LONE STAR
COLLEGE
SYSTEM
Emergency Management Plan

Version: 1.1
January 2015

The Woodlands, TX
For Emergencies Call X5911 or 281.290.5911

For Medical or Fire, first call 9-1-1, then dial X5911
EMERGENCY CONTACT INFORMATION

Lone Star College
Emergency Response
On Campus: X5911 or X290.5911
281.290.5911

Main Number
832.813.6500

Harris and Montgomery County Emergency Response
9-1-1

City of Houston Non-Emergency Response
3-1-1

State of Texas Emergency Assistance Registry (STEAR)
2-1-1

American Red Cross, Greater Houston Area
713.526.8300

The Salvation Army
713.752.0677

United Way
713.685.2300

Harris County Rabies/Animal Control
281.999.3191

Poison Control
800.222.1222

Abuse/Neglect/Exploitation of Children, Elderly or People with Disabilities
800.252.5400

Houston Area Women’s Center
800.256.0551 or 713.528.2121

Montgomery County Women’s Center
800.735.2989 or 936.441.7273

Lone Star College
www.LoneStar.edu

LoneStarAlert
http://www.LoneStar.edu/LoneStarAlert

Campus Police
www.LoneStar.edu/campus-police

Office of Emergency Management
www.LoneStar.edu/oem

Harris County
www.co.harris.tx.us/

Montgomery County
www.co.montgomery.tx.us/

Harris County Office of Homeland Security & Emergency Management
www.HCOHSEM.org/

Montgomery County Office of Emergency Management
www.mctxoem.org/

City of Houston Office of Emergency Management
www.houstonoem.net/

Texas Division of Emergency Management
www.txdps.state.tx.us/dem

National Weather Service
www.srh.noaa.gov/hgx

U.S. Department of Homeland Security
www.ready.gov/

Centers for Disease Control and Prevention
www.bt.cdc.gov/

Harris County Flood Control District
http://www.hcfcd.org/

American Red Cross (Houston Chapter)
www.houstonredcross.org/
Promulgation Statement
LSC is committed to the safety and security of students, faculty, staff, and visitors on its campuses. In order to support that commitment, LSC has established a comprehensive all-hazards emergency management plan to outline LSC’s emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters.

The Emergency Management Plan that follows is the official plan of LSC. It is a result of a comprehensive review and update of the System Plan in the context of our location in the greater Houston area and the current world situation. We support and commit LSC resources to ongoing training, exercises, and maintenance required to keep it current. This ongoing training and exercises are as defined in the LSC Office of Emergency Management Sustainability Training and Exercise Program.

Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential.

This plan is a blueprint that relies on the commitment and expertise of individuals internal and external to the LSC community. It provides general guidance for emergency management activities and an overview of our methods in mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in greater detail who does what, when, and how. This plan applies to all LSC departments. The primary audience for this document are employees, students, emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.”

The Basic Plan is itself a summary of summaries including the Annexes and information to be included in the Annexes.

The Basic Plan also includes some basic responsibilities for LSC employees and others participating in the plan. A concise description of Annexes is provided in Section 1.4. The campus and departmental emergency operation plans included in Annex W provide detail information specifically for the campus or department defined.

The Basic Plan briefing speaks of Lines of Succession, Readiness Levels, Administration and Support. All LSC Departments have some part of the LSC Basic Plan and Annexes.

Dr. Rand Key, CEO

Dr. Denise C. Walker, Chief Emergency Management Officer
Approval & Implementation

The Emergency Management Plan for Lone Star College System supersedes and rescinds all previous versions and is effective upon approval by the Chancellor.

This Plan and related Annexes will be reviewed and updated as required by:

1) LSC organizational changes
2) Biannually
3) Identification of deficiencies after drills or exercises, or
4) Changes in technology.

The Lone Star College Office of Emergency Management (OEM) may distribute minor changes to this Plan. The Chancellor will sign major revisions to and recertify the Plan.

