ALAMO COLLEGES DISTRICT

EMERGENCY OPERATIONS PLAN (EOP) - BASIC PLAN
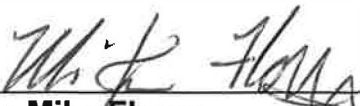
LETTER OF PROMULGATION

The Alamo Colleges District provides a safe and secure environment for our faculty, staff and students to teach, work and learn. As such, the District has developed a comprehensive **Emergency Operations Plan (EOP)** with supporting Annexes and attachments. When implemented, this plan will provide timely, effective, and efficient emergency response for the benefit and protection of the entire Alamo Colleges District community.

The District EOP utilized the *National Incident Management System (NIMS)* and the *Incident Command System (ICS)* and includes policies and general procedures for a wide range of incidents and various levels of emergencies. In addition, the plan contains organization components, response protocols, and the establishment of assigned teams with emergency roles and responsibilities. These teams will receive training on a regular basis and participate in emergency drills and exercises.
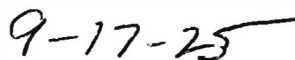
Included in the plan is a critical framework for coordination and mobilization of District assets, including strategies for responding to and recovering from an incident. An annual review of this plan will be conducted to ensure all components, policies and procedures are current and effective.

No plan can completely prepare an organization for every threat. However, the District administration supports this plan in an effort to keep the members of the District community as safe as possible, and urges all students, faculty, and staff to not only be aware that the plan exists but to also take vested interest in EOP not only at their location but for all of Alamo Colleges District.

The District Emergency Operations Plan, Annexes and attachments are hereby approved. The plan takes effect immediately and supersedes all previous emergency plans for all emergency operations and district locations.

Dr. Mike Flores
Chancellor, Alamo Colleges District

9-17-25
Official Effective Date

ALAMO COLLEGES DISTRICT

ALAMO COLLEGES DISTRICT
Northeast Lakeview College

ALAMO COLLEGES DISTRICT
Northwest Vista College

ALAMO COLLEGES DISTRICT
Palo Alto College

ALAMO COLLEGES DISTRICT
San Antonio College

ALAMO COLLEGES DISTRICT
St. Philip's College

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FORMAL ADOPTION STATEMENT

The Alamo Colleges District and its stakeholders expect that schools remain safe havens for education. However, The Alamo Colleges District cannot predict exactly when and where an emergency incident is going to happen. This unpredictability means that every campus, and all faculty and staff, must be prepared to ensure efficient and effective operations and response efforts for any emergency incident. Through emergency management, the district plan helps to ensure that The Alamo Colleges continues to provide a safe, orderly learning environment for every student and every campus. Alamo Colleges District's emergency management process embraces state and federal standards and proven practice.

This plan is known as The *Alamo Colleges District Multi-Hazard Emergency Operations Plan (EOP).* The plan and supporting documents provide the framework that outlines the district's intended approach to managing emergency incidents of all types and should not be regarded as a performance guarantee. It represents a conceptual framework for consistent and coordinated multi-agency response during a major event and is supported by collaboration, training, and exercise.

The Alamo Colleges District's Chancellor is responsible for approving and ensuring the formal adoption of this plan, which supersedes and rescinds all previous Alamo Colleges Emergency Operation Plans. It is designed for use alongside local, regional, state, and federal emergency management/operations plans. The District EOP and related appendices, including individual campus emergency preparedness plans, are reviewed annually by all affected and impacted departments, and updated at least every three years on a schedule consistent with the District Audit Review as set forth in Texas Education Code Chapter 37.108 or as district policy changes dictate.

In the event that any portion of this EOP or supporting documents are held invalid by judicial or administrative review, such ruling shall not affect the validity of the remaining portions of the plan. The Chancellor may develop and distribute minor changes to this plan. The Alamo Colleges District's Chancellor will sign revisions and recertification.
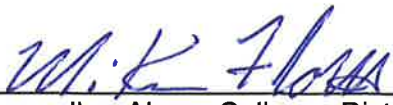
This Basic Plan is hereby approved for implementation and supersedes all previous versions.

Dr. Mike Flores
Chancellor, Alamo Colleges District
Print Name

9-17-25
Date

Chancellor, Alamo Colleges District
Signature

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OVERVIEW

The Alamo Colleges District Emergency Operations Plan (EOP) is a district-wide plan that guides emergency personnel and resources, before, during and after a natural, technological, or human-caused incident. EOP and Annexes will be the primary document in determining how the District plans for and manages emergencies, disasters, special events and catastrophes that impact any District facilities under the District's custody and control. Although this program does not cover every conceivable situation it does provide comprehensive administrative procedures necessary to respond effectively to incidents caused by threats in the all-hazards environment.

The District policies and procedures herein shall be adhered to by all administrators whose responsibilities and authority cover the operational procedures in the EOP and Annexes, including all attachments to these documents. District personnel will conduct the organizational planning, training, drills and exercises necessary to implement and maintain the program to the extent required to meet or exceed regulatory requirements and best practices in emergency management.

Any program changes, suggestions, or recommendations shall be submitted in writing to the District Emergency Management Coordinator for technical review and consideration. Major revisions to the program will be submitted in writing by the Enterprise Risk Management (ERM) Director through the Vice Chancellor People, Organization and Policy for the Chancellor's consideration.

In conjunction with our partners:

The City of San Antonio	Bexar County	The State of Texas
100 Military Plaza San Antonio, TX 78205	100 Dolorosa San Antonio, TX 78205	1100 Congress Ave Austin, TX 78701

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RECORD OF CHANGES & ANNUAL REVIEW

In accordance with Texas Education Code 37.108(a)(7), the Chancellor is responsible for ensuring the development, implementation, and promotion of this plan in conjunction with all local, state, regional, and federal emergency management, and Homeland Security planning guidance. Prior to the start of each academic year, the district will complete a review of the Emergency Operations Plan (EOP) to include updates to organizational and contact information, plan review, training, and exercise.

RECORD OF CHANGES AND ANNUAL REVIEW TABLE				
Change Number	Date of Change (mm/dd/yyyy)	Name of Person Updating or Reviewing	Title of Person Updating or Reviewing	Summary of Significant Changes and Annual Review
1	1/5/2014	Mike Legg	Director of ERM	Incorporate FEMA requirements
2	5/5/2015	Mike Legg	Director of ERM	Annual Review
3	5/9/2016	Will Davis	EMC	Annual Review
4	5/8/2017	Will Davis	EMC	Annual Review
5	5/7/2018	Will Davis	EMC	Annual Review
6	2019			COVID-19 – Plan not Reviewed
7	2020			COVID-19 – Plan not Reviewed
7	2021			COVID-19 – Plan not Reviewed
8	5/9/2022	Mike Legg	Director of ERM	POST COVID Review
9	8/14/2023	Paul G. Harvey	District EMC	Annual Review
10	2/12/2024	Paul G. Harvey	District EMC	Updated Hazard and Risk Assessment
11	4/15/2024	Paul G. Harvey	District EMC	Annual Review
12	7/17/2024	Paul G. Harvey	District EMC	Annual Review
13	6/2/2025	Paul G. Harvey	District EMC	Annual Review
14	8/29/2025	Paul G. Harvey	District EMC	Revise
				[1]

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[1] Texas Education Code 37.108 (a)(7)

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RECORD OF DISTRIBUTION

Updated versions of the Alamo Colleges District EOP Basic Plan have been distributed to the following district members as well as responding and coordinating agencies identifying their receipt, review, and intent to use this EOP during an emergency incident.

RECORD OF DISTRIBUTION TABLE		
Name of Person Receiving	**Title of District Staff or Agency Receiving**	**Delivery Date (mm/dd/yyyy)**
	Chancellor	
	VC Planning, Performance, and Information System	
	VC for People, Organization, and Policy	
	VC Finance & Administration	
	VC Academic Success	
	VC Economic & Workforce Development	
	VC for External Affairs and Chief of Staff	
	VC Student Success	
	VC for Strategic Communications, Marketing, and User Experience	
	VC for Digital Learning	
	College President - NLC	
	College President - NVC	
	College President - PAC	
	College President - SAC	
	College President - SPC	
	AVC Facilities & Construction	
	AVC G.O Bond CIP	
	General Counsel	

	Chief of Police	
	Director, Enterprise Risk Management	
	District Emergency Management Coordinator	
	Director of Professional and Organizational Development	

CONTENTS – ALAMO COLLEGES DISTRICT EOP

ALAMO
COLLEGES
DISTRICT

Enterprise Risk Management

1. PURPOSE, SCOPE, AND OBJECTIVES

1.1 PURPOSE

The purpose of this *Multi-hazard Emergency Operations Plan (EOP)* is to educate and inform the district about actions to follow before, during, and after an emergency incident by outlining the responsibilities and duties of administrators, faculty, staff, and students, response and coordinating agencies, and the whole community.

The purpose of this EOP is to minimize the loss of life and damage to property. As a result, it identifies emergency operations, practices, collaboration, responsibilities, and general considerations for facilities and campuses within the Alamo Colleges District. This EOP has been designed to meet the specific and individual needs, capabilities, and circumstances found throughout the district.

The plan is based on the *National Incident Management System (NIMS)* and *the Incident Command System (ICS)*, a management structure adopted throughout the U.S. and international communities. It also stems from the *State of Texas' Emergency Planning Guidance* and the *National Response Framework (NRF)*. Accordingly, this plan's approach to emergency management is rooted in a four-phase structure where the phases of **mitigation, preparedness, response, and recovery** each contain a critical procedure for emergencies.

This is the overall plan for the Alamo Colleges but may not address specific needs for all college campuses and departments. This plan fulfills the *Texas State Education Code Section 37.108* requirement that an institution of higher education adopt and implement multi-hazard emergency operations plan. Additionally, this plan fulfills the *Alamo Colleges Board Policy C .2.12. Emergency Management Policy* requirement (for Emergency Management) to develop plans to meet or exceed applicable laws, standards, and best practices in Emergency Management.

1.2 SCOPE

This EOP addresses district planning and procedures for all emergency incidents, applies to all district facilities and colleges campuses, and ensures that the needs of individuals with access and functional needs are addressed. The plan focuses on **mitigating, preventing, and preparing** for emergency incidents of all types that could impact the district. It is designed to ensure effective and efficient coordination of **response and recovery** efforts.

The EOP defines the type of emergencies it covers (i.e. all hazards), the geographic area, the plan applies to students, faculty and staff, and the key personnel/departments involved, and its relationship to other plans and activities. It sets the boundaries and outlines the core components of how the District for overall coordination and resources management.

1.3 OBJECTIVES

The Alamo Colleges District Multi-Hazard *Emergency Operations Plan (EOP)* is a framework that supports the district's overall educational mission. The overall objectives of the Basic Plan are to:

1. Prepare and protect all individuals covered by this plan against significant threats and hazards in a manner allowing vital interests and daily operations to continue.

2. Reduce the loss of life and property by decreasing the impact of disasters.

3. Respond quickly to save lives, protect property and the environment, and meet basic human needs after an emergency incident.

4. Assist whole communities recovering from an emergency incident with continued stabilization of vital life support systems and whole community restoration.

These objectives apply to all hazards and may be used to assist with any type of emergency incident requiring emergency operations, response, and recovery efforts.

This plan is applicable to all district sites (campuses, administration, and support facilities). Alamo Colleges District will review and update the plans and support documents through activities that enhance its ability to prevent and mitigate, prepare for, respond to, and recover from emergency incidents of all types.

1.4 DISTRICT DESCRIPTION

The Alamo Colleges District is located primarily in Bexar County with satellite operations in adjacent Counties. The Alamo Colleges District serve the Bexar County community through five colleges — *San Antonio College* (est. 1925), *St. Philip's College* (est. 1898) (with its associate Southwest Campus), *Palo Alto College* (est. 1985), *Northeast Lakeview College* (est. 2007), and *Northwest Vista College* (est. 1995). They are distributed throughout Bexar County (Figure 1) and include a student population of 87,000+ supported by more than 5,000 employees, including faculty, administrators, and staff. The entire District operates throughout the year.

Alamo Colleges District includes five (5) Colleges, six (6) Education and Training Centers throughout the San Antonio Region. The Alamo Colleges District combined has a total of 232 facilities. A master list of facilities is available at the Enterprise Risk Management Group. A map of each facility annotated with evacuation routes, shelter locations, fire alarm pull stations, fire alarm control panel stations, fire standpipe connections, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, server rooms, mechanical rooms, and utility shutoffs are included at the Facilities Access Management Team.

Like its namesake, Alamo Colleges District has its own inspirational impact on society. From our origin as a community college district in 1945 through decades of change and expansion, we have fought to make higher education accessible and affordable for all. Today, five colleges fulfill this promise with a vast array of courses, 2-year 4- year degrees.

Our credits transfer to four-year universities for those pursuing advanced degrees. And our workforce development programs help individuals build new careers and meet the needs of businesses. In short, it is our mission to reshape futures.
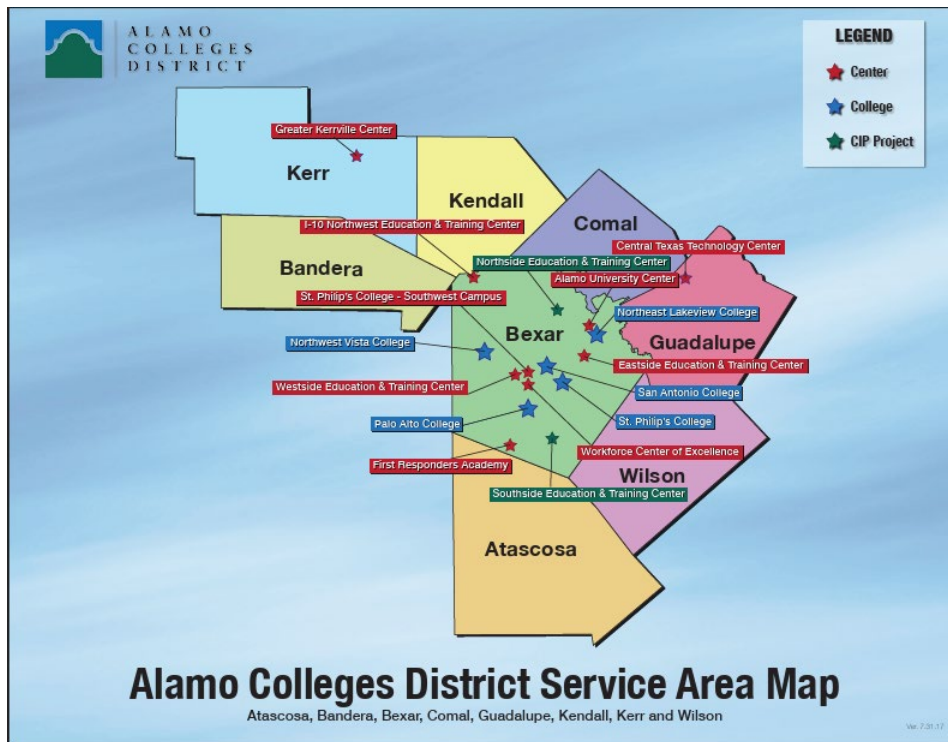
Figure 1 – Service Map

The Alamo Colleges District service area includes Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Kerr, and Wilson counties.
The Alamo Colleges District enrolls more than 50% of all college students in Bexar County.

MALCOLM BALDRIGE NATIONAL QUALITY AWARD
First community college system to achieve this level of recognition in the history of the program in 2018. Alamo Colleges received this award again in 2024

ASPEN PRIZE FOR COMMUNITY COLLEGE EXCELLENCE

Four of our colleges named Aspen Institutes Top 150 community colleges in the U.S. One is a finalist.

The Alamo Colleges District reached record-breaking enrollment for Fall 2025, with **87,757 learners enrolled** across its five colleges. This number exceeds the District's target. It also marks a 12.1% increase compared to last year, and the highest enrollment in the District's history. The milestone comes as the Alamo Colleges celebrates its 80th anniversary.

1.4.1 Institutions of the Alamo Colleges District

ALAMO COLLEGES DISTRICT HEADQUARTERS

ACCESS Campus/District Offices

2222 N. Alamo

San Antonio TX 78215

Northeast Lakeview College

1201 Kitty Hawk Rd

Universal City, TX 78148
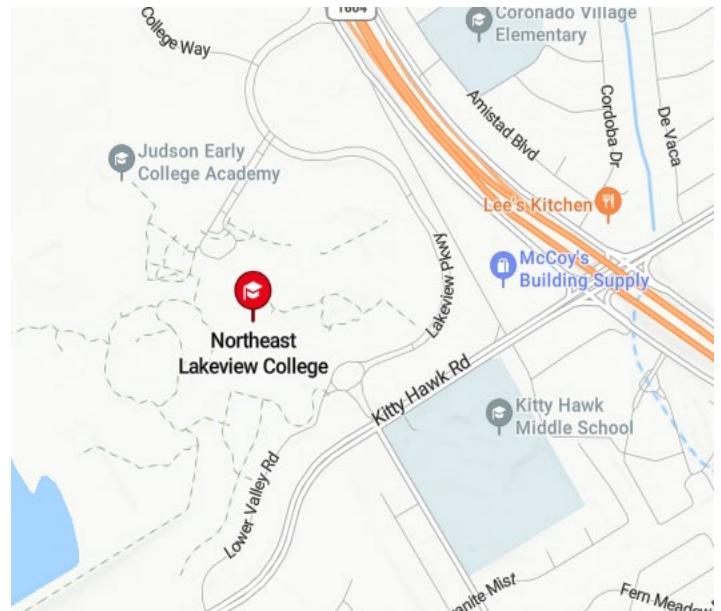
Northwest Vista College
3535 N. Elison Dr
San Antonio, TX 78251
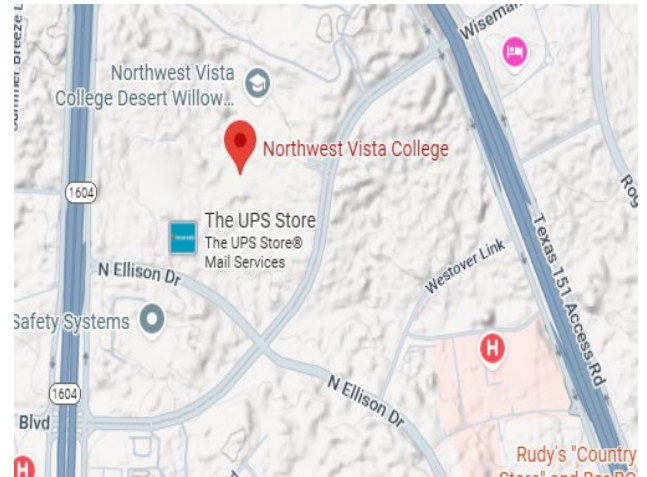
Palo Alto Colleges

1400 Villaret Blvd

San Antonio, Tx 78224

San Antonio College

1819 Main Street

 San Antonio, TX 78212

Saint Phillips College (Main)

1801 Martin Luther King Dr

San Antonio, TX 78203
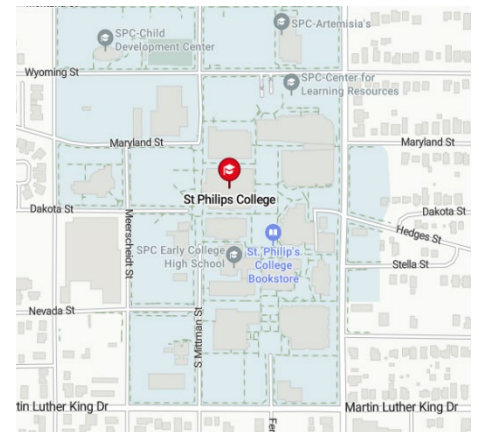
Main Campus

St. Phillips College/Southwest Campus

800 Quintana Road
San Antonio, Texas 78211
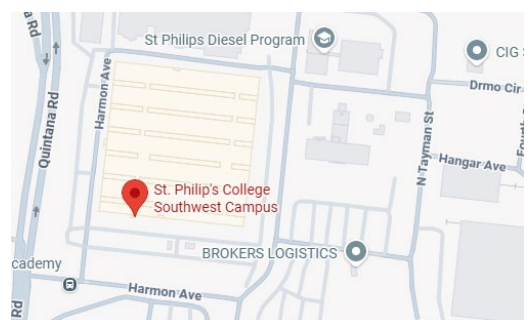
SWC Campus

1.4.2 Education Training Centers of the Alamo Colleges District

There is additional satellite operations associated with each of the five primary colleges that include activities in nearby parts of the counties, many of which are associated with military facilities and independent school districts. Each of these sites has its own unique vulnerabilities to threats in the all-hazards environment, and like the colleges, and the District Office, require evaluation and preparation for incident response and recovery.

