to Normal Operations**

The Crisis Management Team decide how and when the College will return to normal operations. Decisions are based on the situation and information from the state and local public health authorities. Crisis Management Team recommendations may include adjusting the academic calendar and rescheduling special events. The resumption of the college will be communicated to employees and students by the Public Information Office.

**Support for Students, Faculty and Staff**

Students have access to local resources for counseling and emotional support. Resources can be found on our [website](#). Faculty and Staff have access to our Employee Assistance Program (EAP). Information can be found on the LSCPA [website](#).

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## Responses to Pandemic

### Alert Levels and Actions

Table 3: General Actions outlines the general actions to be taken by the College during a pandemic event, based on the Federal Response Stages and WHO pandemic response alert phases. Additional actions taken by the College, related to the pandemic, will be based on information provided by federal, state, and local government, and/or through the City of Port Arthur Health Department.

Table 3: General Actions A LERT LEVEL	ACTIONS
<p><b>LEVEL 1</b>  <b>No human-to-human spread of disease.</b></p> <p>WHO Phase 3                      Federal Response Stage 0</p>	<ul style="list-style-type: none"> <li>• Review and Approve Pandemic Preparedness Plan</li> <li>• Monitor situation through WHO<sup>1</sup>, CDC, <a href="http://www.pandemicflu.gov">www.pandemicflu.gov</a>, and City of Port Arthur Health Department</li> <li>• Identify all essential onsite personnel.</li> <li>• Identify all essential remote personnel.</li> <li>• All departments identify critical departmental functions and report to Leadership Team members.</li> <li>• Develop contingency plans for instruction and enrollment management procedures.</li> <li>• IT will prepare for support of remote critical functions, remote access, and increased system usage.</li> <li>• Develop templates for communicating pandemic events to faculty, students, and staff</li> <li>• Develop HR procedures for handling work related issues during pandemic (absences, travel, insurance...)</li> <li>• Promote Stop the Spread of Germs Campaign</li> </ul>
<p><b>LEVEL 2</b>  <b>Human-to-Human transmission found but localized. Confirmed Outbreak Overseas and other areas of the United States.</b></p> <p>WHO Phase 4-5                      Federal Response Stage 1-2-3</p>	<ul style="list-style-type: none"> <li>• Alert Crisis Management Team and activate EOC.</li> <li>• Notify Essential Onsite and Remote Personnel to prepare for modified operations.</li> <li>• Activate communication processes to keep College Community updated on current status.</li> <li>• Coordinate with federal, state, and local Emergency Management Offices.</li> <li>• Monitor all travel abroad programs and advise based on CDC Travel Warnings and locations.</li> <li>• All departments prepare to integrate contingency plans.</li> </ul>
<p><b>LEVEL 3</b>  <b>Widespread Outbreak in United States and Overseas</b></p> <p>WHO Phase 6</p>	<ul style="list-style-type: none"> <li>• Virtual EOC Activated and Crisis Management Team continue to monitor the situation.</li> <li>• All campuses were closed.</li> <li>• All classes moved to a flexible learning environment.</li> <li>• All Special Events and Activities Cancelled.</li> </ul>

<sup>1</sup> World Health Organization

Table 3: General Actions A <b>LERT LEVEL</b>	<b>ACTIONS</b>
Federal Response Stages 4 and 5 <b>Level 3</b> actions will be based on the location of the disease within Texas and the response of the local community.	<ul style="list-style-type: none"> <li>• Essential Remote Personnel continue to perform critical functions.</li> </ul>
<b>Recovery.</b> LSCPA returns to normal operations	<ul style="list-style-type: none"> <li>• College facilities reopen and face-to-face classes resume.</li> <li>• Crisis Management Team holds debriefing session.</li> </ul>

## Potential Resources for the Community

It is expected that the community resources will be overwhelmed during a pandemic. The Jefferson County Office of Emergency Management (JCOEM) will be responsible for coordinating area health care services for Jefferson, Orange, Hardin, Jasper, and Newton counties and may be requesting resources and volunteers from the community including area schools. Some potential resources LSCPA may be asked to provide are:

- Nursing/Health Care Students
- Various types of medical supplies used in teaching labs.
- Facilities

## Supplemental Information

1. Acute Respiratory Disease Outbreak and Investigation
2. Stop the Spread of Germs Campaign
3. References and Additional Resources

### Acute Respiratory Disease Outbreak and Investigation

According to the Center of Disease Control (CDC), an outbreak is when there is more disease cases than is usually expected:

- For a given time (e.g., within 2 weeks)
- Within a specific location (e.g., linked by institution, affiliation, exposure, small geographic area)
- For a target population (e.g., students)



### Outbreaks to Investigate

For each respiratory disease outbreak, LSCPA’s Executive Director of Campus Safety will work closely with public health officials to determine the appropriate level of public health response. Several characteristics of respiratory outbreaks typically warrant further investigation and an urgent response.

The characteristics below, while not comprehensive or definitive, can help determine which outbreaks merit further investigation:

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- Unknown etiology after initial work-up
- Associated with severe disease manifestations, such as need for hospitalization or death.
- May be useful to answer epidemiologic, laboratory, or infection control questions.
- Possible vaccine-preventable diseases
- Associated with congregate settings or with a likely (controllable) environmental source.
- Respiratory infection potentially caused by a bioterrorism agent.
- Outbreaks that have generated excessive public anxiety.
- Either very large or rapidly progressing

LSCPA's Executive Director of Campus Safety may partner with other Staff and Faculty with medical and/or scientific expertise to help assess these factors to determine if investigation is necessary and the subsequent reporting and response plan.

## Stop the Spread of Germs Campaign

### References and Additional Resources

[Texas Department of State Health Services](#)

[Center for Disease Control and Prevention](#)

[World Health Organization \(WHO\)](#)



## **APPENDIX D: PROTECT PCs, MONITORS, AND PRINTERS**

### **1. Preparation (72-96 Hours Before Evacuation)**

- Receive notification from the administration about the impending hurricane and the need to start preparation.
- Retrieve the pre-distributed trash bags from your desk drawers. If you do not have trash bags, contact Physical Plant and/or Facilities to provide them.

### **2. Turn off and Unplug Equipment**

- Properly turn off all PCs, monitors, and printers following standard shutdown procedures.
- Unplug the power cables, monitors, and internet cable from the wall outlets. Leave the peripherals connected to the equipment if needed.

### **3. Elevate Equipment**

- Move PCs from the floor to higher location such as a desk or table. Ensure they are placed securely to prevent falls.
- Ensure monitors are placed on a higher location if they are not already on desks or tables.
- Move printers to a higher location, if possible.

### **4. Cover Equipment**

- **Computers:** Place a large trash bag over the entire computer tower. Ensure the bag covers the tower completely, including the back where cables were connected. Leave the bottom of the bag open to allow for air circulation and prevent moisture build-up.
- **Monitors:** Place a trash bag over the monitor, ensuring it covers the screen and back. Leave the bottom of the bag open to allow for air circulation and prevent moisture build-up.
- **Printers:** Place a trash bag over the entire printer, ensuring it covers all sides. Leave the bottom of the bag open to allow for air circulation and prevent moisture build-up.

### **5. Final Checks**

- Confirm that all equipment is covered and bags are secured loosely to allow for air circulation.
- Double-check that all equipment is unplugged from the wall.

#### **Notes:**

- Do not seal the trash bags completely; this helps to prevent condensation build-up inside the bags.
- Ensure that any important data is backed up before covering and unplugging the equipment. Please see the attached OneDrive procedure to ensure important data is backed up.
- Stay updated with the college administration's notifications and follow any additional instructions provided.