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

[Signature]

Chancellor

[Date]
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Emergency Management Plan Executive Summary

The Lone Star College System (LSCS) Emergency Management Plan (EMP) outlines our approach to emergency operations, and is applicable to all LSCS locations and departments. The EMP provides general guidance for emergency management activities and an overview of our methods in mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks.

The EMP provides a framework for the annexes that describe in detail who does what, when, and how. The primary audience for the document includes our senior leadership, emergency management team members, department heads and their senior staff members, leaders of local volunteer organizations and government agencies that support LSCS emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

The Basic Plan includes Annexes and detail plans specific for a campus or department. The Basic Plan also defines Lines of Succession, Readiness Levels, and Administration and support. All LSCS Departments have some part of the LSCS EMP and Annexes. The Executive Summary of the EMP and Annexes are provided below. A copy of the detail plan is available on the LSC Intranet at https://intranet.lonestar.edu/div/OEM/ or may be provided upon request.

Annex A: Warning

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to disseminate timely and accurate warnings to LSCS senior management, students, employees, the public and government officials in the event of an impending emergency situation.

Concept of Operations

The primary objective of our warning system is to notify key stakeholders of emergency situations and disseminate timely and accurate warnings and instructions to the population at risk from the threat or occurrence of an emergency situation. Rapid dissemination and delivery of warning information and instructions may provide time for the LSCS community to take action to protect themselves and their property.

The focal point of the warning function is the Local Warning Point (LWP), which operates around the clock. The LSCS Police is responsible for operating the LWP and coordinating operation of the local warning system. The LWP is located in the LSCS Police Communications Center. LSCS may receive warning of actual emergency situations or the threat of such situations from the National and State Warning Systems, National Weather Service (NWS) Weather Products, Emergency Alert System (EAS), State Government, Local Officials, Business and Industry, Citizen Warning, or LSCS students, employees or guests.

Annex B: Communications

The purpose of Annex B is to provide information about communications services, procedures, Equipment, and services available during emergency operations to support the LSCS EMP. Annex B is a combination of LSCS communications systems, the LSCS Police Communication Center, and external 9-1-1 systems.
The Chief Emergency Management Officer (CEMO) working with the Chief of Police and Associate Vice Chancellor, Marketing and Communications will be responsible for the Annex B development and maintenance ensuring it is reviewed annually and updated as needed. All departments included in this Annex will develop and maintain separate standard operations procedures (SOPs).

CONCEPT OF OPERATIONS
The existing LSCS communications network consists of telephone (land line and voice over Internet protocol [VoIP]), cellular, TLETS, TDD, facsimile and radio (portable, base and mobile), interior speakers, and exterior sirens. Additional computer based communications tools include speaker system, LoneStarAlert for electronic mail and texting, webpage, Lone Star electronic mail, voice mail, use of video displays, marqueses, paging systems, and network attached computers to perform the initial and basic communications effort for emergency operations. Also available are non-computer based communication vehicles such as bull horns, pen and paper, and walking around for distribution of information. In addition to the communication tools defined above and during emergency operations, all LSCS departments will maintain their existing equipment and procedures for communications with their operational teams.

Annex C: Shelter & Mass Care (Limited)
The purpose of this annex is to outline organizational preparations, operational concepts, responsibilities, and procedures to protect LSCS students, employees and others from the effects of an emergency situation at a LSCS location by providing shelter and mass care.

Concept of Operations
LSCS Office of Emergency Management (OEM) is responsible for developing a plan, for coordinating and providing mass care services to persons affected by a disaster. LSCS will work closely with LSCS Presidents and Vice Presidents of Administrative Services offices and volunteer organizations that provide shelter and mass care support to determine the availability of shelter and feeding facilities, and encourage LSCS personnel participation in shelter management training.

The American Red Cross and The Salvation Army serve as the primary agencies to lead this effort. Support agencies include regional sheriffs, fire marshals, public works, and public health departments, school districts and superintendents, and the Harris County Institute of Forensic (medical examiner) offices.