These sites include:

ALAMO COLLEGES DISTRICT INSTRUCTIONAL FACILITIES (EDUCATION & TRAINING CENTERS)				
NAME OF FACILITY	**STREET ADDRESS**	**CITY**	**STATE**	**ZIP CODE**
EASTSIDE EDUCATION & TRNG CTR. (EETC)	4551 Dietrich Rd.	San Antonio	TX	78219
SOUTHSIDE EDUCATION & TRNG CTR. (SETC)	1760 Martinez Losoya Rd.	San Antonio	TX	78221
WESTSIDE EDUCATION & TRNG CTR (WETC)	563 SW 40th St.	San Antonio	TX	78237
WORKFORCE CENTER OF EXCELLENCE (COE)	203 Norton Street	San Antonio	TX	78211
GREATER KERRVILLE CTR	1012 Barnett St.	Kerrville	TX	78028
SAC FIRST RESPONDERS' ACADEMY	15775 Interstate 35 Access Rd	Atascosa	TX	78002

1.5 Alamo Colleges EMERGENCY MANAGEMENT PROGRAM

Alamo Colleges District's Emergency Management Program is a structured approach to prepare for, responding to, and recovering from emergencies and disasters, encompassing prevention, preparedness, response, and recovery efforts. The program aims to protect lives and property by integrating resources, personnel, and coordinated actions across various levels of the district.

The Alamo Colleges created the role of District Emergency Management Coordinator (EMC) in 2012. The District EMC is charged with the overall Emergency Management Program which includes the key phases of Emergency Management:

1.5.1 PREVENTION

Taking actions to avoid emergencies or lessen the potential impact, such as enforcing building codes to prevent structural failures or managing floodplains to reduce flood damage.

1.5.2 PREPAREDNESS

Developing plans, training personnel, and conducting drills to ensure the district is ready to act during a crisis.

1.5.3 RESPONSE

The immediate actions taken when an emergency occur, including coordinating rescue efforts, providing medical care to students, faculty and staff, and deploying first responders.

1.5.4 RECOVERY

Restoring district functions and infrastructure after an incident, which can involve rebuilding, providing financial assistance, restoring continuity of instruction, and offering mental health support to students, faculty, and staff.

1.5.5 MITIGATION

Disaster mitigation measures are those that eliminate or reduce the impacts and risks of hazards through proactive measures taken before an emergency or disaster occurs

Figure 2 – Five Phases of Emergency Management

The *Emergency Management Program* does not work in isolation to address the identified threats the District faces. The program is integrally connected throughout the District by direction of policy from the Board of Trustees, and through the executive leadership of the Alamo Colleges District Chancellor, the Associate Vice Chancellor of Talent, Organization & Strategic Innovation (TOSI), the Director of Enterprise Risk Management, the colleges, and training centers of the District.

The *Emergency Operations Plan (EOP)* requires collaboration with other District departments and colleges to enable the development of effective operating programs and the development of sound, integrated emergency response protocols across the District. Some of the critical partners in this process include:

- The Alamo College's Executive Personnel and their support staff
- The Alamo Colleges District Police Department
- Facilities & Construction
- Information Technology
- Communications and Engagement
- Finance and Fiscal Services
- Academic Success
- Student Success

2. AUTHORITIES AND GUIDANCE

This Basic Plan is developed under the authority of **Texas Education Code 37.108(a)** that states "each school district or public junior college district shall adopt and implement a **Multi-Hazard Emergency Operations Plan** for use in the district's facilities. The plan must address the phases of Emergency Management: *prevention, mitigation, preparedness, response, and recovery*." It aligns with federal, state, and local guidelines, and provides the framework for coordinating response efforts during an emergency incident. All actions and decisions outlined within this plan are guided by the principles set forth in the **National Response Framework** and the **Guide for Developing High-Quality School Emergency Operations Plans**, ensuring a structured and compliant response to any emergency event.

In 2005, The governor of the State of Texas issued Executive Order RP 40, which mandates the adoption of the **National Incident Management System (NIMS)** as the "declared state standard for incident management."

2.1 FEDERAL GUIDANCE
- 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 (NRF)
- National Strategy for Homeland Security, October 2007
- Comprehensive Preparedness Guide (CPG 101), November 2010

2.2 STATE OF TEXAS GUIDANCE
- Government Code, Chapter 418 (Emergency Management)
- Government Code, Chapter 421 (Homeland Security)
- Government Code, Chapter 433 (State of Emergency)
- Government Code, Chapter 791 (Inter-local Cooperation Contracts)
- Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
- Executive Order of the Government Relating to Emergency Management
- Executive Order of the Government - National Incident Management System
- Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- The Texas Homeland Security Strategic Plan, 2015-2020
- Texas Education Code Section 37.108 (a)

2.3 LOCAL GOVERNMENT GUIDANCE

- o City Ordinance #67229, dated June 2, 1988 (Emergency Management Program) and San Antonio City Code Article 8 Section II
- o City Ordinance #101347, September 2005 (NIMS Adopted)
- o City of San Antonio, Hazard Mitigation Plan, 2004

2.4 ALAMO COLLEGES DISTRICT POLICY

- o Alamo Colleges Board Policy C.2.12. Emergency Management Policy

All of these partners, including external community emergency organizations, work cooperatively to address the cycle of emergency management at the District: ***Prevention, Preparedness, Response, Recovery and Mitigation*** within the NIMS framework using the ICS.

The District has the primary responsibility for the management of emergencies or disasters that occur on a campus or impact campus. The District is also responsible for coordinating amongst external agencies that also respond to emergencies or disasters on campuses.

The District's top priorities during an emergency are:

- Protect the lives, health, and safety of students, faculty, staff, visitors, and emergency responders,
- Protect ACD property and mitigate damage to the District/Colleges,
- Protect the environment of the District/College and its natural resources,
- Protect and restore critical infrastructure and key resources,
- Restore ACD operations, and the recovery of ACD operations.

The District Emergency Management Coordinator (EMC) is the designated emergency management representative for the Alamo Colleges District and is empowered with the authority to administer the Emergency Management Program through the VC for People, Organization and Policy and Department of Enterprise Risk Management. The Director of Enterprise Risk Management (ERM) is the designated individual empowered with the authority to execute the Emergency Management Program.

3. DISTRICT HAZARD ANALYSIS

[2]The Alamo Colleges District is an important part of the whole community and plays a responsible role in ensuring a safe, secure, and healthy environment for students, faculty, and staff. Alamo Colleges maintains resources that not only support its daily educational mission but also recognizes that schools are resources when an emergency incident occurs.

A summary of potential hazards is outlined in ***Attachment 1: District Hazard Analysis***. The Alamo Colleges District along with our partners at the Bexar County and City of San Antonio Office of Emergency Management (SAOEM) as well as the State of Texas have used historical records and subjective estimates to determine criticality, which is a measure of event probability and the district's ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property.

3.1 THREAT AND HAZARD ANALYSIS AND MITIGATION

The Alamo Colleges ***Emergency Operations Plan (EOP)*** is based on a sound threat analysis. This is necessary to ensure the District is making plans and preparing resources for the response and recovery needs. The District operations have internal and external vulnerabilities to threats while performing its core mission in the all-hazards environment.

These ***hazards may be natural, technological, human-caused*** or a combination, depending on the incident. Not all hazards in Bexar County and the City of San Antonio affect the District facilities and College Campuses equally as a threat. College campuses and the Education and Training Centers operations will also have variations in their threat picture. The degree of threat depends often on the location of site and the characteristics of its operations. When the District has ***vulnerabilities to a hazard, the hazard becomes a potential threat***. It may be a continual threat (e.g., loss of utilities) or variable, including seasonal (e.g., ice storms) actions. When the District has a vulnerability to a threat, the District may take actions to prevent losses, or reduce them, through controls (e.g., fire protection systems). When controls are inadequate or unavailable to reduce losses, the condition is defined as a gap or vulnerability.

Vulnerabilities can sometimes be further addressed by depending on outside organizations for support, e.g., through mutual aid and memorandums of understanding (MOU) for additional support, when the District resources are not adequate during emergencies.

The District is exposed to many threats from the general all-hazards environment previously described many of which have the potential for disrupting operations, causing casualties, and damaging or destroying District properties. A hazard threat analysis process involves identifying potential hazards and threats, assessing the risk, and developing strategies to mitigate the risk. This process is crucial for ensuring safety.

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[2] Texas Education Code 37.108(a)(7)

A key aspect is understanding the difference between a hazard (a source of potential harm) and a threat (the likelihood of that hazard causing harm).[3]

The process includes:

3.1.1 Hazard Identification
Begin by identifying all potential hazards.

3.1.2 Threat Assessments
Once hazards are identified, assess the likelihood of those hazards becoming threats.

3.1.3 Risk Assessments
Evaluate the potential consequences of each threat. This involves considering the severity of potential injuries or damage and the probability of those occurring   Risk assessment helps prioritize which threats require the most immediate attention.

3.1.4 Control Development
Based on risk assessment, we develop and implement control measures to mitigate the identified threat.

3.1.5 Monitoring and Review
Regularly monitor the effectiveness of the control measure and review the hazard and threat analysis process to ensure it remains relevant and effective.

The Alamo Colleges have adopted hazard mitigation goals and objectives for these potential threats that are designed to protect the Alamo Colleges community. The Alamo Colleges campuses and District properties are situated within the City of San Antonio; the acknowledged hazards identified within the **Bexar County/City of San Antonio Hazard Mitigation Plan** can also potentially impact the Alamo Colleges. The top hazards that the city has identified as a threat to our area are:[4]

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[3] U.S. Department of Homeland Security - FEMA | Local Mitigation Planning Handbook | June 2025
[2] State of Texas Education Code 37.108 (a)(7)
[3] Bexar County/City of San Antonio | Hazard Mitigation Plan, 2024

NATURAL	TECHNOLOGICAL	HUMAN-CAUSED
ACTS OF NATURE	ACCIDENTS OR SYSTEM AND STRUCTURE FAILURES	INTENTIONAL ACTIONS OF AN ADVERSARY
- DROUGHT - EARTHQUAKE - FLOOD - LANDSLIDES - SEVERE WINTER WEATHER (HAIL, ICE, & SNOW) - THUNDERSTORMS (HIGH WINDS) - TORNADOES - URBAN FIRE - WILDFIRE	- CHLORINE LEAK - DAM FAILURE - HAZARDOUS MATERIAL SPILL - MILITARY PLANE CRASH - SCADA SYSTEM THREAT - TRAIN DERAILMENT	- AGRO-TERRORISM - AIRCRAFT AS A WEAPON - ARSON/INCENDIARY ATTACK - BIOLOGICAL ATTACK - CHEMICAL ATTACK - CONVENTIONAL ATTACK- - CIVIL DISTURBANCE - CYBER-TERRORISM - FOOD AND WATER CONTAMINATION - IED'S - HOSTAGE-TAKING/ASSASSINATION - RADIOLOGICAL DISPERSION DEVICE - SABOTAGE/THEFT

Figure 3- Main Risk to the San Antonio Region

LOCAL HAZARD MITIGATION PLAN

The Alamo Colleges District have identified the following hazards as being particularly ***most likely*** to impact the District**:**

- *FIRE OR EXPLOSION EMERGENCIES*
- *MEDICAL EMERGENCIES*
- *HAZARDOUS MATERIAL EMERGENCIES*
- *WEATHER EMERGENCIES*
- *THREAT OF VIOLENCE/VIOLENCE/TERRORISM*
- *BUILDING SYSTEMS EMERGENCIES*
- *ACTIVE THREAT (ACTIVE SHOOTER)*

3.2 HAZARD-THREAT ANALYSIS FOR THE SAN ANTONIO REGION
(INCLUDING THE ALAMO COLLEGES DISTRICT)

Hazard Type:		LIKELIHOOD OF OCCURRENCE *	ESTIMATED IMPACT ON PUBLIC HEALTH	ESTIMATED IMPACT ON ACD PROPERTY	OVERALL, THREAT VALUE
		Unlikely, Occasional, Likely	Limited, Moderate, Major	Limited, Moderate, Major	1 High 4 Low
NATURAL HAZARDS					
DROUGHT/HEAT WAVE		Likely	Limited	Moderate	3
EARTHQUAKE		Unlikely	Limited	Limited	3
FLASH FLOODING		Likely	Limited	Moderate	2
ANIMAL THREAT		Unlikely	Limited	Limited	4
EVACUATION: BUILDING		Occasional	Limited	Limited	2
EVACUATION: ENTIRE CAMPUS		Unlikely	Moderate	Limited	4
HAIL		Occasional	Limited	Moderate	2
TORNADO		Occasional	Major	Major	1
WILDFIRE		Unlikely	Moderate	Moderate	3
FIRE IN OR NEAR ACD PROPERTY		Occasional	Moderate	Major	2
MEDICAL EMERGENCY		Likely	Limited	Limited	1
PANDEMIC/SERIOUS DISEASE OUTBREAK		Occasional	Major	Limited	2
SEVERE STORM: RAIN, LIGHTNING, STRONG WINDS		Likely	Limited	Moderate	2
ICE/SNOWSTORM		Occasional	Moderate	Limited	2
TECHNOLOGICAL HAZARDS					
TRAIN DERAILMENT NEAR OR ON CAMPUS		Unlikely	Major	Major	4
EXPLOSION ON OR NEAR CAMPUS		Unlikely	Major	Major	3
CLASSES CANCELLED (BASED ON THREAT)		Occasional	Limited	Limited	1
CYBER ATTACK/ LOSS OF IT		Occasional	Moderate	Moderate	2
HAZARDOUS MATERIAL RELEASE		Occasional	Moderate	Moderate	2
BUILDING COLLAPSE		Unlikely	Major	Major	3
RADIOLOGICAL MATERIALS		Unlikely	Moderate	Limited	4

	LIKELIHOOD OF OCCURRENCE*	ESTIMATED IMPACT ON PUBLIC HEALTH	ESTIMATED IMPACT ON PROPERTY	OVERALL, THREAT VALUE
VEHICLE FIRE ANYWHERE ON CAMPUS	Occasional	Limited	Limited	2
UTILITY INTERRUPTION/LOSS: ELECTRICITY, GAS, WATER, SEWAGE, GARBAGE REMOVAL, PHONE, INTERNET	Likely	Moderate	Major	1
HUMAN CAUSED HAZARDS				
ACTIVE SHOOTER	Unlikely	Major	Limited	1
VIOLENT/CRIMINAL BEHAVIOR	Likely	Moderate	Limited	2
HOSTAGE SITUATION	Unlikely	Limited	Limited	3
CIVIL DISORDER/DEMONSTRATION	Unlikely	Moderate	Moderate	4
MISSING PERSON	Occasional	Limited	Limited	3
BOMB THREAT OR ACTUAL BOMB	Occasional	Major	Major	1
TERRORISM THREAT	Unlikely	Major	Moderate	3
				[5]

Figure 4 – Hazard – Threat Analysis for the San Antion Region – per the BCOEM/SAOEM

The District has adopted hazard mitigation goals and objectives for these potential threats that are designed to protect the district community.

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[5] City of San Antonio TX | Hazard Mitigation Plan 2024
Texas Education Code: 37.108 (a)(7)

4. SITUATION OVERVIEW, FEDERAL PLANNING GUIDANCE AND ASSUMPTIONS

4.1 SITUATION OVERVIEW

The **Multi-Hazard Emergency Operations Plan (EOP)** may be activated in part or as whole, as necessary, by the Chancellor or designee.

This plan is to prevent or mitigate the effects of hazards that may affect and impact the District. The ACD is located within Texas South Central Region which includes Bexar County and the City of San Antonio.

4.1.1 Plan Organization

There are three components to Alamo Colleges District EOP:

4.1.1.1 **Basic Plan:** The Basic Plan is the foundational section of an *Emergency Operations Plan (EOP)* that provides an overview of an organization's approach to emergency management, including policies, the overall response organization, and assigns general responsibilities for mitigation, preparedness, response, and recovery efforts, regardless of the specific threat or hazard.

4.1.1.2 **Annexes** – (*Hazard Specific Annex and Functional Annexes)* The annexes are detailed sections that provide specific guidance on how to manage or respond to particular emergencies, threats, or hazards or to conduct essential functions.

4.1.1.3 **Appendices:** Provide detailed, specific information that supports the base plan and functional annexes often containing hazard-specific concepts of operation, detailed guidelines, training aids, and list of resources.

PLAN ORGANIZATION TABLE	
COMPONENT	**DESCRIPTION**
Basic Plan	Describes Alamo Colleges District emergency management organization and a system of coordination.
Annexes	**Functional Annex:** Describes Alamo Colleges actions that are consistently taken during any emergency incident impacting the district. **Hazard Specific Annex:** Addresses how Alamo Colleges responds to specific types of emergency incidents and may be referenced by other annexes. Hazard annexes may be augmented by other supporting plans.
Appendices	Attached to an annex, Alamo Colleges provides a list of specific tasks that need to be accomplished before, during, and after an emergency incident.

Figure 5 – DHS/FEMA HSEEP

4.2 FEDERAL EMERGENCY OPERATIONS PLANNING GUIDANCE

The Alamo Colleges District follows the Department of Homeland Security; FEMA Emergency Planning Guidance located in the *FEMA Comprehensive Preparedness Guide (CPG 101) and the National Response Framework* guidance which provide guidance and aligns the District's Emergency Planning.

