

MULTI-HAZARD EMERGENCY OPERATIONS PLAN



**SOUTH TEXAS
COLLEGE**

TABLE OF CONTENTS

PROMULGATION STATEMENT	2
APPROVAL FOR IMPLEMENTATION	2
OVERVIEW	2
PLANNING APPROACH	2
PURPOSE OF THE PLAN	3
EXPLANATION OF TERMS	4
ACRONYMS	5
OBJECTIVES AND GOALS	6
CONCEPT OF OPERATIONS	6
LINE OF COMMUNICATION AND SUCCESSION	6
CRISIS MANAGEMENT TEAM	7
CRISIS MANAGEMENT TEAM RESPONSIBILITIES	8
INCIDENT COMMAND TEAM	9
PLAN DEVELOPMENT, REVIEW AND MAINTENANCE	9
LEVELS OF EMERGENCY AND RESPONSE	10
EMERGENCY PLAN ACTIVATION	12
AUTHORITIES AND REFERENCES	12
FORMAL AGREEMENTS	13
COLLEGE PROFILE	13
HAZARD IDENTIFICATION	13
HAZARDS PROFILE AND ASSESSMENT	13
PREVENTIVE AND MITIGATION MEASURES	13
EMPLOYEE AND STUDENT RESPONSIBILITY	13
PREPAREDNESS	14
COMMUNICATIONS	15
EMERGENCY PUBLIC INFORMATION	15
EVACUATION RESPONSIBILITIES	16
SPECIAL POPULATIONS	16
SAFETY COMMITTEE	16
SOUTH TEXAS COLLEGE BEHAVIORAL INTERVENTION TEAM	16
SAFETY & SECURITY AUDIT	17
EMERGENCY CONTACT NUMBERS	17
RESPONSIBILITIES OF CMT, ICT AND OTHER RESPONDERS	17
SPECIFIC EMERGENCY PROCEDURES	19
RECORDKEEPING	27
RECORD OF CHANGES	27
APPENDIX A: HURRICANE, TORNADO & SEVERE WEATHER PROCEDURES	29
APPENDIX B: BOMB THREAT CHECKLIST	46
APPENDIX C: HURRICANE DISASTER PREPAREDNESS PAY PROCEDURES	47
APPENDIX D: CONTINUITY OF OPERATIONS PLAN (COOP)	49
APPENDIX E: PANDEMIC OPERATIONS RESPONSE PLAN	63
APPENDIX F: ACTIVE THREAT ANNEX	64
APPENDIX G: ACTIVE SHOOTER APPENDIX	78

PROMULGATION STATEMENT

South Texas College has developed a Multi-Hazard Emergency Operations Plan that will enhance its emergency response capability. It is designed to promote the coordination of district wide and site-specific emergency services and the use of available resources to minimize the effects of a major disaster (natural or otherwise) on life and property of the schools, faculty, staff, and students of South Texas College. It also incorporates the principles and processes of the National Incident Management System (NIMS) and the Incident Command System (ICS) and was developed using the guidance from the Comprehensive Planning Guide (CPG) 101 ver. 2 from the Federal Emergency Management Agency.

This plan, when used properly and updated annually, can assist local government officials in responding to and recovering from the effects of natural and man-made disasters.

APPROVAL FOR IMPLEMENTATION

This plan, when used properly and updated annually, can assist local government officials in responding to and recovering from the effects of natural and man-made disasters. This plan and its' provisions will become official when it has been signed and dated below by the concurring government officials.

Approved: _____ Date: _____

Chief Ruben Suarez, Chief of Police, South Texas College

Concurred: _____ Date: _____

School Safety and Security Chair or Designee

OVERVIEW

South Texas College was created as a community college on September 1, 1993 by Texas Senate Bill 251 to serve Hidalgo and Starr Counties. It is the only community college in Texas to be established by the Texas State Legislature. The college has expanded to 5 campuses located in two Texas counties and three cities and currently serves more than 30,000 students with faculty and staff exceeding 2,000.

PLANNING APPROACH

South Texas College adheres to the precepts of the National Incident Management System (NIMS) and the Incident Command System (ICS). In addition to an integrated approach to planning, this Multi-Hazard Emergency Operations Plan is based on the framework of the four interconnected phases of emergency management: Prevention / Mitigation, Preparedness, Response, and Recovery:

Prevention/Mitigation - Intended to eliminate hazards where possible and if not, reduce the impact of hazards that would cause an emergency situation.

Preparedness - To develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Each department of the college is responsible for the development of plans and procedures to assist in the overall implementation and maintenance of the college-wide emergency plan. Among the preparedness activities included in the emergency management program are:

- Emergency planning, including maintaining this plan

- Conducting or arranging appropriate training for emergency responders, emergency management personnel, and others who assist in carrying out this plan during emergencies
- Participation in Emergency Response Training conducted periodically by the Director of Security which will mandate drills, table top exercises and virtual drills where the primary focus be Building Evacuation involving different emergency scenarios and situations.

Response – to an emergency is intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, as well as other associated functions.

Recovery – involves short-term and long-term efforts. The South Texas College Crisis Management Team is the policy group that will provide general guidance to the South Texas College Incident Command Team. Short-term operations seek to restore vital services to the college community and provide for the basic needs of student, faculty and staff. Long-term recovery focuses on restoring the college to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and government and other public institutions.

PURPOSE OF THE PLAN

The purpose of the Multi-Hazard Emergency Operations Plan is to describe the coordinated response and recovery to a range of natural and man-made occurrences with the potential to disrupt normal operations of the College and threaten the safety of students, faculty, and staff. This plan contains 4 short and long-term strategies for implementing multi-hazard integrated management:

- Identify opportunities for enhancing coordination and communication within the college, as well as with state / local agencies and industry partners
- Provide training, education, and outreach to enhance core competencies for safety, security, and emergency preparedness throughout the college
- Promote continuous improvement in safety, security, and emergency preparedness
- Develop and implement continuous improvement and innovation goals for the management of existing and future programs and projects through data collection, analysis and coordinated program reviews

These strategies are grounded in the multi-hazard management approach to safety and security throughout South Texas College. In this approach, programs and projects are integrated (meaning regular communication and coordination of common concerns, strategies, and effective practices for all safety, security, and emergency management activities to ensure that improvements in one area do not duplicate or diminish functionalities in another area).

For South Texas College, severe weather hazards pose the most probable threat of emergency conditions. Using this as a basis for planning, the following assumptions are incorporated into this plan:

- The majority of students and employees have cell phones that can be used for emergency notification
- An emergency may occur any time of the day or night, weekend or holiday, with little or no warning
- The succession of events in an emergency is unpredictable; therefore, the Multi-Hazard Emergency Operations Plan serves as a guide which may require modifications in order to meet the requirements of the emergency

- Critical lifeline utilities may be interrupted, including water delivery, electrical power, telephone communications, radio systems, cellular phones, and information systems
- Regional and local services may not be available
- Major roads, overpasses, bridges, and local streets may be damaged
- Buildings and structures, including homes, may be damaged
- Structural damage may cause injuries and displacement of people
- Suppliers may not be able to deliver materials
- Contact with families and households in the college community may be interrupted
- Individuals may become stranded at the College and conditions may be unsafe to travel
- A disaster that affects the college will likely affect the surrounding community; therefore, city, county, and federal emergency services may not be available
- The college will not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of on-site resources and management of emergency operations while emergency conditions exist
- Communication and exchange of information will be one of the highest priorities for the South Texas College Crisis Management Team and the South Texas College Incident Command Team
- In the event of an emergency, communications between campuses may be impaired or lost; The STC Crisis Management Team will establish a designated emergency operations center (EOC)

EXPLANATION OF TERMS

CRISIS MANAGEMENT TEAM (CMT)

A designated team of administrators of the college that makes policy decisions in responding to a crisis at the college.

INCIDENT COMMAND TEAM (ICT)

A designated team of college employees who apply their expertise in specific college functions to responding to crisis situations.

EMERGENCY OPERATIONS CENTER (EOC)

A location designated near an incident where command and control of the incident takes place.

PUBLIC INFORMATION OFFICER (PIO)

A designated representative of the college who disseminates accurate information to the public during emergency situations.

HAZARDOUS MATERIAL (HAZMAT)

A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence.

INTER-LOCAL AGREEMENTS

Arrangements, including memorandums of understanding between South Texas College and governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation.

STANDARD OPERATING PROCEDURES (SOP)

Approved methods for accomplishing a task or set of tasks.

EMERGENCY SITUATION

As used in this plan, this term is intended to describe a range of situations, from a minor emergency to a major disaster.

ACRONYMS

The following is a representative list of acronyms for titles, organizations, functions, teams, committees, and materials that may be encountered during an incident or in responding to an incident at South Texas College:

ARC	American Red Cross
BIT	Behavioral Intervention Team
BR	Building Responder
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
SC	An administrator overseeing one of South Texas College campuses
DOS	Director of Security
EHS	Environmental Health and Safety
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Administration
IC	Incident Commander
ICS	Incident Command System
LLEA	Local Law Enforcement Agency
NIMS	National Incident Management System
NRC	National Response Center
NRT	National Response Team
NWS	National Weather Service
OSHA	Occupational Health and Safety Administration
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
SOP	Standard Operating Procedures
TAT	Threat Assessment Team

OBJECTIVES AND GOALS

The goals of the South Texas College Multi-Hazard Emergency Operations Plan are as follows:

- To provide maximum safety and protection for students, faculty, staff, and visitors
- To ensure that all individuals requiring medical attention in an emergency situation are attended to promptly and efficiently
- To provide a chain of command to enable maximum use of resources, within South Texas College and local community, and business partners
- To maintain or restore essential services as quickly as possible following an emergency incident or disaster
- To protect property, facilities, and equipment

CONCEPT OF OPERATIONS

The South Texas College Multi-Hazard Emergency Operations Plan is designed to provide a framework and guidance for a coordinated response to minor emergencies, major emergencies, and disasters. The plan is an “all-hazards” document containing concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster, and it is not designed to address unique conditions that result from a particular hazard or event. The plan does, however, provide a framework within which emergency operations staff and other relevant college staff work together in responding to an emergency and provides for the critical functions and roles during a disaster response. The plan is based on the Incident Command System (ICS), a management structure adopted throughout the U.S. and international communities and the National Incident Management System (NIMS).

LINE OF COMMUNICATION AND SUCCESSION

For emergencies requiring a college response, staff members will follow NIMS Incident Command protocol. The Incident Command Team Commander is in charge of the response and staff report to the Incident Commander for the duration of the response. The Incident Commander is the South Texas College Chief of Police. If the Chief of Police is not able to act in this capacity, the designated alternate will fill the position. When incidents require first responders, a unified command structure led by the first responders will be formed. The South Texas College Incident Commander will transfer command to the Unified Command. When the incident response is concluded, command will be transferred back to the South Texas College Incident Commander.

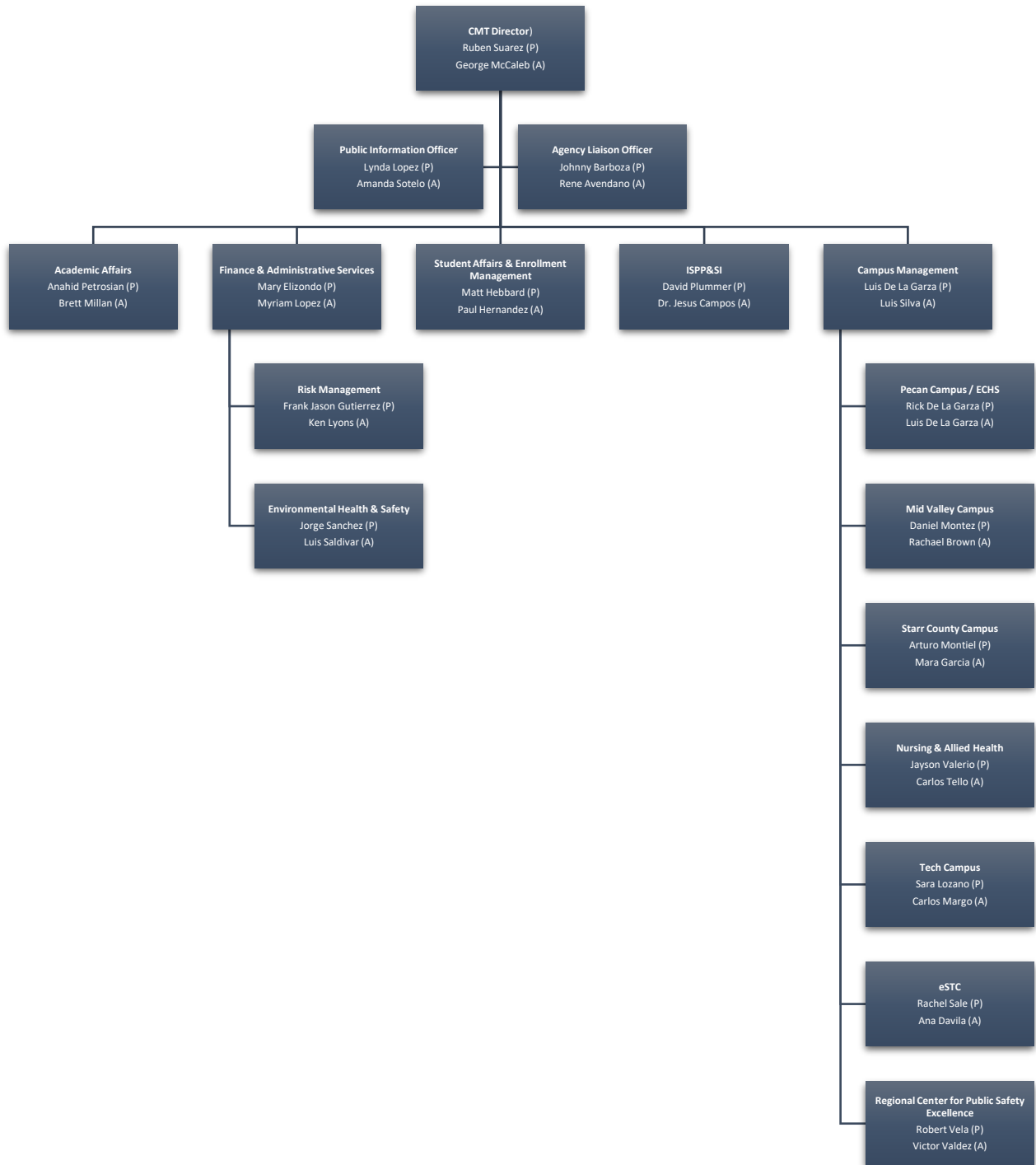
The line of succession for the South Texas College Incident Command Team is designated by the South Texas College Crisis Management Team and is as follows:

- Chief of Police (Ruben Suarez)
- Director of Facilities Operations & Maintenance (George McCaleb)

The lines of succession for each department will be in accordance with the SOPs established by those departments.

CRISIS MANAGEMENT TEAM

The South Texas College Crisis Management Team (CMT) is composed of administrators who review the crisis and make decisions on the necessary immediate response including closing the College.



