



HILL COLLEGE

EMERGENCY OPERATIONS PLAN (EOP)

2017-2018

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I. Plan Documentation

Promulgation of the Hill College Emergency Operations Plan

By virtue of the authority vested in me by the College Board as President of Hill College and as the administrator ultimately responsible for emergency management on campus, I hereby promulgate and issue the Hill College Emergency Operations Plan (EOP) dated June 16, 2015. The EOP provides for Hill College to respond to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The EOP is consistent with the National Incident Management System as implemented in the National Response Framework adopted January, 2008.

The Hill College Vice President of Student Services and the Coordinator of Emergency Management, on behalf of the President, are hereby authorized to activate the Hill College Emergency Operations Center (EOC) in order to direct and control Hill College emergency operations. Augmentation of the EOC shall constitute implementation of the EOP.

Furthermore, the Vice President of Student Services and the Coordinator of Emergency Management or designee is hereby authorized, in coordination with the President's Office, to amend the Plan as necessary to ensure the continued health and safety of the students, faculty, staff, and property of Hill College.

Coordinating with the President, Vice President of Student Services and the Coordinator of Emergency Management during a Level II-III-IV disaster may activate the Incident Command Team (ICT) that will consist of members from the Hill College Emergency Response Team (HCERT).

The Vice President of Student Services and the Coordinator of Emergency Management will appoint the Hill College Emergency Response Team (HCERT) consisting of individuals' representative of college divisions, departments and programs. This committee will invite representatives of Emergency Management from other government entities throughout the college district to serve on the committee. The HCERT is assigned the following responsibilities:

1. Coordinate with the Vice President of Student Services and the Coordinator of Emergency Management on emergency preparedness, response, and recovery issues;
2. Prepare and maintain designated parts of the EOP for which the department or program is responsible;
3. Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the EOP;
4. Ensure that persons identified on the Hill College directory and organizational chart are available for training, exercises, and activations of the EOP;

5. Coordinate appropriate training for division, department or program personnel assigned to disaster operations;

6. Prepare and maintain internal emergency preparedness, response, and recovery plans for the department or program's resources (facilities, personnel, and assets) that outline a comprehensive and effective program to ensure continuity of essential functions under all circumstances;

7. Assure the Vice President of Student Services and the Coordinator of Emergency Management that preparedness plans for its department facilities are coordinated with the applicable local emergency management agency;

This Promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

Given under my hand and under the Seal of Hill College this 16th day of June, 2015.

A handwritten signature in black ink, appearing to read "Pam Boehm", written in a cursive style.

Pam Boehm, Ed.D.

Hill College President

Approval and Implementation

Resolution of Adoption

WHEREAS, Hill College Board of Regents is concerned with the health and well-being of its students, faculty, and staff, and desires that the best possible emergency service be available to them; and the President is concerned with the health and well-being of its students, faculty, and staff and desires that the best possible emergency service be available to them; and

WHEREAS, By virtue of the authority vested in me by the College Board as President of Hill College, and as the administrator ultimately responsible for emergency management on campus, I hereby promulgate and issue the Hill College Emergency Operations Plan (EOP). The EOP provides for Hill College to respond to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery; and

WHEREAS, The EOP complies with the National Incident Management System as implemented in the National Response Framework adopted January, 2008; and

WHEREAS, The Vice President of Student Services and the Hill College Coordinator of Emergency Management or designee is hereby authorized, in coordination with the President's Office, to amend the EOP as necessary to ensure the continued health and safety of the students, faculty, staff and property of Hill College; and

WHEREAS, Coordinating with the President, Vice President of Student Services and the Coordinator of Emergency Management during a Level II-III-IV disaster may activate the Incident Command Team (ICT) that will consist of members from the Hill College Emergency Response Team (HCERT).

NOW THEREFORE BE IT RESOLVED that the Hill College Board of Regents on this 16th day of June, 2015, does hereby officially adopt the Hill College Emergency Operations Plan, to include plans and procedures.


David Teel
President, Hill College Board of Regents

II. Introduction

A crisis or emergency can happen at any time and could impact one individual, single building, or the entire college campus/center. This document is Hill College's Emergency Operation Plan (EOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. Efficient implementation of the plan will provide a clear direction, responsibility, and continuity of control for key officials and administrators. The basic idea to any well-constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, annual evaluation and reviews need to be conducted with the EOP.

With these thoughts in mind, Hill College has undertaken the necessary planning to protect personnel and property from unexpected disaster; to maintain reasonable continuity of operation; and allow expedient recovery and return to normal operating schedules. It must be emphasized that this is only a general plan and cannot go into the minute details required for every eventuality. This EOP may be utilized as a basis for more detailed planning when an actual disaster presents itself.

Purpose

The purpose of the EOP is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during an emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

The EOP consists of the basic plan; the appendices; and the emergency support function and incident annexes. The EOP provides an overview of Hill College's approach to emergency response and operations. It explains the policies, organization, and tasks that would be involved with the response to an emergency. The appendices identify responses to specific emergency situations; give definition to the terms and acronyms used throughout the basic plan; and are the location for any supporting figures, maps, and forms.

Scope

This EOP, and all its contents, applies to all of Hill College students, faculty, and staff. Major emergencies may impact the surrounding community in addition to the campuses/centers. If this occurs, Hill College will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services. Personnel or partner who has a role in implementation and/or administration of this plan will have advanced access and will be knowledgeable of the EOP.

Phases of Emergencies

In most emergencies, it is the intention of Hill College to utilize local police, fire, and other emergency resources to provide overall direction and control of the emergency. Hill College will develop and implement prevention and emergency response strategies for the initial response to the emergency, and contact local emergency authorities at the earliest time in accordance with details of this plan. Once on the scene, Hill College will coordinate with and assist local authorities as necessary to assure an appropriate response to the emergency.

It is generally recognized that emergency planning and response will most likely occur in three (3) phases:

1. Prevention and Preparation Phase: Through training and awareness, Hill College will take appropriate action to prevent emergencies from occurring. Furthermore, Hill College will take the actions necessary to maximize preparation for emergency situations. The Preparation Phase is inclusive of all preplanning steps and will include:

- Distribute Emergency Plan and College Directory;
- Review the Plan (s) regularly;
- Develop supply and equipment lists for the plans;
- Conduct drills and training; and
- Provide awareness activities for stakeholders.

2. Response Phase: Hill College will ensure that there are sufficient resources available to handle emergency situations, and assist local emergency authorities as necessary in order that normal College functions can be resumed as quickly as possible.

3. Recovery Phase: Hill College will take appropriate steps to evaluate and facilitate rapid and thorough recovery from an emergency situation in order that normal College functions can be resumed.

Command and Control

The President of Hill College and/or designee will direct the emergency response operations and preparations on campus, including the suspension and reconvening of classes. The President and/or designee will coordinate with the Vice President of Student Services and the Coordinator of Emergency Management to be responsible for all aspects of the Hill College EOP, including but not limited to planning, communications, training, and implementation.

The Vice President of Student Services and the Coordinator of Emergency Management, on behalf of the President, are hereby authorized to activate the Hill College Emergency Operations Center (EOC) in order to direct and control Hill College emergency operations. Augmentation of the EOC shall constitute implementation of the Plan.

Furthermore, the Vice President of Student Services and the Coordinator of Emergency Management or designee is hereby authorized, in coordination with the President's Office, to amend the EOP as necessary to ensure the continued health and safety of the students, faculty, staff, and property of Hill College.

When local emergency response officials are on campus and have assumed direction operations as prescribed by law, the president and/or designee will provide support as requested.

Coordinating with the President, Vice President of Student Services, and the Coordinator of Emergency Management during a Level II-III-IV disaster may activate the Incident Command Team (ICT) that will consist of members from the Hill College Emergency Response Team (HCERT).

The Vice President of Student Services and the Coordinator of Emergency Management will appoint the HCERT consisting of individuals representative of college division, departments and programs. This committee will invite representatives of Emergency Management from other government entities throughout the college district to serve on the committee. The (HCERT) is assigned the following responsibilities:

1. Coordinate with the Vice President of Student Services and the Coordinator of Emergency Management on emergency preparedness, response, and recovery issues;
2. Prepare and maintain designated parts of the EOP for which the division, department or program is responsible;
3. Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the EOP;
4. Ensure that persons identified on the Hill College directory and organizational chart are available for training, exercises and activations of the EOP;
5. Coordinate appropriate training for department or program personnel assigned to disaster operations;
6. Prepare and maintain internal emergency preparedness, response, and recovery plans for the department or program's resources (facilities, personnel, and assets) that outline a comprehensive and effective program to ensure continuity of essential functions under all circumstance;
7. Assure the Vice President of Student Services and the Coordinator of Emergency Management that preparedness plans for its department facilities are coordinated with the applicable local emergency management agency;

Assumptions

An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist, and will require modification during an event to meet the requirements of the emergency. Disasters may affect residents in the

geographical location of the College; therefore, city, county, state and federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48-72 hours). General assumptions at the time of an actual emergency or disaster includes the following:

1. That generally a warning will be received by Hill College to alert the decision-making personnel to the possibility of a general disaster in the making.
2. That some assistance will be available from local area resources; e.g., the department of emergency services, fire and police departments, hospitals, medical and nursing facilities, emergency rescue squads, and other lifesaving agencies.
3. A Hill College administrator will normally be available in the decision-making chain to implement the necessary disaster procedures.
4. That full cooperation between faculty, staff, administrators, and students will exist.
5. That, in the event it becomes necessary, the plan ensures that all college personnel will be evacuated in a timely and expeditious manner.
6. That proper authority, if necessary, will restrict the routes of ingress and egress to Hill College property.