4.2.1 **Comprehensive Preparedness Guide (CPG) 101** provides guidelines on developing emergency operations plans (EOPs). It promotes a common understanding of the fundamentals of community-based, risk-informed planning and decision making to help planners examine a threat or hazard and produce integrated, coordinated, and synchronized plans. The goal of CPG 101 is to simplify the planning process across all mission areas in the National Preparedness Goal: Prevention, Protection, Mitigation, Response and Recovery.

4.2.2 **The National Response Framework (NRF)** provides foundational emergency management doctrine for how the Nation responds to all types of incidents. The NRF is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System (NIMS) to align key roles and responsibilities across the Nation. The structures, roles, and responsibilities can be partially or fully implemented in the context of a threat or hazard, in anticipation of a significant event, or in response to an incident. Implementation of the structures and procedures described allows for a scalable response, delivery of specific resources and capabilities, and a level of coordination appropriate to each incident**.**
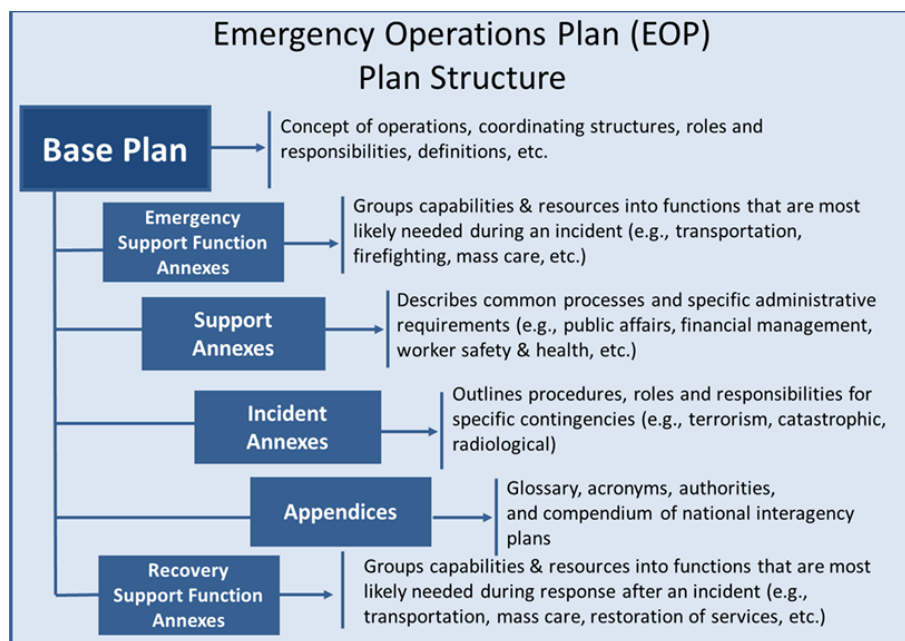
Figure 6 – FEMA Emergency Planning Model

4.3 DISTRICT RESOURCES

The Alamo Colleges District will use district owned resources to respond to emergency incidents. If these resources prove to be inadequate or exhausted, The Alamo Colleges District have formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure the district has access to necessary resources during an emergency incident impacting the district.

4.4 PLANNING ASSUMPTIONS

Planning requires a commonly accepted set of assumptions to provide a foundation for establishing emergency management protocols and procedures. The following assumptions identify what the District considers to be true in this EOP. Should an assumption prove to be false, this EOP will be modified accordingly.

1. This EOP is intended to provide guidance but does not imply performance guarantees. The Alamo Colleges District *may deviate from this plan, as necessary.*

2. Those district members, as well as responding and coordinating agencies listed in the Record of Distribution, acknowledge receipt, review, and intend to use this plan during an emergency incident.

3. Students, faculty, and staff are empowered to assess the seriousness of a situation and respond accordingly, which may prevent an emergency incident from occurring.

4. An emergency incident such as a fire, gas leak, or hazardous material spill could occur without warning. faculty and staff should not wait for directions from local response agencies before activating this EOP, thus protecting lives and property.

5. Probable or developing conditions may result in leadership making the decision to delay or cancel events to avoid potential injury or loss of life if conditions should evolve into an emergency incident.

6. Emergency incident management will be conducted in a manner consistent with the principles contained in the U.S. Department of Homeland Security National Incident Management System (NIMS) doctrine.

7. Alamo Colleges District is prepared to take initial response actions until help from responding agencies is available.

8. Upon arrival, a member of a responding agency (law enforcement, fire, etc.) will assume the role of the *Incident Commander (IC) position or establish a Unified Command (UC) depending on the emergency incident*.

9. An intentional threat against the district will result in a law enforcement response action and a quick and appropriate response will reduce the number and severity of injuries.

10. A large-scale emergency incident requires an effective and coordinated response between the district, whole community, and response agencies resulting in minimizing public concern; assisting in recovery efforts; and reducing the impact on students, faculty, and staff.

11. During an emergency incident, faculty and staff are expected to perform tasks beyond their daily duties.

12. Utilities (water, electrical power, natural gas, telephones, radio systems, cell towers, information systems) may be interrupted due to an emergency incident.

13. The Alamo Colleges District will continue to be exposed to and subject to the impact of those hazards described in the hazard analysis as well as lesser hazards and others that may develop in the future.

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

15. Emergency incidents may result in one or more of the following:

    - Damage or destruction to public and private property including the ACD.
    - Displacement of people including the students, faculty, and staff.
    - Disruption of local services (emergency medical services, fire, and police).
    - Disruption of utilities (electric, gas, internet, cell phone, and water) and daily life activities.
    - Impacts on the environment.
    - Injury or loss of life.
    - Social and economic disruption.

16. Achieving and maintaining the effectiveness of the District, and individual preparedness is the primary mitigating factor against disasters and can reduce the immediate stress on the public and response organizations.

17. Proper mitigation actions can prevent or reduce disaster related loss.

18. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

19. The district has formally adopted and implemented the National Incident Management System (NIMS).

5. CONCEPT OF OPERATIONS

5.1 APPROACH TO EMERGENCY MANAGEMENT

The ***Multi-Hazard Emergency Operations Plan (EOP)*** is based on an all-hazards approach and may be activated in its entirety or in part, based on the emergency incident and decisions of leadership.

Each ACD facility and each College campus will develop and test emergency plans. Some routine services and activities may be redirected or suspended to accomplish response and recovery efforts.

The Chancellor (or designee) is responsible for Emergency Management planning for the district and may designate an individual to serve as the Emergency Management Coordinator who oversees emergency management efforts.

The Chancellor may also identify individuals whose responsibility is to support the district's emergency management operation. The ***Concept of Operations*** **(CONOPS)** section explains in broad terms the intent of the EOP and presents a clear picture of the sequence and scope of the planned emergency response: ***what should happen, when, and at whose direction***.

5.1.1   CONOPS section of the EOP includes.

- Emergency Operations Plan (EOP) goals
- Division of responsibilities
- Sequence of actions – before, during and after an incident
- Requesting resources – who can request, who will fill them, how additional aid will be requested.

5.1.2   The CONOPS of the EOP will also provide an overview of:
- Direction and control; activities
- Alert and warning activities
- Continuity of operations (COOP) matters.

Hazard- or Threat-Specific Annex

Functional Annex

Emergency Operations Plan

Basic Plan
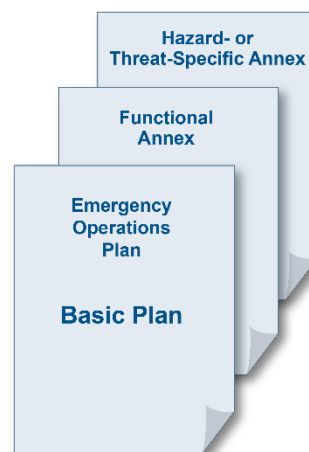
6. EMERGENCY OPERATIONS ORGANIZATION

To direct all planned events and emergency incidents the district will implement the ***Incident Command System (ICS)***. ICS is the standardized approach used to support events and emergency operations by defining roles and responsibilities while establishing a system for formal decision making.

6.1 Activation of District ICS Operations

Once a threat is recognized and the conditions reach an emergency level, the District/College will take immediate actions to activate resources and take protective actions to protect the health and safety of staff, faculty, students, and visitors. Initial action may occur even before the Chancellor and the Senior Leadership Team (SLT) have knowledge of the emergency, especially if first response personnel are at the scene of an incident in progress and immediate life-protection actions must be taken. First responders have the duty and authority to make those decisions without prior approval or declarations.

6.2 Levels of Readiness and Activation

The District uses a four-level system to describe different levels of readiness and emergency response activation. This system allows for a "build-up" period during which actions can be taken to establish a state of maximum readiness. The system also helps build a common operating picture so that all responding departments will have the same mindset about the severity and urgency of the situation.

The EOC Director or designee will determine the appropriate readiness level and notify emergency personnel when levels change in response to an incident or planned event.

Figure 7 – Emergency Operations Center (EOC)

6.3 DISTRICT EMERGENCY OPERATIONS CENTER – ACTIVATION LEVELS

LEVEL	DEFINITION	DESCRIPTION
IV	NORMAL CONDITIONS	No significant emergency is present. The District continues to conduct normal business and monitors threats. ACPD and local responders resolve emergencies that might occur in their areas. This is the default level of readiness and activation for the ACD. The District emphasizes prevention and preparedness activities such as hazard mitigation, training, education, and testing and exercises. **Typical Events**: Daily emergency responses for medical emergencies or fire alarms, weather and threat monitoring and notification, plan testing, training, and exercises.
III	INCREASED READINESS	A higher-than-normal level of readiness is warranted because of increased vulnerability to a specific hazard. Actions may include developing coordination meetings or conference calls as well as increased threat monitoring. The EOC is typically not activated, although Campus Safety staff may conduct monitoring activities from the EOC. **Typical Events**: Forecasted inclement weather, natural hazards in the area such as wildfires or flooding, and planned protests or large gatherings.
II	PARTIAL ACTIVATION	An emergency has occurred that requires the District and staff to respond. Coordination between Colleges and District departments is required, and some external agencies may also be involved. The District has most if not all the resources required to respond to the event. The EOC is partially activated. The Chancellor is notified. **Typical Events**: Inclement weather that has affected or is likely to affect University operations, any emergency that is brief in nature and does not require prolonged activation or recovery.
I	FULL ACTIVATION	An emergency has occurred that requires the District's resources to respond. Required resources exceed capacity and require assistance from local or regional partners. Involves multiple Colleges and District departments and outside agencies. Response operations may also be sustained over multiple operational periods and normal operations may be canceled or suspended. The EOC and CCMT are both fully activated. **Typical Events**: Major acts of violence on campus, natural disaster, or any emergency that requires major coordination amongst departments and/or with outside agencies.

Figure 8 - EOC Activation Levels

6.3.1 Incident Organization

Two working groups lead the District during an emergency: ***the Emergency Response Team (Including TOSI, BAT Teams, Student Success Teams)***, while working out of the Emergency Operations Center (EOC), and the Incident Command Staff working at the on-scene incident or at the Incident Command Post.

6.3.2 Emergency Response Team (ERT)

The Emergency Response Team (ERT) is responsible for addressing policy issues and provides strategic direction and the authority to respond to the emergency to the Incident Command Staff. The ERT assembles in the Emergency Operation Center (EOC), located in the ACCESS Dr. Bruce Leslie Boardroom. If this facility is unsafe or otherwise inaccessible, the EOC will relocate to an alternate location.

6.3.3 Incident Commander & Unified Command

When an incident occurs, an Incident Commander and or Unified Command will be established between the Alamo Colleges Police Department, the Senior Leadership Team, or their designees, and the on-scene Incident Commander (IC) and First Responders. Unified Command and the ACD ERT manage the operational response to the emergency and coordinates among responders.[6]

6.3.4 Emergency Operations Center (EOC)

The Emergency Operations Center is activated whenever emergency conditions exist that exceed the capabilities of normal operations and immediate action is required to save and protect lives, coordinate communications, prevent damage to the environment, systems, and property, provide essential services, temporarily assign ACD staff to perform emergency work, and/or invoke emergency authorization to procure and allocate resources. All organizations involved in responding to the emergency should provide a representative in the EOC.

The general responsibilities of the EOC include:

o Assemble accurate information on the emergency situation and current resource data to allow on-scene officials to make informed decisions on courses of action.
o Determine and prioritize required response actions and coordinate their implementation, collaborating with representatives of emergency services.
o Provide resource support for emergency operations.
o The EOC will also coordinate with San Antonio or Bexar County in an Area Command as appropriate.

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[6] DHS FEMA – National Incident Management Program - October 2017

6.3.5 Incident Command Post (ICP)

Upon the occurrence of an incident, and if appropriate, an Incident Command Post, or multiple posts, will be established in the vicinity of the incident site(s). The Incident Commander/Unified Command, or designee, will be responsible for directing the emergency response and managing the resources at the incident scene.

6.3.6 ICS Command and General Staff

The District fills the following positions within the command and general staff, depending upon the nature of emergency and the readiness level. See the chart listed below for further information.
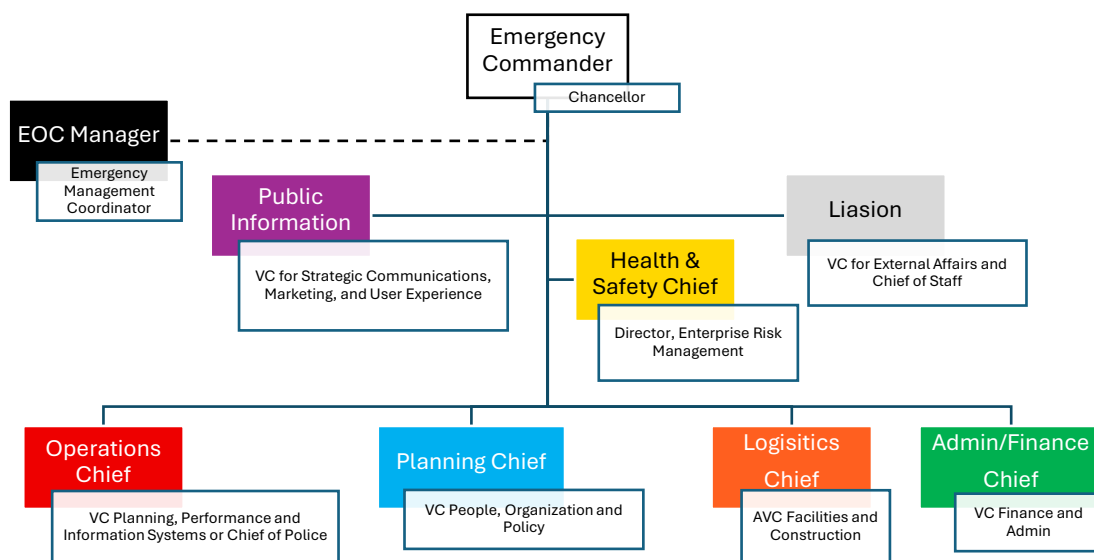
Figure 9 - General ICS Structure

6.3.7 EOC Positions

EOC roles align with the Incident Command System (ICS) structure to provide coordinated and effective emergency response. They are structured according to manage a coordinated response. The framework ensures a clear chain of command and organized workflow by dividing functions into sections. The specific positions activated within the EOC depend on the size and complexity of the incident.

POSITION	PRIMARY STAFF TITLE	EMERGENCY RESPONSIBILITIES
ACD Emergency or Area Commander (WHITE VEST)	Chancellor or Designee	**Overall decision maker of any incident that occurs or has direct impact on the Alamo Colleges District.**
EOC Manager/Coordinator (BLACK VEST)	Emergency Management Coordinator or Designee	Responsible for overseeing the Emergency Operations Center.
Public Information Officer (PURPLE VEST)	VC for Strategic Communications, Marketing, and User Experience or Designee	Advises the Emergency Commander on information dissemination and media relations, obtains information from and provides information to the Planning Section and obtains information from and provides information to the community and media.
Liaison Officer (GRAY VEST)	VC for External Affairs and Chief of Staff or Designee	Assists the Emergency Commander by serving as a point of contact for agency representatives who are helping to support the operation and provides briefings to and answers questions from supporting agencies.
Safety/Health Chief (GOLD VEST)	Director, Enterprise Risk Management or Designee	Advises the Emergency Commander on issues regarding incident safety and works with the Operations Section to ensure the safety of field personnel.
Operations Section Chief (RED VEST)	VC Planning, Performance and Information Systems or Chief of Police	Responsible for managing all tactical operations at an incident.
Planning Section Chief (BLUE VEST)	VC People, Organization and Policy or Designee	Responsible for providing planning services for the incident including collecting situation and resources status information, evaluating it, and processing it for use in the Incident Action Plan.
Logistics Section Chief (ORANGE VEST)	AVC of Facilities & Construction or Designee	Provides all incident support needs.
Finance/Admin Section Chief (GREEN VEST)	VC for Finance and Administration or Designee	Responsible for managing all financial aspects of an incident.

Figure 10 - Alamo Colleges District EOC Positions

In addition to the positions noted above, the ACD staffs the appropriate branches within each of the above sections, as dictated by the nature of the emergency. The Emergency Management Coordinator (EMC) maintains records of the default Emergency Operations Center organization, as well as the list of personnel who staff each position.

6.3.8 INCIDENT ACTION PLANS

Every response to an incident must have an oral or written action plan. The purpose of an **Incident Action Plan (IAP)** is to provide all incident supervisory personnel with directions and guidelines for their actions. Action plans that include the measurable, tactical operations to be achieved cover a set time frame called an operational period. The standard operational period that the Alamo Colleges District uses is 12 hours long. Based on the specific needs of the emergency response, the actual operational period may vary. The operational period will be noted in the IAP.

The Emergency Commander, or designee, will determine the operational period length. The planning of an operational period must be done far enough in advance to ensure that requested resources are available when the operational period begins. Large incidents, which involve a partial or full activation of the ICS organization, should have written incident action plans.

The essential elements in any written or oral incident action plan are:

a) **Statement of Objectives**: A list or outline of objectives that are appropriate to the overall incident.

b) **Organization**: A description of what parts of the ICS organization will be in place for each operational period.

c) **Assignments to Accomplish the Objectives**: A list or outline of assignments, which are normally prepared for each division or group and include the strategy, tactics, and resources to be used.

d) **Supporting Material:** A list or guide to additional documents, which may include, for example, a map of the incident, communications plan, medical plan, traffic plan, etc.

In general, the Planning Section Chief is responsible for the development of written Incident Action Plans. Unless otherwise warranted, the Planning Section will use FEMA ICS Forms to develop the plan. The Emergency Management Coordinator (EMC) will maintain the records of any Incident Action Plans.[7]

The IAP must be made known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan prior to the start of the operational period, or by both methods.

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[7] DHS FEMA – National Incident Management System – ICS Forms

6.3.9 EMERGENCY SUPPORT FUNCTIONS

Emergency Support Functions (ESFs) provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are a way to group functions that provide federal support to states and federal-to-federal support, both for Stafford Act declared disasters and emergencies and for non-Stafford Act incidents.