#### **Data Storage – OneDrive**

Key reasons why staying signed into OneDrive is crucial:

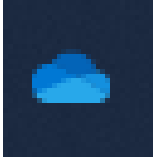

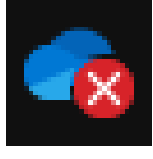
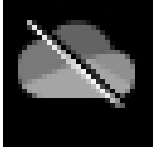

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1. **Disaster Recovery:** In the event of unexpected incidents or disasters, having your data securely stored in the cloud through OneDrive enables a faster and more reliable recovery process. It serves as a safeguard against data loss, allowing you to quickly restore your files and maintain essential operations.
2. **Business Continuity:** OneDrive plays a pivotal role in our business continuity strategy. By regularly syncing your data to the cloud, we can ensure seamless access to important files and resources, even during unforeseen disruptions. This proactive approach helps us maintain productivity and continuity in our day-to-day activities.
3. **Accessibility 24/7:** Staying signed into your OneDrive ensures that you can access your files anytime, anywhere. Whether you are working from the office, home, or on the go, having your data synchronized to the cloud guarantees uninterrupted access, promoting collaboration and efficiency among our faculty and staff.

**Help Desk Email**  
[HelpDesk@lamarpa.edu](mailto:HelpDesk@lamarpa.edu)

**Help Desk Phone**  
 (409) 984-6150

To ensure that your data is protected and accessible, please take a moment to verify that you are signed into your OneDrive account. If you encounter any issues or have questions about the sign-in process, our IT support team is readily available to assist you.

	If you have signed into your OneDrive successfully you will see the blue OneDrive icon in the bottom right corner of you PC's status bar.
	If you recently made changes to a file or added new files to your OneDrive, you will see the OneDrive sync icon in the bottom right corner of your PC's status bar which is normal and expected. This informs you that your files are syncing to the cloud.
	If a file or folder cannot be synced, you will see the OneDrive icon display a red circle with a white X. Click the blue OneDrive icon in the status bar to learn more about the problem.
	A grayed-out OneDrive icon with a line through it means you are not signed in, or OneDrive setup hasn't completed. Press  , search for <b>OneDrive</b> and then open the <b>OneDrive desktop app</b> . Login to OneDrive to begin synchronizing your files.

## APPENDIX E: BUILDING COORDINATORS

### PROCEDURES FOR HURRICANES, TROPICAL STORM, OR OTHER LONG-TERM CLOSURE PROCEDURES

Building Coordinators are responsible for securing physical assets from storm damage. Physical assets include, but are not limited to, equipment and supplies required to support classroom, lab, and office functions.

Certain buildings have equipment unique to that facility. A building-by-building evacuation checklist has been developed. Coordinators are responsible for verifying completion of evacuation activities and must report their findings to the Dean or the Vice President for Academic Affairs **prior to personally departing the campus.**

The following tasks are common to most buildings. These tasks must be performed prior to evacuation of the campus.

1. Equipment that can be damaged by water shall be covered by plastic bags or waterproof sheeting or placed in a closet or cabinet if one is convenient and/or available. Supplies will be provided by the Physical Plant Department. Building Coordinators shall determine in advance if plastic sheeting will be required and inform the Physical Plant of the estimated quantity.
2. Computers on the first floors of a building shall be covered by plastic bags (but not sealed) and placed on workstations. Computers on the upper floors of a building shall be bagged but will remain on the floor.
3. All computers and peripheral equipment, as well as, all other electrical/electronic devices, shall be **disconnected** from their power sources (not just turned off). However, the computers and peripherals should **remain connected** to each other.
4. **Perishable food and beverages** shall be removed from refrigerators and freezers and the doors propped open.
5. All windows, doors, and vents shall be closed and, if possible, locked.