(P) – Primary
(A) – Alternate

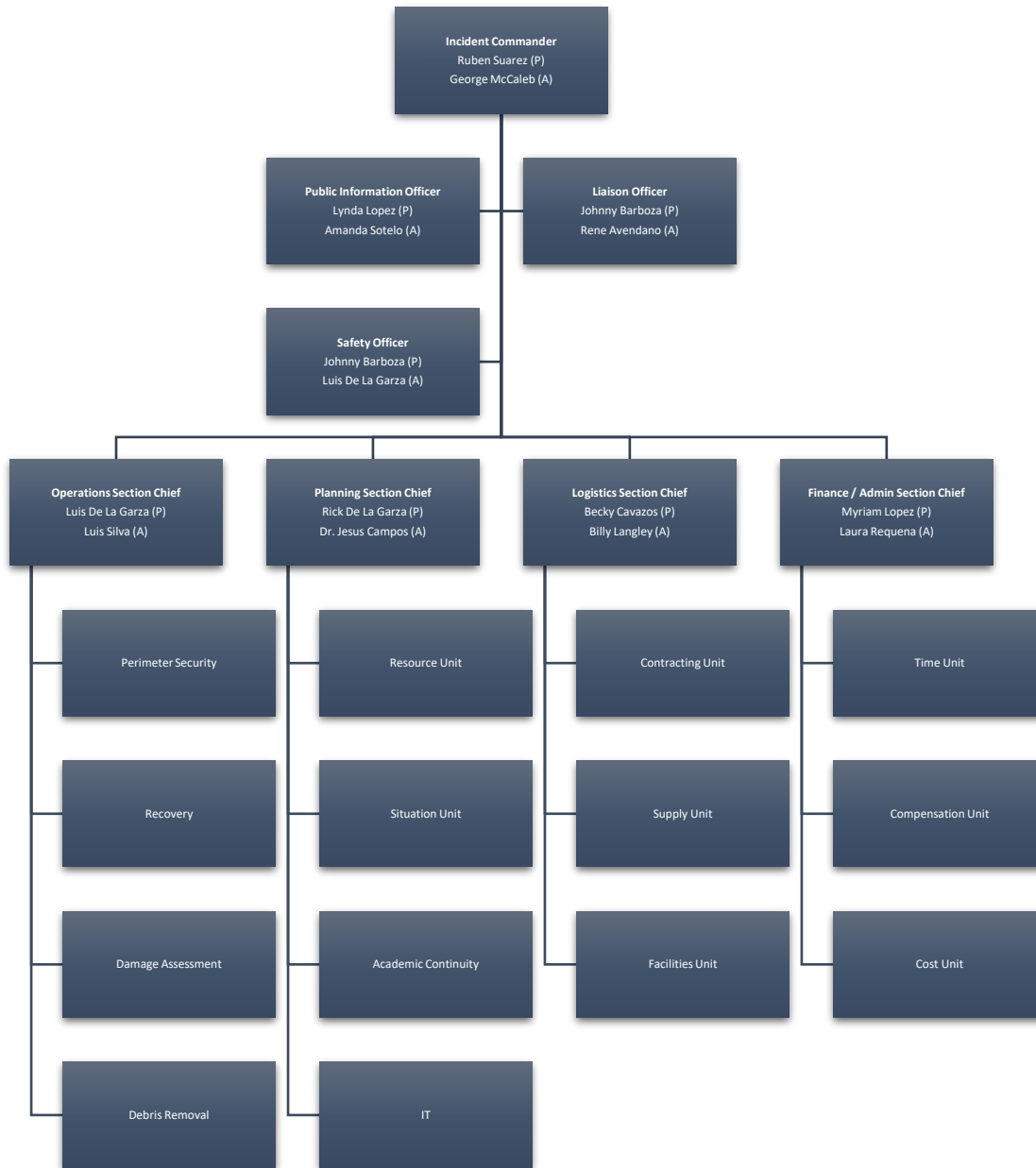
CRISIS MANAGEMENT TEAM RESPONSIBILITIES

The general responsibilities of the CMT are to:

- Assemble accurate information on the emergency situation and current resource data
- Determine and prioritize required response actions and coordinate implementation, working with representatives of emergency services
- Provide resource support for emergency operations
- Suspend or curtail services, or recommend the closure of campuses and the cancellation of public events
- Organize and activate large-scale evacuation and mass care operations
- Provide emergency information to students, faculty, and staff

INCIDENT COMMAND TEAM

The South Texas College Incident Command Team (ICT) is activated when the crisis appears to be ongoing and there is a need to repair or replace facilities, obtain temporary facilities, and/or replace human resources.



PLAN DEVELOPMENT, REVIEW, AND MAINTENANCE

The South Texas College Multi-Hazard Emergency Operations Plan will be reviewed annually and revised as appropriate and necessary. The Risk Manager (in conjunction with the Chief of Police and Director of Facilities Operations & Maintenance) is responsible for plan changes, updates, and revisions and will ensure that plan changes are communicated and distributed appropriately.

Interim revisions will be made when one of the following occurs:

- A change in a college site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan
- A material change in response resources
- An incident occurs that requires a review
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan
- Other changes deemed significant

LEVELS OF EMERGENCY AND RESPONSE

South Texas College defines and classifies emergencies using a three-level system. Each classification or level of emergency has a corresponding level of response, according to increasing severity. The severity of an incident will be identified by the Incident Commander or the first qualified individual to arrive at the scene of the incident. The severity level of the incident may increase or decrease during response activities, requiring the level of response to be adjusted. The severity of an incident is determined by the threat to the safety of the college community and property, as well as the ability of the college to manage the incident.

Level 1 Emergency	Level 1 Response
<p>A minor emergency situation that is limited in scope and potential effects that involves:</p> <ul style="list-style-type: none"> • A limited area and/or limited population • An evacuation or in-place sheltering, typically limited to the immediate area • The provision of warnings and public instructions in the immediate area • Incident management by one or two local response agencies or departments acting under the IC, with requests for resource support being handled through agency and / or departmental channels and limited external assistance from other local response agencies or contractors 	<p>Level 1 incidents / events are the least severe of the three levels of emergencies. Normal college response services will be able to deal with the incident / emergency without activation of an EOC. The incident may involve minor injury to members of a college or campus community and minor damage to district facilities, and affect a single localized area.</p>

Level 2 Emergency	Level 2 Response
<p>A major emergency situation that is larger in scope and more severe in terms of actual or potential effects than a Level 1 Emergency. Characteristics of a Level 2 Emergency include:</p> <ul style="list-style-type: none"> • A large area, significant population, or important facilities • The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations • College wide warning and public instructions • A multi-agency response operating under the IC • External assistance from other local response agencies, contractors, and limited assistance from state or federal agencies • Activation of the ICT and EOC to provide general guidance and direction, coordinate external support, and provide resource support for the incident. 	<p>Level 2 incidents / events require activation of the EOC. Coordination between several college departments will be required for an effective response to the incident. The incident may result in major damage to college facilities or severe injury to members of the campus community. A Level 2 incident may affect one or more areas of the college campuses.</p>

Level 3 Emergency	Level 3 Response
<p>A disaster involving the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the college and local government to handle with its resources. A Level 3 Emergency involves:</p> <ul style="list-style-type: none"> • A large area, sizable population, and/or important facilities • The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations • Community-wide warning and public instructions • Response by multiple local response agencies operating under one or more IC(s) • Significant external assistance from other local response agencies, contractors, and extensive state or federal assistance • Activation of the ICT and EOC to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations 	<p>Level 3 incidents are those in which disaster conditions are present. Response will require activation of numerous EOCs and activation of the ICT. A Level 3 incident may result in major damage to several district facilities, mass casualties, and severe injury to members of the college community. The incident will not be localized to a single area and may affect the entire college. The district may need to request assistance from several external support teams at the local, state, and federal level in order to properly respond to the incident.</p>

EMERGENCY PLAN ACTIVATION

An emergency is an unplanned event or incident that can shut down operations, cause physical or environmental damage, cause significant injury or death to employees, students, visitors, or the public, or threaten the public image of South Texas College. Emergency management is the process of preparing for, mitigating, responding to, and recovering from an emergency. The South Texas College Multi-Hazard Emergency Operations Plan is the cornerstone of this process and provides for a coordinated response and a clear line of command. The following will trigger implementation of this emergency operations plan:

- Decision by the College President and VP-ISPP&SI, VP-FAS, Chief of Police, Director of Facilities Operations & Maintenance, and Crisis Management Team

Should an emergency occur requiring the activation of this emergency plan, the CMT will meet to assess the situation and an EOC may be established. If the incident requires an immediate response, the South Texas College Incident Commander will begin the response prior to the activation of the emergency plan.

Communication concerning the activation of the emergency plan, the establishment of the EOC, and pertinent ongoing messages concerning the emergency will be sent through the South Texas College RAVE Emergency Alert system to inform employees and students in the affected areas. The communication will include instructions for action.

AUTHORITIES AND REFERENCES

The following laws and other source documents establish the legal basis for the Multi-Hazard Emergency Operations Plan responsibilities of South Texas College.

Federal

- Robert T. Stafford Disaster Relief & Emergency Assistance Act (as amended), 42 USC§ 5121
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Emergency Management and Assistance, 44 CFR
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Act 2002
- Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
- Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- National Incident Management System
- National Response Framework
- National Strategy for Homeland Security, July 2002
- Nuclear/Radiological Incident Annex of the National Response Plan
- Higher Education Opportunity Act (Public Law 110-315)
- Dear Colleague Letter, USDE Title IX

State of Texas

- State of Texas Emergency Management Plan (Rev 5/12)
- Texas Education Code, Chapter 37, Sec. 37.108. Multihazard Emergency Operations Plan; Safety and Security Audit

Hidalgo County

- Hidalgo County Emergency Management Plan

Starr County

- Starr County Emergency Management Plan References
- Federal Response Plan (FRP), April 1992
- FEMA SLG 101, "State and Local Guide for All-Hazard Emergency Operations Planning"
- National Response Team (NRT) 1 and 1A, 1988
- FEMA 10, A Planning Guide and Checklist for Hazardous Materials Contingency Plans
- Action Guide for Emergency Management at Institutions of Higher Education, 2010
- Hidalgo County Emergency Management Plan
- Starr County Emergency Management Plan

FORMAL AGREEMENTS

South Texas College currently has Memorandum of Understandings (MOU) with McAllen, Pharr, Weslaco and Rio Grande City Police Departments. MOU clarifies jurisdiction and defines police powers by South Texas College Department of Public Safety and Police Departments where property is owned, leased, rented, or otherwise under the control of South Texas College. MOU also defines if STC requests for assistance, primary jurisdiction, and requirements by Federal Clergy Act Compliance.

COLLEGE PROFILE

South Texas College is comprised of 5 campuses, Pecan Plaza and the Regional Center for Public & Safety Excellence. Each satellite campus has a site coordinator responsible for the immediate response to a crisis situation. Each building on college campuses has assigned building responders who react to emergencies in buildings and guide emergency responders to the location of the emergency.

HAZARD IDENTIFICATION

As part of the Security and Risk Assessment Process, college departments have identified potential hazards that may pose a threat to students, faculty, staff, and visitors. These potential hazards have been documented through a process of survey and information gathering as well as on-site observation and analysis. Each department maintains its own analysis.

HAZARDS PROFILE AND ASSESSMENT

South Texas College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying college, public, and / or private property. The college has identified the potential hazards and, for each hazard, identified the probability of occurrence, the estimated impact on public health and safety, and the estimated impact on property and environment.

PREVENTIVE AND MITIGATION MEASURES

As part of the college Security and Risk Assessment process, preventive and mitigation measures deemed necessary to reduce the possibility of threat have been identified. In addition, following any crisis, the college will evaluate the incident and response to determine if additional preventive and mitigation measures need to be implemented.

EMPLOYEE AND STUDENT RESPONSIBILITY

Every South Texas College employee and student plays a role in a campus emergency. All students, staff, and faculty are expected to be familiar with emergency procedures identified in the Multi-Hazard Emergency Operations Plan. Emergency response training is conducted periodically by the South Texas College Chief of Police.

PREPAREDNESS

Participating in Emergency Response Training

Emergency Management Training:

- a) Training will vary depending on the specific department depending on the role and function in the Multi-Hazard Emergency Operations Plan (MHEOP).
- b) Individuals may require additional training in areas such as ICS/NIMS, CPR/AED, first aid, evaluating a threat such as active shooter.
- c) All the South Texas College campus community will have a role or duty in the event of an emergency. All staff should receive training as they need to be prepared to assist during an emergency incident.
- d) Trainings are held at different times throughout the year in both a virtual and in-person setting throughout the campus. They include various topics promoting safety and awareness to the South Texas College campus community.
- e) These trainings are conducted at faculty/student orientations, professional development conferences and through virtual learning.

Trainings:

- a) Active Shooter Response ALERRT: Training specifically targeted for how to react to an active shooter event. This includes all aspects of an active shooter scenario and how to respond both on the law enforcement level and student response.
- b) Traumatic Wounds: Practical application training focused on how to respond to traumatic life-threatening wounds. This training includes application of tourniquet, pressure bandages and other methods that can stop severe bleeding.
- c) First Aid/CPR: Practical application training focused on basic first aid and triage and CPR procedures for both infant and adult.
- d) Crisis Intervention: This training focuses on immediate short-term emergency response to mental, emotional, physical, and behavioral distress.
- e) Threat Assessment: This training is conducted to focus on the evaluation and assessment of the intentions of people who could pose a threat to the campus community.
- f) Staff Emergency Response: Specific skill trainings for staff building responders to evaluate and identify skills which would help in evacuation and reunification of campus community in the event of an emergency.
- g) Evacuation Procedures: Skills focused training conducted in conjunction with building evacuation drills involving different scenarios.
- h) Student/Faculty Safety: Training focuses on preventive measures for individuals on and off campus.
- i) Prevention of Illness and disease: Trainings and literature provide training for individuals to take necessary self-prevention measures to stop the spread of harmful illnesses or diseases such as meningitis, hepatitis and COVID-19.

- j) Simulator Active Shooter Training: Computer simulated training for staff on different types of scenarios.
- k) FEMA/NIMS: Training conducted by Federal Emergency Management Agency on incident command structure and its implementation. Included in this is the National Incident Management System model for the incident command system. In accordance with the U. S Department of Education certain key personnel are required to complete the six courses of the Incident Command System
 - IS-100
 - IS-700
 - IS-200
 - IS-800
 - IS-300
 - ICS-400

Conduct of Training: South Texas College evaluates its training protocols by conducting drills on a regular basis throughout the calendar year. These drills are a set of procedures that test a specific operation, function and goal. These drills focus on different scenarios such as fire or chemical evacuation. Table top exercises are incorporated as part of the training procedures. Drills are evaluated through after action reports to correct deficiencies and gaps. This will help improve plans, tactics and procedures for the MHEOP.

COMMUNICATIONS

Rapid and timely communication of information to the CMT during emergency situations is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents. The South Texas College RAVE Alert system is the primary means of communication to all members of the college community in the event of an emergency. This system is activated by the Chief of Police or designee.

Through the South Texas College RAVE Emergency Alert system, students, faculty, and staff receive emergency alerts via cell phone, office phone, voice message, text messages, and email messages. This alert system is tested for proper functionality at least twice a year. It is the responsibility of each college employee to be familiar with these means of communication. Employees must also ensure that their personal contact information and the contact information of their subordinates is up to date and accurate.

Up-to-date information regarding the status of emergencies is available on the college Web page. During and following emergency situations, necessary information will be posted on the Web page as it becomes available, including information about campus closures and other information deemed appropriate.

South Texas College sends press releases and makes calls to contacts on a local media list.

Because of the transient nature of our population, the district depends a great deal on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.

EMERGENCY PUBLIC INFORMATION

Primary responsibility for emergency public information is assigned to the CMT public relations officer. Emergency tasks to be performed include the following:

- Identify the external communications systems available within the local area and determine the connectivity of these systems.
- Develop plans and procedures for coordinated use of the various communications systems available outside and within the college.
- Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations

EVACUATION RESPONSIBILITIES

Staff evacuation responsibilities are as follows:

Building Responder (BR) Responsibilities: The orderly evacuation of their assigned building, directing first responders to the emergency, and ensuring the overall safety of building employees and students.

Faculty Responsibilities: Inform the BRs of students who require evacuation assistance. Faculty members are responsible for ensuring that students who require evacuation assistance are provided with the proper guidance. It is the responsibility of all faculty members to point out their building emergency evacuation routes and emergency procedures to students at the beginning of each semester.

Staff Responsibilities: Upon activation of the building alarm, designated staff members are responsible for ensuring those occupants with special evacuation needs are aware of the alarm condition and respond appropriately.

SPECIAL POPULATIONS

Students, faculty, and staff with disabilities who need assistance exiting the building are asked to provide a copy of their schedule and / or office location to the Dean of Student Affairs. The Dean will in turn provide the Chief of Police a list of locations of people with disabilities.

COLLEGE SAFETY COMMITTEE

South Texas College maintains a College Safety Committee committed to efforts to prevent injury and illness and promote a safe and healthy campus environment. It is the intent of the Committee to advise and promote an environment that is safe from recognized hazards for employees, students, and visitors. The Committee convenes monthly and membership consists of representation from various departments throughout the institution. Information on the College Safety Committee members can be found on the [College's webpage](#).