III. Concept of Operations

This emergency plan will only be employed when there is an actual or imminent threat to a large population. If and when an emergency or crisis strikes, Hill College will need to be prepared to handle the initial impact of the disaster until further assistance can be given. The number of casualties and the amount of destruction suffered during an emergency could be reduced if the emergency plan is followed and order is maintained.

Hill College will use internal resources for some emergencies and will call on outside assistance from local, city, county, state, and federal resources as necessary.

Prevention and Preparation

Hill College will prepare for emergency events by using a variety of resources to communicate emergency response procedures to students, faculty, and staff. These include but are not limited to the following methods:

1. Assure that faculty communicates that the “Hill College Emergency Action Plan Summary” is posted in each classroom to students on the first day of class for each semester;
2. Routinely develop, review, exercise, and update emergency operations plans and standard operating procedures;
3. Develop training and drills to enhance readiness of emergency response;
4. Test and maintain emergency resources and equipment;
5. Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts;
6. Assure that all relevant continuity of the Hill College Emergency Operations Plan are current.

Response

A major disaster can occur at any time and at any place on the Hill College campuses and centers in Hillsboro, Cleburne, Burleson, Glen Rose, and Meridian. This plan designates four levels of campus emergency. These definitions are provided as guidelines to assist employees and students in determining the appropriate response. Any type of emergency incident, potential or actual, should be reported immediately. These actions are taken to preserve life; property; the environment; and the social and economic structure of Hill College.

➤ Level I

Any incident, potential or actual, that will not seriously affect the overall functional capacity of the College. These would be campus emergencies that can be handled through normal operating channels. Examples include minor chemical spills, low-level acts of violence, sewer stoppages, power outages, and weather-related situations.

➤ Level II

Any incident, potential or actual, that affects an entire building or buildings, and which may disrupt the overall operation of Hill College campus/center(s). These would be campus emergencies that require a coordinated response beyond normal operating channels. Outside emergency services will probably be required, as well as major efforts from campus support services. These situations are those that are likely to traumatize a significant number of community members, for e.g., some deaths, violence, or fire.

➤ **Level III**

Any event or incident that has the potential, or does seriously impair or halt Hill College operations. In some cases, death of personnel and/or students; and severe property damage may be sustained. Such major campus disasters require a coordinated response by all campus resources, and outside emergency services would be essential. These situations include disasters such as tornadoes; hurricanes; earthquakes; major chemical incidents; major fires; and incidents involving multiple victims of violence or death. In all cases, an Emergency Operations Center may be activated, and the appropriate support and operational plans implemented.

➤ **Level IV**

Any event or incident that has the potential or does seriously impair or halt Hill College operations on multi-campus. In some cases, death of personnel and/or students; and severe property damage may be sustained. Such major campus disasters require a coordinated response by all campus resources and outside emergency services would be essential. These situations include disasters such as hurricanes; Comanche Peak nuclear incident; ice storms; and incidents involving multiple victims of violence or death. In all cases, a Hill College district-wide Emergency Operations Center may be activated, and the appropriate support and operational plans implemented.

IV. Hill College Incident Command System (ICS)

In the event of an emergency or disaster, one predetermined organizational system is needed to coordinate the numerous departments' efforts to handle the incident. The Incident Command System (ICS) provides for clear authority and a coordinated response to the diverse activities necessary to successfully respond to an emergency situation. The ICS maximizes efficient utilization of resources; and responds in a controlled and well-organized manner to an emergency. Risks to students, personnel, visitors, and emergency responders are minimized when the ICS is in place.

The ICS is universally recognized by emergency personnel as one of the most important features of effective emergency management. The system is designed to expand and contract in size and scope in accordance with the demands of the specific emergency. Coordinating with the President, Vice President of Student Services, and the Coordinator of Emergency Management during a Level II-III-IV disaster may activate the Incident Command Team (ICT) that will consist of members from the Hill College Emergency Response Team (HCERT).

The ICS management structure was developed to enable campus personnel to:

- 1) Evaluate the incident
- 2) Safeguard life, environment, and property
- 3) Continually monitor the incident
- 4) Allocate resources for reducing any hazards
- 5) Bring the incident to a close.

This section of the plan is designed to answer the basic questions of those involved in incident response:

- Who is in charge?
- What is my role?
- What are my specific tasks?
- Where do I fit in the overall organization?
- Whom do I report to?

The ICS is universally recognized by emergency personnel as one of the most important features of effective emergency management. The system is designed to expand and contract in size and scope in accordance with the demands of the specific emergency. Coordinating with the President, Vice President of Student Services, and the Coordinator of Emergency Management during a Level II-III-IV disaster may activate the Incident Command Team (ICT) that will consist of members from the Hill College Emergency Response Team (HCERT).

Incident Command Team (ICT)

The ICS management structure may expand and contract to meet the needs of any emergency. Every ICS needs an Incident Commander. The other members of the Incident Command Team (ICT) positions can potentially be individually activated; however, not all positions need to be activated depending on the incident. The ICT provides the emergency leadership for the campus/center and will be located in the Emergency Operations Center (EOC). Additional college personnel may also be located in the EOC to assist the ICT with documentation and other tasks as they arise. The functions of these positions are described below:

➤ **Incident Commander (IC)**

The key element of the Incident Command System is that a single person, the Incident Commander, is in charge of the incident, supported by ICT officers and participants. The Incident Commander directs the activities of others affected by and responding to the emergency.

The Incident Commander (IC) is responsible for the overall command of the incident and the establishment of the goals and objectives at the scene. The IC assesses the emergency based on information provided to the ICT from the campus commands, and directs the specific campus/center response.

Functions and duties of the IC include the following:

1. Make an initial on-scene assessment upon arrival at the scene. The IC must carefully evaluate the situation.
2. Establish initial goals and objectives. After making an assessment of the situation, the IC must establish realistic first goals and objectives focused on saving lives, caring for the injured, stabilizing the incident, and minimizing harm.
3. Determine actions. The IC must make a fundamental decision how to stabilize and control the incident to meet the initial goals and objectives.
4. Determine additional requirements. In serious emergencies involving facility damage or casualties, initial response resources will not be adequate to stabilize, control, and terminate the incident. The IC must determine resource needs and promptly initiate the appropriate requests for additional personnel, apparatus, material, equipment, or other assistance as required.
5. Activate the incident command system. Closely related to the function of establishing goals and objectives is the deployment of personnel in support of those goals and objectives. An integral element of establishing first actions is initiating the Incident Command System and issuing specific, objective-oriented assignments.
6. Establish a briefing schedule. Obtain the estimated time of arrival for administrative campus leaders to arrive at the EOC and establish an initial times and intervals schedule when all Incident Command System leaders will receive a briefing of the current situation and anticipated first plan of action.

➤ **Finance Officer**

The Finance Officer is responsible for all costs and financial considerations of the emergency incident, including future payments, future budgeting, payment of personnel costs, and cost recovery. The Finance Officer will create direct report special service units to assist with the processes related to finance during an emergency.

The Finance Officer will keep receipts and process payment of expenses charged for the incident. The Finance Officer also monitors longer-term needs and expenses (beyond 3 days) and provides an information exchange with the Planning Officer/team.

The Finance Officer's duties include:

1. Use emergency payment methods as needed to obtain cash to purchase, rent, or lease emergency supplies if normal channels are unavailable (i.e., banks are closed etc.)
2. Assisting the Logistics Officer/team to keep track of expenditures
3. Arrange for emergency payroll distribution if normal channels are unavailable (i.e., electronic payroll system is inoperative).
4. Use established Texas State Higher Education financial accounting practices.

➤ **Logistics Officer**

The Logistics Officer is the point of contact for communication with other emergency responders such as Fire and Police Departments; city, county, state, and federal emergency organizations; American Red Cross, and hazardous materials (HazMat) teams. The Logistics Officer coordinates mutual aid requests with assistance from external agencies responding to the emergency, and provides rapid responder information to responding agencies. The Logistics Officer is responsible for organizing, and staging all necessary support resources, including supplies, medical care, and transportation.

➤ **Planning Officer**

The Planning Officer is responsible for the collection, evaluation, dissemination, and use of information about the development of the emergency and the status of resources. The Planning Officer and support personnel will prepare the campus emergency action plan.

The Planning Officer will monitor changes in the situation, identify and/or anticipate future needs in the short range (1-2 days) and long range (1-2 weeks) or as appropriate to the incident. The Planning Officer will provide documentation of expenses to the Administrative Officer following the incident.

The Planning Officer's duties include:

1. Gather information from the Operations Officer/team on the current situation: repeat this process on a regular basis during the event.
2. Gather information from the Logistics Officer/team on the current status of resources and supplies: repeat this process on a regular basis during the event.
3. Display incident/event changes and resources available or incoming on the "Status Board" or flip chart for use by all sections.
4. Gather information from community responders (fire service, law enforcement, search & rescue, EMS) on the status of the external disaster (events occurring in areas other than on campus/center). Include the information in "Situation Reports" and on Status Boards.
5. Generate periodic "Situation Reports" and "Resource Status Reports" and give them to the Incident Commander and all EOC Officers.