## BUILDING/CLASSROOM COORDINATOR ASSIGNMENTS

<b>Building</b>	<b>Coordinator</b>	<b>Alternate</b>	<b>Dean/VP</b>
Allied Health Building	Shirley MacNeill	Donnis Hunter	Melissa Armentor
Allied Health Annex	Melanie James	Shirley MacNeill	Melissa Armentor
Automotive Mechanics Building	Reed Richard	Anthony Thompson	Mary Wickland
Business Office	Shelley Cowart	Kristin Romero	Mary Wickland
Carl Parker Multipurpose Center	Scott Street	Brian Esquivel	Pamela Millsap
Commercial Driving Education and Examination Center	Amanda Metts	Isaac Riser	Ben Stafford
Cosmetology Building & Cosmetology Annex	Amanda Smith	Helen Fonteno	Melissa Armentor
Educational Building	Steve Zani	Nancy Longlet	Pamela Millsap
Educational Building II	Shalanda Allen	Eursula Davis	Melissa Armentor
Faculty Office Building & Pavilion	Melissa Lucht	Susan Cook	Mary Wickland
Float Barn	Carl Richardson	Melissa Armentor	Pamela Millsap
Gates Memorial Library	Helena Gawu	Jane Moore	Pamela Millsap
Gates Memorial Library—Computer Lab	Kenneth Lisby	Carl Miles	Pamela Millsap
Grounds Maintenance	Reed Richard	Anthony Thompson	Mary Wickland
Industry Training Facility	Yadira Hernandez	Ben Stafford	Ben Stafford
Monroe Building, All CIS Labs	<b>BUILDING</b>	<b>UNDER</b>	<b>RENOVATION</b>
Monroe Building, IT Services	<b>BUILDING</b>	<b>UNDER</b>	<b>RENOVATION</b>
Monroe Building, Downstairs Offices	<b>BUILDING</b>	<b>UNDER</b>	<b>RENOVATION</b>
Monroe Building, Upstairs Offices	<b>BUILDING</b>	<b>UNDER</b>	<b>RENOVATION</b>
Monroe Building, Science Labs	<b>BUILDING</b>	<b>UNDER</b>	<b>RENOVATION</b>
Monroe Building, Correctional Education	<b>BUILDING</b>	<b>UNDER</b>	<b>RENOVATION</b>
Monroe Building, Special Populations	<b>BUILDING</b>	<b>UNDER</b>	<b>RENOVATION</b>
Music Hall	Carl Richardson	Maurice Abelman	Melissa Armentor
Performing Arts, Art Studio	Albert Faggard	Maurice Abelman	Pamela Millsap
Performing Arts, Music & Recruiter Offices	Carl Richardson	Mathew Roe	Pamela Millsap
Performing Arts, Recording Studios & Equipment	Blas Canedo-Gonzales	Carl Richardson	Melissa Armentor
Performing Arts, Theater & Drama Offices	Blas Canedo-Gonzales	Carl Richardson	Pamela Millsap
Physical Plant Building	Reed Richard	Anthony Thompson	Mary Wickland
Press Building	Michelle Watkins	Sheila Guillot	Melissa Armentor
Ruby Fuller Building	Lona Alexander-Mitchell	Trenida Lewis	Pamela Millsap
Small Business Development Center	Dana Esquivel	Sandra Louis	Pamela Millsap

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<b>Building</b>	<b>Coordinator</b>	<b>Alternate</b>	<b>Dean/VP</b>
Student Center 1 <sup>st</sup> – 3 <sup>rd</sup> Floors	Tessie Bradford	Chris Bauer	Tessie Bradford
Student Center, 4 <sup>th</sup> Floor	Michelle Askew	James Cammack	Pamela Millsap
Student Success Center	Dayna Hyatt	TBD	Tessie Bradford
UITC, Faculty Offices	Diana Crutchfield	Sheila Guillot	Melissa Armentor
UITC, Room 102	Diana Crutchfield	Sheila Guillot	Melissa Armentor
UITC, Drafting Lab	Brent Campbell	Sheila Guillot	Melissa Armentor
UITC, HVAC Lab	Morgan Chaddick	Sheila Guillot	Melissa Armentor
UITC, INTC & PTAC Lab	George Bohn	Jim Powell	Sheila Guillot
Vuylsteke Home	Reed Richard	Anthony Thompson	Mary Wickland

Building Coordinators are responsible for the following building preparations:

#### **ALLIED HEALTH BUILDING and ALLIED HEALTH ANNEX**

- Unplug and loosely bag all computers and sensitive electronic/medical equipment.
- Secure water sensitive equipment off the floor.
- Disconnect or unplug electrical appliances and equipment.
- Cover beds with plastic.
- Empty the refrigerator and freezer and prop the door open.