SOUTH TEXAS COLLEGE BEHAVIORAL INTERVENTION TEAM

The South Texas College Behavioral Intervention Team serves as a resource to provide support, assistance, research, and policy review in regard to violence prevention on campus. Members of the team are from the following departments:

- Student Life
- Conflict Resolution
- Student Counseling
- Department of Public Safety
- Human Resources
- Faculty Representative

As a part of this plan, the South Texas College Behavioral Intervention Team is responsible for the following:

- Incorporating violence prevention strategies into related policies and/or procedures.
- Encouraging zero tolerance policy statements that reaffirm violence prevention strategies.
- Integrating existing campus programs and policies that deal with associated issues including workplace violence, suicide prevention, anti-bullying, stigma reduction, and sexual assault prevention.

SAFETY & SECURITY AUDIT

A safety and security audit is conducted, for all facilities, at least once every three years and a Safety and Security Audit Report is submitted to the President of the College.

EMERGENCY CONTACT NUMBERS

South Texas College Police Department <i>South Texas College Dispatch and Security Officers are on duty 24 hours a day, seven days a week. Dispatch must be notified immediately of any emergency.</i>	(956) 872-4444 911
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RESPONSIBILITIES OF CRISIS MANAGEMENT TEAM, INCIDENT COMMAND TEAM & OTHER RESPONDERS

A. CMT Director

1. Notification to the President of an emergency situation
2. Helps to determine the type and magnitude of the emergency
3. Responsible for the overall direction and coordination of the college emergency response
4. Works with the other CMT team members in assessing the emergency and preparing the college's specific response
5. Declares and ends the campus state of emergency
6. Conducts liaison activities with college departments and governmental agencies through designated team members
7. If necessary, will select an alternate location for the Emergency Operations Center (EOC)
8. Evaluates the extent of damage and determines where essential services and functions will be relocated
9. Provides for storage of vital records at an alternate site
10. Prepares and submits a report to the college president summarizing the emergency

B. Alternate CMT Director

1. Assisting in the coordination of CMT Activities
2. Assessing the initial reports of a crisis
3. Assisting in the decision with the Director to activate the CMT
4. Assisting in conducting CMT meetings
5. Identifying strategic issues for decision making and tasking
6. Responding to information requests
7. Coordinating support teams

C. Incident Command Team (ICT) Commander

1. Directing and controlling resources of the team
2. Developing incident response objectives

3. Managing incident response operations
4. Sets priorities for the incident response
5. Assigns deputies as necessary
6. Brief the CMT on response to incident
7. Ensures the safety of all personnel

D. Incident Command Team (ICT) Operations Section Chief

1. Provides equipment and personnel to shut down utilities and elevators
2. Sets up barricades if required
3. Assists with damage assessment
4. Clears debris and makes emergency repairs
5. Provides vehicles, equipment, and operators for movement of personnel and supplies
6. Furnishes emergency power and lighting systems
7. Surveys damage and relocates essential services and functions

E. Building Responders (BR)

1. Ensure an orderly evacuation of their assigned building
2. Directing first responders to the emergency
3. Ensure overall safety of building employees and students
4. Record status reports from Floor Leaders

F. Administrators and Managers / Supervisors

1. Emergency Preparedness
 - a. Know all means of exit from your work area. Know the locations of the stairways
 - b. Be aware of the location of evacuation chairs at stairways and how to use them
 - c. Know the location of the fire alarm pull stations
 - d. Know the locations of the fire extinguishers and how to use them
 - e. Distribute the South Texas College Emergency Reference Guide to employees in the office or department
 - f. Provide follow-up discussions or training as needed
 - g. Allow time for employees to be trained in emergency techniques such as fire extinguisher usage, first aid, and CPR
 - h. Evaluate the department or office area and report any potential safety hazards to South Texas College Department of Public Safety (956-872-4444)
 - i. Know where to locate each employee with a disability that does not allow them to utilize the stairs
2. Emergency Situations
 - a. Upon receiving notification of an emergency, pass the same information along to employees in the department or office
 - b. Initiate emergency procedures as outlined in this manual
 - c. During an evacuation, direct all staff in the department or office to exit the floor using the nearest stairs, not the elevators, and to immediately leave the building
 - d. When area is evacuated, exit the building in the same manner

G. Staff and Students

1. Emergency Preparedness

- a. Know all means of exit from your work area and locations of the stairways
 - b. Be prepared to follow Building Responder (BR) instructions
 - c. Know the locations of fire alarm pull stations
 - d. Know the locations of fire extinguishers and how to use them
2. Emergency Situations – Upon hearing the building alarm or the call for evacuation:
- a. Exit the office immediately in a quiet and orderly manner so that any announcements can be heard
 - b. If you encounter someone with a disability, offer your assistance and ask what kind of help the person needs
 - c. Do not use the elevators
 - d. Take the nearest stairs to the first floor. Exit the building immediately
 - e. Do not wait on the sidewalk adjacent to the building and do not return to the building unless instructed to do so by fire department

H. Additional instructions for people with disabilities

1. Emergency Preparedness - Staff with disabilities who need assistance exiting the building during an evacuation are instructed to:

- a. Inform Human Resources of your special needs. Your office location will be included on a List of Locations of People with Disabilities. That list will be given to the South Texas College Police Department. In the event of an evacuation, the South Texas College Police Department gives building responders a list to help them locate people with disabilities who need assistance exiting the building.
- b. Know the location of evacuation chairs so you can inform others who can help you
- c. Inform your Manager/Supervisor that you will need assistance exiting the building if there is an evacuation - ask your Manager/Supervisor to help you recruit one or two co-workers from your area to assist you if there is an emergency

2. Emergency Situations

- a. If needed, ask for assistance from your Manager / Supervisor and co-workers. Inform them of the specific assistance needed. If possible, exit using the stairs (obtain assistance in using evacuation chairs that are located at the stairways in every higher level floor).
- b. If unable to exit using the stairs, go to the middle staircase (located near the restrooms in the center corridor north of the elevators. Fire Department personnel will check near the middle staircase and then search the rest of the floor to locate and transport people who are unable to exit using the stairs.
- c. If the area is not smoke-free, move into the stairwell. Once it is clear of foot traffic, let the door close behind you. You may wait in the stairway for Fire Department personnel. The stairways provide additional protection from smoke and fire. Due to the size of the stairway landings, only the center stairwell is recommended if you use a wheelchair.
- d. Once you are out of the building, inform Security Officers
- e. Move across the street and do not wait on the sidewalk outside the building

SPECIFIC EMERGENCY PROCEDURES

A. Fire

1. If the fire appears small and you have been trained in the use of fire extinguishers, get a fire extinguisher and use the PASS method (Pull the pin, Aim the hose at the base of the fire,

Squeeze the handles together, Sweep the hose at the base of the fire). Do not take any unnecessary risk in doing this. If a fire extinguisher is not readily available or you feel the fire is too large follow the instructions below.

2. If you observe a fire that does not appear controllable:
 - a. Close, but do not lock, all doors to confine the fire
 - b. Activate the building alarm
 - c. Follow the evacuation procedures
 - d. Call South Texas College dispatch (956-872-4444) and provide the exact location of the fire
3. When you hear a fire alarm, evacuate the building
4. If you become trapped in the building during a fire, remain near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. If at all possible, place an article of clothing out a window where it can be seen by rescue teams
5. If your clothing catches fire, STOP, DROP, and ROLL. Immediately drop to the floor and roll repeatedly to extinguish the flames, holding your hands over your face to protect yourself
6. DO NOT USE THE ELEVATORS TO EVACUATE THE BUILDING

B. Illness and injury

1. Immediately call 911 and then South Texas College dispatch (956-872-4444). Give your name; describe the nature of the medical problem and the location of the victim. Keep the victim still and comfortable. Do not move the victim. Ask the victim what is wrong and remain with the victim until help arrives.
2. Staff members trained in First Aid and CPR should begin rescue procedures.
3. Those not trained in CPR can use "Hands Only CPR" recommended by the American Red Cross which consists of the following:
 - a. Immediately call 911 or send someone else to do so
 - b. Obtain or send someone to obtain an AED. Every building has one
 - c. Ask if anyone is trained in CPR
 - d. If no one is trained in CPR, use "Hands Only CPR"
 - e. Position yourself directly over the victim
 - f. Place the heel of one hand between the nipples on the chest
 - g. Place the other hand on top of the first hand
 - h. Push down ¼ inch into the center of the chest at the rate of 100 beats per minute
 - i. Continue until first responders arrive
4. All offices and departments are encouraged to have staff members who are trained in First Aid and CPR. Free training is available through the Department of Public Safety.

C. Criminal Activities

The safety and the security of the campus community is paramount. South Texas College is committed to providing a safe, secure, non-violent environment for all students, faculty, staff and visitors. South Texas College Campuses are located in the Municipalities of McAllen, Weslaco and Rio Grande City. Our campus community is asked to help make South Texas College a safe place. On occasion, criminal activity from local municipal jurisdictions may spillover into South Texas College property and jurisdiction. Be alert, Be safe and Be a good observer and witness. Report suspicious activity and do not place yourself at risk. Call the South Texas College Department of Public Safety (956-872-4444)

After becoming aware of a crime in progress, whether the crime being against property or a person, the Chief of Police will advise the CMT of the nature of the crime, steps that are being taken by the Department of Public Safety, and advise of any other actions taken in response to the incident in progress.

The Chief of Police will upon notification of a major crime in progress:

1. Dispatch police officers to the scene of the incident.
2. Coordinate and notify outside agencies and assist or request assistance if needed.
3. Notify CMT and
4. Conduct follow up investigation and disposition.
5. Issue Timely Warning Message or Emergency Notification Message.

D. Disturbances, Demonstrations and Protests

- a. Most demonstrations are peaceful and staff should attempt to carry on business as normally as possible. However, In the event of an unplanned event, the college will take the necessary actions to provide the highest degree of protection and maintain a positive learning environment. South Texas College Department of Public Safety (956-872-4444) should be notified of disturbances, demonstrations and protests that:
Interfere with normal operations of the college
- b. Prevent access to offices and classrooms
- c. Threaten physical harm to people or damage college property

E. Active Shooter(s)

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

If you hear shots fired on campus or if you witness an armed person shooting or threatening people (active shooter), immediately choose the best way to protect your life. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the “AVOID, DENY or DEFEND” protocol.

AVOID: Evacuate If Possible

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

DENY: Hide silently in as safe a place as possible

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person’s view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights.
- Silence phones and turn off other electronics.

- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
- Remain in place until you receive an “all clear” signal from RAVE.

DEFEND: Take action to disrupt or incapacitate the shooter

- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- Call 911 when it is safe to do so.

Immediately after an incident:

- Wait for Local Law Enforcement officers to assist you out of the building, if inside.
- When law enforcement arrives, students and employees must display empty hands with open palms.

Note:

- Understand that gunfire may sound artificial. Assume that any popping sound is gunfire.
- If there are two or more persons in the same place when a violent incident begins, you should spread out in the room to avoid offering the aggressor an easy target.
- Be mindful that violent attacks can involve any type of weapon, not just a gun. Knives, blunt objects, physical force or explosives can be just as deadly as a gun. The suggested actions provided here are applicable in any violent encounter.
- Plan ahead: Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with limited mobility.

E. Explosion

If there is an explosion, immediately take cover under tables, desks, or other objects that will give protection against flying glass or debris. After the effects of the explosion and/or fire have subsided, attempt to flee the location, call 911, and then call South Texas College Department of Public Safety (956-872-4444). Give your name and describe the location and nature of the emergency.

F. Spillage of hazardous material

Stay away from any material that may be hazardous and call 911. Follow the procedures below.

1. Eyes, if contaminated, should be flushed immediately, contaminated clothes removed, and chemicals washed from the victim. First aid procedures should be started at once by trained personnel
2. Report spillage of a hazardous chemical or radioactive material to South Texas College Department of Public Safety (956-872-4444) immediately. Be specific about the exact location and nature of the spilled material
3. The individuals at the site should vacate the area and seal it off to prevent further contamination of other areas. If necessary to evacuate the building, follow the evacuation procedures
4. When Spills of hazardous materials that occur on premises or public roads that are adjacent to the college, you should take preventive measures to avoid contact or contamination. The Texas

Department of Transportation should be notified in hazardous material spilled and the Texas Commission of Environmental Quality in the event of an environmental, discharge, spill or air release of a hazardous material.

G. Biological and chemical threat

Federal Criminal Code defines weapons of mass destruction as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors, such as mustard gas, nerve agents, and sarin gas or any weapon involving a disease organism, such as small pox outline toxin and anthrax or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. Chemical agents of primary concern are nerve agents GA, BG and VX, blister agents H, HT and HD. These chemicals are highly volatile and the chemical properties have an impact on emergency planning. All of these chemicals are in liquid form.

Biological: Diseases that are listed and recognized as bioterrorism threats are the following: anthrax, botulism, plague and smallpox.

Anthrax: Anthrax is an acute bacterial infection of the skin, lungs, or gastrointestinal tract. Infection occurs most commonly via the skin. The cutaneous or skin form of the infection occurs most frequently on the hands and forearms of persons working with infected livestock or contaminated animal products and represents 95% of cases of human anthrax. It becomes a solid elevation of the skin, which progresses to a fluid-filled blister with swelling at the site of infection. The scabs that typically form over the lesion can be black as coal, hence the name anthrax — Greek for coal. With treatment, the case fatality rate is less than 1% among people who get the skin form of the disease. The fatality rate for untreated inhaled or intestinal anthrax is over 90%. The inhaled form of anthrax is contracted by inhalation of the spores, and occurs mainly among workers handling infected animal hides, wool, and furs. Under natural conditions, inhaled anthrax is exceedingly rare, with only 18 cases reported in the United States in the 20th century.

Treatment for Anthrax: Treatment with antibiotics beginning one day after exposure has been shown to provide significant protection against death in tests with monkeys, especially when combined with active immunization. Penicillin, doxycycline, and ciproflaxin are all effective against most strains of the disease. Penicillin is the drug of choice for naturally occurring anthrax. If untreated, inhaled anthrax is fatal. A vaccine is available and consists of a series of 6 doses over 18 months with yearly boosters. This vaccine, while known to protect against anthrax acquired through the skin, is also believed to be effective against inhaled spores. Effective decontamination can be accomplished by boiling contaminated articles in water for 30 minutes or longer and using some of the common disinfectants. Chlorine is effective in destroying spores and vegetative cells. Remember, anthrax spores are stable, able to resist sunlight for several hours, and able to remain alive in soil and water for years.

Botulism: Botulism is an illness that attacks the body's nervous system. Even though Botulism is rare, the toxin can produce the bacteria in food, wounds and in some cases the intestines of infants. Symptoms include difficulty swallowing, muscle weakness, double vision, and vomiting. Infants may have the same symptoms but may include a weak cry and difficulty breathing.

Treatment for Botulism: Treatment is with a drug called antitoxin. Antitoxin prevents further damage but cannot heal damage done by the toxin.

Plague: The plague is a bacteria found in rodents and their fleas. The concern and threat for the plague is that it can be sprayed in aerosol form. Plague is an infectious disease that can cause serious illness in people living in rural areas of the western United States and parts of Africa, Asia, and South America.

Plague is caused by the bacteria *Yersinia pestis*, and it is transmitted by being bitten by an infected flea or handling an animal that has been infected with plague. It is possible for the bacteria to be released intentionally to infect people. This is a concern because without immediate treatment, the disease can cause serious illness or death. The bacteria *Yersinia pestis* is considered a high-risk agent with potential use as a biological weapon. There are three types of plague: Bubonic, Septicemic and Pneumonic.

Treatment for Plague: The plague can be treated with antibiotics. The importance of treatment depends on early detection and early seeking of medical care. Timing is important for treatment.

Smallpox: An infectious disease caused by variola virus. The virus is extremely contagious and spreads from one person to another. Smallpox is distinctive due to its symptoms which included, fever and a progressive skin rash. This is spread by when people coughed or sneezed. Smallpox can be spread by humans only. Smallpox is considered eradicated. The threat of smallpox is that if used as a weapon it can cause serious illness or death to people, livestock or crops.

Treatment for Smallpox: Smallpox can be prevented by vaccination. The vaccine is made from a virus named vaccinia and it along with antiviral drugs such as Tecovirimat which has been used in treating animals with diseases similar to smallpox.