6.3.10 OTHER SUPPORT FUNCTIONS

The District also relies on certain non-emergency support functions that support operations. These support functions are different working groups with responsibilities related to safety and security.

6.3.11 EMERGENCY RESPONSE TEAM (ERT)

The Emergency Response Team (ERT) consists of executive-level positions from across campus and serves as the definitive decision-making body for crisis issues on campus. The Core Crisis Management Team manages to address and provide guidance for a variety of emergency incidents.

6.3.12 BUILDING ACTION TEAMS (BAT)

The purpose of the Building Action Teams (BAT) is to provide services to the staff, faculty, and students of our District in times of individual or community-wide crisis or trauma. Members of BAT meet as needed to review critical incidents and to implement coordinated response protocols to a specific crisis or emergency. The BAT is made up of staff volunteers. Depending on the nature of the situation, either the entire group will meet or select members of the team will convene to identify an appropriate response.

Figure 11 - Building Evacuations

6.4 EMERGENCY TRAINING, DRILLS AND EXERCISES

To improve the district's readiness, the Alamo Colleges District conducts regular training with students, faculty, staff, and substitutes on the hazards identified in this EOP and identified in the District *Multi-year and Training and Exercise Plan*. Emergency training includes, but is not limited to, *required emergency drills* as well as district approved exercises to improve emergency incident coordination, operation, and response to mitigate emergency incident loss of life and damage to property. Alamo Colleges follows the Homeland Security Exercise and Evaluation Program (HSEEP) which is a set of guiding principles and a common approach for designing, developing, conducting, evaluating, and improving emergency management exercises.

6.4.1 DRILLS:

A preparedness activity designed to train individuals to respond effectively during an incident when loss of life or property is at risk. *Per Texas Education Code 37.114, Texas Administrative Code 103.1209*, and state and federal best practices, every school year campuses shall schedule and complete required drills and evaluate the drill effectiveness. The Emergency Drill Table contains each legislatively mandated emergency drill with definition and frequency in accordance with Texas Administrative *Code 103.1209.*

6.4.2 EXERCISES

A prepared training activity designed to practice and assess, in a more realistic setting, the actions of individuals responding to an incident when loss of life or property are at risk. Per Texas Administration Code 103.1211(b), Texas Junior Colleges, *are not required* to conduct active threat exercises; however, should a district choose to conduct an active threat exercise, the district shall ensure the exercise meets requirements specified.

https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep
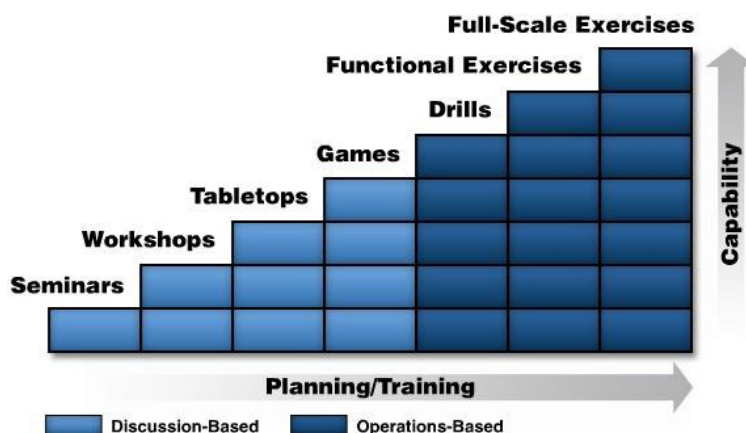
Figure 12 - HSEEP Exercise Model

EMERGENCY DRILL TABLE

Definitions are found at [Texas Administration Code 103.1209](#).

DRILL	DEFINITION	FREQUENCY
SECURE	A response action schools take to secure (close, latch, and lock) the perimeter of school buildings and grounds during incidents that pose a threat or hazard outside of the school building. This type of drill uses the security of the physical facility to function as protection to deny entry.	One per school year per college. *
LOCKDOWN	A response action schools take to secure (close, latch, and lock) interior portions of l buildings and grounds during incidents that pose an immediate threat of violence inside the facility. The primary objective is to quickly ensure all students, faculty & staff are secure away from immediate danger.	Two per school year (once per semester) per college. *
EVACUATION	A response action schools take to quickly move students, faculty, substitutes, and staff from one place to another. The primary objective of evacuation is to ensure that all individuals can quickly move away from the threat.	**SEE FIRE EVACUATION BELOW.**
SHELTER-IN-PLACE (for either severe weather or hazmat type event)	A response action schools take to quickly move students, staff, and visitors indoors, for an extended period of time, because it is safer inside the building than outside. For severe weather, depending on the type and/or threat level (watch versus warning), affected individuals may be required to move to rooms without windows on the lowest floor possible or to a weather shelter. Examples of a shelter-in-place for hazmat drill include train derailment with chemical release or smoke from a nearby fire.	One per school year for severe weather per college One per school year for hazmat per college *
FIRE EVACUATION	A method of practicing how a building would be vacated in a fire. The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible.	One per building or district approved zones a semester *

*** Per the approved Alamo Colleges District Multi-Year Training and Exercise Plan**.

6.4.3 INCIDENT COMMAND SYSTEM (ICS)TRAINING

Training is one of the first steps to ensuring the Alamo Colleges District is properly prepared to respond to an emergency. An effective response depends in large part on the successful execution of a District's plans and procedures. ACD personnel will be trained to execute new plans and procedures before implementation. Training may come in many forms including self-directed (e.g., online courses), or instructor-led (e.g., staff training on new security procedures). Self-directed training is very convenient for people to schedule but typically does not allow a student to interact with an instructor or other students. Instructor-led training resolves this problem but is not always scheduled such that everyone can attend. The Alamo Colleges District training requirements for key personnel are critical for the safety of our students, faculty, and staff on the District's properties.

- **REQUIRED TRAINING COURSES FOR KEY ACD STAFF**

  Emergency Management, NIMS/SEMS, and ICS Fundamentals Training Courses.
  IS-100, IS-200, IS-700, IS-800, IS-363 courses in an adapted course best suited to meet the needs of the District. These courses will equip staff with the knowledge needed to respond to emergencies. *(Key staff to include BAT Team Members, Facilities, and selected staff).*

- **REQUIRED COURSES FOR EMERGENCY RESPONSE TEAM, SENIOR LEADERS**

  Emergency Management, EOC Operations, NIMS/SEMS, and ICS Fundamentals Training Courses
  These courses are designed to provide the necessary Emergency Management, EOC Operations, NIMS/SEMS, and ICS fundamentals encompassing *IS-100, IS-200, IS-700, IS-800, IS-191, IS-363 and IS-2200 courses* in an adapted course best suited to meet the needs of the District.

- **REQUIRED COURSES FOR KEY ACD POLICE DEPARTMENT**

  The ACPD Department shall ensure PD Officers are trained in NIMS/ICS to provide the necessary and ICS fundamentals encompassing *IS-100, IS-200, IS-363, IS-700, IS-800, and IS-2200* courses. Supervisors and Senior Staff shall also be trained in *ICS 300* (Intermediate Incident Command System for Expanding Incidents) and *ICS 400* (Advanced Incident Command Systems for Complex Incidents) to meet the needs of the District. This course will equip staff with the knowledge necessary to make empowered decisions in the EOC.

Course	Chancellor's Office	ACD Sr. Staff	ERT	ERM	EMC	Facilities & Const	ACD Police	Legal	TOSI	Finance &Admin	Comm & Engage	Academic Success	Student Success	Economic Workforce
FEMA IS–100C	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FEMA IS-200C	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FEMA IS -700B	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FEMA IS – 800D	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FEMA IS - 363	X		X	X	X		X				X	X	X	X
FEMA IS-42					X						X			
FEMA IS -908	X	X	X		X		X				X	O	O	O
FEMA IS-2200		X	X	X	X		X	X	X		X			
FEMA ICS - 300					X		X Sr. Leaders							
FEMA ICS - 400					X		X Sr. Leaders							
ACD BAT Intro				X	X	X	O		X	X	X	O	O	O
ACD Evac Chair				X	X	O	O		X	X	O	O	O	O
ACD First Aid/CPR/AED				X	X	X	O	O	O	O	O	O	O	O
ACD Active Shooter				X	X	O	X	O	O	O	O	O	O	O
ACD Stop the Bleed				X	X	O	X	O	O	O	O	O	O	O

Figure 13 - ICS Training

Key: X – Required for ACD Staff   O – Optional (per department Leadership

FEMA INCIDENT COMMAND SYSTEM COURSES

IS-100.C: Introduction to the Incident Command System, ICS 100

Course Overview:

IS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training.

FEMA - Emergency Management Institute (EMI) Course | IS-100.C: Introduction to the Incident Command System, ICS 100

IS-200.C: Basic Incident Command System for Initial Response, ICS-200

Course Overview

IS200, Basic Incident Command System for Initial Response, reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training.

FEMA - Emergency Management Institute (EMI) Course | IS-200.C: Basic Incident Command System for Initial Response, ICS-200

IS-700.B: An Introduction to the National Incident Management System

Course Overview

This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO),- to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents.

FEMA - Emergency Management Institute (EMI) Course | IS-700.B: An Introduction to the National Incident Management System

IS-800.D: National Response Framework, An Introduction

Course Overview

An Introduction is to provide guidance for the whole community. Within this broad audience, the National Response Framework focuses especially on those who engage in delivering and applying the response core capabilities.

FEMA - Emergency Management Institute (EMI) Course | IS-800.D: National Response Framework, An Introduction

IS-363 Intro to Emergency Management for Higher Education

Course Overview

The goal of this course is to provide Institutions of Higher Education (IHEs) with knowledge and planning strategies to protect lives, property, and the environment by supporting operations more effectively within the context of comprehensive emergency management.

https://training.fema.gov/is/courseoverview.aspx?code=IS-363

FEMA PUBLIC INFORMATION COURSES (COMM & ENGAGEMENT STAFF ADDITIONAL

IS-29 Public Information Officer Awareness (Communications & Engagement Staff)
Course Overview
This course covers basic information about the role of a State or local Public Information Officer. The goal of this awareness course is to provide an orientation to the public information function and the role of the Public Information Officer (PIO) in the public safety/emergency management environment. https://training.fema.gov/is/courseoverview.aspx?code=IS-29

IS-42 Social Media in Emergency Management Communications & Engagement Staff)
Course Overview
The purpose of this course is to provide the participants with best practices including tools, techniques, and a basic roadmap to build capabilities in the use of social media technologies in their emergency management organizations (State, local, Tribal) to further their emergency response missions. https://training.fema.gov/is/courseoverview.aspx?code=IS-42

POLICE SUPERVISORS AND PD SENIOR STAFF (ONLY)

ICS 300: Intermediate Incident Command System for Expanding Incidents
Course Overview
This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS 100 and ICS 200 courses. Individuals who may assume a supervisory role in incidents. Note: During a Type 3 incident, some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.

ICS 400: Advanced Incident Command System for Complex Incidents
Course Description
This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS 100 through ICS 300 courses, which are prerequisites for the ICS 400 course. Selection Criteria: The target audience for this course is senior personnel who are expected to perform in a management capacity in an Area Command or Multi-Agency Coordination Entity

ACD EMERGENCY RESPONSE TEAM AND SENIOR STAFF (ONLY) RECOMMENDED

IS-908: Emergency Management for Senior Officials

Course Overview

The purpose of this course is to introduce senior officials to the important role they play in emergency management. The responsibility for preparing for, responding to, and recovering from incidents, both natural and manmade, begins at the local level – with individuals and public officials in the county, city, or town affected by the incident.

[FEMA - Emergency Management Institute (EMI) Course | IS-908: Emergency Management for Senior Officials](#)

IS-2200: Basic Emergency Operations Center Functions

Course Overview

The Basic Emergency Operations Center Functions course is designed to introduce the role, design, and function of the Emergency Operations Center (EOC) and the supportive relationship as a NIMS Command and Coordination component of the Multiagency Coordination System.

[FEMA - Emergency Management Institute (EMI) Course | IS-2200: Basic Emergency Operations Center Functions](#)

OPTIONAL FEMA COURSES

FEMA Online Courses
IS-201 Forms Used for the Developing of the Incident Action Plan
Course Overview
The course is designed to provide training through an independent study vehicle on the use of ICS forms.

https://training.fema.gov/is/courseoverview.aspx?code=IS-201

IS-907: Active Shooter: What you can do:
Course Overview:

All employees can help prevent and prepare for potential active shooter situations. This course provides guidance to individuals, including managers and employees, so that they can prepare to respond to an active shooter situation.

This course is not written for law enforcement officers, but for non-law enforcement employees. The material may provide law enforcement officers with information on recommended actions for non-law enforcement employees to take should they be confronted with an active shooter situation.

ALAMO COLLEGES COURSES (INTERNALL COURSES)

Building Action Teams (BAT) Introduction (Internal)

Course Overview

The course is designed to provide training to Alamo Colleges Building Action Teams (BAT) members with the introduction to role and responsibilities as Building Coordinator, and Sweepers in time of emergencies (i.e., Fires, Shelter -In-Place).

First Aid, CPR, AED

Course Overview

The Adult First Aid/CPR/AED course incorporates the latest science and teaches students to recognize and care for a variety of first aid emergencies such as burns cuts scrapes sudden illnesses head neck back injuries heat and cold emergencies and how to respond to breathing and cardiac emergencies for victims about 12 years and older. Students will receive a certificate for Adult First Aid/CPR/AED valid for two years.

Evacuation Chairs Training

Course Overview

Evac chair training is a firsthand specialized training that teaches individuals how to operate evacuation chairs, which are designed to safely transport individuals with mobility impairments downstairs during an emergency evacuation.

Alamo Colleges District Police Dept. Active Shooter Training (Alamo Talent and/or In-Person)

Course Overview

Employees will learn what an active shooter event is, who is at increased risk in an active shooter event, the planning, training, and preparation steps to survive an active shooter event, the physiological reactions in an active shooter event, how to recognize an active shooter event, how to respond to an active shooter event occurring, what to do after an active shooter event occurs, and resources for additional information on preparation for an active shooter event.

Alamo Colleges District – STOP THE BLEED

Course Overview

In a **STOP THE BLEED ®** course, students learn three quick techniques to help save a life before someone bleeds out: (1) How to use your hands to apply pressure to a wound; (2) How to pack a wound to control bleeding; (3) How to correctly apply a tourniquet.

6.5 FIVE PHASES OF EMERGENCY MANAGEMENT

In compliance with Texas Education Code 37.108(a), this EOP addresses each of the five phases of emergency management, as defined by the Texas School Safety Center (TXSSC), in conjunction with the Governor's Office of Homeland Security, the Commissioner of Education, and the Commissioner of Higher Education.

The Texas Education Code 37.108(a), the district has identified the following actions for all phases of emergency management. The District is responsible for conducting emergency management activities before, during, and after an emergency. In general, the District conducts the following emergency management activities:

6.5.1 PREVENTION

The prevention phase in emergency management focused on actions taken to avoid or prevent an incident from occurring in the first place. It aims to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation. It focuses on preventing human hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented.

6.5.2 PREPAREDNESS

The preparedness phase is a crucial part of the emergency management cycle, focused on getting ready to effectively respond to and manage the impacts of potential emergencies and disasters. A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Training and exercising plans are the cornerstone of preparedness which focuses on readiness to respond to all-hazards incidents and emergencies.

6.5.3 RESPONSE

The response phase in emergency management is the period of immediate action taken during and after a disaster or emergency to protect lives, minimizing further damage. The comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of a catastrophic disaster or emergency.

6.5.4 RECOVERY

The recovery phase in emergency management focuses on restoring a community to its pre-disaster or even improved state after an emergency or disaster has subsided. The phase begins when the immediate threat has passed and involves actions to restore basic services. The goal of the recovery phase is to bring the affected area back to some degree of normal.

6.5.5 MITIGATION

The effort to reduce loss of life and property by lessening the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment; examples include flood control projects, raising building elevations, and clearing areas around structures.

Figure 14 – Mitigation reduces risk

6.6 ACTIONS PER EMERGENCY MANAGEMENT PHASES:

6.6.1 PREVENTION:

Actions that include activities to avoid an emergency incident or to intervene to stop an emergency incident from occurring. Prevention involves activities to protect lives and property.
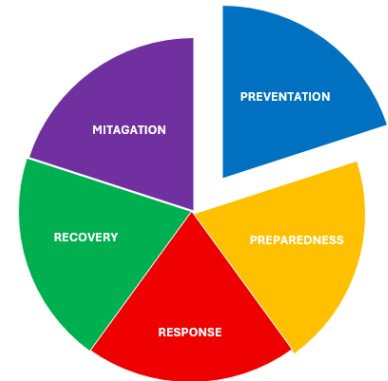
PREVENTION ACTIONS TABLE
ALAMO COLLEGES DISTRICT has identified the following actions for the prevention phase of emergency management.
Risk Assessments and Vulnerability Analysis.
Conduct comprehensive assessments (including site, climate, behavior threat to identify potential hazards and vulnerability specific to the district and/or college.
Clearly define roles and responsibilities within the emergency planning team and local community partners.
Implement regular drills and exercises to familiarize students, faculty, and staff with emergency procedures to ensure they understand their roles and responsibilities.
Provide academic instructors with specific training on emergency procedures and plans.
Implement and improve surveillance capabilities and access control measures to enhance security and mitigate potential threats.
Foster a culture of safety and security within the students, faculty, and staff.
Conduct unauthorized Intruder Training.
Leverage technology for communications and coordination during emergencies by promoting the Alamo Colleges Emergency Notification System (i.e., RAVE emergency notification system).
Update camera system to ensure cameras are operational and modernized.
Complete a Safety and Security Audit for accountability every three years and present the findings to the board of trustees as required.

6.6.2 PREPAREDNESS:

Actions that include a continuous cycle of planning, organization, training, equipping, exercising, evaluation, and taking corrective action to ensure effective coordination during emergency incident response.
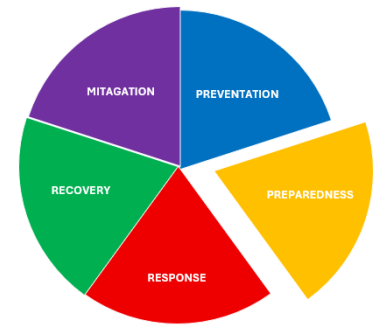
PREPAREDNESS ACTIONS TABLE
ALAMO COLLEGES DISTRICT identified the following actions for the preparedness phase of emergency management.
Conduct drills in accordance with Multiyear Training and Exercise Plan (MTEP) and scheduled in a professional development calendar and conducted by Emergency Management.
Participate in exercises with local law enforcement, public health authority, and other partner agencies.
Prepare classroom for continuity of learning for campus and district level safety committees.
Monthly principal training for ongoing review of emergency response.
Conduct bi-annual training for all faculty and staff regarding emergency operations procedures.
Conduct bi-annual employee surveys about Emergency Management concerns.