#### **AUTOMOTIVE BUILDING**

- Secure rollup doors and lock.

#### **BUSINESS OFFICE**

- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Important files and papers on the floor should be raised and covered.
- Secure and lock doors.

### **CARL PARKER MULTI-PURPOSE CENTER**

---

- Unplug and loosely bag all computers.
- Unplug all equipment and exercise equipment.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.

### **COMMERCIAL DRIVING EDUCATION AND EXAMINATION CENTER**

---

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical appliances and equipment.
- Secure and lock roll up doors.
- Empty the refrigerator and freezer and prop the door open.
- Secure gated entry and lock.

### **COSMETOLOGY BUILDING and ANNEX**

---

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Secure water sensitive equipment off the floor as practical.
- Cover student stations and chairs with plastic as practical.
- Advise students to remove all personal items.
- Disconnect or unplug all electrical appliances, hair dryers, and facial equipment, etc.
- Secure chemicals in properly locked storage cabinets or rooms.

### **EDUCATION BUILDING**

---

- Unplug and loosely bag all computers and sensitive electronic equipment or scientific equipment.
- Unplug all equipment.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Secure chemicals properly in locked storage cabinets or rooms.

### **EDUCATION BUILDING II**

---

- Unplug and loosely bag all computers and sensitive electronic equipment or scientific equipment.
- Secure water sensitive equipment off the floor.
- Unplug all equipment.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.



### **FACULTY OFFICE PAVILION**

---

- Lock all doors.

### **FLOAT BARN**

---

- Secure all items that can be damaged by water on pallets off the floor.
- Secure and lock roll up door

### **RUBY FULLER BUILDING**

---

- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.

### **GATES MEMORIAL LIBRARY and LIBRARY COMPUTER LAB**

---

- Unplug and loosely bag all computers.
- Protect special collections.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.

### **GROUNDS MAINTENANCE**

---

- Secure all items that can be damaged by water on pallets off the floor.
- Empty the refrigerator and freezer and prop the door open.
- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Top off all vehicles with fuel.
- Secure and lock roll up doors.
- Turn in radios to Physical Plant office.

### **INDUSTRY TRAINING FACILITY (ARMORY)**

---

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Empty the refrigerator and freezer and prop the door open.
- Secure water sensitive equipment off the floor.
- Disconnect or unplug electrical appliances and equipment.
- Secure gas cylinders in vault.

### **MADISON MONROE EDUCATION BUILDING**

---

- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.

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- Empty the refrigerator and freezer and prop the door open.
- Turn in radios to security.

### **MUSIC HALL**

---

- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Secure and lock roll up door.

### **PERFORMING ARTS CENTER, ART STUDIO**

---

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical appliances and equipment.
- Cover art supplies and equipment.
- Secure water sensitive equipment off the floor as practical.

### **PERFORMING ARTS CENTER, MUSIC**

---

- Unplug and loosely bag all computers.
- Empty the refrigerator and freezer and prop the door open.
- Disconnect or unplug electrical appliances and equipment.
- Cover sensitive sound equipment.
- Cover pianos and musical instruments.

### **PERFORMING ARTS CENTER, THEATER & DRAMA AREAS**

---

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Cover sensitive sound equipment.
- Cover pianos and musical instruments.
- Secure water sensitive equipment off the floor as practical.
- Secure and lock rollup door.

### **PHYSICAL PLANT BUILDING**

---

- Secure all items that can be damaged by water on pallets off the floor.
- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Top off all vehicles with fuel.
- Secure and lock roll up doors.