H. Bomb threat

A bomb threat should be taken seriously and reported immediately to 911 and South Texas College Department of Public Safety (956-872-4444). The following guidelines are recommended:

Written bomb threat: Do not physically handle the written threat any more than necessary, but place it in an envelope to preserve any possible evidence or fingerprints.

Telephoned bomb threat: Try to obtain as much information from the caller as possible. Note the exact time of the call and attempt to write down the words of the caller. Ask when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like. Note the estimated age and gender of the caller, speech patterns, accent, tone of voice, emotional state (agitated, calm, etc.), and background noises. Ask the caller why the bomb was set. Immediately contact 911 and South Texas College Department of Public Safety (956-872-4444) and provide the information you obtained. Appendix B is a list of questions to ask the caller that you can keep in your desk draw.

Suspicious package or letter: Typical characteristics of suspicious letters or parcels:

- Have a powdery substance on the outside
 - Are unexpected or from someone unfamiliar to you
 - Have excessive postage, handwritten or poorly typed address, and incorrect titles
 - Are addressed to someone no longer with your organization
 - Have no return address or have one that can't be verified as legitimate
 - Are of unusual weight, given their size, or are lopsided or oddly shaped
 - Have an unusual amount of tape on them
 - Are marked with restrictive endorsements, such as "Personal" or "Confidential"
 - Have strange odors or stains
- a. Inform South Texas College dispatch immediately if you observe a suspicious package or letter. Do not open it. Some points to recognize are the following: No return address, insufficient or excessive postage, restrictive markings such as Confidential, wrapped in brown paper, discoloration on wrapping paper, hand written or poorly typed address, incorrect title, title but no name, excessive

weight, rigid envelope, uneven envelope, excessive securing material (masking tape, string, etc.), foreign mail, air mail, or special delivery.

- b. Handling of suspicious packages or envelopes:
 1. Do not shake or empty the contents of any suspicious package
 2. Do not carry the package or envelope, show it to others, or allow others to examine it
 3. Put the package or envelope down on a stable surface; do not sniff, touch, taste it
 4. Alert others in the area about the suspicious package or envelope
 5. Leave the area, close any doors, and take actions to prevent others from entering
 6. Wash hands with soap and water to prevent spreading potentially infectious material
 7. If possible, create a list of persons who were in the room

I. Tornado

If a tornado is approaching:

1. Review [Appendix B](#) in advance to understand the South Texas College Tornado procedures
2. Use the staircases to go to the lowest floor possible
3. Go to interior small rooms (bathrooms, closets, etc.) or halls. Avoid large open interior spaces.
4. Stay away from outside walls and large windows or other glass
5. If possible, take cover under heavy tables or sturdy furniture
6. Assume protective posture facing interior wall (crouch on elbows and knees, hands over back of head)

J. Elevator failure

If you are trapped in an elevator, you can use the emergency phone located in the elevator to the left of the doors to call South Texas College Department of Public Safety. You can also activate the emergency elevator alarm using the alarm switch on the elevator control panel below the floor buttons.

K. Utility failure

In the event of a utility failure, contact South Texas College Department of Public Safety (956-872-4444). The South Texas College Operations and Maintenance Department will assess the situation to determine if it will be a short or lengthy outage. Employees will be informed by their managers / supervisors and students by their instructors of the status of the assessment. Utility failures affecting a number of buildings or a campus will result in a South Texas College Emergency Alert messaging notification providing information on the event.

L. Plumbing Failure / Flooding

Do not use any electrical equipment. Notify South Texas College Department of Public Safety (956-872-4444) and vacate the area.

M. Gas Leak

Do not switch on lights or electrical equipment because electrical arcing could trigger an explosion. If you smell gas, vacate the area and immediately contact South Texas College Department of Public Safety (956-872-4444).

N. Ventilation Problems

If smoke or other odors come from the ventilation system, immediately notify South Texas College Department of Public Safety (956-872-4444). Vacate the area until you are informed it is safe to return.

O. Earthquake

If an earthquake strikes the area, take the following steps:

During an earthquake:

- a. If you are indoors, stay there. Do not run outside. Falling debris may cause injury.
- b. Take cover underneath a desk or table, or stand in a doorway or corner. Protect your head and neck.
- c. Stay away from windows, glass dividers, and objects that could fall on you
- d. Stay away from outside walls
- e. Do not use elevators
- f. If outdoors, stay in an open area, away from power lines, buildings, and trees. Do not enter a building.

After an earthquake (if you are still in the building):

- a. Be prepared for aftershocks. Do not return to your office until directed to do so.
- b. Give first aid to injured personnel
- c. Do not move victims unless absolutely necessary
- d. Replace telephone handsets, but do not use the phone except to report fires or medical emergencies
- e. Go to the interior of the building, staying away from the exterior walls
- f. Follow instructions from emergency personnel
- g. Be prepared to evacuate if necessary

P. Hurricane

Review Appendix B in advance to understand the South Texas College Hurricane procedures. The National Weather Service Hurricane Center provides significant early notification of hurricanes in the Gulf of Mexico. The South Texas College Crisis Management Team (CMT) monitors broadcasts by the Hurricane Center and initiates protocol if a hurricane is on track to strike the area of Rio Grande Valley. Precautions you can take to prepare for a Hurricane are shown below.

Before Hurricane Season

- a. Determine safe evacuation routes inland
- b. Learn location of official shelters
- c. Make emergency plans for pets
- d. Check emergency equipment, such as flashlights, generators
- e. Radio Multi-hazard and cell phones
- f. Buy food that will keep and store drinking water
- g. Buy plywood or other material to protect your home
- h. Clear loose and clogged rain gutters and downspouts
- i. Trim trees and shrubbery
- j. Decide where to move your boat in an emergency

During a Hurricane Watch

Hurricane conditions are possible within the specified coastal area. The hurricane watch is issued 48 hours in advance.

- a. Listen frequently to radio, TV or NOAA Weather
- b. Radio Multi-hazard for bulletins of a storm's progress
- c. Fuel and service your vehicles
- d. Inspect and secure mobile home tie-downs. Board up windows.
- e. Stock up on batteries, canned food, first aid supplies, drinking water and medications
- f. Store lawn furniture and other loose, light-weight objects such as garbage cans
- g. Have cash on hand in case power goes out and ATMs don't work

During a Hurricane Warning

Hurricane conditions are expected in the specified area of the warning. The hurricane warning is issued 36 hours in advance.

- a. Closely monitor radio, TV or NOAA Weather Radio

- b. Multi-hazard for official bulletins
- c. Close storm shutters
- d. Follow instructions issued by local officials. Leave immediately if ordered.
- e. If evacuating, stay at an inland motel or a designated public shelter outside the flood zone
- f. DO NOT stay in a mobile or manufactured home
- g. Notify neighbors and a family member outside of the warned area of your evacuation plans
- h. Take pets with you, but most public shelters do not allow pets other than for handicapped

RECORDKEEPING

Chief Ruben Suarez is designated as the Record Custodian for the Multi-Hazard Emergency Operations Plan. All emergency operations records will be maintained in accordance with Texas State Library of Archives (TSLAC) and South Texas College records management policy and procedures.

RECORD OF CHANGES

2012: Paul Varville, Chief Administrator - Department of Public Safety

- Merging of Disaster Plans into a comprehensive Multi-Hazard Emergency Operations Plan

September 2015: Ken Lyons, Risk Manager

- Complete reformat and update of Multi-Hazard Emergency Operations Plan
- Added APPENDIX C: Hurricane Disaster Preparedness Pay Procedures

January 2018: Ken Lyons, Risk Manager

- General formatting / revised hyperlinks
- Updated Crisis Management Team (CMT) Organizational Chart
- Updated Incident Command Team (ICT) Organizational Chart
- Updated Departmental Procedures For Severe Weather (CMT & Department of Public Safety)

October 2019: Ken Lyons, Risk Manager

- General formatting / revised hyperlinks
- Updated Crisis Management Team (CMT) Organizational Chart
- Updated Incident Command Team (ICT) Organizational Chart

2020: Ken Lyons, Risk Manager

- "Specific Emergency Procedures Section D: Violent or Criminal Behavior" replaced with "Active Shooter(s)" information
- Updated Crisis Management Team (CMT) and Incident Command Team (ICT) Organization Charts
- Updated STC Police Department phone number

2021: Ken Lyons, Risk Manager

- Revised Planning Approach / Preparedness section

August 2021: Ruben Suarez, Chief of Police

- Revised Biological hazard threats
- Included section of Criminal Activities

November 2021: Ken Lyons, Risk Manager

- Added Preparedness Section and Appendices D, E, F

August 2022: Ken Lyons, Risk Manager

- Removed Appendix E: Pandemic Response Plan
- Updated Pandemic Operations Response Plan
- Added Promulgation Statement
- Added Approval for Implementation section
- Added Recordkeeping section
- Added Formal Agreements section
- Added Safety Committee section
- Added Safety & Security Audit section

September 2022: Ken Lyons, Risk Manager

- Added Appendix: Active Threat Annex
- Added Appendix: Active Shooter Appendix

October 2022: Ken Lyons, Risk Manager

- Changed name from Multi-hazard Emergency Plan to Multi-Hazard Emergency Operations Plan

December 2022 – Ken Lyons, Risk Manager

- Updated Crisis Management Team and Incident Command Team Organizational Charts

January 2023 – Ken Lyons, Risk Manager

- Updated Crisis Management Team and Incident Command Team Organizational Charts

APPENDIX A: HURRICANE, TORNADO & SEVERE WEATHER PROCEDURES

CRISIS MANAGEMENT TEAM (CMT)					
72 hours prior to event	48 hours prior to event (Hurricane Watch)	36 hours prior to event (Hurricane Warning)	24 hours prior to event	During event	Recovery
CMT meets to review weather projections & discuss operational plans.	CMT meets to monitor the severe weather and determines if recommendation of closure to the College President will be made.	CMT meets and continues to monitor the severe weather & reviews the preparations that have been made.	CMT meets to review updated severe weather situation and determine necessary adjustments to plans.	CMT communicates with college community through the RAVE mass notification system, social media, & the college website, if operational.	CMT receives status reports from Department of Public Safety, Operations & Maintenance & IT.
If necessary, the CMT will notify departments to activate their Emergency Management Plans.	CMT will review plans of departments to prepare for the event.	CMT reviews plans for the release on non-essential personnel.	Based upon the most current projections, the CMT determines subsequent meeting times and locations in the event that the main location is not useable.	CMT members maintain chain of communication with department employees when necessary.	CMT meets to review any damage reports to recommend a course of action to the College President.
Operations & Maintenance, IT, & Department of Public Safety will initialize their Emergency Management Plans	CMT will confirm continuity of operations by departments.	CMT verifies the operational capability of essential personnel remaining at the college.	CMT Public Relations Officer notifies media of College closing.	CMT receives update from the Department of Public Safety.	CMT determines if the Incident Command Team should be activated.
CMT notifies College community of potential severe weather & that the CMT will meet to review plans.	CMT updates College community on current situation.	CMT updates College community on current situation.	CMT updates College community on current situation.	CMT updates College community with new information	CMT decides if any further action is required by the team.

COLLEGE WIDE – ALL EMPLOYEES

96 hours prior – Crisis Management Team (CMT) Directors will send an alert email to the team

72 hours prior to event	48 hours prior to event	36 hours prior to event	24 hours prior to event	During event	Recovery
CMT meets as required & continues to monitor the situation; departments/units updated. If necessary, decision will be made to close the College & establish the time & day.	CMT meets as required & continues to monitor the situation; departments/units updated. A decision will be made to close the College & establish the time & day	CMT meets as required & continues to monitor the situation; remaining personnel updated. CMT Committee Members will update the Director of the preparation status.	24-30 hours prior, the CMT meets as required & continues to monitor the situation; remaining personnel updated.	Students & staff encouraged to monitor media for information.	Staff & students are to monitor designated TV & radio stations for updates and return instructions.
If deemed necessary, the CMT will notify departments/units to activate & execute the Emergency Management Plan related to their areas of operation.	CMT will instruct departments to activate & execute the STC Disaster Preparedness Plan related to their areas of operation.	CMT cancels classes	The Building lockdown procedure is completed. At this time, the College is closed until further notice.	Directors, Department Heads, & Supervisors are instructed to maintain contact with office staff as able or necessary.	Staff is to wait for “all clear” to be issued by the STC CMT Director of Operations before returning to a STC facility.
Operations & Maintenance, Security and ITS will initialize their Emergency Management Plans.	CMT will instruct Faculty & Students to prepare their rooms for evacuation	Once department/unit work areas are secured, CMT will release non-essential personnel.	CMT at this time will give final notification to close and evacuate all STC facilities. Only designated “Ride Out” personnel will be allowed to remain on campus.	All staff & students are instructed to remain away from campus until notified of their respective times to return.	Upon returning to campus, staff members need to report to their proper representative for “head count.”
	Staff notified to begin preliminary pack-up procedures; materials needed can be obtained from their respective Building Coordinators. Once preparations are	Operations & Maintenance, Security & IT continue to follow their preparedness plans in securing the College.			Employees returning to campus are to survey for & report any damage or hazards observed to their Supervisor, Director, Department Head, or

	<p>completed & verified, the Building Coordinator along with a Lead Custodial or Maintenance representative will begin lockdown procedures. Building Coordinators are to update their designated CMT Director of Operations daily, with report on progress of lockdowns. Employees are not to vacate campus until released by CMT Operations Director, as their assistance with other areas may be needed.</p>				<p>appropriate CMT representative.</p>
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PUBLIC RELATIONS

72 hours prior to event	48 hours prior to event	36 hours prior to event	24 hours prior to event	During event	Recovery
Review the latest information regarding the event to determine & plan for needs at 72, 36, 24 & 12 hours.	Attend disaster response team meeting to determine status of storm & closing decisions.	Attend disaster response team meeting to determine status of storm & closing decisions.	Attend disaster response team meeting to determine status of storm & closing decisions.	Continue to monitor media for weather updates.	Attend disaster response team meeting to determine status of college reopening.
Monitor news media for weather alerts & updates.	Post advisory to Web Site & STC social channels, send out PSA	Post advisory to Web Site & STC social channels, send out PSA	Post advisory to Web Site & STC social channels, send out PSA	Maintain contact with disaster response team for updates.	Post appropriate advisory to Web site & STC social channels, send out PSA
Attend internal disaster response team meeting & provide feedback on preparedness.	Be available to edit & release general e-mail to faculty/staff & students from other college departments regarding storm-relevant information. Issue via JagNet (all user roles) & via JagMail (students).	Send mass media mailing to provide alternative means of contact for communications team.	Be available to edit & release general e-mail to faculty/staff & students from other college departments regarding storm-relevant information. Issue via JagNet (all user roles) & via JagMail (students).	Handle all media relations issues pertaining to the storm & STC.	Be available to edit & release general e-mail to faculty/staff & students from other college departments regarding storm-relevant information. Issue via JagNet (all user roles) & via JagMail (students).
Post advisory to Web Site & STC social channels, send out PSA	Handle all media relations issues pertaining to the storm & STC.	Secure copies of publications for archive & reference	Handle all media relations issues pertaining to the storm & STC.	Update JagNet/Web site/STC social channels as needed.	Obtain damage assessment information & develop release for wide media distribution.
Be available to edit & release general e-mail to faculty/staff & students from other college departments regarding storm-relevant information. Issue via JagNet (all user roles) & via JagMail (students).		Be available to edit & release general e-mail to faculty/staff & students from other college departments regarding storm-relevant information. Issue via JagNet (all user roles) & via JagMail (students).			Handle all media relations issues pertaining to the storm & STC.