A LSCS center of refuge or shelter may be opened for an LSCS emergency affecting LSCS occupants. *If LSCS opens a refuge of last resort, there is no planning on conversion of a refuge of last resort to a shelter. If a LSCS facility is opened as a wind refuge of last resort pre-landfall of a hurricane, this location will be closed as soon as tropical storm force winds have abated.*

Annex D: Radiological Protection
The purpose of this annex is to define organizational concepts, procedures, and organization, and to assign responsibilities for an effective operational radiological protection program (RPP) for preparation and response in the event of a radiological emergency affecting a
LSCS facility. This plan will enable LSCS to provide a coordinated response to emergencies involving radioactive materials and for determination and implementation of local measures to protect life, property, and the environment during the course of the event.

**Concept of Operations**

A basic local radiation protection program (RPP) consists of the OEM, Police, Facilities, the local emergency operations Center (EOC), and an incident response capability that includes one or more Radiological Officers (ROs) to manage the program including detection and communications. **LSCS does not have a RO nor a hazmat team.** The primary agency responsible for responding to a radiological event is the local Fire Marshal’s Office. Supporting agencies include the County Judge’s Office, County Sheriff’s Office, Public Health Departments, and the Houston Institute of Forensics Office and Montgomery County Coroner’s Office.

Once a radiological accident occurs, responsibility for managing and directing the response is assigned to the local, on-scene Incident Commander. If activated, responsibility for coordinating external support is assigned to the EOC staff as led by the Fire Marshal’s Office. The OEM, working with the regional Fire Marshals, are responsible for developing and maintaining this annex.

**Annex E: Evacuation**

The purpose of this annex is to provide for the orderly and coordinated evacuation of all or part of the LSCS population from a LSCS facility(ies) if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

**Concept of Operations**

Evacuation is one means of protecting the LSCS community from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These factors will determine the number of people to be evacuated, the distances people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required. Other important factors include the availability and capacity of evacuation routes and their vulnerability to the hazard.

It is anticipated that the primary means of evacuation for most individuals will be by personal vehicle. However, some individuals do not own vehicles or have special needs and may need assistance in evacuating, most likely through the use of public transportation assets. Where on-campus day care centers and high schools exist, they may also have some transportation assets. LSCS relies on commercial or contract transportation providers for specialized transportation needs. Some of these suppliers may not be able to provide sufficient equipment to evacuate a sizeable group on short notice. Local government may be requested to assist in providing transportation.

The primary LSCS resources are LSCS Vice Presidents of Administration, Legal, and Police. The primary external resource is the local Sheriff’s Office. Supporting resources include the County Judge’s Office, county Office of Emergency Management, Fire Marshal’s Office, public health departments, Community Services, and the County Attorney’s Office.
Annex F: Firefighting

The purpose of this annex is to outline operational concepts and organizational arrangements for firefighting during emergency situations at LSCS. LSCS, is dependent upon local firefighting agencies to provide fire service including the responsibility for rescue, warning, and radiological protection operations as addressed in Annexes R, A, and D, respectively.

Concept of Operations

The Harris County (HCFMO), Montgomery County (MCFMO), San Jacinto County (SJFMO), Waller County (WCFMO), and City of Houston (COHFM) Fire Marshal's Offices are responsible for coordinating fire protection efforts for their respective jurisdictions within the LSCS service area. Actual fire service will be provided by local fire departments (FDs) which operate independent of each other. Fire services have the primary responsibility for protecting our community from fire hazards, hazmat spills, and radiological incidents. During emergency operations, local FDs may require assistance from law enforcement (LSCS Police, County Sheriff's Office, Constables, Texas Department of Public Safety), emergency medical services, LSCS Facilities, local public works include local MUD or FWD, incident command (IC) and specialized hazmat support (fire marshal's offices), additional resource support (mutual aid partners), area and state offices of emergency management, Texas Forest Service, county medical examiners, or county attorney.

A listing of local fire department resources is found in Annex M, Resource Management. During routine operations, fire departments and other first responders should communicate on their local frequencies. During a disaster, all agencies should have functional interoperable communications.

Annex G: Law Enforcement

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures to effectively perform emergency law enforcement requirements. This annex is applicable to all LSCS departments, and external agencies, organizations, and personnel assigned law enforcement functional responsibilities. These responsibilities include the protection of life and property, enforcement of criminal laws, and coordination of or assistance in the movement of people and resources in and around the affected area.