6.6.3 RESPONSE:

Actions that include activities to address the short-term direct effects of an emergency incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. The response actions include the execution of Multi-hazard Emergency Operations Plans.

The plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required:

- Save and protect lives,
- Coordinate communication,
- Prevent damage to the environment, systems, and property,
- Provide essential services,
- Temporarily assign staff to perform emergency work, and/or
- Invoke emergency authorization to procure and allocate resources.

Activation of emergency responses will include the establishment of an Incident Command System (ICS). Depending upon the nature of the emergency, certain emergency functions may not be activated or may be activated after the initial response has already begun.

The District/College will only activate those functions that are required, although the plan does allow for activation of all functions in the event of a worst-case scenario. The Incident Commander/Unified Command will determine what functions need to be activated.

Key actions include:

- Incident Command & Unified Command

- Activation of the District Emergency Operations Center (EOC)

- Evacuations operations

- Search and Rescue

- Medical care and first aid

- Fire Fighting and Law enforcement

- Public Information (Joint Information Centers (JIC)
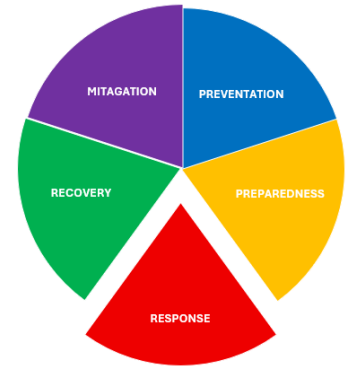
RESPONSE ACTIONS TABLE
ALAMO COLLEGES DISTRICT identified the following actions for the response phase of emergency management.
Evacuate buildings in an emergency.
Provide grief-informed and trauma-informed care, CRASE actions, Stop the Bleed, CPR, and AED training.
Use of ICS by the Incident Commander and use of Unified Command.
Active the District Emergency Operation Center (EOC).
District police serve as the first responders employing partner agencies as appropriate.
Assist in Traffic Control around the affected area.
Crisis communication networks are deployed (RAVE Alerts, Emergency Response Team (ERT) and Building Action Teams (BAT) are deployed.
Track use of Emergency Equipment and resources.
Provide logistical support to emergency teams and first responders.
Determine operational plans for all District locations including Training Centers.
Continuity of Operations Plan is utilized and remote work from home is considered.
Continuity of Instruction Plan is used for remote learning and deployed.
Identify status or location of students, faculty, and staff to identify any missing persons.

6.6.4 RECOVERY:

Actions that include activities to address both short-term and long-term efforts for rebuilding and revitalization of affected communities.

RECOVERY ACTIONS TABLE
ALAMO COLLEGES DISTRICT identified the following actions for the recovery phase of emergency management.
Coordinate with the county government and partner agencies to assess readiness and time frame for recovery efforts.
Deploy an ACD Damage Assessment Team that includes (Facilities, Risk Management, ACD Police and ACD Leadership Representative and SME.
Account for students, faculty, and staff after an ACD evacuation and communicate district updates and plans.
Provide crisis intervention and support with a trained crisis and grief counseling team.
Continuity of Instruction plan is implemented.
Restore District utilities with coordination with local utilities providers.
Conduct facilities damage and viability assessment and readiness evaluation.
Reopen the district with communication to local agencies and stakeholders.
Maintain required documentation of restoration and recovery activities, including Federal Emergency Management Agency (FEMA) documentation.
Debrief the emergency response measures and update any needed documentation, procedures, policies, etc.
Participating in incident "Hot Wash" with city, county, and state Emergency Management Teams.
Start the After-Action Report (AAR) and capture areas of success and identify areas of improvement (IP).

6.6.5 MITIGATION:

Actions that include activities to reduce the loss of life and property from natural, technological, and human-caused hazards by avoiding or lessening the impact of an emergency incident and providing value to the public by creating safer communities.
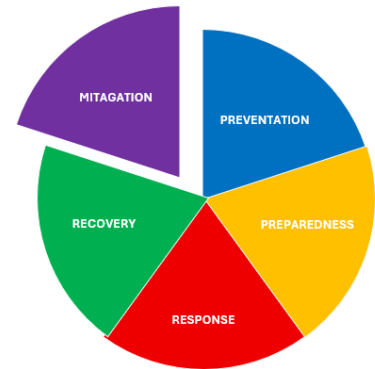
MITIGATION ACTIONS TABLE
ALAMO COLLEGES DISTRICT identified the following actions for the mitigation phase of emergency management.
Implement structural changes to buildings, including shatterproof film at campus entrances.
Install barrier fencing around campuses.
Lock exterior doors with call in cameras.
Enclose vestibules.
Install weather and intruder resistant doors and keyless entries.
Ensure bracing and locking of chemical cabinets.
Check technological updates, including protected storage of district information.

6.7 ASSIGNMENT OF RESPONSIBILITIES

This section provides an overview of the responsibilities of district personnel during each phase of emergency management. Personnel should take action to respond to and manage an emergency incident until response agencies arrive. Alamo Colleges District acknowledges the primary responsibility for response efforts and will assign an individual with the most relevant subject matter expertise to manage specific emergency incidents.

Roles and responsibilities are identified in the Emergency Management Phases Table below. Not all of the actions and responsibilities are addressed but these tables provide an overview of the action's functions for emergency management in each phase of Emergency Management.

6.8 EMERGENCY MANAGEMENT RESPONSIBILITIES

The Alamo College's Chancellor has the final authority for all emergency operations in the District. In that role, the Chancellor:

- Is responsible for the overall development of the ***Incident Command System (ICS) and NIMS*** as implemented throughout the District.
- Is responsible for the District-wide emergency declarations and their overall District emergency operations.
- Becomes the Area Commander during multiple incident situations affecting several colleges and/or District offices.
- Works with the Emergency Operations Center (EOC) Emergency Response Team (ERT) Manager in assessing the emergency and preparing and addressing the District-wide emergency response. They may declare and end a District-wide or College-declared emergency in collaboration with other District Executives or College President(s).

6.9 EMERGENCY RESPONSE ACTIVATION

To activate the Alamo Colleges District Emergency Response System.

DIAL 210-485-0911.

This will connect to an Alamo Colleges District Police Dispatcher that has direct communication with Police, Fire and EMS, and can dispatch appropriate help based on the situation

Figure 15 - Police Dispatch Center

6.10 INCIDENT LEVEL INDENTIFICATION

Incident complexity determines the numbers and types of emergency and incident response personnel and resources needed to respond effectively. As defined below, it is unlikely that this Emergency Plan would be activated for any incident defined by NIMS as level 4 or 5. Most college incidents that require initial protective actions are at the 4 or 5 level of complexity.

They are usually completed, with an 'All Clear' given, within an hour or less. Alamo Colleges Police Department (ACPD) would establish an initial Incident Command Post (ICP), but there would not be enough time to establish a formal ICS structure like the Emergency Response Team (ERT). The Building Action Teams (BAT) throughout the District would work within this limited time frame, but they are not part of an ICS structural framework.

6.10.1 ACTIVATION OF DISTRICT ICS OPERATIONS

Once a threat is recognized and the conditions reach an emergency declaration trigger, the District/College will take immediate actions to activate resources and take protective actions to protect the health and safety of staff, faculty, students, and visitors. Initial actions may occur even before Executive staff have declared an emergency, especially if first response personnel are at the scene of an incident in progress and immediate life-protection actions must be taken. First responders have the duty and authority to make those decisions without prior approval or declarations.

6.10.2 LEVELS OF READINESS AND EOC ACTIVATION

The District uses a four-level system to describe different levels of readiness and emergency response activation. This system allows for a "build-up" period during which actions can be taken to establish a state of maximum readiness. The system also helps build a common operating picture so that all responding departments will have the same mindset about the severity and urgency of the situation.

The EOC Emergency Commander or designee will determine the appropriate readiness level and notify emergency personnel when levels change in response to an incident or planned event.

LEVEL	DEFINITION	DESCRIPTION
IV	NORMAL CONDITIONS	No significant emergency is present. The District continues to conduct normal business and monitors threats. ACPD and local responders resolve emergencies that might occur in their areas. This is the default level of readiness and activation for the ACD. The District stresses prevention and preparedness activities such as hazard mitigation, training, education, and testing and exercises. **Typical Events**: Daily emergency responses for medical emergencies or fire alarms, weather and threat monitoring and notification, plan testing, training, and exercises.
III	INCREASED READINESS	A higher-than-normal level of readiness is warranted because of increased vulnerability to a specific hazard. Actions may include developing coordination meetings or conference calls as well as increased threat monitoring. The EOC is typically not activated, although Campus Safety staff may conduct monitoring activities from the EOC. **Typical Events**: Forecasted inclement weather, natural hazards in the area such as wildfires or flooding, and planned protests or large gatherings.
II	PARTIAL EOC ACTIVATION	An emergency has occurred that requires the District and staff to respond. Coordination between Colleges and District departments is required, and some external agencies may also be involved. The District has most if not all the resources required to respond to the event. The EOC is partially activated. The Chancellor is notified. **Typical Events**: Inclement weather that has affected or is likely to affect University operations, any emergency that is brief in nature and does not require prolonged activation or recovery.
I	FULL EOC ACTIVATION	An emergency has occurred that requires the District's resources to respond. Required resources exceed capacity and require assistance from local or regional partners. Involves multiple Colleges and District departments and outside agencies. Response operations may also be sustained over multiple operational periods and normal operations may be canceled or suspended. The EOC and CCMT are both fully activated. **Typical Events**: Major acts of violence on campus, natural disaster, or any emergency that requires major coordination amongst departments and/or with outside agencies.

Figure 16 - Activation Levels for EOC

PREVENTION PHASE ACTIONS BY ROLE	
RESPONSIBLE ROLE	**ACTIONS AND RESPONSIBILITIES**
CHANCELLOR (OR DESIGNEE)	Assume overall responsibility for emergency management planning and training. In compliance with Texas Education Code 37.108.
	Identify individuals whose responsibilities are to support emergency management and should designate an individual to serve as the emergency management coordinator who oversees emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the Alamo Colleges District's EOP.
	Communicate with the Colleges and Education raining Centers within the District regarding the objectives and priorities for emergency management.
COLLEGE PRESIDENTS(S)	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, and staff.
ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES	Provide policy and strategic guidance.
	Ensure adequate resources are available.
EMERGENCY MANAGEMENT (DISTRICT EMC) OR COORDINATOR OF RISK MANAGEMENT (AT COLLEGES)	Analyze potential threats and hazards (Natural & Man-Made).
	Conduct risk assessments to identify vulnerabilities and prioritize mitigation efforts.
	Develop state required Emergency Plans and outline procedures for prevention.
	Strengthening infrastructure to withstand potential hazard.
	Conduct drills and exercises to validate plans and procedures.
	Identify and secure necessary resources.
	Develop and enforce policies that support prevention efforts.
LEGAL DEPARTMENT	Create and manage formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
COUNSELOR(S)	Take steps to ensure the safety of students, faculty, and staff.

PREPAREDNESS PHASE ACTIONS BY ROLE	
RESPONSIBLE ROLE	**ACTIONS AND RESPONSIBILITIES**
CHANCELLOR (OR DESIGNEE)	Assume responsibility for emergency management planning. In compliance with Texas Education Code 37.108.
	Shall designate an individual to serve as the lead Emergency Management lead that prepares the district for emergencies.
	Identify individuals who will **support** emergency management planning and training.
	Approve and ensure formal adoption of the ***Multi-hazard Emergency Operations Plan (EOP).***
	Approve plan annually and/or any significant changes are needed to the District EOP.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.
	Establish a line of succession for decision making during an emergency incident.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.
	Take steps to ensure the safety of students, faculty, and staff.
	Participate in emergency drills, exercises, and trainings.
COLLEGE PRESIDENT (S)	Develop campus site-specific emergency operation plans.
	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
EMERGENCY RESPONSE TEAM (ERT)	Complete required online FEMA training: IS 100 – Intro to Incident Command System (ICS) IS 200 – Basic Incident Command System (ICS) IS 700 – Introduction to the National Incident Management System (NIMS) IS 800 – National Response Framework IS 363 – Mult Hazard Emergency Management for Higher Education
EMERGENCY MANAGEMENT (DISTRICT EMC) OR COORDINATOR OF RISK MANAGEMENT (AT COLLEGES)	Develop the District Emergency Operations Plan (EOP).
	Work with local jurisdictions to aid in the development of the region's Threat and Hazard Identification and Risk Assessment (THIRA).
	Identify and coordinate the district's resources.
	Identify, plan, and conduct emergency training with faculty and staff.
	Conduct and evaluate ACD emergency-based drills and exercises.
ENTERPRISE RISK MANAGEMENT	Take steps to ensure the overall safety of students, faculty, and staff.
	Review safety procedures including handling of chemicals, usage, and storage.
	Conduct safety review, audits and training of colleges and education centers.

	Participate in drills, exercises, and trainings.
FACULTY & STAFF	Participate in drills, exercises, and trainings.
	Report on suspicious activity, emergency equipment outages, and security concerns.
	Register for RAVE Alerts, Alertus Desktop, and the SafeZone emergency communication systems.
	Know building evacuation routes, BAT Team members, and location of emergency equipment (fire extinguishers, AED, Shelter-in-Place locations.
PUBLIC INFORMATION OFFICER (PIO)	Create and maintain an updated media roster with contact information for local media outlets listed in the Emergency Communications Annex.
	Promote the District Emergency Notification tools (RAVE, Alertus and SafeZone).
	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in drills, exercises, and trainings. Including – FEMA IS-29 – Public Information Officer Awareness
DISTRICT EMERGENCY SAFETY COMMITTEE	Participate in development and implementation of emergency plans addressing the specific needs for each facility and campus.
	Provide the board of trustees and administration with recommendations to update the EOP according to the best practices identified by the Texas Education Agency (TEA), the Texas School Safety Center (TXSSC), or an individual in the Registry maintained by the TXSSC.
	Provide information required to complete the safety and security audit, audit report, or others reports submitted to the TXSSC.
	Ensure a Safety and Security Audit has been conducted for all facilities at least once every three years, in compliance with Texas Education Code 37.108(b).
	Ensure a Safety and Security Audit Report is submitted to the board of trustees.
	Review reports submitted to the TXSSC to ensure accuracy, completion, and criteria established regarding all district facilities.
	Consult with local law enforcement agencies for increased presence near campuses.
	Ensure bleeding control stations are present and easily accessible.
	Meet as required by Texas Education Code 37.109(c).
	Attend Psychological First Aid Training.
ALAMO COLLEGES BOARD OF TRUSTEES (POLICY COMMITTEE)	Provide policy and strategic guidance.
	Ensure adequate resources are available.
FACILITIES MAINTENANCE DEPARTMENT	Develop plans for surveys and report on the condition of buildings.
	Participate in drills, exercises, and trainings.
LEGAL DEPARTMENT	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Participate in drills, exercises, and trainings including reviewing the after-action report.

RESPONSE PHASE ACTIONS BY ROLE	
Responsible Role	**Actions and Responsibilities**
CHANCELLOR (OR DESIGNEE)	Assume responsibility for emergency management planning. In compliance with Texas Education Code 37.108.
	Activate this EOP, in part or whole, to provide for an effective response to an emergency incident.
	Provide policy and strategic guidance.
	Identify individuals who will **support** emergency management planning and training.
	Activate the Emergency Operations Center and initiate the District *Multi-Hazard Emergency Operations Plan (EOP).*
	Ensure adequate resources are available.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.
	Begin a line of succession for making district decisions during an emergency incident if necessary.
	Assign a district representative, with decision-making authority, to the Emergency Operations Center (EOC) to support and coordinate district activities during the whole community response to an emergency incident.
	Advise the board of trustees on emergency incidents and provide reports as needed.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.
	Take steps to ensure the safety of students, faculty, and staff.
	Participate in emergency drills, exercises, and trainings.
COLLEGE PRESIDENT (S)	Take steps to ensure overall safety of students, faculty, staff, and substitutes.
	Develop campus site-specific emergency operation plans.
	Assume responsibility for emergency management on their campus.
	Assume responsibility for the emergency management response on their campus.
EMERGENCY RESPONSE TEAM (ERT)	Report to the Alamo Colleges District Emergency Operation Center (ACCESS Boardroom).
	Activate the EOC ICS Position (see table below).
EMERGENCY MANAGEMENT (DISTRICT EMC) OR COORDINATOR OF RISK MANAGEMENT	Activate and manage the Emergency Operations Center (EOC).
	Assist the ERT members with EOC Operations.
	Initiate documentation including ICS Forms.
	Identify and coordinate the district's resources.

(AT COLLEGES)	Collaboration with local emergency response.
COUNSELOR(S)	Take steps to ensure the safety of students, faculty, and staff.
	Assist with the reunification process.
ALAMO COLLEGES POLICE DEPARTMENT	Conduct or aid in the emergency response.
	Assume the role of the Operations Section Chief at the District EOC.
	Manage cameras, electronic locks, and security.
PUBLIC INFORMATION OFFICER (PIO)	Assume responsibility as the official spokesperson for the district during an emergency incident.
ALAMO COLLEGES BOARD OF TRUSTEES (POLICY COMMITTEE)	Keep elected officials and other executives informed of situations and decisions.
MAINTENANCE DEPARTMENT	Develop plans for surveys and report on the condition of buildings.
LEGAL DEPARTMENT	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.

RECOVERY PHASE ACTIONS BY ROLE

RESPONSIBLE ROLE	ACTIONS AND RESPONSIBILITIES
CHANCELLOR (OR DESIGNEE)	Advise the board of trustees on emergency incidents and provide reports as needed.
	Provide plan for reopening of schools and resumption of educations services.
	Institute COOP Plan and Disaster Recovery Plan for resumption of education services.
	Inform elected officials and other executives of situations and decisions.
COLLEGE PRESIDENT(S)	Work with the District Chancellor to resume classes.
	Direct restoration of efforts on college campus.
	Participate in the after-action reviews.
EMERGENCY RESPONSE TEAM (ERT)	Develop a Recovery Plan.
	Utilize the District COOP Plan.
Information Technology	Utilization of the Disaster Recovery Plan.
	Participate in after-action reviews and plans.
Enterprise Risk Management (ERM)	Manage chemical and environmental issues.
	Lifesaving and life-sustaining assistance.
	Environmental assurances can be made that contaminated areas have been assessed for safety, need for decontamination, and appropriateness for re-occupancy.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
ACD TOSI	Take steps to ensure the safety of students, faculty, and staff by collaborating with counselors and mental health teams for recovery.
Public Information Officer (PIO)	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in Joint Information Centers (JIC) and Alamo Colleges after-action reviews.
Alamo Colleges District Police	Impacted area security staffing or coordination.
	Participate in District after actions including "hotwashes" and AAR.
Maintenance - Facilities	Develop plans for surveys and report on the condition of buildings.
	Participate in after-action reviews.
	Debris cleanup and removal.
	Restoration of utilities at district buildings.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
	Participate in after-action reviews.