Handle all media relations issues pertaining to the storm & STC.		Handle all media relations issues pertaining to the storm & STC.			
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STUDENT AFFAIRS

72 hours prior to event	48 hours prior to event	36 hours prior to event	24 hours prior to event	During event	Recovery
Review the latest information regarding the event to determine & plan for needs at 72, 36, 24 & 12 hours out.	Update contact information for all key Student Services' staff members at each of the campuses/centers.	Attend STC CMT meeting to determine status of storm & closing decision.	Attend STC CMT meeting to determine status of storm & closing decision.	Monitor media for weather updates.	Attend STC CMT meeting to determine status of college reopening.
Work with PR & Marketing to update webpage, JagNet, voicemail, & College marquee.	Attend STC CMT meeting to determine status of storm & closing decision.	Communicate, counsel, & advise students on academic changes & possible facility closures due to hurricane delays.	Communicate, counsel, & advise students of possible facility closures due to hurricane delays.	Maintain contact with STC CMT for updates	Work with PR & Marketing to update webpage, JagNet, voicemail, & College marquee on status of college reopening.
Communicate, counsel, & advise students on academic changes due to hurricane delays.	Communicate, counsel, & advise students on academic changes and possible facility closures due to hurricane delays.	Communicate, counsel, & advise staff of possible facility closures due to hurricane delays.	Communicate, counsel, & advise staff of possible facility closures due to hurricane delays.	Work with PR & Marketing to update webpage, Jagnet, voicemail, & College marquee.	Communicate, counsel, & advise staff of college reopening.
Attend STC CMT meeting & provide Division feedback on preparedness.	Be available to Public Relations for statements intended for students.	Update contact & alternative contact information for all STC disaster response team.	Work with PR & Marketing to update webpage, Jagnet, voicemail, & College marquee.		Communicate, counsel, & advise students of college reopening.
Be available to Public Relations for statements intended for students.		Be available to Public Relations for statements intended for students.			Be available to Public Relations for statements intended for students.
Collaborate with Information Systems staff to have access to all currently enrolled student biographical data burned to Jump Drives.					

FACULTY AND ACADEMICS

72 hours prior to event	48 hours prior to event	36 hours prior to event	24 hours prior to event	During event	Recovery
Review the latest information regarding the event to determine & plan for needs at 72, 36, 24 & 12 hours out.	Secure equipment, classroom, & office area items. Change voicemail & Outlook to auto-reply.	Notify faculty & staff & students to monitor media for further instruction.	Campus Coordinator along with facilities designee ensure that campus is secured & faculty/staff/students are not on campus.	Stay away from office & campus	Look for damage, mold, etc. in classrooms, offices, & labs. Report to facilities director.
VP or VP designee will attend the College Disaster Preparedness Committee Meeting (CMT).	VP or VP designee will communicate the latest information about the evacuation with Deans, chairs, faculty, & staff.			Monitor media messages for clearance for key personnel to return to campus	Work with Student Development to determine need for late drops/withdrawals & make-ups.
Review & update emergency telephone numbers & assign telephone responsibilities	Instructional leadership will make plans to recover the lost instructional contact hours.				Work with Business Office & facilities to procure additional classrooms if needed.
					Conduct roll call to determine who is missing to determine class continuation.

DEPARTMENT OF PUBLIC SAFETY

72 hours prior to event	48 hours prior to event	36 hours prior to event	24 hours prior to event	During event	Recovery
Notify staff of the potential event & begin preparation for essential activities.	Review communications between campuses & determine alternatives for potential communications failure.	Contact other departments to ensure readiness & determine if assistance is needed.	Position equipment & vehicles in areas most needed in preparation for the storm.	Patrol the campuses to ensure non-essential personnel have departed & monitor property for looters or building damage.	Examine property for damage & safety hazards.
Develop Incident Command Plan	Determine alternative work sites, should the main operations center be inaccessible.	Assess potential safety hazards at each campus.	Final briefing of personnel concerning work assignments & security college property.	Maintain communications with the Crisis Management Team & other essential personnel.	Photograph damaged property & equipment & include in damage report.
Collect & post emergency responder information for all college essential personnel.	Plan for the securing of department vehicles when not in use.	Test all needed equipment for proper functionality.	Initiate communications with college employees pertaining to final steps in preparation for the storm.	Communicate with municipalities for updated status reports on power outages & public utilities.	Prepare report of damage for dissemination to appropriate departments.
Review emergency procedures with staff.	Ensure contact information for all personnel is up to date.	Inspect building windows for ability to withstand high winds.	Re-fill all vehicles with gas & ensure operational capability.	Notify Facilities Operations & Maintenance and IT of any equipment malfunctions or damage.	Secure areas that are hazardous with barricades, security tape & signage.
Check batteries & emergency equipment for proper operation, including communications consoles.	Fill all vehicles with gas to avoid last minute rush.	Test handheld cameras & portable radios for functionality.	Contact other law enforcement departments to inform them of college plans for the storm.	Cease operations if personnel are exposed to imminent danger.	Communicate with municipalities to provide updated status of the college & obtain information pertaining to public utilities.

HUMAN RESOURCES

72 hours prior to event	48 hours prior to event	36 hours prior to event	24 hours prior to event	During event	Recovery
Review the latest information regarding the event to determine & plan for needs at 72, 36, 24 & 12 hours out	Provide updates to CMT & HR Staff & to Student Information Services operators as available from Public Relations & Marketing	Follow back-up & pack-up procedures	Once release notification is received from CMT, evacuate campus with personal belongings, employee address lists & backup files	Stay away from office & campus, unless staying in a designated shelter	Key personnel in HR & Student Information Services will return to work upon notification
Work in collaboration with Business Office to implement Hurricane Preparedness Pay Procedures (Appendix C) during the closure period.	Direct staff to back up all computer-based files, creating two (2) sets. One (1) set will be given to IT. The other set will be stored off premises in a secure area	Obtain additional manpower, if needed, to pack and secure files.	All contents of personnel files in bottom drawers of filing cabinets will be removed to be stored in a secure location	Monitor media messages for clearance for key personnel to return to campus	Volunteers, if appropriate due to confidentiality of department records, are to contact their supervisor before returning to work
	Prepare & disseminate communication to notify employees of Hurricane Preparedness Pay Procedures/Leave Paid, College Closed	All data shall be Backed up, creating two (2) sets. One (1) set will be given to IT. The other set will be stored off-premises in a secure area			Bring in additional staff to assist with Student Information Services (if needed); Determine need for stress-reduction workshops or other employee welfare needs.
		Backup scanned files of Worker's Compensation claims to preserve & comply with Federal Record Retention Regulations			Look for damage, etc., in respective offices and report to designated department
		Backup FMLA records to preserve information.			Partner with other departments to disseminate recovery

					information
FACILITIES OPERATIONS & MAINTENANCE					
72 hours prior to event	48 hours prior to event	36 hours prior to event	24 hours prior to event	During event	Recovery
Electrical Team will test all generators to ensure proper function. Fuel needs will be assessed at this time for generators & vehicles. Team will wait for notification of closing.	Electrical teams notified of official college closing. Powering down of all non-essential facilities set for 36 hours out from predicted storm strike.	Electrical powering down of all non-essential facilities commences. Team will update the Director of Operations and/or Maintenance Supervisor on preparation status	Once department/unit work areas are secured, CMT will release non-essential personnel. College is closed & secured.	Director of Operations & Maintenance and/or Site Coordinator remains in contact with CMT; continuously update "ride out" teams.	Electrical Team will survey all facilities for damage & hazards. Any findings will be reported to the Director of Operations or Site Coordinator.
Plumbing Team will identify all water and gas cut off valves throughout the College. Team will wait for notification of closing.	Plumbing teams notified of official college closing. Shutting off of campus water & gas set for 36 hours out from predicted storm strike.	Plumbing Team will have all water & gas valves secured throughout the College. Team will update the Director of Operations and/or Maintenance Supervisor on preparation status.	Once department/unit work areas are secured, CMT will release non-essential personnel. College is closed & secured.	Director of Operations & Maintenance and/or Site Coordinator remains in contact with CMT; continuously update "ride out" teams.	Plumbing Team will survey all facilities for damage & hazards. Any findings will be reported to the Director of Operations or Site Coordinator.
HVAC Team will identify all chillers, pumps, tower, & air handlers throughout the College. Team Leader will designate members to each Campus. Team will wait for notification of closing.	HVAC teams notified of official college closing. Shutting down all campus HVAC equipment set for 36 hours out from predicted storm strike.	HVAC Team will have all HVAC equipment shut down & secured throughout the College. Team will update the Director of Operations and/or Maintenance Supervisor on preparation status.	Once department/unit work areas are secured, CMT will release non-essential personnel. College is closed & secured.	Director of Operations & Maintenance and/or Site Coordinator remains in contact with CMT; continuously update "ride out" teams.	HVAC Team will survey all facilities for damage & hazards. Any findings will be reported to the Director of Operations or Site Coordinator.
Custodial Team will identify all outside debris throughout the College. Team Leader will designate members	Custodial Team will remove all loose equipment from grounds & secure	Custodial Team will update the Director of Operations and/or Maintenance	Once department/unit work areas are secured, CMT will release non-essential personnel.	Director of Operations & Maintenance and/or Site Coordinator remains in contact with CMT; continuously	Custodial Team will survey all facilities for damage & hazards. Any findings will be reported to the

to each campus. Team will wait for notification of closing.	(trashcans, signs, dollies, etc)	Supervisor on preparation status	College is Closed & Secured	update "ride out" teams.	Director of Operations or Site Coordinator.
Carpentry Team will be assigned to inventory all temporary repair materials assure adequate amounts are on hand if needed during the storm. Team will wait for notification of closing.	Carpentry Team will have temporary repair materials ready for distribution and repair.	Carpentry Team will update the Director of Operations and/or Maintenance Supervisor on preparation status.	Once department/unit work areas are secured, CMT will release non-essential personnel. College is closed & secured.	Director of Operations & Maintenance and/or Site Coordinator remains in contact with CMT; continuously update "ride out" teams.	Carpentry Team will survey all facilities for damage & hazards. Any findings will be reported to the Director of Operations or Site Coordinator.
Operations Office & Administrative personnel will begin the preliminary pack-up procedures of their respective spaces. Team will wait for notification of closing.	All pack-up procedures to be completed by this time. Team will wait for further instructions.	Office Support Team will wait for notification of closing. Team will update the Director of Operations and/or Maintenance Supervisor on preparation status.	Once department/unit work areas are secured, CMT will release non-essential personnel. College is closed & secured.	Director of Operations & Maintenance and/or Site Coordinator remains in contact with CMT; continuously update "ride out" teams.	Office Support Team will survey all facilities for damage & hazards. Any findings will be reported to the Director of Operations or Site Coordinator.
Maintenance Assistants will check all roof drains, gutters, parking lot drains systems are free of debris. Team will wait for notification of closing.	Begin distributing sandbags to each location. Team will wait for further instructions.	Lock down doors & complete sandbags & plastic. On Site Team will update the Director of Operations and/or Maintenance Supervisor on preparation status.	Once department/unit work areas are secured, CMT will release non-essential personnel. College is closed & secured.	Director of Operations & Maintenance and/or Site Coordinator remains in contact with CMT; continuously update "ride out" teams.	On Site Assistant Team will survey all facilities for damage & hazards. Any findings will be reported to the Site Coordinator.

TECHNOLOGY

72 hours prior to event	48 hours prior to event	36 hours prior to event	24 hours prior to event	During event	Recovery
Computer Incident Response Team (CIRT) members placed on alert. Leave is cancelled for all affected personnel.	CIRT begins notification procedures. This includes internal notices to IT staff as well as general preparation instructions to faculty & staff.	CMT is updated on results of open meetings & is provided any updates or changes to call tree & shut-down schedule.	CIRT Backup, Packup & Shutdown (BPS) Phase II begins. Incremental back-up & the shutdown of nonessential site-specific & unit-specific systems.	CIRT Leader remains in communication with CMT Commander and/or remains at Command Center.	Damage & loss assessment begins. Site inspections commence.
IT Disaster Recovery Plan (DRP) (pre-event) activated: (1) Situation Assessment begins. (2) CIRT Phone Tree updates occur. (3) vendor & inventory records updated.	CIRT holds open meeting to review backup, pack-up & shutdown (BPS) schedules with affected college personnel & to answer questions.		Final CIRT notification to college personnel. CIRT begins evaluation of BPS implementation & reports findings to CMT.	CIRT Leader monitors public media, CMT communications & critical systems.	Disaster declaration considered. Recovery priorities evaluated. Personnel rosters updated as necessary.
CMT is updated on CIRT assessment results & provided recommendations, shutdown schedule, & CIRT Phone Tree updates.	Situation reassessed. CIRT activities & instructions modified as necessary.	Situation reassessed. CIRT activities & instructions modified as necessary.	Situation reassessed. CIRT activities & instructions modified as necessary.	CIRT Lead remains in communication with CIRT members as necessary.	CIRT Recovery Teams activated per damage & loss assessment results. Team leaders report to CIRT Op Ctr for instructions.
	CIRT BPS Phase I begins. Phase I includes full backup & shutdown of non-critical elements.	Notification procedures continue. BPS Schedule distributed district-wide. Latest call tree issued to all CIRT & IT Disaster Recovery Team.	CIRT Station at Command Center prepared for operation during recovery period as determined by CIRT & latest event assessment.	Periodic testing of all communication mediums, college main #, & availability of Internet & college website.	Escalation & Recovery procedures initiated per procedure & updated/modified instruction.
		CMT Command Center phone / data operational.	Back-Up media delivered to offsite location.		
		Alternate web site	CIRT BPS Phase III		

		activated. Main line & voice mail changes complete.	begins 12 -18 hours prior to event. Shutdown of primary systems (Banner, phone / network services).		
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BUSINESS OFFICE

72 hours prior to event	48 hours prior to event	36 hours prior to event	24 hours prior to event	During event	Recovery
	<p>Meet with Payroll Department staff to:</p> <ul style="list-style-type: none"> - Review the monthly payroll calendar. - Identify & revise, if necessary, upcoming payroll processing & pay date timelines. - Assign staff to specific duties. - Obtain updated contact information for each employee. 	<p>Backup all computer files & store backup information in another location.</p>	<p>Secure all the office equipment.</p>		<p>Determine & report damage & determine the alternate work site when office is unsafe.</p>
	<p>Meet with the Human Resources Office to coordinate processes.</p>	<p>Continue to coordinate processes with the Human Resources Office.</p>	<p>Submit payroll information update to Public Relations for website posting.</p>		<p>Review monthly payroll calendar & plan to continue pay cycle.</p>
	<p>Determine if necessary forms, supplies or equipment will be required & available.</p>		<p>Close office & evacuate campus.</p>		
	<p>Review communication plan & chain of information.</p>				
	<p>Identify alternate location if location is inaccessible.</p>				
	<p>Contact the bank & obtain contact names & numbers & inquire about their scheduled business hours.</p>				

	Determine IRS deposit due dates & assign responsibility.				
	Instruct employees when to complete timesheets.				
	Increase credit card limits with the bank				
	Update file with previous month's direct deposit information in encrypted USB device	Update file with previous month's direct deposit information in encrypted USB device	Update file with previous month's direct deposit information in encrypted USB device		

CASHIERS

72 hours prior to event	48 hours prior to event	36 hours prior to event	24 hours prior to event	During event	Recovery
	Meet with Business Office staff to: <ul style="list-style-type: none"> - Review weekly refund calendar - Identify & revise, if necessary, upcoming refund runs - Ensure wire transfers are made to US Bank timely - Assign staff to specific duties - Obtain updated contact information for each employee 	Back up all computer files & store backup information in another location	Secure all the office equipment		Determine & report damage, & the alternate work site when office is unsafe
	Meet with Technology Resources to coordinate refunds & US Bank batches & obtain contact phone numbers	Continue to coordinate with Technology Resources			Review monthly production calendar & plan accordingly
	Determine, if necessary, register & office keys, forms, supplies or equipment will be required & available				
	Review communication plan & chain of information				
	Identify alternate location if location is inaccessible	Coordinate with Security if Cashiers will be accepting payments at an alternate site	Close office & evacuate campus. Ensure all monies collected are		

			deposited at the end of the day.		
	Contact armored car company & US Bank to obtain contact names & numbers & inquire about their scheduled business hours.				
	Instruct employees when to complete timesheets				

APPENDIX B: BOMB THREAT CHECKLIST

Keep the caller on the line as long as possible!