Concept of Operations

The LSCS Police Department (LSCS PD) has the primary responsibility for enforcing laws and protecting lives and property during emergencies at a LSCS property, whether owned, leased or managed. Local law enforcement resources that will augment LSCS PD during emergencies include the City of Houston Police Department, the county Sheriff's Offices and their reserves, the county/precinct Constables offices, State of Texas Rangers, or Texas Department of Public Safety.

Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. During severe emergencies, the scope and priorities of police service may shift, drawing upon less vital components in an effort to supplement the primary mission of protection of life and property. Such emergencies may require law enforcement to undertake a number of tasks not typically performed on a daily basis, including
protection of LSCS facilities, enforcing campus closures or other restrictions controlling access to LSCS facilities or damaged areas.

The LSCS PD has the lead role in consequence management and will coordinate its' effort with other local, state, and federal agencies, as appropriate. The Office of the President, Vice President of Student Services or the Chancellor will typically play a significant supporting role in the conduct of consequence management activities.

Annex H: Health & Medical Services

The purpose of this annex is to coordinate the health and medical resources needed to respond to public health and medical care needs at a LSCS facility prior to, during and following a significant natural disaster or manmade event. Assistance provided under this annex is coordinated between the Public Health Authority or designee and the LSCS OEM. **LSCS does not have a physician on staff to provide medical services to students, employees or guests. Health and medical services are limited to first aid and CPR support as offered by volunteers. LSCS relies upon the local public health authority for leadership and guidance for public health and medical care needs at a LSCS facility in support of an emergency event or disaster.** Coordination of assistance is provided by the LSCS OEM in partnership with the local office of emergency management and State of Texas Operations Center for significant events. For all other health and medical needs the LSCS OEM will coordinate directly with the public health authority within the jurisdiction of the affected facility.

This annex outlines the organization, operational concepts, responsibilities and procedures of LSCS and other responsible entities during public health and medical emergencies. Bioterrorism, infectious diseases and other public health emergencies are complex health threats the LSCS community must prepare for. It is the responsibility of the responding public health authority and the appropriate LSCS President, CEOs, or OEM to detect, investigate, respond to, and implement measures to prevent illnesses.

**Concept of Operations**

This annex is based upon the concept that the emergency functions of public health, mental health, medical, and mortuary services will generally parallel their normal day-to-day functions of the responding public health authority.

The county public health authority (Harris County Public Health and Environmental Services (HCPHES), City of Houston Health and Human Services Department (HHSD), Montgomery County Hospital District (MCHD)) will assist in a coordinated response with other county/city agencies and organizations during an emergency within its jurisdiction. The Texas Department of State Health Services (DSHS) will assist in a coordinated response on behalf of other jurisdictions without a county public health authority and with other agencies and organizations during an emergency within the State of Texas and the LSCS service area.

Veterinary public health and emergency public health risks are managed through animal control for the jurisdiction(s) affected. All mortuary services for the LSCS service area are managed through the Harris County Institute of Forensic Science (Harris County) or the county medical examiners within the LSCS service area. Harris County’s Mental Health and Mental Retardation Authority (MHMRA) serves as the primary agency for assistance with disaster mental health concerns for the LSCS service area.

This annex involves identifying and meeting the health and medical needs of actual and potential victims of a major emergency or disaster at a LSCS facility. The responsibilities of the
public health authority include the establishment of a health and medical command and control; situational awareness for illness and injury, environmental public health, mosquito control, veterinary public health and emergency public health risk communications; coordinating all-hazards prevention and response activities for illness and injury, environmental public health, mosquito control, veterinary public health and emergency public health and risk communications.

Harris County Hospital District (HCHD) and Montgomery County Hospital District (MCHD) will assist in a coordinated health and medical response by serving as the lead agencies for emergency department trauma and inpatient medical and services during emergency events with significant health and medical impact for their jurisdictions within the LSCS service area.