MITIGATION PHASE ACTIONS BY ROLE	
RESPONSIBLE ROLE	**ACTIONS AND RESPONSIBILITIES**
CHANCELLOR (OR DESIGNEE)	Assume responsibility for emergency management planning. In compliance with Texas Education Code 37.108.
	Identify individuals whose responsibilities are to support emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.
	Communicate with the ERT and Senior Leadership regarding the objectives and priorities for emergency preparedness.
COLLEGE PRESIDENT (S) (OR DESIGNEE)	Assume responsibility for emergency management on their campus and coordinates with the District for emergency planning.
	Take steps to ensure the safety of students, faculty, and staff.
EMERGENCY RESPONSE TEAM (ERT)	Provide policy and strategic guidance.
	Participate in emergency trainings and drills.
	Promote "Preparedness Awareness Campaigns"
	Ensure adequate resources are available.
	Complete required online FEMA training: IS 100 – Intro to Incident Command System (ICS) IS 200 – Basic Incident Command System (ICS) IS 700 – Introduction to the National Incident Management System (NIMS) IS 800 – National Response Framework IS 363 – Mult Hazard Emergency Management for Higher Education
SENIOR LEADERSHIP TEAM (SLT)	Provide input into safety and security issues.
	Complete required online FEMA training: IS 100 – Intro to Incident Command System (ICS) IS 200 – Basic Incident Command System (ICS) IS 700 – Introduction to the National Incident Management System (NIMS) IS 800 – National Response Framework IS 363 – Mult Hazard Emergency Management for Higher Education
ENTERPRISE RISK MANAGEMENT (ERM) (ENVIRONMENTAL HEALTH AND SAFETY CHIEF	Leads Environmental Health & Safety identification and emergency planning for the District and Includes: • Health and Safety Chief – Overall Safety of students, faculty, and staff • Risk Management (Workers Comp & Insurance) • Environmental Health and Safety (Chemical Storage, Safety & Insurance)

EMERGENCY MANAGEMENT (DISTRICT EMC) OR COORDINATOR OF RISK MANAGEMENT (AT COLLEGES)	Public Awareness and education of students, faculty, and staff of emergencies.
	Evacuation program to include the Building Action Teams (BAT) Training.
	Emergency Notification coordination with the District Communication and Engagement Team.
	Continuity of Operations Plan (COOP) overview and coordination.
ALAMO COLLEGES POLICE DEPARTMENT	Develop Standard Operating Procedures (SOP) for risk and threats to the Alamo Colleges District.
	Manage cameras, electronic locks, and security.
	Participate/Conduct emergency training (fire drills, lockdown and active threat training with students, faculty, and staff.
LEGAL DEPARTMENT	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.

7. DIRECTION AND CONTROL

7.1 GENERAL INFORMATION

7.1.1 **Direction -** Refer to the guidance, leadership, and decision-making that are provided to the incident management team. Direction sets priorities, establishes objectives, and ensures resources are allocated appropriately. It involves making strategic decisions based on situational awareness, ensuring that the response remains focused on achieving the incident's objectives.

7.1.2 **Control** refers to the process of monitoring and managing the execution of the incident response. It ensures that the response is being conducted as planned and within established parameters.

The Chancellor will provide guidance for the direction and control of an emergency incident. The district should implement the **Incident Command System (ICS)** to manage the emergency incident:

a) *The first ICS trained individual to arrive at the emergency incident scene will serve as the Incident Commander (IC)* until relieved by the appropriate responding agency.

b) The IC will have the ability to expand or contract the ICS structure as necessary during the emergency incident.

c) The ICS structure is the district organization that will be used involving all emergency incidents on district property.

d) The IC will establish an Incident Command Post (ICP), assign individuals to fill positions to effectively respond to the emergency incident, direct the on-scene response from the ICP, and provide an assessment of the situation (situation report, etc.) to district officials and responding agencies.

e) When an emergency incident expands beyond the district's response capabilities, multiple agencies may respond bringing with them their own IC. As a result, the district IC, and all other agency ICs, come together under a Unified Command (UC) to make collaborative decisions and coordinate an effective response.

f) If the first IC is a district employee, that individual will be prepared to become a member of the UC and represent the district. If an emergency incident impacts the whole community, the District may activate their **Emergency Operations Centers (EOCs)** to manage the response efforts.

7.2 AGENCY COORDINATION

In accordance with Texas Education Code 37.108(a)(5), the Alamo Colleges District has measures in place to ensure coordination with the Department of State Health Services (DSHS), local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency. When possible, these agencies will also be included in district drills, exercises, trainings, and after-action reviews.

RESPONSE AGENCIES BY CAMPUS						
Location	Located	Fire Dept	Police Dept	EMS	Emergency Management	Public Health
District Offices/ ACCESS Campus	City of San Antonio	San Antonio Fire Dept	Alamo Colleges Police Dept & San Antonio Police Dept	San Antonio Fire Dept	San Antonio Office of Emergency Mgt. (SAOEM)	Metro Health
Northeast Lakeview College (NLC)	Universal City FD City of Live Oak FD	Universal City FD	Alamo Colleges PD Universal City PD City of Live Oak PD	Universal City FD City of Live Oak FD	Bexar County Office of Emergency Mgt. (BCOEM)	Metro Health
Northwest Vista College (NVC)	City of San Antonio	San Antonio Fire Dept	Alamo Colleges Police Dept & San Antonio Police Dept	San Antonio Fire Dept	San Antonio Office of Emergency Mgt. (SAOEM)	Metro Health
Palo Alto College (PAC)	City of San Antonio	San Antonio Fire Dept	Alamo Colleges Police Dept & San Antonio Police Dept	San Antonio Fire Dept	San Antonio Office of Emergency Mgt. (SAOEM)	Metro Health
San Antonio College (SAC)	City of San Antonio	San Antonio Fire Dept	Alamo Colleges Police Dept & San Antonio Police Dept	San Antonio Fire Dept	San Antonio Office of Emergency Mgt. (SAOEM)	Metro Health
St. Phillips College (SPC)	City of San Antonio	San Antonio Fire Dept	Alamo Colleges Police Dept & San Antonio Police Dept	San Antonio Fire Dept	San Antonio Office of Emergency Mgt. (SAOEM)	Metro Health

Figure 17 - Emergency Support per college

RESPONSE AGENCIES BY LOCATION – ALAMO COLLEGES DISTRICT INSTRUCTIONAL FACILITIES (EDUCATION & TRAINING CENTERS)						
Location	City/County Located	Fire Dept	Police Dept	EMS	Emergency Management	Public Health
EASTSIDE EDUCATION & TRNG CTR. (EETC)	City of San Antonio	San Antonio Fire Dept	Alamo Colleges Police Dept & San Antonio Police Dept	San Antonio Fire Dept	San Antonio Office of Emergency Mgt. (SAOEM)	Metro Health
SOUTHSIDE EDUCATION & TRNG CTR. (SETC)	City of San Antonio	San Antonio Fire Dept	Alamo Colleges Police Dept & San Antonio Police Dept	San Antonio Fire Dept	San Antonio Office of Emergency Mgt. (SAOEM)	Metro Health
Westside Education & Training Ctr. (WETC)	City of San Antonio	San Antonio Fire Dept	Alamo Colleges Police Dept & San Antonio Police Dept	San Antonio Fire Dept	San Antonio Office of Emergency Mgt. (SAOEM)	Metro Health
WORKFORCE CENTER OF EXCELLENCE (COE)	City of San Antonio	San Antonio Fire Dept	Alamo Colleges Police Dept & San Antonio Police Dept	San Antonio Fire Dept	San Antonio Office of Emergency Mgt. (SAOEM)	Metro Health
GREATER KERRVILLE CTR	City of Kerrville	City of Kerrville Fire Dept	Alamo Colleges Police Dept & City of Kerrville Police Dept	City of Kerrville Fire Dept	Kerr County Office of Emergency Mgt. (SAOEM)	Kerr County Health

Figure 18 - Emergency Support per ETC

OUTSIDE RESPONSE AGENCIES		
AGENCY	**AGENCY POINT OF CONTACT**	**PHONE NUMBER**
HEALTH DEPARTMENTS		
Texas Department of State Health Services (DSHS)	District Manager	512-776-7111
City of San Antonio Metropolitan Health District (MetroHealth)	SAOEM Representative	210-207-8780
OFFICE OF EMERGENCY MANAGEMENT		
Texas Department of Emergency Management (TDEM)	Assistant Chief Jay Hall	210-531-4336
Bexar County Office of Emergency Management (BCOEM)	Emergency Management Coord/Fire Marshal Chris Lopez	210-335-0300
City of San Antonio Office of Emergency Management (SAOEM)	Asst Emergency Management Manager James Mendoza	210-206-8580
FIRE DEPARTMENTS		
City of San Antonio Fire Department (SAFD)	District Chief(s)	210-207-8400 (Non-Emergency)
City of Live Oak Fire Department	Chief Keith Drewry	210-653-9140 (Non-Emergency)
Universal City Fire Department	Chief Todd Perna	210-659-0333 (Non-Emergency)
EMERGENCY MEDICAL SERVICES		
City of San Antonio Fire Department (SAFD)	District Chief(s)	210-207-8400 (Non-Emergency)
Universal City Emergency Medical Services	Chief Todd Perna	210-659-0333
LAW ENFORCEMENT		
Texas Department of Public Safety	Lt. K. Mata Sgt. D. Cockrell	210-531-2203
Bexar County Sheriff's Office (BSO)	Law Enforcement Bureau Asst Chief	210-335-6010 (Non-Emergency)
City of San Antonio Police Department (SAPD)	Substation Commander	210-207-7273 (Non-Emergency)
Universal City PD	Chief Johnny Siemens	210-658-5353
Live Oak Police Department	Chief Michael Fratus	210-945-1700
Southwest Texas Fusion Center	Contact ACD Police	210-485-0099

Figure 19 - Additional Emergency Support

7.3 ALAMO COLLEGES DISTRICT EMERGENCY RESPONSE TEAM

The Emergency Response Team (ERT) is responsible for addressing policy issues and provides strategic direction and the authority to respond to the emergency to the Incident Command Staff. The ERT assembles in the *Emergency Operation Center (EOC), located in the ACCESS Dr. Bruce Leslie Boardroom, located at 2222 N. Alamo St*. If this facility is unsafe or otherwise inaccessible, the EOC will relocate to an alternate location safe or may deploy a virtual EOC.

7.4 INCIDENT COMMAND/UNIFIED COMMAND

When an incident occurs, an *Incident Commander (IC) is the first official Emergency Response Unit to arrive at the incident*. The IC has the responsibility for managing all aspects of the incident. They will make critical decisions to ensure the safety of students, faculty, and staff until additional units arrive on scene. The IC will expand into a Unified Command (UC) will be established between the Alamo Colleges Police Department, the Senior Leadership Team, or their designees, and the on-scene Incident Commander (IC) and First Responders on scene.

7.5 EMERGENCY OPERATIONS CENTER

Upon activation, incident staff will report to the Emergency Operations Center (EOC). If the primary location is unsafe or otherwise inaccessible, the staff will assemble in an alternate location. The EOC is typically activated via text message using the ACD mass notification system or RAVE. The EOC brings together decision makers to coordinate the flow of information and the development of response strategies. All organizations involved in responding to the emergency should provide a representative in the EOC.

1. The general responsibilities of the EOC include:

2. Assemble accurate information on the emergency situation and current resource data to allow on-scene officials to make informed decisions on courses of action.

3. Determine and prioritize required response actions and coordinate their implementation, collaborating with representatives of emergency services.

4. Provide resource support for emergency operations.

5. Organize and activate large-scale evacuation and mass care operations.

6. The Alamo Colleges District utilizes a color code system that will identify the role the individual is occupying. Representatives in the District Emergency Operations Center (EOC) may have been trained in areas outside of the day-to-day operations and by using the color system serves a quick reference point.

7.6 INCIDENT COMMAND POST

Upon the occurrence of an incident, and if appropriate, an Incident Command Post, or multiple posts, will be established in the vicinity of the incident site(s). The Incident Commander/Unified Command, or designee, will be responsible for directing the emergency response and managing the resources at the incident scene.

7.7 COMMAND AND GENERAL STAFF

The District fills the following positions within the command and general staff, depending upon the nature of emergency and the readiness level. See the chart listed below for further information.

7.8 EMERGENCY RESPONSE TEAM (ERT)

The Emergency Response Team (ERT) consists of executive-level positions from across campus and serves as the definitive decision-making body for crisis issues on campus. The Core Crisis Management Team manages to address and provide guidance for a variety of emergency incidents.

7.9 BUILDING ACTION TEAMS (BAT)

The purpose of the Building Action Teams (BAT) is to provide services to the staff, faculty, and students of our District in times of individual or community-wide crisis or trauma. Members of BAT meet as needed to review critical incidents and to implement coordinated response protocols to a specific crisis or emergency. The BAT is made up of staff volunteers. Depending on the nature of the situation, either the entire group will meet or select members of the team will convene to identify an appropriate response.

8. PUBLIC INFORMATION OFFICER (PIO) & COMMUNICATIONS

8.1 PUBLIC INFORMATION OFFICER (PIO) The Alamo Colleges District Public Information Officer (PIO) is the official spokesperson for the district. The PIO maintains an updated media roster that contains the contact information for each local media outlet listed in the *Communications Annex.* The PIO is responsible for delivering accurate messages in a timely and professional manner.

The PIOs additional responsibilities include, but are not limited to:

1. Develop accurate, accessible, and timely information for use in press and media briefings or dissemination via social media.

2. Monitor information from traditional and social media that is useful for incident planning and forwards it as appropriate.

3. Understand any limits on information release.

4. Obtain the Incident Commander's and Chancellor's approval of news releases.

5. Conduct media briefings.

6. Arrange for tours and other interviews or briefings.

7. Create information about the incident available to incident personnel.

8. Participate in planning meetings.

9. Identify and implement rumor control methods.

8.2 COMMUNICATION

Communications requirements in emergency or disaster situations are supported through the protocols and coordination procedures that The ACD executes as part of routine, day-to-day operations. The VC for Strategic Communications, Marketing, and User Experience will develop procedures to activate additional EOC communications support personnel and to expand the EOC communications capability, as required. These procedures will address the provisions for EOC message handling to include record keeping/documentation, distribution/internal message flow, and coordination of incoming/outgoing information.

Public information will be managed through the PIO and/or Joint Information Center (JIC), if established. Information will be coordinated to flow through one central point to ensure accuracy, quality, and efficiency in dissemination. The PIO All of the Alamo Colleges District Departments and agencies are an integral part of this plan. These departments and agencies that do not have specific responsibilities outlined in this plan constitute a large reserve of material and staffing resources.

At the direction of the Chancellor, Chief of Police, Director of Enterprise Risk Management, these departments may be requested to perform previously unassigned tasks or may be requested to supplement specifically assigned disaster response roles.

8.3 EMERGENCY COMMUNICATIONS

The District/College must maintain emergency communications policies, equipment, systems, software, and personnel training. Rapid and timely communication of information to the public during emergencies is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents.

This section contains a summary of the communication methods that the District uses in the event of an emergency.

1. **RAVE notifications** - shall be used to alert students, faculty, and staff, especially the Emergency Response Team (ERT) and the Building Action Teams (BAT) per procedure for immediate life-threatening incidents.

2. **Pre-incident tests**: Key notification and warning systems are to be completed when the likelihood of an emergency incident is likely within a   day of a threat's arrival.

3. **Response teams** should ensure batteries for their radios are charged and that their radios are operational on no less than a monthly basis.

4. **Alamo Colleges Police Department -** Should ensure that it can meet the Clery Act requirements for timely notification of a criminal act that may qualify as an emergency incident.

8.4 EMERGENCY ALERT/NOTIFICATIONS

The District maintains several communication tools to notify the college community of an emergency. The actual communication methods may vary depending upon the nature of the incident although all of the following tools are available:

o **Emergency Notification Alert System Text Message Mass Notification System – RAVE ALERTS**

This communication platform is used both for mass notification and to notify response personnel. Emergency notifications and instructions are sent via text messages, pagers, phone lines, and e-mails of those who opt-in on the Alamo Colleges website. Notifications can also be sent to computer desktops and flat panel monitors. Messages can be sent to all members of the ACD community or to select groups to activate specific portions of the emergency response plan. All students, faculty and staff are *encouraged to "opt in" by signing up to the Alamo Colleges District RAVE system*.

o **Alamo Colleges District - Emergency Line: 210-485-0911**

This phone number goes straight to the Alamo Colleges Police for an emergency. Alerts will be used to provide the District community with information regarding potential threats to the safety and security of the District community.

o **Flat Panel Monitors**

The District/Colleges use several monitors in our public gathering places where emergency announcements may be posted. These screens are owned by the departments that provide them and are dispersed throughout campus.

o **Emergency Web Page and Social Media**

Up-to-date information regarding the status is always available on ACD's emergency web page. During and following emergency situations, important information is on this Web page, including information about closure and any ongoing hazards. The web site also provides links to department-specific information during an emergency (e.g., entertainment venue and program changes, class schedules, and emergency operations procedures.). E-mails will also be used as a way to notify students, faculty, and staff of emergency situations and keep them updated on the situation.

Figure 20 - Emergency Alerts

9. ADMINISTRATION AND SUPPORT

9.1 PURCHASING

The Alamo Colleges District is a political subdivision of the State of Texas and operates under specific legal requirements for the procurement of goods and services. The district is a tax-exempt entity and will supply tax-exempt verification upon request. The purchasing process is outlined in a separate district document titled, *Alamo Colleges District Board of Trustee's C.1.5 (Policy) Purchasing and Acquisitions Responsible Department*:

The Alamo Colleges District follows established purchasing policies to include, but not limited to:

1. Overseeing all financial activities during an emergency incident, including purchasing resources.

2. Arranging contracts for services.

3. Tracking all hazard related expenses.

4. Timekeeping for personnel.

5. Verifying compliance with applicable laws and policies for financial coding.

6. Submitting forms for reimbursement.

7. Preserving all emergency incident-related documentation.

Figure 21 - Emergency Supplies

9.2 REPORTING

Situational reports will be completed daily and distributed by members of the Incident Command Post (ICP), the District Emergency Operations Center (EOC) and, as requested, by the Incident Commander (IC) during the emergency incident. ICS Forms are used to effectively manage and document an incident.

https://training.fema.gov/emiweb/is/icsresource/icsforms/.