Exact time and date of call:

Exact words of caller:

Voice	Accent	Manner	Background	Noise
Loud	Local	Calm	Factory	Machines
High-Pitched	Foreign	Rational	Bedlam	Raspy
Intoxicated	Race	Coherent	Music	
Soft	Not Local	Deliberate	Office	Machines
Deep	Region	Righteous	Mixed	
Pleasant		Angry	Street	Traffic
Other	Speech	Irrational		Trains
Fast		Incoherent		Animals
Language	Distinct	Emotional	Quiet	
Excellent	Stutter	Laughing	Voices	
Fair	Slurred			Airplanes
Foul	Slow	Familiarity With	Party Atmosphere	
Good	Distorted	Threatened	Facility	
Poor	Nasal			Much
Other	Lisp			Some
Other				None

Questions to ask the caller:

1. *When is the bomb going to explode?*
2. *Where is the bomb?*
3. *What does it look like?*
4. *What kind of bomb is it?*
5. *What will cause it to explode?*
6. *Did you place the bomb?*
7. *Why did you place the bomb?*
8. *Where are you calling from?*
9. *What is your address?*
10. *What is your name?*

If the voice is familiar, whom did it sound like?

Were there any background noises?

Telephone number call received at:

Person receiving call:

APPENDIX C: HURRICANE DISASTER PREPAREDNESS PAY PROCEDURES

EMERGENCY CLOSING – PAY PROCEDURES

Should the College be closed due to an emergency, the following shall apply:

Non-Exempt Staff – Full-Time

- If the College is officially closed the College will pay employees, actively at work, their regular pay up to 3 days of pay. Leave will be designated as “Leave Paid-College Closed”. Employees can choose to be paid for additional time off by using accrued and available Vacation Leave; if not available, leave will be designated as leave without pay with full benefits.
- Those on prior approved leave during the closing shall not have the leave changed to “Leave Paid-College Closed.” If an employee requests a leave (vacation or otherwise), but then the college closes for weather or other emergency circumstances on that/those day(s), the leave still stands as scheduled. No cancellations.
- Vacation, sick leaves etc., are strictly a benefit, thus requires no restoration of days in such events.
- Employees who are asked to return to work for various duties during the first three days that the College is closed, will be paid for every hour worked in addition to the three days of pay designated as “Leave Paid-College Closed”. If employees are required to work beyond 40 hours for the week, they will be compensated at the overtime rate of time and a half for hours worked. If the College is closed beyond the three-day period, employees who come to work will be paid their regular pay.

Non-Exempt Staff – Direct Wage / Work study

- If the College is officially closed the College will pay direct-wage employees their hourly pay up to three days of pay and only for scheduled hours of work. Leave will be designated as “Leave Paid-College Closed”.
- Those on a prior requested day off during the closing shall not have the leave changed to “Leave Paid-College Closed”. If an employee previously requested to have missed work, but then the college closes for weather or other emergency circumstances on that/those day(s), the absence stands as scheduled. No exceptions.
- Non-Exempt employees who are asked to return to work for various duties during the first three days that the College is closed, will be paid for every hour worked in addition to the scheduled hours of pay designated as “Leave Paid-College Closed”.

Exempt Staff

- If the College is officially closed beyond three days, the College will pay employees their regular pay up to three days of pay. Employees can choose to be paid for additional time off by using accrued available vacation; if not available, leave will be designated as leave without pay with full benefits.

- Employees, who are asked to return to work for various duties during the first three days that the College is closed, will be provided with the equivalent days off. If the College is closed beyond the three-day period employees who come to work will be paid their regular pay.
- Those on prior approved leave during the closing shall not have the leave changed to “Leave Paid-College Closed”
- If an employee requests a leave (vacation or otherwise), but then the college closes for weather or other emergency circumstances on that/those day(s), the leave still stands as scheduled.

No Cancellations.

- Vacation, sick leaves etc., are strictly a benefit, thus requires no restoration of days in such events.

STC Maps: <http://www.southtexascollege.edu/stcdps/maps.html>

STC Emergency Preparedness Site: <https://www.southtexascollege.edu/emergency/index.html>



APPENDIX D: CONTINUITY OF OPERATIONS PLAN (COOP)

Due to the current unprecedented events, it is crucial now more than ever that each department in the College prepares a Continuity of Operations Plan (COOP).

The goal of continuity planning is to continue normal operations during disaster, crisis, or interruption (e.g. hurricane, flood, IT network unavailable, pandemic, etc.). An example would be the College remaining able to continue an essential function such as payroll during a business interruption such as a hurricane.

When filling out your department's COOP, it is important that you consider only your essential functions, if any. Essential functions are defined as those processes that are essential to the operation of the College that cannot be interrupted, or if interrupted, can only be interrupted for a short period. Not all processes are essential and not all departments are owners of essential functions. Some questions to ask yourself when identifying/determining whether or not your process is essential are:

- Does your process fall within an essential function of the College (refer to COOP page 2)?
- What is the criticality (High, Medium, Low) of the process/service to the College?
- What would be the impact to the College of the unavailability of the process?
- Is the process able to be deferred for a period of time without negative impact to the College?

If the process does not pose imminent impact to the College while out of commission, then the process is not considered essential. However, just because a process is not essential does not mean that the process cannot be resumed. For instance, a department may continue full operations remotely if certain variables are accounted for (resources, scheduling, equipment, inventory, system access, etc.).

In the event that your department has more than one essential function, fill out a separate COOP for each. If you already have a strategy or plan in place ready for activation during a business interruption, incorporate your strategy or plan into the template provided.

The COOP template can be found on the following pages as well as the Accountability, Risk & Compliance SharePoint website:

<https://stusouthtexascollege.sharepoint.com/sites/AccountabilityRiskandCompliance/SitePages/Risk.aspx>

Should you have any questions or require assistance, please contact one of the individuals listed below:

Frank Jason Gutierrez
Director – Accountability, Risk & Compliance
956-872-3566
fgutierrez_3068@southtexascollege.edu

Ken Lyons
Risk Manager
956-872-6744
klyons_0202@southtexascollege.edu

CONTINUITY OF OPERATIONS PLAN



**SOUTH TEXAS
COLLEGE**

South Texas College

Purpose

To be better prepared, South Texas College (College) departments should use this template to complete a Continuity of Operations Plan (COOP). This plan will describe how these departments will operate essential functions following an emergency or business interruption.

Activation of the COOP

The plan could be activated in response to a variety of incidents, disasters, or events that cause an interruption in business operations:

- Any incidents or events that make it impossible for employees to work in their regular facility or continue normal business operations could result in the activation of the COOP.
- A departmental may activate their COOP as a result of activation and implementation of the South Texas College Multi-Hazard Emergency Operations Plan.

Definitions

- COOP: A plan that outlines the actions and resources needed to continue essential functions during a variety of crisis situations, specifically when the primary facilities are either threatened or inaccessible.
- Essential functions: The critical activities performed by the College, especially after a disruption of normal activities. These functions must continue or resume rapidly after a disruption of normal activities.

South Texas College Essential Functions

The Essential Functions listed below are for your reference and should be used when assessing and determining your department's essential functions:

- College Leadership: to provide support for the College and maintain leadership to manage an emergency impacting South Texas College.
- Safety and Security: to maintain the safety and security of all students, faculty, staff, visitors, facilities, equipment, public health, and environmental hazardous components.
- Communications: to maintain communication capabilities for the College's Emergency Alert Notification System (RAVE), Police Dispatch System, executive leadership, and media relations.
- Basic Services: to maintain and provide basic services with regard to emergency maintenance needs.
- Information Technology: to provide access to the College's information technology systems, including but not limited to: hardware, software, data, connectivity, and security.
- Fiscal Operations: to provide continued service for financial operations.
- Administrative Services: to provided continued operations for employee and student personnel matters (e.g. employee benefits, student registration, Title IX, etc.).
- Academic Continuity: to maintain and provide academic instruction, communication, and space allocation when feasible during an emergency.

Instructions

The COOP template is designed to capture the information required to ensure appropriate continuity of operations for essential services. Please refer to other planning documents as you proceed with the completion of this template.

As you work on this template, there may be sections that do not apply to your department based on essential functions identified. The template is designed for use by various departments on campus and as such captures as much information.

To complete the form, fill in all relevant sections, including information for all columns. This is your plan. Feel free to augment this template to meet your needs. Use additional sheets if necessary. The process of planning for an emergency is very valuable. Be collaborative when drafting this document, and seek comments from your staff and leadership.

Risk Management is available to assist you by answering technical questions, attending planning meetings, and reviewing draft documents. Please contact Ken Lyons, Risk Manager at 872-6744 or klyons_0202@southtexascollege.edu for assistance.

General Information

Department			
Division			
Director / Chair (or designees)	Name	Primary Phone	Alternate Phone
	E-mail		

Essential Functions (Recovery Time Objective of 0-24 hours)

Essential functions are those functions that must continue or resume rapidly after a disruption of normal operations. Review the Essential Functions listed on the previous page to determine if your department falls within an essential function of the college. List your department's essential functions which must be in operation within 24 hours of (or shortly thereafter) a business disruption. For functions with a Recovery Time Objective (RTO) greater than 24 hours, indicate the recovery time in the description and continue documenting the COOP.

Rank	Description
1	
2	
3	
4	
5	
6	

Line of Succession

List the persons who would lead your department in operational decisions if the Director/Chair is unavailable.

	Name	Title
Primary		
Secondary		
Tertiary		
Primary Contact		
Name:		
Cell Phone:		
Office Phone:		
E-mail:		
Location:		
Secondary Contact		
Name:		
Cell Phone:		
Office Phone:		
E-mail:		
Location:		

Tertiary Contact	
Name:	
Cell Phone:	
Office Phone:	
E-mail:	
Location:	

Communication Modes

Employees are required to make every effort to stay informed during an emergency. What methods will you use to communicate with your employees during an emergency? Select all that apply. Ensure that your staff are aware of all communication modes to be used during an emergency.

Phone	E-mail	Text	TEAMS	Radio	Other

Internal Dependencies

List departments you depend on for your critical process and the frequency (hourly, daily, weekly, etc.) you use the services.

Dependency (product/service)			
Provider (department)		Frequency	
Dependency (product/service)			
Provider (department)		Frequency	
Dependency (product/service)			
Provider (department)		Frequency	
Dependency (product/service)			
Provider (department)		Frequency	
Dependency (product/service)			
Provider (department)		Frequency	
Dependency (product/service)			
Provider (department)		Frequency	

External Dependencies

Many departments on campus rely on services provided by external organizations for critical operations. List the products and services upon which your department depends on, name of the service provider, and the frequency (hourly, daily, weekly, etc.) you use the services.

Dependency (product/service)	Frequency	Supplier/Provider	Phone	E-Mail

Operating Location

List the significant facilities your department currently utilizes for operations and if they are considered essential for resuming your critical process. In particular, identify any specialized spaces that require systems and services to continue essential functions.

Campus	Building	Room

Alternate Operating Location

Selecting an alternative operating location may involve identifying specialized capabilities of relocation space that are above and beyond what is found in a normal office environment. Identify your space needs and enter here. If you have previously made arrangements to use space occupied or managed by another department, please complete the following.

Facility Location	Proposed Use	Specialized Resources Required (ex: terminals for Cashiers)

Technology Equipment

List any computers/technology used for essential function(s), quantity required, in aggregate.

Type	Description / Function	Quantity

List the critical information technology systems, software, or databases required to continue essential function.

Priority	System Name	Description / Function	Hosted (On/Off Campus)

In the event that technology systems are not available, describe what your workaround processes which will enable your department to continue its essential function(s).

Supplies

Excluding basic office, break room, and restroom supplies, list any specialized supplies that should be maintained to ensure continued operations, due to possible supply chain impacts.

Supply	Model / Item #	Vendor	Vendor Contact Information	Quantity

Key Personnel to Perform Essential Functions

Identify key positions that will be required to restore operations and implement the COOP. List the required level of training for said personnel, if any. These employees may be required to work prior to, during, and after an emergency.

Name	Role/Position	Work Number	Cell Number	E-mail

Essential Function Plan

Summarize your plan for resuming your essential function(s) during an interruption or emergency. Feel free to attach additional pages and/or information to this part of the document if needed.

Essential Function Plan
Essential Function:

Resumption of Normal Operations

Briefly describe your plan to transition back to normal operations.

Testing the Restoration Process

Date of last testing of your restoration process	Date of next testing of your restoration process
Comments	

Appendix: Critical Interruption Worksheet

This document should be filled out prior to completing the COOP. It is a tool that is intended to assist you in formulating your thoughts related to continuing your department's essential functions in the event of an emergency.

1. List your essential function and time below. Determine the amount of time you can be without each essential function.

--

2. Indicate how long your department can function either at another location or from home if your space and or facilities are damaged or unavailable.

--

3. Indicate below how long your department can be without central power and generator backup.

--

4. How long can your department be without proper communication channels such as phone, e-mail and internet?

--

5. How long can your department be without the use of enterprise information systems (ex: Banner)?

6. How long can your department be without local information systems (departmental desktop computers, applications managed by your department)?

7. How many days can your department be without personnel?

8. If your essential business partners or vendors are unable to provide goods and services, how long can you function without their services?

9. Indicate how long your department can be without essential equipment that is either damaged or unavailable.

APPENDIX E: PANDEMIC OPERATIONS RESPONSE PLAN

South Texas College Pandemic Operations Response Plan

South Texas College will respond to pandemics in a manner that promotes the safety of employees, students, and visitors. South Texas College policies, procedures, and plans have been aligned with guidance from federal, state, and local agencies, public health officials, and the Centers for Disease Control and Prevention. Pandemics are dynamic situations, and the College will assess and appropriately update policies, procedures, and plans as more information becomes available. Phases are to be implemented in response to pandemics, public health authority orders, regulatory agencies, and institutional leadership. *A significant increase in cases will trigger a faster transition to the next appropriate phase.*

Indicators used to alter the college operation level based on various factors including, but not limited to:

Number and trends of pandemic-related cases
Significant, applicable actions by public officials

Availability of personal protective equipment
Number and trends of pandemic-related hospital admissions

Trends among other comparable institutions of higher education

Phase	Campus Operations	Positive Cases
Normal Operations	<ul style="list-style-type: none"> Continue daily operations in all areas and all campuses with no restriction or limitations. No limit to office, class, or building occupancy. All employees working from "normal" work locations. 	0 – 30 positive cases reported per week for three consecutive weeks.
Phase 1: Low Alert	<ul style="list-style-type: none"> Continue onsite daily operations with slight modifications to operations. Provide education and awareness of the pandemic and safety protocols aimed at reducing transmission, including vaccinations and testing. Prepare to transition specific courses to online format. Prepare to incorporate work remote (when functions can be performed remotely), rotational, and flexible work schedules. Use of online/virtual communication modes for meetings, events, trainings, and other related functions (Teams, Zoom). Limit in-person meetings (large groups). Limit visitors and vendors onsite. Limit access to certain operations, services, and buildings. Limit College-related travel. Prepare for Phase 2. 	31 – 60 positive cases reported a week for three consecutive weeks.
Phase 2: Moderate Alert	<ul style="list-style-type: none"> Establish working remotely, rotational, and flexible work schedules, or alternate workspace on campus when social distancing is not feasible. Increase level of instruction to online format, excluding specific programs requiring face to face instruction, as per curriculum. Increase use of online/virtual communication modes to be used for meetings, events, trainings, and other related functions with exception of essential employees and functions. Restrict access to certain operations, services, and buildings. Increase restrictions of visitors and vendors onsite. Cancel all College-related travel. Prepare for Phase 3. 	61 – 90 positive cases reported per week for three consecutive weeks.
Phase 3: High Alert	<ul style="list-style-type: none"> Instruction transitioned to online format, excluding specific programs requiring face to face instruction, as per curriculum. Courses not amendable to online format will resume upon return to campus. Daily onsite operations <u>restricted</u> to essential functions and employees. Employees to work remotely with <u>exception</u> of essential employees. No employees, students, vendors, or visitors onsite with <u>exception</u> of essential employees. 	91 or more positive cases reported a week for three consecutive weeks.

The response plan is subject to change.

**SOUTH TEXAS COLLEGE
Active Threat Annex**



August 1, 2022

Section 1 – Purpose and Scope

1.1 Purpose

This annex establishes the policies and procedures under which South Texas College will operate in the event of an Active Threat incident by addressing planning and operational actions for the five phases of emergency management (prevention, mitigation, preparedness, response, and recovery).

1.2 Scope

This annex is meant to address the South Texas College's planning for an Active Threat incident and applies to the whole campus community and all campus property.

Section 2 – General Information

2.1 Hazard Overview

The US Department of Homeland Security defines an active shooter as "...an individual actively engaged in killing or attempting to kill people in a confined and populated area..." (n.d.). This definition is applicable to all forms of active killers, regardless of the weapon used.