➤ **Operations Officer**

The Operations Officer is responsible for managing the deployment of all response activities related to the emergency. The Operations Emergency Support Units are responsible for the specific tactical and strategic operations on campus/center during an emergency.

The Operations Officer will organize, mobilize, direct and dispatch available personnel, supplies, equipment, services, materials and other resources to specifically designated areas impacted by the emergency incident, and will report the status of each resource to the Incident Commander during scheduled briefings. Interaction by the Logistics Officer and Planning Officer are keys to assisting the Operations Officer.

Specifically, the Operations Unit is responsible for:

1. Facilities assessment and repair.
2. Campus safety.
3. Coordination of emergency medical services.
4. Light search and rescue.
5. General campus/center emergency response.

Emergency Response in Extenuating Circumstances

In the rare event that catastrophic damage is incurred or outside emergency assistance is unavailable, the Operations Officer will lead the effort to: rescue victims; suppress fires; mitigate hazards; control and repair damage; and otherwise respond to emergencies as appropriate. All such activities must be approved by the Hill College Incident Commander and coordinated with the Safety Officer to minimize the risk to all participants.

During an incident, the Safety Officer shall advise the Operations Officer of activities judged to be unsafe that may need to be altered, suspended, or terminated by the Incident Commander. The Operations Officer will update the Incident Commander regularly on the status of assigned activities,

personnel, equipment, and resources. The Operations Team will provide documentation of expenses and damages to the Finance Officer and Incident Commander following the incident.

➤ **Safety Officer**

The Safety Officer oversees all activities and will take action during an emergency to protect and assure the health and safety of College students, personnel, campus visitors, on-campus responders, and emergency response personnel during an emergency. During an incident, the Safety Officer shall advise the Operations Officer of activities judged to be unsafe that may need to be altered, suspended, or terminated by the Incident Commander. The student population on campus will recognize and respond most readily to uniformed officers and teaching staff or faculty with whom they are familiar.

College employees will recognize and respond most readily to uniformed officers, Program Coordinators, Deans and Vice-Presidents to whom they usually report. The Safety Unit will maintain a presence throughout the population to keep people calm, and move to assembly points during shelter-in-place or evacuation events as appropriate. If Emergency Service Units are activated or volunteers participate in emergency response activities, the Safety Officer will have responsibility for assuring that all possible safety precautions are in place to protect them.

The Safety Officer functions to identify the known and potential hazards associated with campus facilities, materials, and equipment that emergency responders may encounter during their activities. Professional emergency response agencies are responsible for developing their own site safety plans and protecting their employees; however, the Safety Officer, in coordination with the Operations Officer, must be available to provide them with information regarding the campus and any unique hazards.

The Safety Officer will provide documentation of its expenses and damages to the Finance Officer and Incident Commander following the incident.

➤ **Public Information Officer (PIO)**

The Public Information Officer's primary objective is to interact with the media and other agencies and disseminate accurate and timely information to the Hill College community during an emergency incident.

The PIO has three primary functions during an emergency:

1. To ensure a communications network is established and maintained that enables timely reports of student and personnel status.
2. To disseminate information to the Hill College campuses/centers and the news media.
3. To establish a method of communicating status updates to the Emergency Operations Center (EOC), college personnel, the Board of Regents, and relevant state agencies.

Factual, accurate, and timely communications are vital in executing an effective response. The PIO will facilitate internal campus communications, as well as communications with concerned students, families, and community members; news media; EOC; Hill College Board of Trustees; government agencies, and other relevant stakeholders as determined by the Hill College Incident Commander. PIO team members include: The Executive Director of Institutional Development and their staff.

The PIO will serve as, or appoint, a Public Information Coordinator to serve as the sole source of public statements and the point of contact for all media. All public information disseminated to interested parties and news media regarding Hill College, the emergency, students, or college employees will be released only with the approval of the designated PIO, who will work closely with the Hill College Incident Commander.

In the event of an extended emergency, the PIO will provide updates on the status of the emergency, or instructions on further action to be taken to Hill College employees, students, and the public.

Through regular reports, the PIO shall be responsible for updating the Hill College Incident Commander on the status of assigned activities, personnel, equipment, and resources. The PIO must provide documentation of damages due to the incident, or any expenses the Public Information team incurs, to the Finance Officer. Documentation may include photos, as appropriate.

➤ **Liaison Officer**

The Liaison Officer is the point of contact for assisting or coordinating agencies. Liaison management provides lines of authority responsibility and communication with outside agencies. The Liaison Officer will often act as a diplomat between agencies in cases of a lack of familiarity with ICS and/or a lack of joint training among agencies.

| Incident Command Team | Designee |
|----------------------------------|---|
| Incident Commander (IC) | President |
| Finance Officer | Vice President of Administrative Services |
| Logistics Officer | Vice President of Information Technology |
| Planning Officer | Coordinator of Emergency Management |
| Operations Officer | Vice President of External Affairs |
| Safety Officer | Vice President of Student Services |
| Public Information Officer (PIO) | Marketing and Communications Director |
| Liaison Officer | Vice President of Instruction |

Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is a central location where designated leaders converge to coordinate emergency response, recovery, communication, and documentation activities. The EOC will include members from the Incident Command Team (ICT). The EOC staff sets priorities and allocates scarce resources; it does not provide on-scene management. The EOC may be activated when there is a threat or an actual emergency and is utilized to support the on-scene ICT. The EOC maintains a strategic view of the overall situations and is kept informed by the Building Captains or designees as the disaster or emergency unfolds. In addition, the EOC keeps a log of all emergency activities.

The EOC responsibilities are to:

1. Secure materials, equipment, and contractors needed during the emergency.
2. Plan and document the necessary evidence (both written and photographic) for financial cost recovery from appropriate agencies following the incident.
3. Plan for the resumption of normal campus operations.

Transfer of Command and the Unified Command Structure

In the event that the established Hill College ICS leaders are unavailable, the first college employee arriving at the emergency incident shall assume the role of Incident Commander, and will be responsible for the management of the incident until relieved on-scene by the arrival of a college administrator (Director, Dean, Vice-President) or the President; or other designated Incident Commander.

The individual who assumed initial command of the emergency will brief the new Incident Commander on the situation, the action plan in effect, the status of resources at the scene, and any unusual safety problems. After this exchange of information, the new Incident Commander assumes the command function.

In the event that professional emergency responders, i.e., Fire and/or Police, are involved, the Hill College Incident Commander is in charge of the incident until control is transferred to a professional emergency response agency. The Hill College Incident Commander then teams with the Incident Commander(s) of the more highly trained responders who have jurisdiction over the incident, in a structure known as a Unified Command (UC). This team exists until the emergency is resolved. The purpose of a Unified Command is to coordinate an effective response by uniting the "Incident Commanders" of all major organizations involved in the incident. These organizations will join forces under a single unified command to provide a single point of decision making, responsibility, and accountability for a joint emergency response. At the same time, the Incident Commanders carry out their own jurisdictional responsibilities.

Non-Incident Command Team Personnel

The roles and responsibilities of Hill College personnel not specified in the Incident Command System structure will depend on the nature and magnitude of the emergency, the identified skills of the individuals, and response needs. Generally, personnel will be initially engaged to account for students, manage assembly areas, and maintain a calm atmosphere. In the event of campus/center closure, personnel not directly responding to the emergency will be released from campus/center as early as practicable.

In the rare event that emergency conditions prevent people from leaving campus/center; or catastrophic damage has occurred; or outside emergency assistance is unavailable, other campus personnel will be called upon to provide additional guidance and assistance as necessary.

Roles and Responsibilities of Hill College Employees and Team-Support Personnel Units

Hill College employees have the responsibility to:

1. Understand and know what actions to take during an emergency. At any time, employees have questions concerning safety procedures, they are to contact their supervisor.
2. Take appropriate steps to know the location of nearest fire extinguisher, first aid kit, defibrillator and emergency exit (see appendix).
3. Know the location of your Emergency Evacuation Assembly area (see appendix).
4. All Hill College employees have designated roles and job duties to participate in the safe and immediate evacuation of students and campus visitors during an emergency. All campus/center personnel, students, and visitors are expected to cooperate fully with the instructions of Hill College Officials (Incident Command Team, Building Captains, Campus Safety, and other Campus Officials) during an emergency.
5. A Hill College employee, student, or visitor will never be required to place him/herself at risk, nor conduct any activity that s/he feels is unsafe.

Emergency Service Units

In a declared emergency that requires a campus/center is formally closed, and all students, visitors, and college employees not essential to the emergency will be instructed to leave the campus/center.

In extreme circumstances when campus/center self-sufficiency is required, there may be a need to dispatch and mobilize individuals with specialized knowledge or skills willing to assist during an emergency. This Emergency Response and Management Plan identify several Emergency Service Units (ESU); others may evolve throughout the course of a major emergency.

Personnel possessing the knowledge, skill, or belonging to the work functions identified in this section should report to the EOC and Planning Officer during an emergency for specific assignments.

Participation in an Emergency Service Unit is voluntary unless the service provided is included as part of a person's regular job duties or job description.

NOTE: Safe and orderly evacuation of students, staff, and visitors from classrooms and campus/center is the responsibility of all Hill College employees.