Harris County’s Mental Health and Mental Retardation Authority (MHMRA) will assist in a coordinated health and medical response by serving as the lead agency for ensuring the delivery of disaster mental health services during an emergency for the LSCS service area. Harris County Institute of Forensic Science, Montgomery County Medical Examiner, or other county medical examiner/coroner, will assist in a coordinated health and medical response by serving as the lead agency for investigation and management of fatalities from emergency events that result in deaths from accident, homicide, suicide, undetermined causes, and certain naturally occurring circumstances.

Annex I: Public Information

The purpose of this annex is to outline the means, organization, and process by which we will provide appropriate information and instructions to the public during emergency situations. This annex also provides for disaster-related public education to be conducted in advance of emergency situations to reduce the likelihood that LSCS constituents will place themselves in hazardous situations that may require an emergency response.

Concept of Operations

A special effort should be made to keep the public informed of the general progress of events. Reporting positive information regarding emergency response will help to reassure the LSCS community that the situation is under control. Rumor control is a major aspect of the informational program. Public feedback will be used as a measure of the program’s effectiveness.

Education efforts are to be directed toward increasing public awareness about potential hazards and how people should prepare for them. All information and education efforts will rely heavily on the cooperation of every type of internal communications tool (i.e., e-mail, video displays, text messaging) and media organization. The LSCS OEM with input from the Chief of Police and the Associate Vice Chancellor, Marketing and Communications, is responsible for the review and update to this annex. The Associate Vice Chancellor serves as the Public Information Officer (PIO) who operate the regional Joint Information Centers during an emergency event. The campus Director of College Relations or designee serve as the PIO for their respective areas.

Annex J: Recovery

The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required of LSCS, a State of Texas public institution of higher education, and its students, employees and guests to recover from a
major emergency or disaster. This includes outlining the process for meeting the State and or Federal requirements for record keeping in order to be reimbursed for damages and un-budgeted emergency expenditures.

**Concept of Operations**
The LSCS disaster recovery program will be conducted in five steps: (1) Pre-Emergency Preparedness, (2) Initial Damage Assessment, (3) Requesting Assistance, (4) Short Term Recovery Activities, and (5) Post-Declaration Recovery Programs.

The campus Presidents, CEOs, LSCS Office of Risk Management, Facilities and OEM department heads shall coordinate recovery efforts on behalf of LSCS. The department head of Risk Management shall serve as the Disaster Assessment Officer (DAO) or designate in writing to the Vice President of Administrative Services or the Chief Emergency Management Officer (CEMO), an individual to serve in that capacity. *All LSCS departments may be called on to provide staff support for damage assessment and recovery activities.*

**Annex K: Facilities Management (Including Utilities & Debris Management)**

*LSCS depends upon its local utility providers to assume responsibility for connectivity and ownership of utilities (gas, water, sewer, electricity, telephone services) into a LSCS facility.*

The purpose of this annex is to describe the organization, operational concepts, responsibilities, and procedures to prevent, protect from, respond to, and recover from temporary disruptions in utility services (gas, water, sewer, electricity, telecommunications) and the removal of debris that threaten public health or safety in the local area.

This annex is not intended to deal with persistent shortages of water due to drought or prolonged statewide or regional shortages of electricity or natural gas. Measures to deal with protracted water shortages are addressed in the drought plans that must be maintained by each public water supply utility in the LSCS service area.

Resolving protracted water shortages normally requires long-term efforts to improve use of available supplies. Measures to deal with widespread energy shortages are normally promulgated by state and federal regulatory agencies. LSCS and local governments may support utility efforts to deal with long-term water and energy supply problems by enacting and enforcing conservation measures and providing the public information pertinent to the local situation.

**Concept of Operations**
The LSCS campus Facilities Directors (or his/her designee) will serve as the LSCS Utility Coordinator. The operations of utilities used by LSCS will be directed by those individuals who manage the utility on a daily basis. These individuals are expected to continue to manage the operations of those utilities during emergency situations. The LSCS Facilities Department will work with local organizations to obtain heavy equipment and personnel needed to support restoration of utilities for a LSCS facility(ies). These individuals are expected to continue to manage the operations of those utilities during emergency situations.

