

PARIS JUNIOR COLLEGE

EMERGENCY RESPONSE PLAN

June 2009

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INTRODUCTION

It is the goal of Paris Junior College to ensure that each individual on the College campus is provided a safe and secure environment. The Paris Junior College Emergency Response Plan (ERP) is designed to effectively coordinate the use of college and community resources to protect life and property during and/or immediately following a natural or man-made disaster on the campus.

The plan addresses mobilization of all existing and available campus resources to meet any condition constituting a campus emergency, local emergency or state of emergency. In addition to specific procedures to be followed during emergency situations, the ERP includes the organization, powers and duties, services and staffing necessary to delineate such authority and responsibility.

RESPONSIBILITIES

The president of Paris Junior College has the ultimate authority to designate individuals to be responsible for the overall management of emergency situations that occur on the campus. These responsibilities include:

- Continuously update and maintain the Emergency Response Plan.
- Ensure its' coordination with other campus departments and appropriate local government agencies.
- Decisions concerning the discontinuation of any college function, cancellation of classes.

DEFINITIONS

An emergency is an unplanned event or incident, which can cause death or significant injury to employees, students, visitors, or the public or that can shut down operations, cause physical or environmental damage, or threaten the College's public image.

Emergency management is the process of preparing for, mitigation, responding to, and recovering from an emergency. The Emergency Response Plan provides for a coordinated response and a clear line of command.

TYPES OF CRISES

Types of crises covered by this manual are:

I. Natural Disasters/Events/weather related:

- Earthquake
- Fire
- Flood
- Tornado
- Pandemic

II. Environmental Disasters/Events:

- Chemical Spill or Contamination
- Explosion or Aircraft Crash
- Food Poisoning
- Power Outage
- Water Loss or Contamination

III. Criminal or Terrorist Acts

- Bomb or Bomb Threat
- Criminal on or Near Campus
- Hostage Situation
- Murder on Campus
- Protest
- Unstable Person

PROCEDURE

The Emergency Response Team

The Emergency Response Team (ERT) is created under the authority of the President and is responsible for overseeing the development, implementation, and maintenance of the Emergency Response Plan and for the effective overall management of an emergency.

Team Members include but are not limited to:

- Emergency Director: President of the College (or designee)
- Emergency Coordinator: Chief of Campus Police
- Director of Student Life
- Dean of Workforce Education
- Dean of Business Services
- Dean of Academic Studies
- Director of Human Resources
- Public information Officer
- Director of Physical Plant

Objectives of the Emergency Response Team shall:

- Review and evaluate the College's plan;
- Initiate and coordinate one annual emergency exercise or simulation and evaluate the response.
- Issue directives and protocols as appropriate.
- Modify the Emergency Response Plan as required.
- Manage emergencies as outlined in this policy.

Emergency Situation Process

Where police or fire officials are involved, they have the responsibility to take jurisdiction over all activities.

Advanced Warning

In the event that there is advance warning of an emergency:

- The Emergency Director shall be contacted and shall initiate whatever response plan he or she deems necessary;
- Key college personnel shall be informed;
- The Emergency Coordinator shall contact emergency response services if necessary;
- The Emergency Communications Plan shall be activated if necessary.

Post Emergency

During the post-emergency phase, the ERT shall:

- Debrief and continue communications, as required, to the College community, the general public, and the media;
- Coordinate on-going support activities as required;
- Consider the need for post-emergency commemorative events and implement them as required;
- Record events and prepare permanent records;
- Assess any required changes to the Emergency Response Plan.

ROLES

Emergency Director:

- The Emergency Director will initiate the Emergency Response Plan
- Will assign a scribe to maintain a Command Post Journal, which will include time, activity, and action taken.
- Give visible presence to relay information to faculty, staff, students and general public.
- Inform Board of Regents on details of the incident.
- Work with PIO on media, information, and releases.

Emergency Coordinator:

- The Emergency Coordinator is responsible for the front-line management of the emergency, tactical planning and execution, determining whether assistance is required and relaying requests for outside assistance.
- The Emergency Coordinator will use the Critical Incident Management process.
- A Command Post may be established by the Emergency Coordinator to coordinate the work of the Emergency Response Group(s) in the execution of line response activities.
- Location of the command post to be determined by the location and nature of the incident
- The composition of the Emergency Response Group(s) will vary depending upon the type of emergency.
- This Group(s) shall be responsible for conducting the frontline operations of the response under the direction of the Emergency Coordinator.