The highest priority for all individuals participating as part of an Emergency Service Unit is personal safety. An employee, student, or visitor is not required to place her/himself at risk, nor participate in emergency response activities if s/he feels the circumstances are unsafe or pose an undue risk.

A list of the different service units' personnel and potential assembly points are provided in the Appendix. The Emergency Service Units identified in this Emergency Response and Management Plan are as follows:

➤ **Building Captains**

Building Captains will manage building evacuation activities. The Building Captain /Co-Captain must immediately notify the Safety Officer if individuals are trapped, or if individuals known to be present at the time of the event cannot be located. The Building Captain/Co-Captain should stay with his/her group and designate a responsible person to relay information to the Emergency Operations Center. The Building Captain/Co-Captain will instruct everyone to stay calm and remain at the assembly point until the Operations Officer or Safety Officer provides further instruction. Failure to check-in can result in unnecessary risks to rescuers.

➤ **Campus Safety Unit**

The Campus Safety unit will provide for public safety by assisting with controlled access, parking, and traffic control during emergency incidents on campus/center.

The Campus Safety unit will prioritize their actions based on the following:

1. Injuries and loss of life.
2. Damage to property and the environment.

Campus Safety Officers will report to the Vice President of Student Services or designee, who will:

1. Mobilize and coordinate volunteers and equipment for campus/center facility security; and for traffic and crowd control.
2. Carry out any other duties as assigned.

During any emergency incident, access to campus/center may need to be controlled and/or routes for mass evacuation from campus/center designated. Hill College Campus Safety Officers shall manage access control points to campus/center. Selection of access control points by the Hill College Incident Commander will be based upon the severity of the incident, with the primary goal of saving lives and securing college property.

In addition, the Campus Safety Unit provides the following functions:

1. The Campus Safety Unit will work closely with the Operations Officer to identify hazards and protect participants during any emergency response activities.
2. During an emergency, the Campus Safety Unit will advise the Operations Officer of activities that may need to be altered, suspended, or terminated, if judged to be unsafe.
3. The Campus Safety Unit leader shall be responsible for updating the Operations Officer, through regular reports on the status of assigned activities, personnel, equipment and resources.
4. The Campus Safety Unit will provide documentation of its expenses and damages to the Operations Officer following the incident.

➤ **Facilities Personnel Unit**

SSC and facilities personnel will remain on campus/center unless specifically instructed to evacuate. Facilities supervisors will report to the Operations Officer and will deploy personnel to repair, maintain, and operate equipment or utilities throughout the emergency, as is necessary to restore or maintain vital functions.

SSC and facilities personnel also will maintain an inventory of auxiliary equipment and special assistance personnel, such as earth-moving equipment or contractors, and will activate equipment and personnel as needed during an emergency incident.

➤ **Information Technology Systems Personnel Unit**

During an emergency situation that threatens or disables computers or communications systems, the Vice President of Information Technology or designee and their staff will report to the Planning Officer.

Primary areas of responsibility are to:

1. Maintain adequate communication systems between critical functions both on and off campus/center during an emergency incident.
2. Arrange continuation or restoration of service with telephone companies.
3. Operate and maintain the campus-wide communication system necessary under any emergency condition (see appendix).
4. Assist in establishing the EOC with voice/data communications (telephone, radio, and messages) between the Hill College Incident Commander, Incident Command Teams, Building Captains/Co-Captains, Emergency Service Units, and with the public.
5. Install and relocate live telephone service from phones or buildings as required.
6. Work with the Planning Officer, after an incident has been stabilized, to establish a runner service to supplement hardware communications.

➤ **Food and Respite Emergency Service Unit**

The Food ESU will operate campus/center facilities to shelter and/or feed emergency response personnel and the campus/center population, as needed during an emergency and resources permit. The food service facilities of the Great Western Dining will be activated as required, and the director will report to the Logistics Officer. The Food and Respite Emergency Service Unit will seek on-campus resources available to provide temporary shelter as designated by the Hill College Incident Commander.

This unit will provide the following functions:

1. Arrange for auxiliary kitchens or food sources for mass feeding.
2. Prepare designated campus/center facilities for dining purposes and assign spaces. This may involve buildings not normally used for shelters.
3. Record expenditures for the purpose of financial recovery at a later date.

➤ **Medical Volunteers Emergency Service Unit**

This unit will triage and initially treat injured victims during an emergency incident and will assist medical responders by coordinating and implementing an effective medical response.

Under the direction of a volunteer with the highest degree of medical training and certification, the Medical Volunteers ESU will:

1. Establish Medical Teams and provide triage, basic life support, and other medical treatment to injured individuals.
2. Establish on-campus/center Victim Treatment and Collection Point(s) when there are more than five (5) victims.
3. Coordinate patient identification and flow to the Victim Treatment and Collection Point(s) and document which hospital the patients are being taken to.
4. Record the name of each injured individual; location of injured person; gender and approximate age of the injured person; identify the person as a student, faculty, staff or campus visitor. Report this information to the PIO or designee.
5. Supervise student volunteers with first aid skills if student volunteers are activated.
6. Instruct all volunteers in the Medical Volunteers Emergency Service Unit to provide only the first aid or medical care they are trained to provide. **NOTE:** Medical treatment requiring special training and/or equipment shall not be conducted by personnel untrained or unequipped to perform such activities.
7. If an emergency involves mass casualties, campus medical volunteers with first aid skills will report to the Operations Officer for assignment.

➤ **Interpreters/ESL Emergency Service Unit**

Under the direction of the Public Information Officer (PIO), individuals with foreign language and sign language skills will serve as a point of contact for families in need of

such services to communicate information regarding their family members of the campus community injured during the emergency.

This unit will:

1. Attempt to contact the families of the injured, and communicate the status and location of the injured family member in such a manner as to minimize panic.
2. Carry out other duties as assigned.

➤ **Information Relay Emergency Service Unit**

The primary responsibility of the Information Relay Emergency Service Unit will be to keep the Emergency Operations Center, Hill College Incident Commander, Operations Officer, Logistics Officer, Planning Officer and Emergency Service Unit members apprised of the situation, as well as others on campus, on the telephone, or inquiring by email. Under the direction of the Public Information Officer (PIO), the Information Relay Emergency Service unit will carry written communications; timely situation reports; and requests for personnel and/or equipment from Building Captains/Co-captains or other Emergency Service Unit Leaders to the Emergency Operations Center. This unit may also provide messages to the on-campus/center population during an emergency from the Incident Commander, in a manner that minimizes panic. The Information Relay Emergency Service Unit members may be required to physically "run" messages.

➤ **Texas Heritage Museum Safety and Recovery Unit**

This unit will be activated if the museum facility and/or artifacts are exposed, threatened, and/or damaged from a disaster. The purpose of the unit is to implement procedures to protect the artifacts from outside looters and prevent further environmental damage. This unit will follow the Texas Heritage Museum Safety and Recovery Unit Plan and work in conjunction with the Hill College Incident Command Team (ICT).

Sheltering and Supplies

Sheltering may be necessary on campus/center, depending on the magnitude of an incident. College facilities may be used to "shelter-in-place" staff, faculty, students, and visitors; to provide shelter for displaced individuals during a campus evacuation; or to provide shelter to the community.

➤ **Shelter for Campus Evacuations**

During a campus evacuation, there may be individuals who do not have transportation to leave campus/center immediately. In the event this occurs, shelter will be provided, if possible, on campus/center.

A security/safety sweep of the designated building will be performed prior to opening a facility as a shelter.

➤ **Shelter-in-Place**

If public officials send out a message that a major incident has occurred that makes it unsafe for the public to move about outdoors, all Hill College building occupants in the affected area will be notified via the Rebel Alert, voicemail message, email (if possible), social media or runners inside each building. Everyone will be asked to remain in the building for his/her own safety. However, no one will be held against his/her own will. When public officials give the "all clear," building occupants will be notified through the same emergency communications channels detailed above.

➤ **Medical and First Aid Supplies**

First aid kits are intended only for injuries sustained in the workplace, and are not equipped for mass casualties. They are located in all buildings throughout all campuses/centers. The kits located around campus/center have limited first aid and medical supplies on hand that may be used in an emergency. Additionally, these areas have inventories of personnel protective equipment (PPE), such as surgical gloves, facemasks with eye shields, and CPR barriers. These kits will be provided as funds become available.

➤ **Utilities**

Team Captains/Co-captains will know where all emergency shut-off switches for utilities are located in their building. They may be instructed to turn off gas, water, and electric panels.

Documentation

Each Incident Command Team Officer is responsible for documenting the activities and expenditures associated with the discharge of his/her emergency functions. Additionally, each professional emergency responding agency will keep documents associated with its activities during the response.

These important documents provide the following functions:

1. Provide the basis to assess emergencies and evaluate the response.
2. Identify areas where campus preparedness activities worked well, and those areas that need improvement.
3. Verify emergency expenses and document efforts to recover expenses.
4. Assist in the event of litigation.

All documents, status sheets, daily logs, and forms shall be kept along with all financial records and photographs related to the emergency. Hill College should request the post-incident reports from any responding agency that participated in the emergency. Hill College will maintain all reports for a period of ten (10) years.

Training, Review, and Update of the Hill College's Emergency Operation Plan (EOP)

Hill College is committed to ensuring that the Emergency Operation Plan (EOP) is a flexible and dynamic plan. The EOP will be tested and evaluated regularly to ensure maximum preparedness. Key staff will participate in tabletop and full-scale exercises to enhance skills and evaluate plan protocols. Hill College employees will be required to have a basic understanding of Emergency Operation Plan (EOP) including their role in the successful execution of critical protocols.