2.2 District Specific Hazard Risk

South Texas College identifies the following active threats as high priority.

Shooting

A shooting incident involves an attack with firearms being discharged at others. An Active Shooter Appendix to this Active Threat Annex includes specific tasks taken before, during, and after an active shooter incident.

Stabbing and Blunt Force Trauma

A stabbing attack involves use of a pointed object intended to harm others. A blunt force attack involves use of a dull, firm surface or object. Trauma from these attacks could result in stab wounds, contusions, lacerations, or fractures.

Bomb Threat

A bomb threat incident occurs when an individual threatens to harm others with a bomb or improvised explosive device. A bomb may look as harmless as a coffee cup or as obvious as a pipe bomb with a timer. Bomb threats may be received by telephone, written message, in person, or by electronic means.

Vehicular Assault

A vehicular assault incident involves an individual operating a vehicle with the intent to cause harm.

2.3 Hazard Preparedness and Warning

South Texas College acknowledges that colleges across the country are equally at risk for an active threat incident; therefore, the risk for a campus is unpredictable. Consequently, it is difficult to determine an individual's risk for harming themselves or others without the assistance of a comprehensive Multi-tiered System of Support (MTSS), which includes threat assessment and case management. MTSS is one of six student support components within Texas Education Agency's Safe and Supportive School Program (SSSP). More information on SSSP is also available in the South Texas College Behavioral Intervention Team section.

Threat Assessment Team

South Texas College has a threat assessment team(s), consistent with Texas Education Code 37.115. Threat assessment team operations are rooted in best practices established by the United States Secret Service National Threat

Assessment Center and are guided by state legislation. The threat assessment team is a multidisciplinary group that meets regularly to assess two distinct categories of behavior: concerning and prohibited. The threat assessment team maintains a low threshold for intervention and may offer resources from the MTSS to assist in the prevention and de-escalation of threats.

South Texas College's threat assessment team acts as a buffer to violence and provides support to campus community members in crisis before persons pose a threat to themselves or others. The threat assessment team reviews observed and reported concerning and prohibited behaviors objectively to assess the risk to the school community. The team maintains a record of these reviews within its case management system. South Texas College acknowledges that a key goal of threat assessment is to distinguish between *making* a threat and *posing* a threat. All threats are investigated to the fullest extent by the South Texas College Police Department.

South Texas College's district policy for School Behavioral Threat Assessment (SBTA) contains more specific information regarding threat assessment, including parent notification and records retention.

Detecting Suspicious Activity

South Texas College uses the following methods to detect suspicious activity on campuses:

- Direct reporting to South Texas Police Department Dispatch.
- Direct reporting using RAVE GUARDIAN application.
- Direct reporting to local law enforcement agencies.

2.4 Safety in Portable Buildings

In compliance with Texas Education Code 37.108, South Texas College utilizes the following measures to ensure the safety and security of individuals in portable buildings during an active threat incident:

- Phone notification to instructors directing them to take necessary safety protocols.
- RAVE MASS Notification and RAVE GUARDIAN notification to ensure staff, faculty and students to take necessary safety protocols.
- Direct contact by law enforcement or security personnel with staff, faculty and students to ensure they take necessary safety protocols.

2.5 Access and Functional Needs

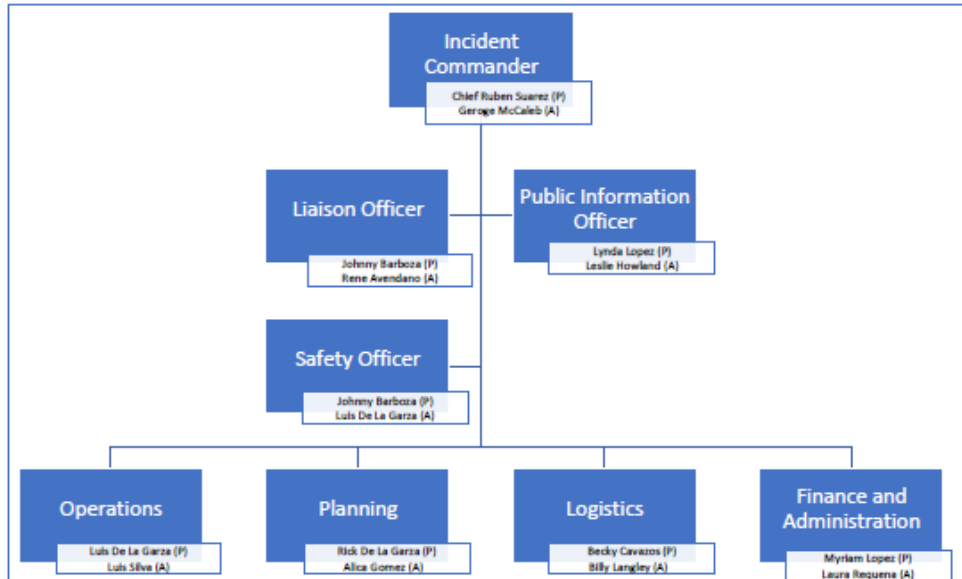
In compliance with Texas Education Code 37.108, South Texas College utilizes the following measures to ensure the safety and security of individuals with access and functional needs during an active threat incident:

- RAVE Mass Notification and RAVE GUARDIAN notifications ensure staff, faculty and students to take necessary safety protocols.
- A list of persons with access and functional needs is maintained and assistance is provided by law enforcement and security personnel and building responders to ensure they take the necessary safety protocols.
- Safe evacuation if feasible to a designated area.

Section 3 – Annex-Specific Incident Command System (ICS)

3.1 Annex-Specific ICS Organizational Chart

South Texas College will designate an Incident Commander for an active threat incident. The Incident Commander will have the ability to expand or contract the ICS structure as necessary during the incident.



Section 4 – Actions and Responsibilities

South Texas College Actions and Responsibilities Table

Prevention Phase	
Safeguard against consequences unique to an active threat incident.	
South Texas College Actions	Responsible Role
Identify common interior and exterior building features that could be susceptible to an active threat. Identify features that make it an easier for attackers to injure campus community. Ensure all access points are secure and able to be locked in the event of an active threat report.	Department of Public Safety, Facilities and Operations
Establish a Behavioral Threat Assessment Team and place it in continuous operation to monitor potential threats. Establish a suspicious reporting program that is monitored at all times through campus reporting protocols or applications such as RAVE Guardian. These systems should be tested and reviewed monthly.	Crisis Management Team

Mitigation Phase	
Reduce the impact of an active threat incident.	
South Texas College Actions	Responsible Role
Obtain lifesaving resources such as bleeding control kits (“Stop the Bleed Kits”), Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation (CPR) kits on campuses. Install these resources in common spaces and regularly inform the community of their presence. Floor plans should clearly identify the locations of lifesaving resources. South Texas College maps show location of these lifesaving resources.	Department of Public Safety
Train staff on how to administer all actions for the Standard Response Protocol (SRP). <ul style="list-style-type: none"> During SRP training, encourage staff members supervising any student activities outside the building to make the best decision for students under their supervision. Train staff and students to use programs such as Civilian Response to Active Shooter Events (CRASE) to help them make individual decisions during an attacker incident. Consider adaptations for noninstructional facilities, such as stadiums, administration buildings, etc.	Department of Public Safety, All Departments

Mitigation Phase Reduce the impact of an active threat incident.	
South Texas College Actions	Responsible Role
Train staff on how to find and use critical campus response resources such as bleeding control kits ("Stop the Bleed Kits"). Design and conduct drills and exercises that impart necessary skills without unduly creating trauma for staff and students. These types of drills should include persons who have functional needs, and persons in portable buildings outside of the main campus.	Department of Public Safety
Train staff to notify first responders of an attacker by using multiple communication options.	Department of Public Safety
Identify areas where surveillance cameras can detect and record suspicious activity. Identify future sites and areas where surveillance equipment upgrades are necessary and conduct site assessments for future buildings and structures.	Department of Public Safety
South Texas College Police Department has a Memorandum of Understanding (MOU) with local law enforcement agencies to respond to our campus if needed. South Texas College will establish coordination procedures for law enforcement agencies responding to any campus. Other agencies that may respond will be local, county, state and federal.	Department of Public Safety

Preparedness Phase Regularly review South Texas College readiness for an active threat incident.	
South Texas College Actions	Responsible Role
Train campus administration on the Incident Command System (ICS), including the concept of Unified Command.	All departments
Prepare mass notification scripts for attacker incidents to include within your Communications Annex. Consider different audiences and situations, such as a common school day versus after-hours activities. Designate and train multiple users on how to access mass notification systems and scripts to include dispatch personnel. Empower users to send appropriate messaging using a protocol if necessary.	Department of Public Safety
Design and conduct drills and exercises that impart necessary skills without unduly creating trauma for staff and students. <ul style="list-style-type: none"> • Use a progressive schedule, beginning with applicable SRP drills and culminating in full-scale exercises (without live fire). Refer to Texas Education Code 37.1141 for specific mandates to follow during these exercises. 	Department of Public Safety, All Departments

Preparedness Phase	
Regularly review South Texas College readiness for an active threat incident.	
South Texas College Actions	Responsible Role
Consider designing drills and exercises for after-hour and extracurricular activities.	
<p>Meet with law enforcement to identify additional or unique resources that might be needed during and after an attack. Secure and review written agreements for the use of non-campus resources that may be needed for an attacker incident, such as, but not limited to, the following:</p> <ul style="list-style-type: none"> • Assistance with offsite evacuation and transportation needs. • Support for food services. • Classroom space needed after an incident. • Additional law enforcement support following resumption of campus activities. • Additional psychological support services if needed. 	Department of Public Safety
<p>Design and conduct drills and exercises that impart necessary skills without unduly creating trauma for staff and students.</p> <ul style="list-style-type: none"> • Use a progressive schedule, beginning with applicable SRP drills and culminating in full-scale exercises (without live fire). Refer to Texas Education Code 37.1141 for specific mandates to follow during these exercises. <p>Consider designing drills and exercises for after-hour and extracurricular activities.</p>	Department of Public Safety
Surveillance equipment should be evaluated at each campus at least monthly. South Texas College Dispatch Center can assist in identifying gaps and problems with current surveillance equipment.	Department of Public Safety
<p>Develop and implement a written schedule for regular safety and security inspections. Perform a monthly inspection and test of safety and security components such as the following:</p> <ul style="list-style-type: none"> • Locking hardware: Ensure that hardware allows for legitimate access and denies entry to unauthorized persons. Consider testing automation technology. • Surveillance cameras: Ensure that video surveillance systems are installed in appropriate locations and provide video resolution that aids in identification. Continually evaluate the need to upgrade or expand the surveillance system. When possible, install systems that enable offsite monitoring by campus police. • Lighting: Conduct facility inspections after dark to evaluate the effectiveness of existing lighting and identify areas where facilities may benefit from additional lighting. Repair or upgrade lighting as needed. 	Department of Public Safety, Facilities and Operations

Preparedness Phase	
Regularly review South Texas College readiness for an active threat incident.	
South Texas College Actions	Responsible Role
Emergency communications systems: Ensure that emergency communications systems effectively notify the intended audience and appropriate response agencies.	
Provide first responders with access and navigation aids such as the following: <ul style="list-style-type: none"> • Internal offsite access to your video surveillance camera system. • Digital floorplans. Secure access boxes (Knox Boxes) with multiple sets of master keys and access cards.	Department of Public Safety
Provide opportunities for police, fire, and Emergency Medical Services (EMS) to become familiar with district facilities. <ul style="list-style-type: none"> • Host first responder tours on a regular basis. Encourage law enforcement training on school campuses.	Department of Public Safety
Request that local emergency response agencies help develop training programs designed to educate staff members to safely observe and report information that would be useful to responders during an attack.	Department of Public Safety

Response Phase	
South Texas College actions during an active threat incident.	
South Texas College Actions	Responsible Role
To Immediately report to law enforcement agencies of an active threat hazard (shooting, stabbing, bombing or ramming). Use redundant options to include RAVE Mass notifications and RAVE Guardian application. Call for help using redundant communications systems. Call 911 to immediately report event. In the event it is unsafe to call, implement guidelines and procedures during training to use text messages or RAVE Guardian application. voice call. Information to provide: <ul style="list-style-type: none"> • Location of the shooter/attacker and direction of movement. • Number of shooter(s)/attacker(s). • Physical description shooter(s) (What are they wearing?). • Number and type of weapons held by shooter(s)/attacker(s). • Number of potential victims at location. 	All Departments

Response Phase	
South Texas College actions during an active threat incident.	
South Texas College Actions	Responsible Role
<p>Decide on SRP action.</p> <ul style="list-style-type: none"> • Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep occupants quiet and in place. • Evacuate may be followed by a location and is used to move people from one location to a different location in or out of the building. • Secure (Lockout) is followed by the Directive: "Get Inside, Lock Outside Doors" and is the protocol used to safeguard people within the building. <p>Encourage staff members who are supervising student activities outside the building to make the best decisions for their students.</p>	All departments
<p>Initiate SRP action using brief, clear language offered by SRP over the RAVE Mass Notification System or RAVE Guardian application.</p> <ul style="list-style-type: none"> • Lockdown: "Locks, Lights, Out of Sight" • Evacuate: "Evacuate to _____." <p>Secure (Lockout): "Get inside. Lock Outside Doors."</p> <p>Account for equal safety for persons with access and functional needs.</p> <p>Use simple response protocol such as CRASE, when necessary Avoid, Deny, Defend against attackers.</p> <p>Include actions for faculty, staff and students in portable buildings.</p>	Department of Public Safety, Crisis Management Team
<p>Inform your community of the current threat and status of the incident.</p> <ul style="list-style-type: none"> • Coordinate public information activities with local response agencies. Conduct joint briefings when possible. • Send a timely message to the community using prepared scripts from your Communications Annex. <p>Develop and publish a schedule for when and where authorized officials will provide incident updates. Use prepared scripts to communicate timely information to the entire community of the affected campuses.</p>	Department of Public Safety, Public Relations Crisis Management Team
<p>Begin to account for all staff, students, and visitors.</p>	All Departments
<p>Activate Continuity of Operations Plan for South Texas College, if necessary, implement your Continuity of Operations Plan (COOP) to ensure that the college continues to perform essential functions.</p>	Crisis Management Team
<p>Account for hazard related expenses and have a way of tracking these expenses.</p>	Crisis Management Team

Recovery Phase	
Return to normal South Texas College operations following an active threat incident.	
South Texas College Actions	Responsible Role
<p>Assess the trauma-informed and grief-informed care needs of the district community after an attacker incident and provide appropriate mental health resources.</p> <ul style="list-style-type: none"> • Call on neighboring resources and third-party providers to assist with resources needed for the initial return to school. • Anticipate returning to instruction while providing for the ongoing and prolonged mental health needs of the college community. <p>Reintroduce staff and students to school carefully after repairs have been made.</p>	<p>Department of Public Safety, Crisis Management Team, Counseling</p>
<p>Provide a visible security presence as staff and students transition back to school. Activate and coordinate with external and internal for trauma care services such as counseling for transition back to normal operations.</p>	<p>Department of Public Safety</p>
<p>Conduct an AAR session for staff and responders to discuss what went well and what needs to improve. Develop and implement an Improvement Plan that includes recommended changes from the incident debriefing and AAR.</p>	<p>All Departments</p>
<p>Activate your damage assessment team to identify replacement and repair needs.</p> <ul style="list-style-type: none"> • Consult and involve your city or county Emergency Management Coordinator. <p>Ensure that proper documentation of damages and expenses is maintained for potential insurance or reimbursement claims.</p>	<p>Crisis Management Team</p>

Section 5 – Resources

5.1 Acronyms

AAR	After Action Review
AED	Automated External Defibrillator
CPR	Cardiopulmonary Resuscitation
CRASE	Civilian Response to Active Shooter Events
ICS	Incident Command System
MOU	Memorandum of Understanding
SRP	Standard Response Protocol
TCOLE	Texas Commissioned on Law Enforcement

5.2 Definitions

1. **After-Action Review:** An AAR will be conducted by the college following every drill, exercise, planned event, and incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or incident; and becomes a catalyst for updating the current EOP.
2. **AED:** An AED, or **automated external defibrillator**, is used to help those experiencing sudden cardiac arrest. It's a sophisticated, yet easy-to-use, medical device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.
3. **CPR:** **Cardiopulmonary resuscitation (CPR)** is a lifesaving technique that's useful in many emergencies, such as a heart attack or near drowning, in which someone's breathing or heartbeat has stopped. The American Heart Association recommends starting **CPR** with hard and fast chest compressions. This hands-only **CPR** recommendation applies to both untrained bystanders and first responders.
4. **Civilian Response to Active Shooter Events:** CRASE was developed in 2004 to provide civilians with knowledge and training on the Avoid, Deny, Defend strategy for responding to active shooter events.
5. **Incident Command System:** The standardized approach globally used during an incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies

6. **Improvement Plan:** A document that includes a consolidated list of corrective actions and responsible parties and a timeline for corrective actions.
7. **Incident Debriefing or Hotwash:** A guided discussion usually held immediately after an exercise or event while elements of the exercise are fresh on participants' minds.
8. **RAVE Mass Notification:** RAVE notification is a web-based notification that can alert to potential hazards that are located within the geography of the South Texas College Campuses. A South Texas College Alert (STC ALERT) will be sent via text, email and voice in the event of an emergency or event and through RAVE GUARDIAN application.
9. **RAVE Guardian Application:** RAVE Guardian application is a downloadable application that can be used to report suspicious or criminal activity that has occurred on any South Texas College Campus. A message is sent through sender's cell phone to South Texas College Police Dispatch to report and incident. Application uses sender's cellphone global positioning system to track their location.
10. **School Behavioral Threat Assessment Team:** A multidisciplinary behavioral threat assessment team of school personnel, including faculty, staff, administrators, and available campus police officers, who will direct, manage, and document the threat assessment process.
11. **Trauma-Informed Care:** An approach to providing caring and supportive physical and psychological assistance, with training concentrations on recognizing various signs and symptoms indicating that trauma has occurred and understanding the paths for recovery without further traumatization.