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## **PRESS BUILDING**

---

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical smallware appliances and equipment.
- Empty small refrigerators and prop the door open.
- Important files and papers on the floor should be raised and covered.

## **INDUSTRY TRAINING FACILITY**

---

- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Secure water sensitive equipment off the floor as practical.

## **SMALL BUSINESS DEVELOPMENT CENTER**

---

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Secure water sensitive equipment off the floor.
- Empty the refrigerator and prop the door open.

## **STUDENT CENTER 1<sup>st</sup> – 3<sup>rd</sup> Floors**

---

- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Collect and inventory all security radios.

## **STUDENT CENTER, 4th Floor**

---

- Advise faculty to unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical appliances and equipment.
- Secure water sensitive equipment off the floor.
- Empty the refrigerator and freezer and prop the door open.
- Cover and unplug copier and office equipment in the workroom.

## **STUDENT SUCCESS CENTER**

---

- Unplug and loosely bag all computers.
- Cover and unplug copier and office equipment in the workroom.
- Disconnect or unplug electrical appliances and equipment.

- Empty the refrigerator and freezer and prop the door open.
- Important files and papers should be raised and covered.

#### **UMPHREY INDUSTRIAL TECHNOLOGY CENTER**

---

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Cover and unplug copier and office equipment in the workroom.
- Disconnect or unplug electrical appliances and equipment.
- Secure water sensitive equipment off the floor.
- Secure tools in locked storage area.
- Secure and lock rollup doors.
- Turn off power to air compressors and other electrical equipment.
- Empty the refrigerator and freezer and prop the door open.

#### **VUYLSTEKE HOME**

---

- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.

<b>First</b>	<b>Last</b>	<b>Title</b>	<b>Organization</b>	<b>Governmental Entity</b>	<b>Phone</b>	<b>Cell</b>
Robert	Grimm	Coordinator	Jefferson County Emergency Management	Jefferson County	(409) 835-8757	(409) 651-0360
Jeff	Phillips	Deputy Coordinator	Jefferson County Emergency Management	Jefferson County	(409) 835-8757	(409) 626-4984
Melissa	Armentor	Dean of Academic and Technical Programs	LSCPA		(409) 984-6239	(409) 504-3944
Dorothy	Beard	Director of Safety	LSCPA		(409) 984-6255	(409) 460-3020
Tessie	Bradford	Dean of Student Services	LSCPA		(409) 984-6156	(409) 234-2288
Kash	Cox	Assistant Vice President for Information Technology (Shared Services)	LSCPA		(409) 984-6393	(409) 937-6099
Gerry	Dickert	Director of Public Information	LSCPA		(409) 984-6342	(409) 460-8096
Amberr	Melo	Executive Director of Procurement (Shared Services)	LSCPA		(409)984-6117	(936) 462-0890
Pamela	Millsap	Vice President for Academic Affairs	LSCPA		(409) 984-6211	(281) 221-4827
Leanna	Odom	Vice President for Business (Shared Services)	LSCPA		(409) 984-6129	(409) 960-9753
Gary	Rash	Executive Director of Campus Safety (Shared Services)	LSCPA		(409) 984-4921	(409) 749-9144
Betty	Reynard	President	LSCPA		(409) 984-6100	(409) 782-5201
Reed	Richard	Director of Physical Plant	LSCPA		(409) 984-6252	(409) 460-2152
Scott	Street	Director of Athletics	LSCPA		(409) 984-6292	(409) 853-6928
Mary	Wickland	Executive Vice President for Finance and Operations (Shared Services)	LSCPA		(409) 984-6125	(409) 656-0457
Houston	Jeremey	Coordinator	Port Arthur Emergency Management	Chief of Police, Port Arthur Police Department	(409) 983-8611	(409) 540-6512
Havens	Robert	Deputy Coordinator	Port Arthur Emergency Management	Deputy Chief of Police, Port Arthur Police Department	(409) 983-8737	(409) 344-1021