Certain Hill College employees will be required to be certified in the following FEMA Courses:

1. ICS-100: Introduction to the Incident Command System.
2. ICS-200: Single Resources and Initial Action Incidents.
3. ICS-700a: National Incident Management Systems (NIMS)
4. ICS-800.b: National Response Framework, an Introduction.
5. ICS-300: Intermediate Incident Command System for Expanding Incidents.
6. ICS-400: Advanced Incident Command System, Command and General Staff.

V. Transition from Emergency Response to Recovery

The timing for moving from a response focus to a recovery focus will depend on the nature and magnitude of the emergency; and the extent of damage to campus structures and infrastructure. Once the immediacy of the emergency subsides, efforts at returning the campus/center to normal operations begin. Hill College will return to the standard/routine organizational structure from the Incident Command structure and employees will return to work.

Hill College leadership will strive to assure an organized recovery that maximizes safety of personnel and mitigates further damage to college facilities and assets. Every emergency incident involves simultaneous response and recovery processes. During the early stages of an emergency, response activities dominate while recovery processes support the response. Termination of the emergency declaration is the official recognition that the emergency phase of the incident has waned and the recovery process is dominant.

Termination activities should concentrate on giving accurate information to people who need it most, and should begin as soon as the emergency phase of the operation is completed.

Termination activities should include debriefing; post-incident analysis; and identification of a recovery plan to be implemented by a recovery team.

Debriefing

Debriefing should begin as soon as the emergency phase of the operation is completed. The purpose of the debriefing is to inform participants:

1. What happened?
2. What is known about the status of the campus/center facility? When will normal campus/center operations resume, or when will determination of a timeframe for resuming operations be known?
3. What is known about the condition, beyond campus/center boundaries, that may affect movement away from campus/center?
4. What is known about the status of the campus/center populations, including the type and extent of any injuries?
5. Where were the injured taken for care?
6. How will updates be accessible?
7. What actions will be taken next?

Post-Incident Analysis

Post-incident analysis is a reconstruction of the incident to establish a clear picture of events that took place during the emergency. As soon as is practical, the campus/center response team should construct a brief chronological overview of who did what, when, and where during the incident.

Key topics for the Post-Incident Analysis should include:

➤ **Command & Control**

- Did the first trained responder to arrive on scene establish the Incident Command System?
- Was the emergency response organized according to the existing Emergency Management Plan procedures?
- Were response objectives communicated effectively to field personnel who were expected to implement them?
- Did the initial Incident Commander integrate well with the professional emergency response Incident Commander upon arrival, and throughout the incident?

➤ **Tactical Operations**

- Did the on-scene Incident Commander effectively order tactical operations?
- Did the Operations Team implement these orders? What worked? What didn't?
- Were tactical operations conducted in a timely and coordinated fashion?
- Do revisions need to be made to tactical procedures?
- Do tactical worksheets need to be developed or modified?

➤ **Resources**

- Were human and material resources adequate to conduct the response effectively?
- Are improvements needed to facilities or equipment?
- Were mutual aid agreements implemented effectively?

➤ **Support Services**

- Were support services adequate and provided in a timely manner?
- What is needed to increase the provision of support to a necessary level?

➤ **Plans & Procedures**

- Were the Emergency Management Plan and associated tactical procedures current?
- Did they adequately cover notification, assessment, response, recovery, and termination?
- Were roles and assignments clearly defined?
- How will plans and procedures be upgraded to reflect successful and unsuccessful aspects of the emergency response?
- What other procedures could have been in effect?
- Are there any procedures that should be eliminated?
- What additional protective measures could have been taken to eliminate the damage?
- Have there been any changes in the facilities, equipment, or operations of the institution that warrant changes in the procedures for emergency management?

➤ **Training**

- Did this event highlight the need for additional basic or advanced training?

➤ **Communication**

- Did the internal and external communication plans work?
- What should be clarified or changed?

➤ **Legal**

- Are there ongoing legal issues that need to be resolved?
- Was documentation sufficient for presentation in a court of law in case of litigation?

Attachment A

INCIDENT RESPONSE GUIDELINES

Vehicle Accidents

On-Campus:

Any vehicle accident that occurs on campus, including in parking lots, should contact Campus Safety. If required, Campus Safety will report the accident to local authorities by calling 911 if a report has not already been made.

Those involved in an accident and/or are witnesses are requested to:

1. If immediate danger, damage and/or injury is involved, call 911.
2. Report the accident to Campus Safety.
3. Check the scene to make sure it is safe to respond.
4. While waiting for local authorities/Campus Safety, render immediate first aid, if qualified, and/or determine the status of those involved in the accident. Do not attempt to move injured persons unless a life-threatening condition exists.
5. Remain at the scene until local authorities/Campus Safety arrives and advise involved parties to also remain. If someone insists on leaving before local authorities/Campus Safety arrives, do not attempt to stop them. However, take note of the appearance of the vehicle and person and record the license plate number.
6. Defer to Campus Safety and/or local authorities upon their arrival. Turn over any names of witnesses and/or other information to them as requested.

The Incident Report Form will include the following information (see attachment H):

1. Date and time of accident.
2. Location of accident
3. The possibility of injury.
4. Number of vehicles involved and vehicle descriptions.

Off-Campus:

1. Move vehicle to the side of the road if drivable.
2. Call 911 immediately. Have a driver's license and the Proof of Auto Liability Coverage card ready to give to police.
3. Help the injured by making them comfortable and providing emergency first aid. Call for medical help and provide requested information.
4. Report the accident to your supervisor as soon as possible. If you have been injured, notify your supervisor.
5. Contact the Vice President of Administrative Services at 254-205-4047.
6. Do not discuss blame or fault. Discuss accident only with the police.
7. Collect names, insurance and other driver's license number. If there are witnesses, collect names and contact information and give the information to the police and your supervisor.
8. Do not sign any documents except as requested by law enforcement.
9. If the vehicle is unsafe to operate, contact roadside assistance at 1-800-525-5555 to arrange for towing (in Texas only).

Workplace/Student Accidents on Campus

For serious injuries, call emergency services at 911 and then Campus Safety to report the accident.

The Employee Injury/Accident Report Form and the Non-Athletic Student Injury/Accident Report Forms will include the following information (see attachment H):

1. Location of accident.
2. Nature of the accident.
3. Name(s) of injured.
4. Date and time of injury.

Those involved in an accident and/or are witnesses are requested to:

1. Check the scene to make sure it is safe to respond.
2. If the cause of the accident still poses a danger to others, alert Campus Safety and provide assistance you are requested to and capable of rendering to eliminate the danger.
3. While waiting for the arrival of Campus Safety, render immediate first aid if qualified, and/or determine the status of the person(s) involved in the workplace accident. Do not attempt to move the injured person unless a life-threatening condition exists.
4. Remain at the scene until Campus Safety arrives and advise anyone involved to also remain. If someone insists on leaving before Campus Safety arrives, do not attempt to stop them. However, provide the name and/or description of such person(s) to Campus Safety upon their arrival.
5. Defer to Campus Safety and/or local authorities upon their arrival. Turn over any names of witnesses and/or other information to them as requested.
6. If the accident involves injury to a Hill College employee, notify Human Resources Department as soon as possible. Human Resources will handle workers' compensation where applicable and/or advise the injured party where to seek medical assistance. Human Resources will coordinate the investigation of the accident and identify and implement corrective measures identified during the investigation.
7. If the accident involves injury to a student or visitor, notify the Hill College Dean of Students.
8. Campus Safety will notify the Vice President of Student Services of the occurrence of the accident as soon as possible.
9. When appropriate as indicated by the accident investigation, the College will take steps to eliminate the causes of the accident/injury wherever possible.
10. Any contact with the media is the responsibility of the Director of Public Relations.

Disruptive Activities

Most campus demonstrations, whether marches, meetings, picketing or rallies, are peaceful and non-obtrusive. However, in the event that they are not, or in the event that disruptive activities in

the community involve the campus, the following procedures shall be followed.
(insert disruptive activities)

1. Hill College officials or personnel who learn of a planned demonstration, or of one in process, must immediately report it to the Vice President of Student Services.
2. The Vice President of Student Services or his designee will contact the City in which the campus/center resides in to determine if the appropriate applications for permits to hold a demonstration on public property adjacent to the campus/center have been filed. If the permits have not been filed, the organizers of the demonstration (if known) will be advised to discuss the matter with the City authorities.
3. Demonstrators who disrupt or disturb Hill College activities will be given the Disruptive Activities polices, FLB (LEGAL) and GFA (LEGAL) by Campus Safety or designee and advised to disperse by a specified time.
4. If the demonstrators do not disburse by the specified time, Campus Safety or designee will consult with the Vice President of Student Services as well as local authorities to determine if intervention is necessary. Consideration for the safety of all of the stakeholders at the College is paramount in this decision.
5. The College may request assistance from local or state authorities to maintain peace or for crowd control.
6. The Vice President of Student Services will coordinate with local authorities in the event that an off-campus disturbance interferes with the safety of College personnel and/or students in route to and from College campus.
7. The President or designee will be responsible for communicating relevant information about any demonstration to the media and the College community.