**Annex L: Reserved**

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Annex M: Resource Management

The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during emergency situations or when such situations appear imminent.

Concept of Operations

The LSCS Vice Presidents of Administrative Services, or his or her designee, shall serve as the Resource Manager and will be responsible for planning, organizing, and carrying out resource management activities during emergencies. During an emergency or disaster, the Resource Manager will oversee fulfill requests for additional personnel, equipment, and supplies received from emergency response elements, identify resources to satisfy such requirements, coordinate external resource assistance, and serve as the primary point of contact for external resources made available to a LSCS facility. The Resource Manager shall keep a current list of available resources in a computerized resource database.

Annex N: Direction & Control

The purpose of this annex is to define the organization, operational concepts, responsibilities and procedures necessary to accomplish direction and control for LSCS. This annex describes LSCS' concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

Concept of Operations

During major emergencies, disasters or catastrophic incidents, a system-wide and Multi-agency Coordination System may be advisable. Central to this system is the LSCS Emergency Operations Center (EOC), which is the core of all information and resources coordination. The Incident Commander (IC) will manage and direct the on-scene response from the Incident Command Post (ICP). The EOC will mobilize and request deployment of resources for use by the IC, coordinate internal and external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information and perform other tasks to support on-scene operations.

The campus Police Captain, Chief Emergency Management Officer, or designee, will serve as EOC Managers. The LSCS Police Department will be responsible for EOC security during activations.

Annex O: Human Services

The purpose of this annex is to make provisions for providing human services support to LSCS employees, students, guests or other occupants who may require assistance with food, clothing, mental health services, for example, in the aftermath of an LSCS emergency. The services described in this annex may be needed in the aftermath of incidents of limited scale as well as major emergencies and disasters affecting the LSCS community.
Concept of Operations

A Human Resource Manager or Dean of Student Services will be appointed to coordinate with local human services organizations and help organized volunteer disaster assistance organizations to ensure basic human services are provided in the aftermath of an emergency. Human services will be provided through the coordinated efforts of local human services professionals, human service agencies, local volunteer groups, the American Red Cross (ARC), The Salvation Army (TSA), and other non-governmental organizations.

Annex P: Hazard Mitigation

The purpose of this annex is to address mitigation as a long-term, on-going process, and identify planning and implementation actions applicable to both pre-incident and post-incident situations. This annex describes the organization of LSCS emergency management team members and external agencies and assigns tasks and responsibilities for coordinated hazard mitigation planning and implementation activities and actions. This Annex also explains the methodologies and progressive steps of how LSCS plans to identify the hazards that affect us and to systematically reduce the identified levels of risk and vulnerability to these hazards. This annex also explains LSCS partnerships, and participation in regional and state mitigation planning and implementation activities.

Concept of Operations

This annex is not intended to describe in detail all aspects of LSCS mitigation program. The achievement of hazard mitigation objectives is a LSCS and local, state and national priority. All LSCS departments will identify and implement feasible risk reduction measures. Hazard mitigation is a function that requires the coordination of a variety of multi-disciplined, multi-jurisdictional on-going activities. The Chief Emergency Management Officer (CEMO) is responsible for the overall emergency management program, including hazard mitigation. The CEMO serves as the Hazard Mitigation Coordinator (HMC) for this function within LSCS working with the Facilities Directors and Vice Presidents of Administrative Services of LSCS. Collectively, this team of individuals serves as the Hazard Mitigation Team (HMT). The HMT consists primarily of representatives from the LSCS Facilities departments, and includes the regional fire marshal offices and fire departments, regional public health authorities, and partners that represent industry and the private sector. The HMT organization provides the flexibility to involve all team members in the problem solving process, or to involve only those team members who possess the specific skills needed to mitigate a hazard specific condition.