On Duty Police Officer:

- Contact appropriate emergency personnel
- Contact college personnel
- Establish initial communication and control
- Establish inter and outer perimeter (secure the scene)
- Establish staging area
- Maintain public order

Director of Student Life

- Coordinate the flow of information to the student population
 - Residents
 - Commuters
 - Food Service Cafeteria
- Coordinate the accountability and location of students
- Assist with or make arrangements for temporary or alternative accommodations for students
- Coordinate the flow of information to parents and guardians

Public information Officer

- Work through President
- Coordinate the flow of information to the media
- Establish a media assembly area
- Provide clear, continuous, and timely communication to faculty, staff, students and external public as required by President;
- Handle emergency closing notifications and coordinate special notifications as required
- Keeps a log to record events and actions taken.

Director of Physical Plant

- Supports the Emergency Response Team with:
 - Floor plans
 - Air handling control
 - Equipment
 - Assist with staffing of outer perimeter
- Provide essential services for the maintenance and restoration of critical functions
- Provide damage control and carry out emergency repairs
- Clear roadways, exits, and buildings under the direction of the Emergency Coordinator
- Provide emergency transportation as required
- Request appropriate equipment
- Assess hazardous and unsafe conditions
- Develop measures for assuring personnel safety

Environmental Health and Safety Officer- Physical Plant

- Will give technical advice as appropriate to incident;
- Request appropriate equipment
- Assess hazardous and unsafe conditions and develop measures for assuring personnel safety
- Exercise emergency authority to immediately stop or prevent unsafe acts or conditions when appropriate
- Monitor stress levels of involved personnel
- Contact appropriate internal resources (i.e. Chemistry Department chair)
- Contact appropriate outside agencies as required (Fire Department)
- Record the event and the actions taken

Faculty and Administrative Departments

- Faculty and administrative departments shall identify the critical operations and critical facility requirements of their units, which must be protected in the case of an emergency.
- Faculty and administrative departments shall have both a communications plan and an emergency response plan, including shutdown procedures.
- Establish a Floor/Building Captain system for notification, evacuations, **and training**
- This information shall be in writing and the Emergency Director, Chief of Campus Police, and Director of the Physical Plant shall hold a copy.

DUTIES

The Campus Police Department has the responsibility for coordinating the College's response to each identified hazard and threat. Departmental responsibilities are outlined in hazard/threat specific matrices. Typical activities/actions performed during a specific hazard/threat are listed on the vertical axis (y-axis); and the five Standardized Emergency Management System (SEMS) functions are listed on the horizontal axis (x-axis). For each activity/action, the departments' assigned responsibilities under this activity/action are listed under the appropriate SEMS function.

The following legend will apply to all the matrices:

DPS = Texas Department of Public Safety

PD = Paris Police Department

SO = Lamar County Sheriff's Department

FD = Paris Fire Department

EMS = Paris Emergency Medical Services

PW = Paris Public Works

- CAD = PJC Administration-ERT
- PP = Physical Plant
- CO = Counseling
- SS = Student Services
- Dean
- STL = Student Life
- CP = Campus Police

CIVIL DISORDER	Local Authorities							PJC STAFF						
	DPS	PD	SO	FD	EMS	PW		CCP	CEO	PP	STL	CO	Dean	SS
Incident Command														
Evacuation	X	X	X					X	X	X	X		X	X
Access Control	X	X	X			X		X						
Traffic/Crowd Control	X	X	X					X						
EOC Operations	X	X	X	X	X			X	X					
PIO Notification	X	X	X	X	X			X	X					
Documentation	X	X	X	X	X			X						
Procurement										X				
Medical Operations				X	X									
Communication	X	X	X	X				X		X				
Fire Suppression				X										
Rescue Operation				X										
Shelter Operation														
Flood control														
Hazmat Operation														
Damage Assessment				X					X					
Facilities Coordination														
Recovery Operation	X			X					X	X		X		
Volunteer Coordination														