Fire Safety Plan/Procedures

The Vice President of Student Services or its designee has final authority and responsibility in the event of a fire.

The person who discovers the fire will first call 911 giving the location of the fire, the situation, extent of the fire, and his/her name. The person discovering and/or reporting the fire will next report the fire to Campus Safety. Once becoming aware of the fire, Campus Safety will report the fire to the Vice President of Student Services, who will notify the President, Director of the Physical Plant and required employees.

Periodic Fire Drills

Evacuation drills may be held periodically at the discretion of the Vice President of Student Services and the Coordinator of Emergency Management. Drills will follow the Annual Security and Fire Safety requirements. Response and evacuation procedures will be reviewed annually.

Emergency Action

In case of a fire, alarms will be sounded by a continuous blast of the bell system in each building. Personnel will evacuate the classrooms and office areas. An evacuation plan will be posted in each classroom. In such an event, the faculty and administrative personnel are expected to provide calm leadership in evacuating each building in an orderly manner following the Building Captains' orders, and then proceeding to the designated area.

All available portable wall-mounted fire extinguishers will be utilized to contain the spread of a fire until the arrival of professional fire fighters.

Campus Safety and/or Building Captain and/or Co-captain and Maintenance/Grounds personnel will ensure that personnel that are not actively engaged in the firefighting effort are kept away from the scene. The Rescue Squad will arrange for adequate shelter areas to place injured personnel and/or students for observation, and to await medical attention.

Once on the scene, the Fire Chief has control of the facility and no one is allowed to re-enter without the consent of the local agency. This is to ensure public safety and so as not to hinder the investigation such as arson and fire cause.

First Aid On-Campus

The college is not equipped to provide comprehensive medical services on campus/centers. However, individuals who have minor injuries and are in need of bandages and antiseptic may find

first aid supplies stored at designated locations listed.

Individuals who maintain first aid supplies are responsible for checking the supplies monthly and restocking if necessary:

Recommended Emergency Procedures

The procedures listed below are to be followed in all emergency cases (or possible emergency cases) involving accident or illness:

1. Keep the injured/ill person quiet and calm. Do not move them unless, allowing them to remain stationary would place them in further danger.
2. Go to the nearest phone and call the rescue squad (911); be prepared to give the following information:
 - a) Exact location of the victim
 - b) Nature and apparent severity of the injury or illness
3. Call Campus Safety
4. Never administer assistance beyond the level of your training
5. Never give medical advice unless you are trained to do so

Employees and work-study students are required to file an Employee Injury/Accident Report Form (see attachment H) with the Hill College Human Resource Office immediately after an accident in their area. Students who are involved in accidents are required to contact the Dean of Students, who will complete a Non-Athletic Student Injury/Accident Report Form (see attachment H).

Power Outages

A power outage can occur for a variety of reasons. When a power outage occurs however, it is

important that the response to the emergency maximize protection of employees and students while protecting property. Power outage response is in two distinctly different sections. Section 1 is our Personal Response and Section 2 is the Institutional Response.

Personal Response

1. Immediately contact Campus Safety and the Supervisor of Buildings and Grounds by cell phone.
2. While it is important to report the outage, do not call Campus Safety or the Emergency Director to ask how the power outage occurred or when power will be restored. For extended outages, information regarding alternate plans for classes or other contingency plans will be announced.
3. For those in a building and have sufficient light to continue working safely, you may do so. If you don't have sufficient light to continue working safely or if you are instructed by Campus Safety, move to an exit with natural light or to an outside location, weather permitting.
4. For those in a shop or a lab, turn off gas burners or equipment which, if unattended when power is suddenly restored, might pose a danger or a fire hazard.
5. When leaving a work area or site, take essential personal possessions and lock offices and or classrooms/labs.
6. Assist those requiring help. Elevators should not be used during a power emergency. If someone is in an elevator during a power outage, follow instructions posted in the cabin of the elevator. It is important to remain calm until someone can respond to provide assistance.
7. Emergency lighting should provide minimal lighting to enable people to move to another location. Emergency lighting has battery backup and will generally provide only enough illumination to exit the immediate area. If the lighting is not sufficient, everyone should wait for an escort.
8. Assemble at the designated place for a head count with your Building Captain/Co-captain. Instructors should have students assemble at a designation location with their classes in order to account for everyone. Stay in your designated area for further instructions.

Organizational Response

1. Once Campus Safety is notified of a power outage, the Supervisor of Buildings, Grounds and Safety, the Vice President of Student Services, and the President will be notified as required, in this order.
2. If the source of the outage cannot be identified; or if repairing the power outage is beyond the scope and authority of the College's Maintenance Department to repair it in a timely manner, the Supervisor of Buildings, Grounds, and Safety shall notify the utility company or the appropriate contractor.
3. Campus Safety, and/or the Buildings and Grounds Department, will survey the facility to determine the extent of the outage and if possible to identify the source of the failure. Power outages can encompass the entire campus, a single building or an area within a building.

Power Outages Continued...

4. As required, the Director of the Physical Plant will notify the Vice President of Student Services and the Vice President of Administrative Services of the survey results and

- when possible, estimate the time necessary to restore electricity.
5. Repairs will be made by the Maintenance Department if it has the equipment and expertise to make the repair in a timely manner.
 6. The Director of the Physical Plant shall serve as the College's liaison to the utility company or the appropriate contractor. It is his/her responsibility to keep the Vice President of Student Services and the Vice President of Administrative Services apprised of repairs as they progress, including revised estimates of the costs, the duration of the outage, and the possible completion date. The Vice President of Student Service and Vice President of Administrative Services will inform the President of the situation.
 7. Except in emergencies or situations requiring evacuation, only the Vice President of Student Services, the Coordinator of Emergency Management, and President or designee shall have the authority to cancel classes or adjust the times at which they end or resume. The President or designee will communicate these decisions to the faculty and employees, the media, and the community at large.

Psychological Crisis

A psychological crisis occurring on campus can manifest itself in a number of ways, such as threats against others, threats against oneself, emotional breakdowns, excessive alcohol use, or

drug abuse. While a number of potential examples psychological crisis are addressed elsewhere in this plan (including the Workplace Violence plan and the Bomb Threat plan), it is important to remember that witnesses to these types of crisis are not to attempt to serve as a crisis counselor. Rather, it is their responsibility to notify the proper authorities at the College so that appropriate professionals can be identified to address the situation as quickly as possible.

Any student, faculty or staff who (a) states an intent or desire to harm himself/herself or another, (b) attempts to harm himself/herself or another, (c) harms himself/herself or another, or (d) exhibits behavior that indicates the student could be a danger or risk to himself/herself or another may not live in the residence halls, participate in academic programs, or participate in other activities the Behavioral Incident Team may deem to be harmful to the student or others until cleared to do so by the Dean of Students or designee in accordance with the clearance procedure set forth below. Hill College activities may include college work study programs on or off campus. The college reserves the right to determine what actions might be deemed as harmful to the student or another.

The essential steps for dealing with psychological crisis on a campus/center shall include:

1. If a student is in need of immediate medical treatment, 911 should be notified immediately.
2. If a student, faculty, staff or individual is observed (a) stating an intent or desire to harm himself/herself or another, or (b) attempting to harm himself/herself or another, (c) in the process of harming himself/herself or another, or (d) exhibits behavior that indicates the individual could be a danger or risk to himself/herself or another the person observing such behavior should report what was observed to the Dean of Students or designee immediately (Hillsboro: 7793 or 254-659-7793 or JCC: 5504 or 817-760-5504).
3. Notify the Vice President of Student Services at 254-659-7601 if using an outside line at the earliest possible time, preferably as soon as the crisis begins. The person reporting the psychological incident must provide a description of the behavior being manifested and details about location of the crisis. If possible, try to isolate the person in crisis away from others.
4. Student Services will notify other College officials as required.
5. Resolving psychological crisis may require that the individual be taken into protective custody at the discretion of local authorities as the situation warrants.
6. The Emergency Counselor may make referrals to agencies and/or health care providers.

Gas Leaks and Chemical Spills

In case general evacuation becomes necessary because of a gas leak or chemical spill from incidents such as industrial or transportation accidents; or other unforeseeable sources, the following plan will be observed:

1. Notify Campus Safety immediately if using an outside line if a gas leak and/or a chemical spill is observed, detected or suspected. Campus Safety will determine if it is necessary to call 911 to activate emergency response services. Complete details about the location and circumstances of the incident will be provided.
2. If the odor of gas is detected, notify Campus Safety as described above and inform everyone in the area/building by shouting "Gas Leak." Immediately leave the area and advise everyone within contact to do the same.
3. Campus Safety will notify the Buildings Captains/Co-captain and Director of the Physical Plant who will sound the evacuation alarm if it is deemed necessary and appropriate. The Buildings, Grounds, Supervisor will also instruct his/her department personnel to turn off air handler units and disconnect electrical service and other utilities as deemed necessary and appropriate.
4. Evacuation must be completed as quickly as possible and must be at least 50 yards from the location of the suspected leak. When exiting from buildings, do not turn on/off any light or electrical switches; do not activate the fire alarm; and use the stairs. Leave the door to the room and/or building open so that the gas can more easily disperse.
5. Campus Safety on the scene will be responsible for making sure that no one enters the building(s) or room(s) until authorized to do so.
6. Building Captains/Co-captains and the Director of the Physical Plant will investigate the reported leak and either repair it or call the appropriate utility or contractor to repair the leak.
7. In the event that local emergency services have responded to the notice of a gas leak, campus personnel will defer any action until approved to do so by the local emergency coordinator. Once approved to do so, campus personnel from the Buildings, Grounds, and Safety Department will perform repairs or place the calls in accordance with paragraph 6 of this plan.
8. The President or designee will be responsible for any communications with the media.