Annex Q: Hazardous Materials & Chemical Spills

The purpose of this annex is to establish the plans and procedures that LSCS will use in the event of a hazardous material incident or chemical spill. This Annex defines the roles, responsibilities, and organizational relationships of LSCS departments, external agencies, and private entities in responding to and recovering from a hazardous materials incident. The Annex provides guidance to protect the LSCS community and the environment from a hazardous materials incident. This annex also references responsibilities for radiological response, firefighting, and search and rescue response as detailed in other Annexes.
Concept of Operations
This annex applies during any situation in which there is a danger to life, property, or the environment that results from an accident involving the uncontrolled release or spill of any hazardous materials. The primary agencies involved will be the local fire marshal offices and fire departments, external law enforcement, and the City of Houston, County or other hazardous materials response teams (HMRT). LSCS Facilities, Police, and Administrative Services, will provide support services as instructed by the Incident Commander. Other agencies will assist as appropriate. The responding Fire Marshal’s Office provides a technician-level HMRT charged with the responsibility of responding to hazardous materials incident in the LSCS service area.

Annex R: Search & Rescue
The purpose of this annex is to outline operational concepts and organizational arrangements for search and rescue (SAR) operations during emergency situations at a LSCS facility. The local Fire Department has the primary responsibility of providing SAR. These resources are assisted by LSCS Police, Facilities, Student Services, Human Resources, and the Vice Presidents of Administrative Services as needed. This annex is applicable to all LSCS departments and personnel, partner agencies and organizations with assigned SAR functional responsibilities. In addition to SAR, related responsibilities for firefighting, radiological response, and hazardous materials response are detailed in other Annexes.

Concept of Operations
The responsibilities of a SAR team will be extensive during some types of emergency situations. These responsibilities include the search for and extrication of victims during events such as structural collapse, hazmat accidents, flooding incidents, radiological incidents, and major fires or explosions.

Annex S: Transportation
This annex outlines our concept of operations and organizational arrangements for transportation of people, supplies, and materials during emergency situations, assigns responsibilities for various transportation tasks, and outlines related administrative requirements for a LSCS facility.

Concept of Operations
When conducting emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people and animals from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations. The LSCS Vice President of Administrative Services shall serve as primary Transportation Officer and coordinate emergency transportation operations on behalf of LSCS. Other departments and entities that have a role under the Transportation Annex include LSCS Police Department, LSCS OEM, area law enforcement agencies, school districts, METRO (limited to City of Houston/Harris County), regional and private transportation companies.
Annex T: Donation Management

The purpose of this annex is to outline the concept of operations, organizational arrangements, and responsibilities for coordinating the efforts of LSCS resources, volunteer groups and local government to manage donations of goods and services that may occur in the aftermath of an emergency situation.

Concept of Operations

The primary objective of donations management is to determine the needs of disaster victims, inform potential donors of those needs through the media and a variety of other means, and establish a process in which to receive, process, and distribute donations contributing to the recovery process. Donations management activities are handled through the Donations Management Committee lead by the Vice President of Administrative Services and College Relations.

In addition to LSCS resources, LSCS also relies upon the donations management of the LSC Foundation, LSC employees who have volunteered, student government, community-based organizations (CBOs) and other volunteer organizations who have successfully handled donations management in the past. However, experience has shown that volunteer groups can be overwhelmed by the volume of donations and may need certain government assistance obtaining resources such as, providing transportation, acquiring food and water, traffic control, and security.

Cash is generally the preferred donation for disaster relief. Donations of cash to the LSC Foundation, CBOs and other volunteer agencies for disaster relief allows those organizations to purchase the specific items needed by disaster victims or provide vouchers to disaster victims so that they can replace essential personal property with items of their own choosing. Cash donations also reduce the tasks of transporting, sorting, and distributing donated goods.

Annex U: Legal

The purpose of this annex is to make provisions for legal services during emergency situations or when such situations appear imminent and to provide guidance for invoking the emergency authorities and delegations of LSCS leadership when necessary.

Concept of Operations

The LSCS General Counsel has overall responsibility for providing legal services to LSCS department heads and Board of Trustees during an emergency. The General Counsel will be assisted by his or her subordinates.

