

SAFETY PROGRAM
EMERGENCY PLANS AND ALERTS

CGC
(REGULATION)

EMERGENCY
OPERATIONS PLAN

The College developed and shall maintain an Emergency Operations Plan to address mitigation, preparedness, response and recovery. The plan is posted to a shared drive where employees may access it. Information regarding emergency procedures shall be included in the student handbook and shall be made available on the College's website..

The plan includes:

1. The training of employees will occur, at a minimum, during convocation and new-hire orientation. Additional training for individuals with emergency response obligations will be provided and documented.
2. Coordination occurs with external agencies including the City of Texas City Office of Emergency Management, the Galveston County Office of Emergency Management, the Texas Division of Emergency Management, and the Galveston County Health District, as well as local police, fire and EMS organizations. This coordination takes place through participation in local emergency management meetings, multi-agency planning and exercise events, and through the execution of formal mutual aid agreements.
3. Safety and Security Audit. The College implements a safety and security audit as required by *Education Code 37.108(a)*, according to the guidance provided by the Texas School Safety Center. The Emergency Management Coordinator will coordinate the audit process for the College.

REPORTING
EMERGENCIES

The emergency operations plan addresses the College's plan for reporting emergencies. All emergencies occurring on campus should be reported immediately by dialing 5-9-9 from any campus phone, or (409) 933-8599 from any cell phone. This number is answered by COM police dispatch, who will route appropriate responders to the scene of the emergency.

MONITORING
EMERGENCIES AND
DISASTERS

The Emergency Management Coordinator continuously monitors information released by local emergency management, National Weather Service, and State and local law enforcement agencies. The Emergency Management Coordinator informs the President and Emergency Management Committee of information that allows the safest possible preparation for, response to, and recovery from emergencies.

EMERGENCIES
RESPONSE AND
EVACUATION
PROCEDURES

Instructions for campus evacuation are included in the 5-9-9 Emergency Handbook. Fire and emergency exits are clearly marked with signage. Maps throughout every building clearly mark building evacuation routes and exits.

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EMERGENCY ALERT SYSTEM	<p>Multiple mechanisms exist for rapid notification of employees, students and visitors of the College. Detailed information regarding the dissemination of notifications is located in Appendix A of the emergency operations plan. The College maintains an information line (409-933-8500), where a recorded message provides information about the current status of College closure or emergency conditions. Additional methods of notification include webpage headers, mass emails, and rapid notification system, such as auto-dialed phone and text messages. While information is shared with external media outlets, the official communications are those disseminated by the College as listed above and detailed in the Emergency Operations Plan.</p>
DECISION TO CLOSE CAMPUS	<p>The President or designee may make the decision to close the College in any of the circumstances:</p> <ol style="list-style-type: none">1. Conditions due to weather or emergency conditions which would make travel to/from or attendance at the College unsafe.2. The College can no longer function within its established goals due to conditions beyond its control.3. Local emergency management and/or civic authorities have called for an evacuation4. Any combination of the above conditions may be imminent and the safety and needs of the College and community may best be served by closing. <p>Furthermore, the President may postpone, reschedule or relocate classes if campus facilities have been requested by authorities for use as shelters or emergency facilities relating to disasters not otherwise affecting College operations.</p>
BUILDING AND GROUNDS PROTECTION	<p>The Director of Facilities and Maintenance has the responsibility for reasonably ensuring that all buildings and grounds are protected against damage by high winds and water. The Director of Facilities and Maintenance has developed and maintains a detailed procedures for facilities personnel. These procedures are appended to the Severe & Inclement Weather Appendix of the Emergency Operation Plan.</p>
CAMPUS SECURITY	<p>The Chief of Police, or his or her designee, is responsible for the security of all campus property during the emergency. Except under the most extreme threats, a member of campus police will remain on campus throughout the duration of an emergency.</p>

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RECOVERY AND
RECONSTITUTION
OF CAMPUS
SERVICES

When an emergency or disaster is no longer considered a threat to life and property, the President will determine, with input from Chief of Police, Emergency Management Coordinator and Director of Facilities and Maintenance, when it is safe and appropriate to reopen campus. This decision may be made with input from the Emergency Management Committee and community emergency management partners.

When the determination to reopen the College has been made, the President shall notify the Vice President for Institutional Advancement, or his or her designee, who will notify the local media and ensure that the proper announcements are made to reach the maximum number of faculty, staff, and students possible.

Employees and students may receive current information regarding campus status and the resumption of normal school activities through multiple mechanisms. Official means of notification are outlined in Appendix A: Warning of the Emergency Operations Plan. While additional information will be distributed through the media, the official indication of the campus status will be conveyed through a banner on top of the webpage, and messages distributed via the rapid notification system.