APPENDIX G: ACTIVE SHOOTER ANNEX



SOUTH TEXAS COLLEGE
Active Shooter Appendix

August 01, 2022

Purpose and Scope

Purpose

This Active Shooter Appendix is being written to direct the specific college tasks necessary before, during, and after an active shooter incident. For the purposes of this appendix, the term active shooter is defined as any attempt to kill or seriously injure people in a populated area. Active shooter situations evolve quickly and are unpredictable. Immediate deployment of law enforcement is required to stop the shooter and mitigate harm to victims. **This appendix may serve as the South Texas College's active Shooter Procedure , in accordance with Texas Education Code 37.108.**

Scope

This document applies to the whole South Texas College campus community, including first responder agencies. All college faculty and staff, who are assigned emergency management roles and responsibilities should receive training in and have access to all college emergency plans. External stakeholders likely to respond to an active shooter incident should also review this appendix for compatibility with their operations and resources.

Specific Tasks Taken Before, During, and After an Incident

Before an Active Shooter Incident	
Tasks	Responsible Role
Obtain lifesaving resources such as bleeding control kits. Install these resources in common spaces and regularly inform the community of their presence. Floor plans should clearly identify the locations of lifesaving resources. South Texas College Maps show locations of Automated External Defibrillator (AED), Cardiopulmonary Resuscitation (CPR) kits and "Stop the Bleed Kits" on campus buildings.	Department of Public Safety, Facilities Operation
Train staff in lifesaving techniques, including the use of bleeding control kits ("Stop the Bleed Kits").	Department of Public Safety
Train staff on how to administer all actions for the Standard Response Protocol (SRP). <ul style="list-style-type: none"> • During SRP training, encourage staff members supervising any student activities outside the building to make the best decision for students under their supervision. • Train staff and students to use programs such as Civilian Response to Active Shooter Events (CRASE) to help them make individual decisions during an attacker incident. Consider adaptations for noninstructional facilities, such as stadiums, administration buildings, etc. 	Department of Public Safety
Train district and campus administration on the Incident Command System (ICS), including the concept of Unified Command.	Department of Public Safety
Train staff on how to find and use critical campus response resources.	Department of Public Safety
Train staff to notify first responders of an attacker by using multiple communication options. Staff, faculty, students and visitors have the following options at South Texas College: South Texas College Police Dispatch, RAVE Guardian Application, and personal communication assets such as cell phones and tablets.	Department of Public Safety
Request that local emergency response agencies help develop training programs designed to educate staff members to safely observe and report information that would be useful to responders during an attack.	Department of Public Safety
Design and conduct drills and exercises that impart necessary skills without unduly creating trauma for staff and students. <ul style="list-style-type: none"> • Use a progressive schedule, beginning with applicable SRP drills and culminating in full-scale exercises (without live fire). Refer to Texas Education Code 37.1141 for specific mandates to follow during these exercises. • Consider designing drills and exercises for after-hour and extracurricular activities. 	Department of Public Safety

Before an Active Shooter Incident	
Tasks	Responsible Role
Conduct After-Action Reviews (AARs) and develop improvement plans after each drill and exercise.	All Departments
Empower all staff members to initiate SRP actions. Include this concept in drills and exercises.	All Departments
Test communication assets monthly such as radios and regional frequencies to ensure they are functioning.	Department of Public Safety
Ensure that attendance records, staff rosters, and visitor lists can be accessed offsite by district staff and first responders.	Department of Public Safety, All Departments
Establish primary and secondary evacuation sites. Incorporate these into drills and exercises.	Department of Public Safety
Install and test panic button(s) at regular intervals. South Texas College conducts tests every semester with college police dispatch. Include any staff members who would be in proximity to the panic alarm during an attack. <ul style="list-style-type: none"> • Place panic buttons in a space that encourages legitimate use and discourages false alarms. Consider wearable panic buttons. • Notify first responder agencies before testing panic buttons. 	Department of Public Safety
Ensure that persons with access and functional needs have equal access to safety.	All Departments
Meet with law enforcement to identify additional or unique resources that might be needed during and after an attack.	Department of Public Safety
Provide opportunities for police, fire, and Emergency Medical Services (EMS) to become familiar with district facilities. <ul style="list-style-type: none"> • Host first responder tours on a regular basis. • Encourage law enforcement training on school campuses. 	Department of Public Safety
Provide first responders with access and navigation aids such as the following: <ul style="list-style-type: none"> • Offsite access South Texas College video surveillance camera system will be set up at command post by campus police. • Digital floor plans of campus buildings. • Secure access boxes (Knox Boxes) with multiple sets of master keys and access cards. South Texas College Police Department will identify those that meet this requirement. 	Department of Public Safety

Before an Active Shooter Incident	
Tasks	Responsible Role
<p>Encourage, celebrate, and advertise positive police relationships with staff and students. Consider the following:</p> <ul style="list-style-type: none"> • Lunch visits with students. • Outreach events promoting safety and security on campus. • Presentations using campus police officers for class chats about safety. • Establish report writing spaces for police officer use while on patrol. • Invite law enforcement to attend and conduct informative sessions during student orientation and student activities to develop and foster relationships with present and newly incoming students. 	<p>Department of Public Safety</p>
<p>Prepare mass notification scripts for attacker incidents to include within your Communications Annex. Consider different audiences and situations, such as a common school day versus after-hours activities.</p>	<p>Department of Public Safety, Public Relations</p>
<p>Designate and train multiple users on how to access mass notification systems and scripts. Empower users to send appropriate messaging using a protocol if necessary.</p>	<p>Department of Public Safety, Crisis Management Team</p>
<p>Develop and implement a written schedule for regular safety and security inspections. Perform a monthly inspection and test of safety and security components such as the following:</p> <ul style="list-style-type: none"> • Locking hardware: Ensure that hardware allows for legitimate access and denies entry to unauthorized persons. Consider testing automation technology. • Surveillance cameras: Ensure that video surveillance systems are installed in appropriate locations and provide video resolution that aids in identification. Continually evaluate the need to upgrade or expand the surveillance system. When possible, install systems that enable offsite monitoring by campus police and dispatch. • Lighting: Conduct facility inspections after dark to evaluate the effectiveness of existing lighting and identify areas where facilities may benefit from additional lighting. Repair or upgrade lighting as needed. • Emergency communications systems: Ensure that emergency communications systems effectively notify the intended audience and appropriate response agencies. 	<p>Department of Public Safety, Facilities and Operations</p>

Before an Active Shooter Incident	
Tasks	Responsible Role
<p>Enforce and celebrate college safety and security policies. Ensure that administrators support practices that create a security-minded culture.</p> <ul style="list-style-type: none"> • Conduct a staff and student orientation session on district safety and security measures and stress the importance of maintaining security. • Support an environment that celebrates the reporting of suspicious activity by policy and practice. 	Department of Public Safety
<p>Determine which armed defenders (Campus Police, Local, State and Federal), police, Campus Security) will be your first line of defense against an attacker. South Texas College has a Memorandum of Understanding (MOU) with local police departments which will provide immediate assistance to augment campus police.</p> <ul style="list-style-type: none"> • Ensure that training is conducted armed defenders meet regularly with local law enforcement officers who would be responding to an attacker. • Ensure that armed defenders train with local police officers at intervals that are decided between district and local law enforcement. • Ensure that law enforcement responders armed defenders can be readily identified by staff members and emergency responders during an attacker incident. <p>Before the end of the each spring semester, consult with local law enforcement to evaluate training in order to provide better response to an incident the feasibility of having armed defenders on campus. Develop and implement policies and procedures that help establish and maintain a proactive posture for the campus.ain a viable armed defender program.</p>	Department of Public Safety
<p>Secure and review written agreements for the use of non-campus resources that may be needed for an attacker incident, such as, but not limited to, the following:</p> <ul style="list-style-type: none"> • Assistance with offsite evacuation and transportation needs. • Support for food services. • Classroom space needed after an incident. • Additional law enforcement support following resumption of campus activities. • Additional psychological support services that may be needed. 	Department of Public Safety

Before an Active Shooter Incident	
Tasks	Responsible Role
Ensure that the School Behavioral Threat Assessment Team convenes in a timely manner to discuss concerning and prohibited behavior. <ul style="list-style-type: none"> • Ensure that the School Behavioral Threat Assessment Team errs on the side of early intervention and timely support to individuals exhibiting concerning behaviors. 	Department of Public Safety, Crisis Management Team
<ul style="list-style-type: none"> • At a minimum, provide suicide prevention and trauma-informed care training to required staff members. 	Department of Public Safety, Crisis Management Team

During an Active Shooter Incident	
Tasks	Responsible Role
Call for help using redundant communications systems.	All Departments
Decide on SRP action. <ul style="list-style-type: none"> • Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep occupants quiet and in place. • An evacuation order may be followed by a location and is used to move people from one location to a different location in or out of the building. • Secure (Lockout) is followed by the Directive: "Get Inside, Lock Outside Doors" and is the protocol used to safeguard people within the building. • Encourage staff members who are supervising student activities outside the building to make the best decisions for their students. 	Department of Public Safety, All departments
Initiate SRP action using brief, clear language offered by SRP over the campus announcement system which is RAVE Mass Notification System and RAVE Guardian application. <ul style="list-style-type: none"> • Lockdown: "Locks, Lights, Out of Sight". • Evacuate: "Evacuate to _____." • Secure (Lockout): "Get inside. Lock Outside Doors." 	Department of Public Safety, Crisis Management Team
Follow directions from law enforcement. Wait for law enforcement direction before leaving secured areas.	All Departments
Use a simple response protocol, such as CRASE, when necessary. Avoid, Deny, Defend against Attackers.	All Departments
Begin to account for all staff, students, and visitors.	All Departments
Inform your community of the current threat and status of the incident.	Department of Public Safety, Crisis

During an Active Shooter Incident	
Tasks	Responsible Role
<ul style="list-style-type: none"> • Coordinate public information activities with local response agencies. Conduct joint briefings when possible. • Send a timely message to the community using prepared scripts from your Communications Annex. • Develop and publish a schedule for when and where authorized officials will provide incident updates. 	Management Team, Public Relations
If necessary, implement your Continuity of Operations Plan (COOP) to ensure that the college continues to perform essential functions.	Crisis Management Team

After an Active Shooter Incident	
Tasks	Responsible Role
Perform an incident debriefing (hotwash) while staff and responders are still on scene.	Department of Public Safety
Account for all personnel.	All departments
Reunite students with parents after incident.	Department of Public, Crisis Management Team
Conduct an AAR session for staff and responders to discuss what went well and what needs to improve.	All Departments
Develop and implement an Improvement Plan that includes recommended changes from the incident debriefing and AAR. <ul style="list-style-type: none"> • Assign specific tasks to ensure accountability. • Incorporate changes into future drills and exercises. 	All Departments
Activate your damage assessment team to identify replacement and repair needs. <ul style="list-style-type: none"> • Consult and involve your city or county Emergency Management Coordinator. • Ensure that proper documentation of damages and expenses is maintained for potential insurance or reimbursement claims. 	Department of Public Safety, All Departments
Initiate repairs and cleanup of affected areas after they are cleared and released by investigators.	Facilities and Operations

After an Active Shooter Incident	
Tasks	Responsible Role
Assess the trauma-informed and grief-informed care needs of the district community after an attacker incident and provide appropriate mental health resources. <ul style="list-style-type: none"> • Call on neighboring resources and third-party providers to assist with resources needed for the initial return to school. • Anticipate returning to instruction while providing for the ongoing and prolonged mental health needs of the college community. • Reintroduce staff and students to school carefully after repairs have been made. 	Department of Public Safety, All Departments
Provide a visible security presence as staff and students transition back to school.	All departments
Ensure that personnel are made available to provide statements to law enforcement and other investigating authorities.	All departments

Resources

Acronyms

AAR	After-Action Review
AED	Automated External Defibrillator
CPR	Cardiopulmonary Resuscitation
CRASE	Civilian Response to Active Shooter Events
MOU	Memorandum of Understanding
SRP	Standard Response Protocol
TCOLE	Texas Commission on Law Enforcement

Definitions

1. **After-Action Review:** An AAR will be conducted by the college following every drill, exercise, planned event, and incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or incident; and becomes a catalyst for updating the current Emergency Operations Plan (EOP).
2. **AED:** An AED, or **automated external defibrillator**, is used to help those experiencing sudden cardiac arrest. It's a sophisticated, yet easy-to-use, medical device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.
3. **CPR: Cardiopulmonary resuscitation (CPR)** is a lifesaving technique that's useful in many emergencies, such as a heart attack or near drowning, in which someone's breathing or heartbeat has stopped. The American Heart Association recommends starting CPR with hard and fast chest compressions. This hands-only CPR recommendation applies to both untrained bystanders and first responders.
4. **Civilian Response to Active Shooter Events:** CRASE was developed in 2004 to provide civilians with knowledge and training on the Avoid, Deny, Defend strategy for responding to active shooter events.
5. **Improvement Plan:** A document that includes a consolidated list of corrective actions and responsible parties and a timeline for completion.
6. **Incident Debriefing or Hotwash:** A guided discussion usually held immediately after an exercise or event while elements of the exercise are fresh on participants' minds.
7. **RAVE Mass Notification:** RAVE notification is a web-based notification that can alert to potential hazards that are located within the geography of the South

Texas College Campuses. A South Texas College Alert (STC ALERT) will be sent via text, email and voice and through RAVE GUARDIAN application.

8. **RAVE Guardian Application:** RAVE Guardian application is a downloadable application that can be used to report suspicious or criminal activity that has occurred on any South Texas College Campus. A message is sent through the sender's cell phone to South Texas College Police Dispatch to report an incident. Application uses sender's cellphone global positioning system to track their location.
9. **School Behavioral Threat Assessment Team:** A multidisciplinary behavioral threat assessment team of school personnel, including faculty, staff, administrators, coaches, and available school resource officers, who will direct, manage, and document the threat assessment process.
10. **Standard Response Protocol:** Provides clear, consistent language and actions to be used by all students, staff, and first responders in an emergency. These include SRP actions [Secure (Lockout), Lockdown, Evacuate, Shelter, and Hold] in a school setting.
11. **Trauma-Informed Care:** An approach to providing caring and supportive physical and psychological assistance, with training concentrations on recognizing various signs and symptoms indicating that trauma has occurred and understanding the paths for recovery without further traumatization.