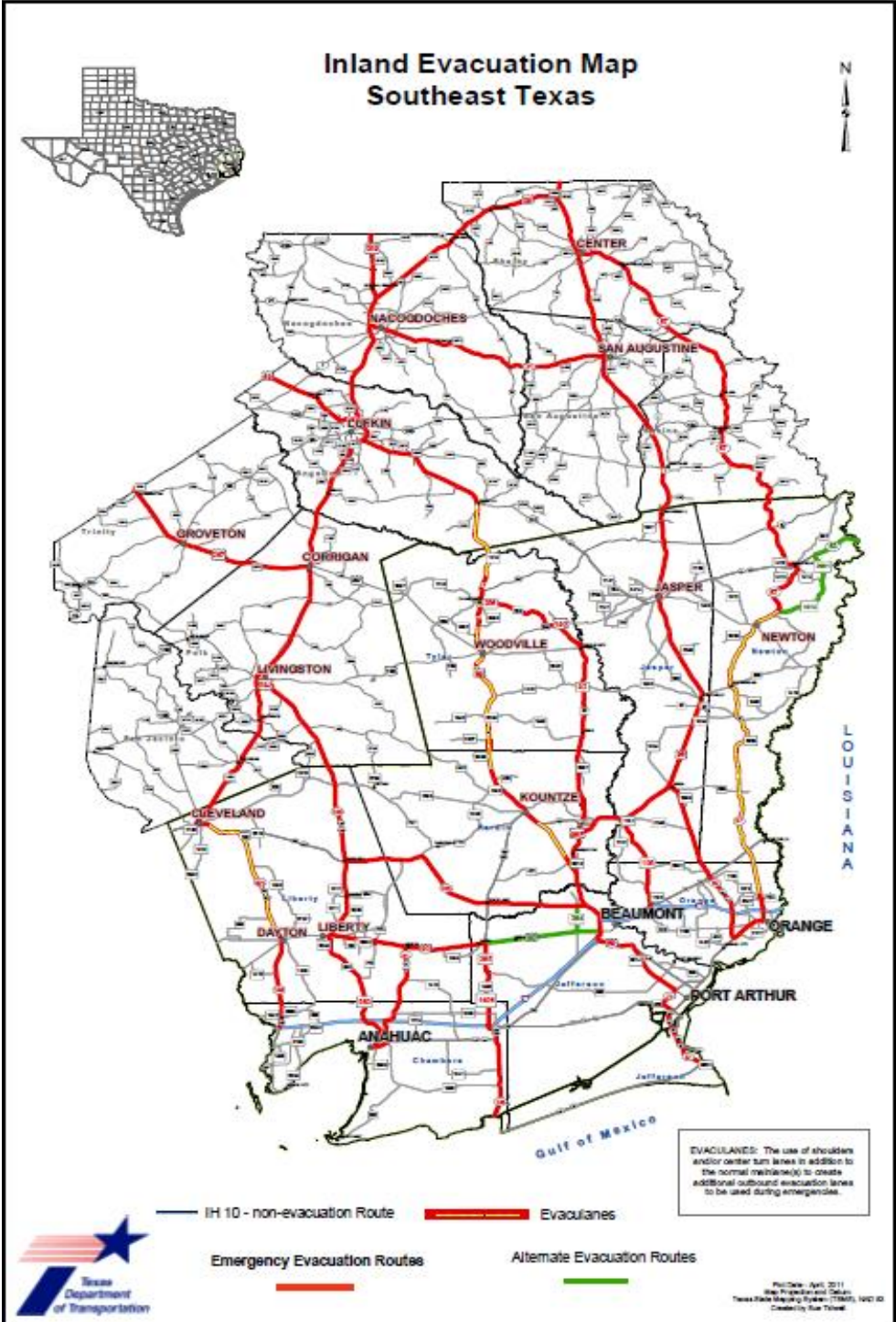
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# CAMPUS MAP



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# EVACUATION ROUTES-REGIONAL MAP



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