HAZMAT/ FIRE	Local Authorities							PJC STAFF						
	DPS	PD	SO	FD	EMS	PW		CCP	CEO	PP	STL	CO	Dean	SS
Incident Command								X						
Evacuation		X		X				X		X				X
Access Control		X						X			X			
Traffic/Crowd Control		X						X			X		X	X
EOC Operations		X		X				X		X				
PIO Notification				X				X	X					
Documentation		X		X				X		X				
Procurement										X				
Medical Operations					X									
Communication		X		X	X			X		X				
Fire Suppression				X										
Rescue Operation				X	X									
Shelter Operation											X			
Flood control														
Hazmat Operation				X						1				
Damage Assessment										X				
Facilities Coordination				X						X				
Recovery Operation		X						X		X				
Volunteer Coordination														

1. Jason Taylor

HOSTAGE SITUATION	Local Authorities							PJC STAFF						
	DPS	PD	SO	FD	EMS	PW		CCP	CEO	PP	STL	CO	Dean	SS
Incident Command														
Evacuation	X	X	X					X						
Access Control	X	X	X					X						
Traffic/Crowd Control	X	X	X			X		X	X	x	X		X	X
EOC Operations	X	X	X	X				X	X	X	X	X	X	X
PIO Notification	X	X	X					X	X				X	X
Documentation	X	X	X	X				X	X					
Procurement														
Medical Operations				X	X									
Communication	X	X	X	X				x						
Fire Suppression														
Rescue Operation		X	X											
Shelter Operation														
Flood control														
Hazmat Operation														
Damage Assessment														
Facilities Coordination														
Recovery Operation								X	X		x	x	x	X
Volunteer Coordination														

Pandemic/ Disease	Local Authorities							PJC STAFF						
	DPS	PD	SO	FD	EMS	PW		CCP	CEO	PP	STL	CO	Dean	SS
Incident Command								X	X		X		X	X
Evacuation											X		X	X
Access Control								X	X					
Traffic/Crowd Control						X								
EOC Operations					X			X	X		X			
PIO Notification					X			X	X					X
Documentation					X			X	X					X
Procurement										X				
Medical Operations					X									
Communication									X	X				
Fire Suppression														
Rescue Operation														
Shelter Operation					X			X	X		X			
Flood control														
Hazmat Operation					X			X		X				
Damage Assessment														
Facilities Coordination									X	X	X			X
Recovery Operation					X	X		X	X			X		X
Volunteer Coordination									X					

Severe Weather Tornado	Local Authorities							PJC STAFF						
	DPS	PD	SO	FD	EMS	PW		CCP	CEO	PP	STL	CO	Dean	SS
Incident Command														
Evacuation	X	X	X	X				X						
Access Control								X						
Traffic/Crowd Control	X	X	X	X				X	X	X	X		X	X
EOC Operations	X	X	X	X	X			X	X	X	X		X	X
PIO Notification	X			X				X	X					
Documentation	X			X				X	X					
Procurement	X			X				X		X				
Medical Operations					X									
Communication	X	X	X	X	X			X	X	X	X			
Fire Suppression				X										
Rescue Operation	X	X	X	X				X						
Shelter Operation											X			
Flood control						X								
Hazmat Operation	X	X	X	X	X					X				
Damage Assessment								X		X				
Facilities Coordination						X		X		X	X			
Recovery Operation								X				X		
Volunteer Coordination								X		X				

TERRORIST	Local Authorities							PJC STAFF							
	DPS	PD	SO	FD	EMS	PW		CCP	CEO	PP	STL	CO	Dean	SS	
Incident Command															
Evacuation	X	X	X	X	X										
Access Control	X														
Traffic/Crowd Control	X	X	X	X		X									
EOC Operations	X	X	X	X	X	X		X	X				X	X	
PIO Notification	X							X	X						
Documentation	X	X	X	X	X				X						
Procurement	X									X					
Medical Operations				X	X										
Communication	X	X								X					
Fire Suppression															
Rescue Operation															
Shelter Operation															
Flood control															
Hazmat Operation															
Damage Assessment															
Facilities Coordination															
Recovery Operation													X		
Volunteer Coordination															