Hill College will not tolerate physical or non-physical acts of violence on Hill College property, at College sponsored events or by an employee, while acting in an official capacity. Acts of violence will be immediately reviewed to determine whether further investigation is necessary.

If the circumstances do not indicate imminent danger to persons or damage to property:

1. The employee should document the circumstances associated with the event by completing the Incident Report Form (see attachment H);
2. Contact the Executive Director of Human Resources to report incidences involving employees and contact the Vice President of Student Services for incidences that involve students;
3. Human Resources staff will work with the appropriate supervisor(s) to promptly develop and implement a plan of action;
4. Human Resources staff will promptly initiate appropriate corrective/disciplinary action based upon the individual/s degree of involvement, to include possible counseling referrals through the Emergency Counselor. Appropriate action may include obtaining written verification from an individual's physician or mental health provider that he or she does not constitute a threat or harm.

In the event of imminent danger or an incident of violence involving injury to persons or damage to property:

1. Call 911 immediately;
2. Notify Campus Safety;
3. Seek assistance for the persons needing care;
4. The employee should document the circumstances associated with the event by completing the Incident Report Form (see attachment H);
5. Contact the Executive Director of Human Resources to report incidences involving employees and contact the Vice President of Student Services for incidences that involve students;
6. Human Resources staff will work with the appropriate supervisor(s) to promptly develop and implement a plan of action;
7. Human Resources staff will promptly initiate appropriate corrective/disciplinary action based upon the individual/s degree of involvement, to include possible counseling referrals through the Emergency Counselor. Appropriate action may include obtaining written verification from an individual's physician or mental health provider that he or she does not constitute a threat or harm.

Threats Made Off Campus

There are occasions where threats against an employee and/or student are made “off campus”. Employees who are threatened in this manner and are fearful of their personal safety while working are encouraged to report the incident to their immediate supervisor. If the threatened employee is concerned about confidentiality, the threat may be reported to the College’s Vice President of Student Services. If the threat is reported, the school will consider the following actions:

1. Encourage the threatened employee to notify law enforcement.
2. Notification of campus safety.
3. If possible, ensure that the threatened employee is not working alone in a remote area of the facility.
4. Encourage the employee to stagger departure times.
5. To the extent possible, maintain the employee’s confidentiality.
6. Arrange for safety guard escorts.
7. Change normal parking patterns.

Supervisor Responsibility: Administrators and Supervisors will be responsible for ongoing compliance with this policy within their work areas. Supervisors are expected to adhere to standard practices in resolving issues of nonconformance (in addressing complaints) and maintaining expected levels of productivity within their respective work groups.

Law Enforcement and Area Emergency Services: Hill College recognizes the authority and responsibilities of the police department and community emergency services. Accordingly, the College acknowledges that the Police Department and other emergency services will be responsible for managing a workplace violence incident at Hill College upon their arrival on-site.

Campus Safety: Campus Safety will be trained to administer this policy and will coordinate any responses with the police and emergency services. Campus safety will provide “first responder” services until arrival of representatives of the Police Department/emergency services at which time Campus Safety will coordinate their response as directed.

Response Actions. Call 911 immediately and notify campus safety as soon as possible. Campus Safety will direct emergency responders to the scene. Understand that hostage situations can end in any range of outcomes, from a peaceful surrender to violent extremes and can be extremely volatile. While no written quick response procedure can guarantee a favorable outcome to a hostage situation, the following guidelines may defuse the situation or delay violence until police can arrive:

1. Obey the suspect's commands. Don't argue, provoke, or fight.
2. Calm the suspect and listen to complaints or demands.
3. Try to show genuine concern for the suspect's well-being.
4. Control associates and keep them calm. Don't agitate the suspect.
5. Encourage suspect to release everyone.
6. Establish rapport. Use his/her first name. Encourage use of yours.
7. If possible, send a runner to the nearest office to report the situation. Call 9-911 from the office phone (911 from a cell) and try to relay as much of the following information as possible:
 - a) Number, identification (if known) and description of assailant(s).
 - b) Exact location of assailant(s).
 - c) Type of weapon(s).
 - d) Any injuries.
 - e) Any demands the assailant has made.
 - f) Any other background information on the assailant(s).
 - g) Past problems with the assailant.
 - h) Assailants demeanor.
 - i) Possible motives.
 - j) Known vendettas against Supervisors/Employees etc.
8. If you cannot send a runner:
 - a) Stay where you are.
 - b) Try to call 911 from a cell phone (or detail others to do so).
 - c) Others will become aware of the situation as time passes.
 - d) Be calm and patient and wait for help.
 - e) Sympathize with and calm the assailant.
9. Hostage Prevention Techniques:
 - a) Be aware of employees who feel that they have been wronged.
 - b) Report and resolve (if possible) any conflicts you have with employees.
 - c) Pay attention to gossip among employees.
 - d) Encourage employees to report threatening remarks.

Rape/Assault

Response Actions. Call 911 immediately and notify campus safety as soon as possible. Provide details of the incident. Campus Safety will direct emergency responders to the victim.

1. Obtain first aid kits.
2. Treat only life threatening injuries.
3. Avoid washing areas where bodily fluids may provide evidence.
4. Move the victim (if possible) to a comfortable setting (private office).
5. Don't leave the victim alone, assign an assistant, provide emotional support.
6. Gently discourage the victim from washing until being seen by a doctor.
7. Offer the victim care and first aid, but no not destroy any evidence.
8. Assign someone to meet and guide emergency responders to the victim.
9. Take notes of any information the victim is willing to offer.

Burglary

Response Actions Call 911 immediately in case of emergency and notify campus safety as soon as possible. Provide details of the incident. Campus Safety will direct emergency responders to the scene.

Initial response actions:

1. Write down details of the burglary for review by Police.
2. Restrict access to the burglary location. Wait for Police.
3. Post a guard at the burglary location. Wait for Police.
4. Consider lock down of facility and communicate with the supervisors.
5. When the Police arrive, provide them with the following:
 - a). A location to work from to conduct their investigation.
 - b) Assign campus safety to be liaison, to stay with and advise Police.
 - c) Upon request, provide a “crisis kit” which will include a detailed map of the facilities, blueprints of buildings and facility utilities and location of doors, windows, type of locks.
 - d) Allow Police full access to facility.

1. Hill College property - response actions:

- a) Allow Police full access.
- b) Obtain serial numbers and nomenclature of known stolen property.
- c) Provide Police with a list of all personnel with keys/access to the area.
- d) Provide Police with a list of possible suspects if available.
- e) Assist Police with any additional requests for information.

2. Personal property - response actions:

- a) Allow Police full access.
- b) Develop a policy for search of personal property on school premises.
- c) Arrange a meeting between the Police and the victim.
- d) Obtain a list of known stolen property from the victim.
- e) Provide Police with a list of all personnel with keys/access to the area.
- f) Provide Police with a list of possible suspects if available.
- g) Assist Police with any additional requests for information.

Missing Person

1. The Hill College official receiving the report will complete the Student Services Incident Report Form.
2. The Hill College official receiving the report will contact the Dean of Students. Campus Safety with the assistance of the Dean of Students and Residence Hall Staff (if a resident student) will launch an investigation into finding the missing student.
3. Upon notification from any entity that a student may be missing, Hill College may use any or all of the following resources to assist in locating the student:
 - Go to the student's residence hall room,
 - Talk to the student's Residence Hall Manager, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - Secure a current student ID or other photo of the student.
 - Call and text the student's cell phone and call any other numbers on record.
 - Send the student an email.
 - Check all possible locations mentioned by the parties above including, but not limited to, library, residence halls, student center, etc.
 - Contact the student's current faculty.
 - Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as Instagram, Facebook and Twitter.
 - Ascertain the student's car make, model and license plate number. Campus Safety will check all college property for the presence of the student's vehicle.
4. Hill College Information Technology may be asked to obtain email logs in order to determine the last log in and/or access of the college computer network.
5. Once all information is collected and documented and the Vice President of Student Services (or designee) is consulted, the Dean of Students may contact the local law enforcement to disseminate the information. (Note: If in the course of gathering information as described above foul play is evident or strongly indicated, the off campus legal jurisdiction can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the college.
6. If the missing student resides off campus and the matter is first reported to the college, the Dean of Students will assist contacting the local jurisdiction legally responsible for investigating the report. Campus Safety and/or Dean of Students will also assist the local jurisdiction with the investigation upon request by providing pertinent information on the student and by using any of the procedures and the resources listed above to assist in the investigation that are legally permissible.

Kidnapping

Response Actions. Call 911 immediately and notify campus safety as soon as possible. Provide details of the incident. Campus Safety will meet with and direct emergency responders to the scene. Be able to provide as much of the following to the Police as possible:

1. Where the victim was last seen.
2. Timeframe the victim was last seen.
3. Exact location last seen.
4. Persons accompanying the victim when last seen.
5. Description of clothing worn when last seen.
6. Description of suspect and suspect's car.
7. Location of recent photographs of victim.