Annex V: Terrorist Incident Response

The purpose of this annex is to establish procedures for responding to the threat of, or an actual occurrence of a terrorist event at or near a LSCS facility. Emphasis is placed on the protection of life and property, enforcement of criminal laws, and coordination of or assistance in the movement of people and resources in and around the affected area. This annex also outlines operational concepts and tasks and assigns responsibilities for preparing for and responding to terrorist incidents that may occur.
Concept of Operations
The LSCS Police Department has the lead role in terrorism crisis management until relieved by the county Sheriff's Office. The LSCS Police Department and County Sheriff's Office will coordinate its' efforts with state and federal law enforcement agencies. Campus Presidents or the CEOs will have the lead role in consequence management, taking measures to restore essential LSCS services and provide relief to those affected by the consequences of terrorism under the guidance of the lead law enforcement agency. However, the public health authority, i.e., Harris County Public Health & Environmental Services, City of Houston Department of Health and Human Services, Texas State Department of Health and Human Services or Montgomery County Hospital District/Health Department, may be assigned the lead local role in terrorism consequence management for incidents involving biological agents.

Responding to a threat or actual occurrence of terrorism will require involvement of all LSCS departments and many external resources and personnel, which may not normally respond to emergencies as part of their daily operations. The responsibilities of other county departments during emergency operations are identified in the LSCS Emergency Management Plan and in Annex V.

Annex W: Campus/Department Emergency Operations Plans (EOP)
The purpose of this annex is to provide a location to record and document LSCS departmental emergency operations plans that incorporate established procedures for responding to the threat of, or an actual emergency at or near a LSCS facility. Emphasis of these plans is placed on the protection of life and property and coordination of or assistance in the handling of LSCS resources in the affected area. This annex also outlines operational concepts and tasks and assigns responsibilities for preparing for and responding to an emergency that may affect the defined department and/or facility.

Annex X: LSC Crisis Response Plan – Domestic & International (including Travel Abroad)
The purpose of this annex is to assist employees and responding agencies, faculty participating on a LSC-Led Study Abroad Program and employees conducting business on behalf of Lone Star College at a U.S. campus, while traveling or working away from a LSC facility in the U.S. or abroad and will serve as an important procedural resource to guide the LSC Emergency Response Team.

Safety is the top priority in administering quality remote U.S. campus, study abroad programs and safe operations for LSC employees and students. LSC shares the responsibility for monitoring local and national conditions affecting campus, student and employee safety and in providing relevant information to program participants. LSC employees share the responsibility for monitoring local and national conditions affecting their safety. Participants themselves are responsible for becoming familiar with all materials provided and for following safety guidelines given by LSC and host institutions.

LSC cannot guarantee employee or student safety or eliminate all risks associated with travel abroad or across the U.S. Orientation information, both printed and oral, contains information for employees and students about health and safety issues including information related to international travel. Adherence to this information, along with appropriate behavior, caution, professional perspective, can prevent many crisis situations. LSC makes every effort to provide students and employees the information they need to make responsible decisions about their participation in, and conduct while attending, working, or participating in LSC-Led program and activities.
References

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- Harris County Basic Plan
- Jane’s Information Group, *Jane’s Chem-Bio Handbook*
- Local Fire Departments and Fire Zone Assignments
- Local/County/State Fire Marshal Offices Policies and Procedures Manual
- LSC Departmental Standard Operating Procedures (SOPs)
- LSC Internal Departmental Policies
- LSC Policy
- LSCS Basic Plan
- LSCS Campus Management Manual
- LSCS Campus Solutions, Office of Technology Services Disaster Recovery Manual
- LSCS Departmental Emergency Plans
- LSCS Hazard Analysis
- Montgomery County Basic Plan
- Regional Hazard Analysis
- Regional Hazard Mitigation Action Plans
- San Jacinto County Basic Plan
- State of Texas *Emergency Management Plan*
- State of Texas *Traffic Management Plan*
- TDEM, *Disaster Recovery Manual* (DEM-62)  
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• Texas Disaster Act of 1975
• Texas House Bill 1831 omnibus bill relating to disaster preparedness and emergency management
• Texas Fire and Rescue Mutual Aid Plan, May 1998.
• Texas Local Government Code, Chapter 203 (Management and Preservation of Records)
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