Team leader contacts - Updated on September 25, 2009

Campus	Building	Team leaders- First Contact	Backup Contact	Phone
Sulpher Springs Campus		Linda Bennett		903.439.6154
Greenville Campus		Scott Edwards		903.454.9333
Paris Campus		Pam Anglin	John Eastman	330
	William's Administration	John Eastman		229
	Natural Sciences and Math	Dwight Chaney	Ed McCraw	235
	Deshong Chapel and Masters Apartments	Randall Cox Kenneth Webb		263 433
	Mayer Center for Musical Arts	Pat Fowzer	Dwight Chaney	343
	Old Gymnasium	Randall Cox	Mike Ormsbee	263
	Alford Center Student Development	Barbara Thomas	Linda Slawson	434
	College Book Store	Bobbie Nichols	John Eastman	344
	Mechanical Building	Randall Cox	Mike Ormsbee	263
	Plant operations	Randall Cox	Mike Ormsbee	263
	Cosmetology/AC Technology	Essie Moore	Kevin Rose	494
	Art	Cathy Tyler	Dwight Chaney	460
	Rheudasil Learning Center	Carl Covert	Margaret Ruff	437
	Applied Science Center	John Spradling	Beverly Matthews	248
	Security Office	Otho Bowmer	On Duty Officer	399
	Print Shop/EOC	Tim Shelton	Gayla Jeffery	400
	Hatcher Hall and Thompson Dorms	Dorm Supervisor	Kenneth Webb	433
	Hunt PE Center	David Johnson	Deron Clark	396
	South Dorm	Dorm Supervisor	Kenneth Webb	433
	SBCD	Pat Bell	Rudy Slusher	224
	TS/UP Program	Carole Pickering	Kim Kozel	280
	Workforce Training Center	Rita Pringle	Marcia Putnam	476
	McLemore Student Center	Kenneth Webb	Deanna Young	433

GLOSSRY

The following definitions apply to the functions noted in the matrices:

Incident Command: These are the campus departments that will take charge of an incident and provide command and control until an incident is stabilized.

Evacuation: These departments will facilitate either evacuations of campus buildings or a campus wide evacuation.

Access Control: These departments will control building and areas access through the use of electronic and manual locking systems. Access will also be controlled through the use of physical barriers.

Traffic/Crowd Control: The Campus Police will provide assistance providing traffic and crowd control in instances where this function is required.

EOC Operations: The departments listed in this category will provide representation at the EOC to assist in managing the incident. The EOC will be activated by an individual who has the authority to activate the EOC.

Notifications: These departments would make on campus notifications about the emergencies as well as notifications to those groups and organizations that would be providing support to the incident.

Public Information (PIO): In most incidents, public information about the incident will come from the PIO.

Documentation: For any incident there is a need for documentation of damages, expenses, etc. The departments listed will be responsible for collecting documentation specific to their areas and turning such documentation over to the Department of Environments Safety who will assess this documentation to their own documentation for submission to the proper governmental entities.

Procurement: The departments assigned to procurement activities will have the authority to make large or continuing purchases through the incident. It is expected that these departments will have budgetary authority and pre-established contracts to complete their mission.

Medical Operations: These departments would be responsible for triage, care of ambulatory patients and transport of injured to our medical facilities. These departments would establish casualty collection points and set up temporary care and morgue facilities.

Communication: Communications via telecommunications, radios and data will be maintained and facilitated by the departments that are enumerated in the matrix.

Fire Suppression: The Paris Fire Department/EMS Department will be responsible for all fire suppression related activities for all incidents.

Rescue Operations: With the exception of the Active Shooter matrix the Paris Police Department/EMS Department will be responsible for coordinating all rescue operations for all incidents.

Shelter Operations: Shelter Operations refers to short and long term sheltering of students living on the College Campus. The Department of Student Life will be responsible for coordinating and procuring shelter for these students.

Flood Control: For various situations including in building and natural disaster exterior flooding, the departments enumerated in the matrices will coordinate responses to flooding conditions.

Hazmat Operations: Although the Paris Fire/EMS Department would be the lead agency in any major hazmat incident the departments enumerated on the matrix would be part of any unified command of the incident.