FEMA Incident Command System (ICS) Form Table		
ICS Form #:	**Form Title:**	**Typically Prepared by:**
ICS 201	Incident Briefing	Initial Incident Commander
*ICS 202	Incident Objectives	Planning Section Chief / Incident Commander
*ICS 203	Organizational Assignment List	Planning Section Chief / Resource Unit Leader
*ICS 204 (A)	Assignment List	Planning Section Chief / Resource Unit Leader / Operations Section Chief
*ICS 205	Incident Radio Communications Plan	Communications Unit Leader
*ICS 205A	Communication List	Communications Unit Leader
*ICS 206	Medical Plan	Safety Officer / Medical Unit Leader
*ICS 207	Incident Organizational Chart	Planning Section Chief / Resource Unit Leader
*ICS 208	Safety Message / Plan	Safety Officer
ICS 209	Incident Status Summary	Planning Section Chief / Situation Unit Leader
ICS 210	Resource Status Change	Resource Unit Leader
ICS 211	Incident Check In / Out	Resource Unit Leader / Check In Recorder
ICS 213	General Message / Mission Assignment	Any Message Originator
ICS 213RR	Resource Request Form	Any Requesting Originator
ICS 214	Activity Log	Any Position / Element Originator
ICS 215	Operational Planning Worksheet	Operations Section Chief
ICS 215A	Operational Safety Analysis	Safety Officer
ICS 221	Demobilization / Check Out / Close Out	Demobilization Unit Leader / Any Demobilized Resource

Figure 22 - Incident Command Forms

9.3 RECORD KEEPING

The Chancellor or designee should ensure all applicable records for emergency management operations are obtainable, and that duplicate records are held at alternate locations.

1. The following records may be kept during an emergency incident and retained in the manner described in the district's record management policy such as:

   a. Records related to purchases.

   b. Activation, deactivation, or significant changes of emergency incident policies, procedures, resources, services, and personnel.

   c. Long-term resources or requests for additional resources through formal agreements or contracts.

2. Records can be easily damaged during an emergency incident. Efforts may be made to protect records to resume daily operations. These records include, but are not limited to, legal documents, student files, and faculty and staff files.

3. Essential records are for responding to an emergency or disaster; necessary to resume or continue operations; protect the health, safety, property, and rights of residents and citizens; require a significant number of resources to reconstruct; and document the history of communities and families. The essential functions of your organization determine what records are essential.

10. DEVELOPMENT AND MAINTENANCE PROCESS

The following process has been established to ensure this *Multi-Hazard Emergency Operations Plan (EOP)* is continuously developed and maintained to provide guidance during all phases of emergency management.

10.1 AFTER-ACTION REVIEWS

1. **Hotwash** – A quick debrief of an incident (planned and unplanned) to gain immediate feedback from an incident and capture input from participants to identify areas of improvement or best practices.

2. **After Action Reports (AAR):** All special events, drills and exercises including **"real world"(actual)** emergency events that impact the operations of any district or colleges should complete and AAR report 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 emergency incident; and becomes a catalyst for updating the current EOP. *An improvement plan (IP)* should follow an AAR and is used to ensure corrective actions are continually monitored and implemented as part of improving preparedness.

10.2 ANNUAL REVIEW –

The EOP will be reviewed annually by the Safety and Security Committee, response agencies, and internal and external stakeholders having roles and responsibilities mentioned in this EOP. This annual review will be by the District Emergency Management Coordinator (EMC). This review process also includes AAR feedback captured from the previous annual review. Once the annual review has been completed, minor edits (grammar or spelling changes) *require no notification to stakeholders*.

10.2.1 Significant changes

Documented changes in guidelines, roles, or responsibilities) will be tracked in an updated version of this EOP and distributed to all relevant stakeholders for a period of review and comment. At the end of the review and comment period all significant changes will be recorded in the Record of Changes and Annual Review Table.

10.2.2 Record of Changes and Annual Review –

Table verifies the EOP has been reviewed annually. The terms **"Review," "Revise," or "Update"** may be used when annotating the summary of significant changes. The word "annual" may be used if no significant changes were made to the current EOP annual reviews.

10.2.3 Approval and Signatures

The annually updated EOP will be forwarded to the Chancellor for the pen and ink or digital certificate-based signature with the day, month, and year on the Formal Adoption Statement.

10.2.4 Record of Distribution

Indicates who receives each version of this EOP. Specifically, the Record of Distribution is updated to identify the receipt, review, and intent to use this EOP.

11. EXPLANATION OF TERMS

11.1 ACRONYMS

ACRONYMS	
A	
AAR	After-Action Report
ACCESS/DSO	Alamo Colleges District – District Campus
ACPD	Alamo College Police Department
AED	Artificial External Defibrillator
ANSI	American National Standards Institute
ARC	American Red Cross
B	
BAT	Building Action Team
BC	Bexar County
BCOEM	Bexar County Office of Emergency Management
BLS	Basic Life Support
BOT	Board of Trustees
C	
COOP	Continuity of Operations Plan
COSIN	Control Staff Instructions
CPR	Cardiopulmonary Resuscitation
D	
DHS	Department of Homeland Security
E	
EETC	Eastside Education & Training Center
EMA	Emergency Management Agency
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operating Procedure/ Emergency Operations Plan
ERM	Enterprise Risk Management Department (District)
ERT	Emergency Response Team
ESF	Emergency Support Function
F	
FEMA	Federal Emergency Management Agency (DHS)
FSE	Full-Scale Exercise
H	
HAZMAT	Hazardous Materials
HIPAA	Health Insurance Portability and Accountability Act
HSAS	Homeland Security Advisory System
HSEEP	Homeland Security Exercise and Evaluation Program
HSIN	Homeland Security Information Network
HSPD	Homeland Security Presidential Directive
HVA	Hazard and Vulnerability Assessment
I	
IC	Incident Command

ICS	Incident Command System
INS	Incident of National Significance
IP	Improvement Plan
J	
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
K	
KERR	Greater Kerrville Alamo Colleges Center
L	
LAN	Local Area Network
LEPC	Local Emergency Preparedness/Planning Council
LLIS	Lessons Learned Information Sharing
M	
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
MSEL	Master Scenario Events List
MTL	Master Task List
N	
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NLC	Northeast Lakeview College
NVC	Northwest Vista College
P	
PAC	Palo Alto College
PHE	Public Health Emergency
PIP	Performance Improvement Plan
PIO	Public Information Officer
Q	
QA	Quality Assurance
S	
SAC	San Antonio College
SAOEM	San Antonio Office of Emergency Management
SAP	State Assistance Plan
SAPD	San Antonio Police Department
SETC	Southside Education & Training Center
SIMS	Standard Information Management System
SITREP	Situation Report
SME	Subject Matter Expert
SOP	Standard Operating Procedure
SOW	Statement of Work
SPC	Saint Phillips College
SSI	Security/Suitability Investigation
SSO	Systems Security Officer
SWAT	Special Weapons and Tactics
T	

TDEM	Texas Division of Emergency Management
TEA	Texas Education Agency
TSA	Transportation Security Administration (DHS)
TxSSC	Texas School Safety Center
TxDPS	Texas Department of Public Safety
TTX	Tabletop Exercise
U	
UC	Unified Command
UCS	Unified Command System
W	
WETC	Westside Education & Training Center
WHO	World Health Organization
WMD	Weapon of Mass Destruction
WSR	Weather Surveillance Radar

11.2 DEFINITIONS

A	
After Action Conference	A post-exercise forum in which key personnel and the exercise planning team are presented with findings and recommendations from the After-Action Report (AAR), and an Improvement Plan is developed.
After Action Report (AAR)	The final exercise document, produced by the exercise planning team and/or the evaluation team, describes what happened, noting any exemplary practices, identifying issues to be addressed, and providing recommendations for improvements. The AAR should be submitted to participant and/or federal officials.
All-Hazard	Covering all hazards whether natural, accidental negligent or intentional.
All-Hazards Preparedness	Preparedness for domestic terrorist attacks, major disasters, and other emergencies.
C	
Chemical Agent	A chemical substance that produces incapacitation, serious injury or death.
Chemical Attack	The deliberate release of toxic gas, liquid, or solids that can poison people and the environment
Chemical Incident	An accidental or deliberate exposure involving chemical agents.
Communicable Disease	An illness due to a specific infectious agent or toxic products that arises through transmission of that agent or its products from an infected person or animal to a susceptible host. (Contrast with infectious diseases).
Contingency Plan	Targets a specific issue or event that arises during the course of disaster operations and presents alternative actions to respond to the situation
Continuity of Operations Plan (COOP)	An effective COOP includes the activities of individual departments and agencies, and their sub-compartments to ensure that their essential functions are performed.
D	
Drills	Small-scale, internally conducted, activities aimed at providing a more "firsthand" teaching environment to familiarize staff with actual procedures necessary for emergency operations. They may be stopped and restarted in order to clarify a point, provide instruction, allow for observations from the evaluator and evaluate, or to permit the evaluate a second chance to perform a procedure or activity

E	
Emergency Management	A systematic program of activities that governments and their partners undertake before, during, and after a disaster to save lives, prevent injury, and to protect property and the natural environment
Emergency Operations Center (EOC)	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place.
Emergency Management Coordinator (EMC)	Responsible for leading, planning, and implementing emergency response and recovery efforts in the event of natural disasters, man-made crises, or other emergency situations. Works closely with government agencies, non-profit organizations, and private businesses to develop and maintain emergency plans, coordinate emergency response and recovery efforts, and provide training and education on emergency preparedness to the public. They must possess a thorough understanding of emergency management principles and procedures, as well as strong leadership, communication, and critical thinking skills. Additionally, they must be able to work effectively in high-stress, challenging environments and be able to make quick and informed decisions in the face of rapidly evolving emergency situations.
Emergency Operations Plan (EOP)	Plan each jurisdiction has and maintains for responding to a wide variety of potential emergency incidents.
Exercise	An instrument to train for, assess, practice, and improve performance in prevention, protection, vulnerability reduction, response, and recovery capabilities in a risk- free environment. Exercises can be used for: testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement

F	
First Responder	Individuals who, in the early stages of an incident, are responsible for the protection and preservation of life, property, evidence, and the environment. First responders include emergency response providers, as well as emergency management, public health, clinical care, public work, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations.
Functional Exercise	A single or multi-agency activity designed to evaluate capabilities and multiple functions using simulated response. An FE is typically used to: evaluate management of Emergency Operations Centers, command posts, and headquarters; and assess adequacy of response plans and resources. Characteristics of a functional exercise include simulated deployment of resources and personnel, rapid problem solving and highly stressful environment.
H	
Hazard/Threat	Realistic scenario element(s), either posing or causing harm, intended to drive exercise play towards the fulfillment of objectives. For example, if the exercise objectives include validating public health or surveillance systems, then a biological threat/hazard would be appropriate.
Hazardous Material (HazMat)	Any material that is explosive, flammable, poisonous, corrosive, reactive, or radioactive, or any combinations thereof, and requires special care in handling because of the hazards it poses to public health, safety, and/or the environment; any hazardous substance under the Clean Water Act, or any element, compound, mixture, solution, or substance designated under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste under the Resource
Homeland Security Exercise and Evaluation Program (HSEEP)	A capabilities and performance-based exercise program that provides standardized policy, doctrine, and terminology for designing, developing, conducting, and evaluating homeland security exercises. HSEEP also provides tools and resources to facilitate the management of self-sustaining homeland security exercise programs.

H (Cont.)	
Hot Wash	Facilitated discussion amongst exercise participants immediately following an exercise, designed to capture feedback about any issues, concerns, or proposed improvements players may have about the exercise. Each functional area (e.g., fire, law enforcement, medical) should conduct a hot wash, which should be facilitated by the lead controller for that area.
Human – Caused Hazard	An adversarial hazard (active shooter, vehicle ramming, etc.).

I	
Improvement Plan (IP)	Portion of the After-Action Report (AAR), which converts lessons learned from the exercise into concrete, measurable steps that result in improved response capabilities. It specifically details the actions that the participating jurisdiction will take to address each recommendation presented in the draft AAR/IP, who or what agency will be responsible for taking the action, and the timeline for completion.
Incident	An occurrence caused either by human or natural phenomena that requires an emergency response to prevent or minimize loss of life or damage to property and/or natural resources.
Incident Action Plan	A document that is prepared after the first 24 hours of an emergency incident that identifies the goals and objectives that need to be accomplished during a stated time period.
Incident Command Post	The location where emergency incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the emergency incident is accomplished
Incident Command System (ICS)	A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. It provides essential management using these aspects: common terminology, modular organization, integrated communications, a unified command structure, consolidated action plans, manageable span-of-control, predesigned incident facilities, and comprehensive resource management. ICS does all of this by organizing any emergency response effort into five basic functions: command, planning/intelligence, operations, logistics, and finance/administration .

Incident Commander:	An individual who has overall responsibility for managing the response to an emergency incident.
Incident Management	Referring to the totality of activities to be aware of, prevent, prepare for respond to, and recover from incidents. This term is emphasized in the National Response Plan and replaces the terms: Emergency Management, Disaster Management, Crisis Management, and Consequence Management.
Infectious agent:	Any organism, such as a pathogenic virus, parasite, or bacterium, is capable of invading body tissues, multiplying, and causing disease.
J	
Jurisdiction	A range or sphere of authority. Public agencies have jurisdiction on an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, region, county), or functional (e.g., law enforcement, public health).
M	
Memorandum of Agreement (MOA)	See Mutual Aid Agreement
Memorandum of Understanding (MOU)	An MOU is recognized as binding; however, a legal claim cannot be based on the document. It should be customized to the capability or resources for which the agreement is developed. It formalizes the commitment of one district, agency, or organization to another and defines the responsibilities of the parties, the scope and authority of the agreement, as well as the terms and timelines. The assistance is approved by leadership.
Multi-year Exercise Plan	State or jurisdiction-wide strategic plan for the multi-year conduct of exercises, as produced in Exercise Plan Workshop (EPW). It comprises four major sections: current homeland security program status (e.g., State Homeland Security Strategy, current exercise activities); program goals and objectives; program exercise methodology (e.g., exercise activity cycle, building block approach); and a multi-year exercise timeline/schedule (2- year plans for designated urban areas, 3-year plans for States).
Mutual Aid Agreement (MAA)	A formal written agreement between the district and another government entity that commits the participating parties to a mutually beneficial, cooperative agreement based on principles of contract law that support protecting lives and property. In most circumstances, participating parties provide resources, materials, or services during emergency incidents with the idea that there will be a future reciprocal exchange of comparable value, if required.

N	
National Incident Management System (NIMS)	System which provides a consistent, nationwide approach for Federal, State, local, and tribal governments, the private sector, and Non-governmental Organizations (NGOs) to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
Natural Hazard	A hazard caused by an act of nature (tornado, earthquake)
P	
Preparedness (AKA Readiness)	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and non-governmental organizations to identify threats, determine vulnerabilities, and identify required resources. The existence of plans, procedures, policies, training, and equipment necessary at the federal, state, and local level to maximize the ability to prevent, respond to, and recover from major events.
Prevention	Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice. Activities undertaken by the first responder community during the early stages of an incident to reduce the likelihood or consequences of threatened or actual terrorist attacks.
Public Health	Organized efforts of society to protect, promote, and restore people's health. It is the combination of science, skills, and beliefs that is directed to the maintenance and improvement of the health of all the people through collective or social actions.
Public Health Emergency	Occurrence or imminent threat of exposure to an extremely dangerous condition or a highly infectious or toxic agent, including a communicable disease, which poses imminent threat of substantial harm to the population, or any portion thereof. In general, a public health emergency is one that requires a population-based approach

R	
Radiation	High-energy particles or gamma rays that are emitted by an atom as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays
Recovery	The development, coordination, and execution of service and site restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.
Resources	Includes personnel, equipment, supplies, and facilities available to be used during an emergency incident
Response	Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities
Response Area	Large exercise space where operations take place, e.g., decontamination, triage, treatment, render safe procedure (RSP).
Risk	A measure of the harm to human health that results from being exposed; uncertainty that surrounds future events and outcomes
Risk Assessment	A process that involves determining the likelihood that a specific adverse health effect will occur in an individual or population, following exposure to a hazardous agent.

S	
Scenario	The storyline of the threat/hazard which drives an exercise play. Scenarios provide general context or comprehensive story; technical details necessary to accurately depict scenario conditions and events; and conditions which allow participants to demonstrate proficiency and competency in meeting the exercise objectives
Seminars	An exercise type employed to orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, response resources, or concepts and ideas. Seminars provide a good starting point for jurisdictions that are developing or making major changes to their plans and procedures
Special Populations	People who might be more sensitive or susceptible to exposure to hazardous substances because of factors such as age, occupation, sex, or behaviors (for example, cigarette smoking); populations with special needs for translations, special services, or alternative channels of communication [such as the deaf]; populations with distinct cultural or community needs. Children, pregnant women, and older people are often considered special populations
Standard Operating Procedure (SOP)	A set of proscribed actions to be taken in response to a particular event.
Subject Matter Expert (SME)	An individual who is a technical expert in a specific area or in performing a specialized job, task, or skill.
T	
Tabletop Exercise (TTX)	Type of exercise involves senior staff, elected or appointed officials, or other key personnel in an informal setting, discussing simulated situations. This type of exercise is intended to stimulate discussion of various issues regarding a hypothetical situation.
Threat/Hazard	Realistic scenario element(s), either posing or causing harm, intended to drive exercise play towards the fulfillment of objectives.
U	
Unified Command	Similar to the Incident Command, however, now two or more individuals, with authority in different agencies, join to create one leadership role that has overall responsibility for managing the response to the emergency incident
W	
Workshop	A formal discussion-based exercise led by a facilitator or presenter used to build or achieve a product. A workshop is typically used to: test new ideas, processes, or procedures; train groups in coordinated activities; and obtain consensus. Characteristics of a workshop include more formality than a seminar and often use break-out sessions to explore parts of issue with smaller groups

12. ATTACHMENTS

12.1 ATTACHMENT 1: DISTRICT HAZARD ANALYSIS

The Alamo Colleges District has used historical records and subjective estimates to determine criticality, which is a measure of event probability and the district's ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property for natural hazards, technological hazards, and human-caused hazards.

The District Hazard Analysis Tool provides a numerical score for district identified hazards utilizing:

- Readiness Time
- Probability
- Health and Life Safety
- Impact on Property
- Impact or Duration to District Continuity of Operations

The total score allows the district to evaluate, emphasize, and address gaps specific to the district.

Natural Hazards (acts of nature)	Readiness Time (0-4)	Probability (0-4)	Health and Life Safety (1-5)	Impact to Property (0-4)	Impact Duration to District Continuity (0-4)	Final Score
Drought	0	4	1	2	1	8
Earthquake	4	2	2	0	1	9
Extreme Temperatures (Hot or Cold)	1	4	1	1	1	8
Flooding (river or tidal)	2	2	2	1	1	8
Lightning	1	2	2	1	1	7
Pandemic	1	2	3	0	2	8
Severe Winds (Storm /High Winds)	1	2	2	2	1	8
Sinkholes / Landslides / Expansive Soils (Subsidence)	0	1	1	1	1	4
Tornadoes	2	2	2	2	1	9
Wildfire (WUI)	1	2	2	0	0	5
Winter Weather (Storm/Ice Storm)	2	3	2	1	3	11

Technological Hazards (accidents or the failures of systems and structures)	Readiness Time (0-4)	Probability(0-4)	Health and Life Safety(1-5)	Impact to Property(0-4)	Impact Duration to District Continuity(0-4)	Final Score
Communication System Failure	2	3	1	2	3	11
Fire	4	2	2	2	2	12
Hazard Release - Chemical	4	2	2	2	3	13
Information Technology Disruption	3	3	1	2	3	12
Power Failure (Outage)	3	2	2	2	3	12
Train Derailment	4	1	1	0	2	8
Utility Interruption (school infrastructure)	2	3	2	2	2	11
Water Contamination	3	1	2	2	2	10

Human Caused Hazards (adversarial)	Readiness Time (0-4)	Probability (0-4)	Health and Life Safety (1-5)	Impact to Property (0-4)	Impact Duration to District Continuity (0-4)	Final Score
Active Shooter / Assailant	4	2	5	2	4	17
Arsonist Attack	4	2	4	2	4	16
Blunt Force Attack	4	2	4	2	3	15
Bomb or Explosive Device	4	2	4	3	4	17
Chemical Attack	4	1	4	2	4	15
Civil Disturbance	3	2	3	2	3	13
Cyber Attack	3	4	1	1	2	11
Domestic Violence & Abuse	4	3	4	1	3	15
Kidnapping / Missing Student	4	2	2	1	2	11
Law Enforcement Activity (bailout, fugitive search)	4	2	2	1	2	11
Mass shooting	4	2	5	2	4	17
Radiological Attack	4	1	5	2	4	16
Sharp Object Attack (stabbing, slashing)	4	2	4	2	3	15

12.2 ATTACHMENT 2: FORMAL AGREEMENTS

12.2.1 RESOURCES AND SERVICES NEEDED BY THE DISTRICT

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure the district has access to needed resources, goods, services, and personnel during an emergency incident impacting the district.

DISTRICT RESOURCE AND SERVICE TABLE		
Agency	Type of Agreement	Resource(s)
Bexar County	MOU	Resources, Equipment, Services, and Personnel
City of San Antonio	MOU	Resources, Equipment, Services, and Personnel
Bexar County Office of Emergency Management (BCOEM)	MOU	Resources, Equipment, Services, and Personnel
San Antonio Office of Emergency Management (SAOEM)	MOU	Resources, Equipment, Services, and Personnel
SA Fire Department & EMS (SAFD)	MOU	Resources, Equipment, Services, and Personnel
SA Police Department (SAPD)	MOU	Resources, Equipment, Services, and Personnel
Bexar County Fire Department	MOU	Resources, Equipment, Services, and Personnel

12.2.2 RESOURCES AND SERVICES NEEDED BY AGENCIES

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies (volunteer organizations, non-government organizations (NGOs), private sectors, etc.) to ensure they have access to needed district resources, goods, services, and personnel during an emergency incident impacting the whole community.

AGENCIES AND WHOLE COMMUNITY TABLE		
AGENCY	TYPE OF AGREEMENT	RESOURCE(S)
Bexar County	MOU	Resources, Equipment, Services, and Personnel
City of San Antonio	MOU	Resources, Equipment, Services, and Personnel

12.3 ATTACHMENT 3: DISTRICT SAFETY AND SECURITY COMMITTEE COMMITEE MEMBERS

Although additional agencies may be added, in accordance with the Texas Education Code 37.109(a-1) and to the greatest extent practicable, the **ACD Safety and Security Committee** Members will include the following:

ALAMO COLLEGES DISTRICT SAFETY AND SECURITY COMMITTEE MEMBERS TABLE		
DISTRICT EXECUTIVE LEADERSHIP		
Alamo Colleges District Chancellor	Dr. Mike Flores	
Vice Chancellor for Planning, Performance, and Information System (VCPPIS)	Dr. Thomas Cleary	
Vice Chancellor for Finance and Administration (VCFA)	Dr. Thomas Clearly (Interim)	
Vice Chancellor People, Organization and Policy	Linda Boyer-Owens	
Vice Chancellor for Strategic Communications, Marketing, and User Experience	Kristi Wyatt	
Associate Vice Chancellor of Facilities & Construction	Gregory L. McClure	
Associate Vice Chancellor Economic and Workforce Development Ops	Dr. Sammi Morrill	
COLLEGE LEADERSHIP		
NORTHEAST LAKEVIEW COLLEGE (NLC) PRESIDENT	Dr. Veronica Garcia	President
NORTHWEST VISTA COLLEGE (NVC) PRESIDENT	Dr. Amy Bosley	President
PALO ALTO COLLEGE (PAC) PRESIDENT	Dr. Robert Garza	President
SAN ANTONIO COLLEGE (SAC) PRESIDENT	Francisco Solis, J.D.	President
SAINT PHILLIPS COLLEGE (SPC) PRESIDENT	Dr. Adena Williams	President
DISTRICT ENTERPRISE RISK MANAGEMENT (ERM)		
Director of Enterprise Risk Management	Mike Legg	
District Emergency Management (EMC)	Paul G. Harvey	
Environmental Health and Safety Coordinator	Steven "Steve" Hall	
Risk Management Specialist	Jennifer Wilgen	
Administrative Assistant	Dr. Paul Frisch	

ALAMO COLLEGES POLICE DEPARTMENT		
Chief of Police	Interim Chief Keith Jemison	
Deputy Chief/Emergency Services	Chief Scott Purcell	
Deputy Chief of Administration	Chief Jesse Trevino	
DISTRICT INFORMATION TECHNOLOGY (IT)		
District Director of Information Tech Services	Phong D. Banh	
Sr. Manager Client Services	Jesus Martinez	
Enterprise IT Risk/Security Mgr.	Monica Walseman	
NORTHEAST LAKEVIEW COLLEGE (NL)		
Vice President of College Services	Dr. Thomas Walker	
Coordinator of College Risk Coordinator	Javier Leal	
NORTHWEST VISTA COLLEGE (NVC)		
Vice President of College Services	Erin Sherman	
Director of Colleges Services	Jill Sprowls	
Coordinator of College Risk Coordinator	Dawn Ruano	
PALO ALTO COLLEGE (PAC)		
Vice President of College Services	Lisa Juarez	
Director of Colleges Services	Jennifer Mejia	
Coordinator of College Risk Coordinator	Fredrico Cortez	
SAN ANTONIO COLLEGE (SAC)		
Vice President of College Services	Dr. Stella Lovato	
Director of Colleges Services	Dennis Norman	
Coordinator of College Risk Coordinator	Dominique Fonseca	
SAINT PHILLIPS COLLEGE (SPC)		
Vice President of College Services	George H. Johnson III	
Director of Colleges Services	Jacob Colunga	
Coordinator of College Risk Coordinator	Robert Sanchez	

In accordance with Texas Education Code 37.109(c), except as otherwise provided in the Code, the School Safety and Security Committee shall meet at least once during each academic semester and at least once during the summer. The committee is subject to the Texas Government Code, Chapter 551, has the freedom to meet in executive session as provided by that chapter, and posts notice of their committee meetings in the same manner as notice of a meeting of the board of trustees. The School Safety and Security Committee Meeting Schedule include data concerning the previous year's meetings.

The Alamo Colleges District academic calendar:

FALL SEMESTER: 08/25/2025 – 12/13/2025

SPRING SEMESTER: 01/24/26 – 05/16/2026

SUMMER: 05/18/25 – 8/14/2026

RECORD OF SAFETY AND SECURITY COMMITTEE MEETINGS 2025	
Meeting Date (mm/dd/yyyy)	**Meeting Time**
1/16/2025	2:00 – 3:00
2/20/2025	2:00 – 3:00
3/20/2025	2:00 – 3:00
4/17/2025	Meeting Cancelled - Fiesta
5/15/2025	No Meeting
6/19/2025	No Meeting - Holiday
7/17/2025	No Meeting
8/21/2025	2:00 – 3:00
9/18/2025	2:00 – 3:00
10/16/2025	
11/20/2025	
12/11/2025	

12.4 ATTACHMENT 4: SAFETY AND SECURITY AUDITS[8]

A Safety and Security Audit has been conducted for all facilities at least once every ***three years*** in compliance with *Texas Education Code 37.108(b) and (c)*. The Alamo Colleges District, or a person included in the registry established by the Texas School Safety Center under *Texas Education Code 37.209*1, who was engaged by the district to conduct a Safety and Security Audit, followed the Safety and Security Audit procedures developed by the Texas School Safety Center in coordination with the commissioner of higher education.

A Safety and Security Audit Report has been submitted to the board of trustees and signed by the President of the Junior College District in compliance with Texas Education Code 37.108(c)(2).

SAFETY AND SECURITY AUDITS TABLE				
Date Audit Conducted	**Agency or Consultant Conducting the Audit**	**Name of Person Conducting the Audit**	**Date Audit Report Submitted to the Board of Trustees** (mm/dd/yyyy)	**Place an "X" if the same Agency or Consultant Conducted the Audit and developed the district's EOP**
8/2012	Director of Enterprise Risk Mgmt	Mike Legg	8/21/2012	X
3/2015	Director of Enterprise Risk Mgmt	Mike Legg	3/22/2016	X
6/2018	Director of Enterprise Risk Mgmt	Mike Legg	8/21/2018	X
7/2021	Director of Enterprise Risk Mgmt	Mike Legg	10/19/2021	X
6/2024	Director of Enterprise Risk Mgmt	Mike Legg	8/24/2024	X

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[8] Texas Education Code 37.108(b)(c)
Texas Education Code 37.108 (c-2)(7)
Texas Education Code 37.2091

13. DISTRICT ANNEXES

The district has established the following table as annexes for the district EOP.

ANNEX TABLE			
Name	**Description**	**Date of Change (mm/dd/yyyy)**	**Page**
ACTIVE THREAT	This annex establishes the policies and procedures under which the district will operate in the event of an active threat incident by addressing planning and operational actions for the five phases of emergency management.		
COMMUNICABLE DISEASE	This annex establishes the policies and procedures under which the district will operate in the event of a communicable disease incident by addressing planning and operational actions for all five phases of emergency management.	11/1/2021	
CONTINUITY OF OPERATIONS PLAN (COOP)	This annex describes how a district will ensure the continuation of essential functions during an emergency and its aftermath.	4/17/2024	
CYBERSECURITY	This annex establishes the policies and procedures under which the district will operate in the event of a cybersecurity incident by addressing planning and operational actions for the five phases of emergency management regarding actual or potential cyber-related threats and attacks to the district.	07/30/2024	
COMMUNICATIONS	This annex establishes the district's policies and procedures to manage communications during an emergency affecting operations. This will include Preparedness, Response, and Recovery regarding emergency communications within the school district.	10/1/2023	
EVACUATION AND SHELTER IN-PLACE	This annex establishes the policies and procedures under which the district will operate if an incident requires evacuation or shelter-in-place operations by addressing planning and operational actions for multiple phases of emergency management. This will include preparedness, response, and recovery regarding evacuation and shelter-in-place operations within the district.	01/31/2020	

FACILITIES ACCESS MANAGEMENT	This annex establishes the policies and procedures under which the district will operate to provide facilities access management support for a hazard or special event by addressing planning and operational actions for the five phases of emergency.	New – In development	
HAZARDOUS MATERIALS	This annex establishes the policies and procedures under which the district will operate in the event of an incident involving hazardous materials (Hazmat) by addressing planning and operational actions for all five phases of emergency management.	Revision in Progress	
PSYCHOLOGICAL RESILIENCE	This annex establishes the policies and procedures under which the district will conduct psychological safety operations by addressing planning and operational actions for the preparedness, response, and recovery phases of emergency management.	New – In development	
REUNIFICATION	This annex establishes the policies and procedures under which the district will conduct reunification operations for the rejoining of students with their respective parents or guardians after an incident.	Revision in Progress	
SEVERE WEATHER	This annex establishes the policies and procedures under which the district will operate in the event of a severe weather incident by addressing the planning and operational actions for four of the five phases of emergency management: mitigation, preparedness, response, and recovery. prevented; however, they can be planned for.	Revision in Progress	
TRAINING AND EXERCISE	This annex establishes the policies and procedures under which the district will operate to provide training and exercise support for the district. This annex is strictly a policy and guidance document for the district, and therefore, does not address the five phases of emergency management.	05/31/2024	
UTILITIES	This annex establishes the policies and procedures under which the district will respond to potential or actual disruptions in utility services at district facilities by addressing planning and operational actions for the five phases of emergency management.	New – In development	

14. TRAINING

14.1 SOURCES FOR REQUIRED TRAINING

Training refers to the process of educating and preparing personnel, organizations, and communities on how to implement an established Multi-hazard Emergency Operations Plan (EOP) during an emergency incident or disaster. The purpose of EOP training is to ensure that all stakeholders, such as emergency responders, key personnel, and decision-makers are familiar with their roles, responsibilities, and the procedures outlined in the plan.

Required training refers to the mandatory learning or instruction that individuals must complete to meet specific standards, regulations, or qualifications for their role or responsibilities. It ensures that employees or participants have the necessary knowledge, skills, and competencies to perform tasks safely and effectively, often in compliance with laws, policies, or organizational requirements. This table identifies the required Texas training.

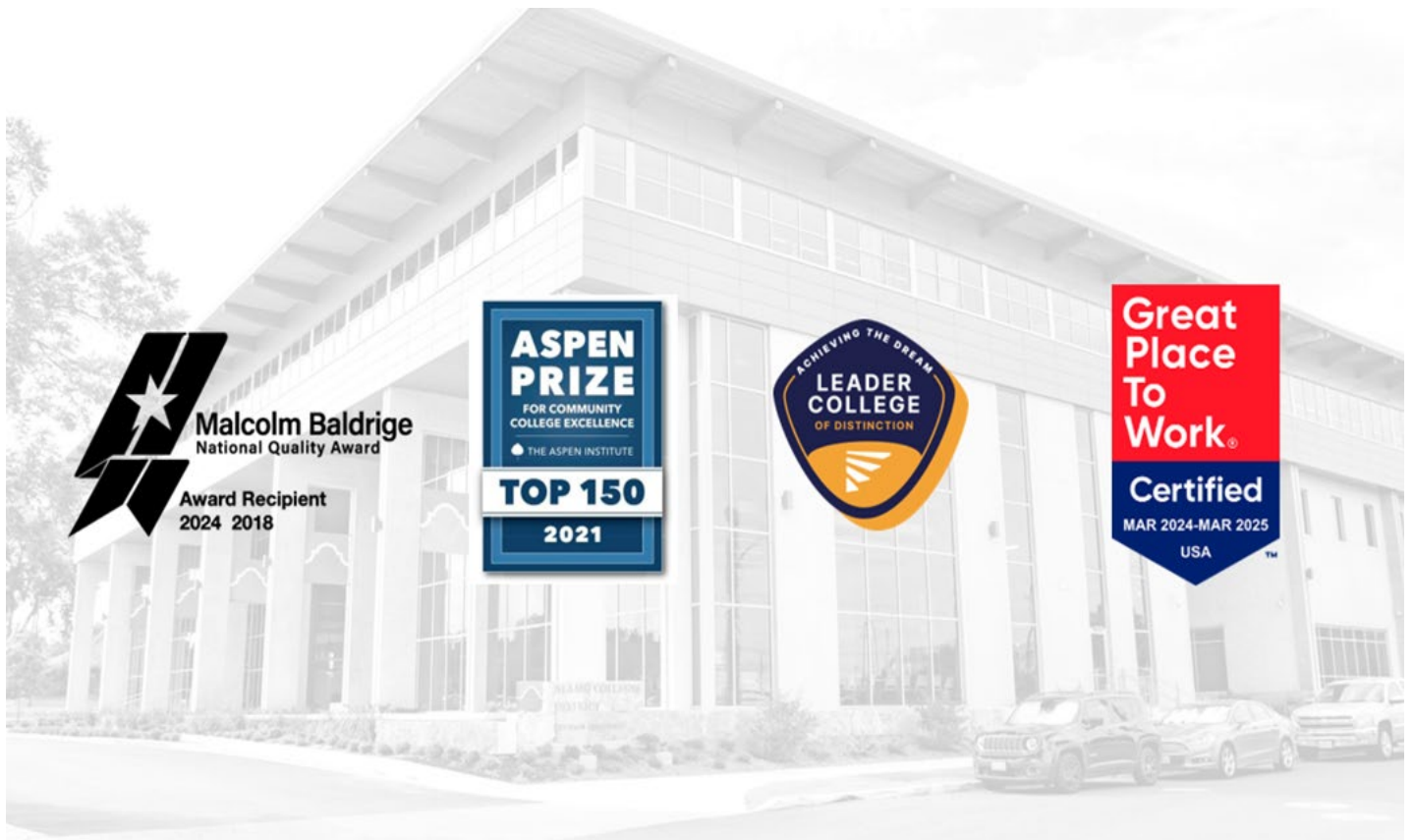| REQUIRED TRAINING	
TRAINING	**LOCATION**
Bleeding Control Station Training	https://tea.texas.gov/texas-schools/health-safety-discipline/coordinated-school-health/healthy-and-safe-school-environment-of-the-coordinated-school-health-model
Cybersecurity Coordinator Annual Training for the District	https://dir.texas.gov/information-security/statewide-cybersecurity-awareness-training
School Based Law Enforcement Training	https://TXSSC.txstate.edu/events/sble-trainings/tcole-4064
Threat Assessment Team and Safe and Supportive School Team Training	https://TXSSC.txstate.edu/events/sbta-trainings/
Grief-Informed and Trauma-Informed Care	https://schoolmentalhealthtx.org/best-practices/
Suicide Prevention	https://schoolmentalhealthtx.org/best-practices/

NIMS/ICS Training	
IS 100 – Intro to Incident Command System (ICS)	
IS 200 – Basic Incident Command System (ICS)	
IS 700 – Introduction to the National Incident Management System (NIMS)	[Emergency Management Institute - Independent Study (IS)	Course List](#)
IS 800 – National Response Framework	
IS 363 – Mult Hazard Emergency Management in Higher Education	

14.2   SOURCES FOR RECOMMENDED TRAINING

Training refers to the process of educating and preparing personnel, organizations, and communities on how to implement an established Multi-hazard Emergency Operations Plan (EOP) during an emergency incident or disaster. The purpose of EOP training is to ensure that all stakeholders, such as emergency responders, key personnel, and decision-makers are familiar with their roles, responsibilities, and the procedures outlined in the plan.

RECOMMENDED TRAINING	
Training	**Location**
Active Threat Annex	
Annex and Appendix	
Basic Plan (EOP Development Series)	
Continuity of Operations Plan (COOP) Annex	
Cybersecurity Annex	
Emergency Communications Annex	
Evacuation and Shelter-in-Place Annex	
Facilities Access Management Annex	
Hazard Analysis (EOP Development Series)	
Hazardous Materials Annex	https://sslp.TXSSC.txstate.edu/
Emergency Operations Plan (EOP) Development Series: Introductory	
Multitiered Systems of Support for Safer School Communities	
Psychological Resilience Annex	
Reunification Annex	
Safety and Security Agreements	
Severe Weather Annex	
Training and Exercise Annex	
Utilities Annex	
Communicable Disease Annex (CDA)	

Recommended training refers to learning opportunities suggested for individuals to enhance their skills, knowledge, or performance beyond the mandatory requirements. While not mandatory, it helps improve effectiveness, stay current with best practices, and support professional development. This table identifies recommended training.

END OF PLAN