Response Actions. Call 911 immediately and notify campus safety as soon as possible. Provide details of the incident. When so ordered, evacuate employees and students away from the threatened area. Campus Safety will meet with and direct emergency responders to the scene.

The individual receiving the call will:

1. Keep the caller on the line as long as possible.
2. Alert someone else to call the Police on another line.
3. Alert Hill College Campus Safety.
4. Take notes, using as many exact words as possible.
5. Write down description of background noise you may hear.
6. If you have "caller ID", note any phone numbers.
7. Write down distinctive features of the caller's voice.
8. Sympathize with the caller. Don't antagonize.
9. Turn off all radios or other distracters (e.g. ipods, cell phones, etc.).
10. Try and find out where the suspected bomb may be.

Other actions to be completed immediately or soon after the call as possible:

1. Building Captains/Co-Captains to help evacuate employees/students to designated bomb threat points using alternate evacuation plan.

Police notification:

1. Stay on the phone with Police and answer all their questions.
2. Report who you are and what your phone number is.
3. Report known information about the situation.

When the Police arrive, provide them with the following:

1. A location to setup their command post.
2. Assign liaison to stay with, and advise Police.
3. Provide a detailed map of the facility.
4. Provide detailed blueprints of facility utilities.
5. Provide detailed location of doors and windows, and type of locks.
6. Allow Police full access to facility.
7. Understand that the police assume command and control upon arrival.

Quick Response Actions - Understand that a Bomb Threat is a real danger. Bombers can and do set off explosions for a myriad of reasons making situations extremely volatile:

1. Do not search for the bomb. Leave it to professionals.
2. Tell employees and students to leave all unknown boxes, packages, etc., alone.
3. Note any unusual boxes, packages, etc., relay to Police ASAP.
4. Control employees and students and keep them calm.

Shooting/Shots Fired

Response Actions. Call 911 immediately and notify campus safety as possible. Provide details of the incident. Campus Safety will meet with and direct emergency responders to the scene.

Initial response actions, if safe and possible: RUN, HIDE or FIGHT.

1. Place your cell phone on silent
2. Duck and cover. Drag a phone down and call 8-911 (911 from a cell phone).
3. Stay on the phone with the 911 dispatcher.
4. Report who you are and what your phone number is.
5. Report number, identification (if known) and description of assailant(s).
6. Report exact location of shots fired or assailant(s).
7. Report type of weapon(s) and number of shots fired.
8. Report any known injuries.
9. Report any background information on assailant(s)
10. Lock down the facility and communicate with Supervisors.

When the Police arrive, provide them with the following:

1. A location to setup their command post.
2. Assign liaison to stay with, and advise Police.
3. Provide a detailed map of the facility.
4. Provide detailed blueprints of facility utilities.
5. Provide detailed location of doors and windows, and type of locks.
6. Allow Police full access to facility.
7. Understand that the police assume command and control upon arrival.

Response Actions. Call 911 immediately and notify campus safety as soon as possible. Provide details of the incident. Campus Safety will meet with and direct emergency responders to the scene.

Initial response actions, if safe and possible:

1. Do Not contact the individual!! Wait for the Police.
2. Do Not try and take the weapon!! Wait for the Police.
3. Do Not attempt to restrain or talk to the assailant!! Wait for the Police.
4. Stay on the phone with the 911 dispatcher.
5. Report who you are and what your phone number is.
6. Provide an overview of the situation.
7. Provide description of individual.
8. Report exact location of individual.
9. Report type of weapon(s).
10. Report any background information on individual.

When the Police arrive, provide them with the following:

1. A location to setup their command post.
2. Assign liaison to stay with, and advise Police.
3. Upon Request, provide a detailed map of the facility.
4. Upon Request, provide detailed blueprints of facility utilities.
5. Upon Request, provide location of doors, windows, and types of locks.
6. Allow Police full access to facility.
7. Understand that the police assume command and control upon arrival.

Concealed Weapon

Response Actions. Call 911 immediately and notify campus safety as soon as possible. Provide details of the incident. Campus Safety will meet with and direct emergency responders to the scene.

Initial response actions, if safe and possible:

1. Do Not contact the individual!! Wait for the Police.
2. Do Not try and take the weapon!! Wait for the Police.
3. Do Not attempt to restrain or talk to the individual!! Wait for the Police.
4. Do not alarm the individual! Wait for the Police.
5. Do not alarm other associates or students.
6. Quietly send a runner to campus safety to notify management.
7. Tell the runner to remain at that location.
8. Tell runner to include as much of the following info as possible:
 - a) Who you are and your exact location.
 - b) Identification of assailant.
 - c) Description of assailant – height, clothing, etc.
 - d) Report type of weapon if known.
 - e) Number of associates and students in area.
 - f) Demeanor of assailant.
 - g) Any background information on the assailant.

Severe Weather

Severe local storms are the most common widespread hazard faced by Hill College. Effects of severe local storms - wind, snow, ice, hail and tornados - are immobility and loss of utilities. If electrical lines are damaged, other utilities such as telephone systems (cell and land lines), natural gas, water and sewer systems may become inoperable. Transportation routes may be impassable leaving both employees and students without the ability to get to and from the college.

Hill College classes and general business operations will continue unless otherwise notified.

If you are outside and threatened by severe weather or observe lightning, move inside a building or your vehicle, if available.

If classes and general business of Hill College are suspended during normal operating hours, faculty, staff and students will be notified through Rebel Alert, website and social media postings and in the event of telephone or electrical outage, by local radio and television media.

Severe weather may reduce the ability of faculty, staff and students to leave the building they are in or campus. Faculty and staff will be notified through the Inclement Weather procedures (attachment I) whether to release students or to shelter-in-place. (No one will be held against his or her will in a building, classroom or on campus.)

If it becomes necessary to close campus during pre-scheduled operating hours, the Vice President of Student Services or designee will initiate the inclement weather procedures (attachment I).

Notice of campus closure will also be announced through local radio and television media in addition to Rebel Alert and postings on the Hill College web and social media sites.

**Attachment B – MEMORANDUMS OF UNDERSTANDING AND
MUTUAL AID AGREEMENTS**

Attachment C – LIST OF ACRONYMS AND ABBREVIATIONS

| | |
|----------------|---|
| ARC | American Red Cross |
| CONOPS | Concept of Operations |
| CONPLAN | Concept of Operations Plan |
| COOP | Continuity of Operations Plan |
| ECO | Emergency Coordinating Officer |
| EOC | Emergency Operations Center |
| EAS | Emergency Alert System |
| EMS | Emergency Medical Services |
| EOP | Emergency Operations Plan |
| ESF | Emergency Support Function |
| HAZMAT | Hazardous Material(s) |
| HCERT | Hill College Emergency Response Team |
| IAP | Incident Action Plan |
| IC | Incident Commander |
| ICS | Incident Command System |
| ICT | Incident Command Team |
| ICP | Integrated Communications Plan |
| IDA | Initial Damage Assessment |
| IDAR | Initial Damage Assessment Report |
| JFO | Joint Field Office |
| JIC | Joint Information Center |
| MAA | Mutual Aid Agreement |
| MACC | Multi-Agency Coordination Center |
| MOU | Memorandum of Understanding |
| NGO | Nongovernmental Organization |
| NIMS | National Incident Management System |
| NRF | National Response Framework |
| NWS | National Weather Service |
| OSHA | Occupational Safety and Health Administration |
| PDA | Preliminary Damage Assessment |
| RACES | Radio Amateur Civil Emergency Services |
| SAR | Search and Rescue |
| SOP | Standard Operating Procedure |
| UC | Unified Command |

Attachment D – GLOSSARY OF KEY TERMS

Accessible

Having the legally required features and/or qualities that ensure entrance, participation and usability of places, programs, services and activities by individuals with a wide variety of disabilities.

Agency

A division of business or government with a specific function offering a particular kind of assistance. ICS agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

American Red Cross

An organization charged by statute and agreements with the responsibility of helping meet the human needs of disaster victims.

Catastrophe (catastrophic incident)

Any natural or manmade incident, including acts of terrorism, that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy and/or government functions.

Command Post

That location at which primary Command functions are executed; usually collocated with the Incident Base. Also referred to as the Incident Command Post.

Command Section

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Continuity of Operations

A process of identifying the essential functions - including staff, systems and procedures that ensure the continuation of the agency's ability to operate.

Coordination

The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

Crisis Management

A predominantly law enforcement function that includes measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

Declaration of Emergency

Whenever, in the opinion of the President or their designee, feels the safety and welfare of the people of the Hill College require the exercise of extreme emergency measures

Decontamination

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT.

Emergency

As defined by the *Code*, “any occurrence, or threat thereof, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources”.

Emergency Alert System (EAS)

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission to operate in a controlled manner, according to the State EAS Plan to inform the public of needed protective actions in the event of an emergency or disaster situation.

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Operations Center

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Emergency Operations Plan

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

Emergency Responder

Includes local, state and federal emergency services public safety, law enforcement, emergency medical services (pre-hospital and hospital), search and rescue, fire services, and related personnel, agencies and authorities.

Emergency Services

The preparation for and carrying out of the functions to prevent, minimize and repair injury and damage resulting from natural or man-made disasters, together with all other activities necessary or incidental to

the preparation for and carrying out of the forgoing functions.

Emergency Support Function

A function which takes agencies to provide or to coordinate certain resources in response to emergencies or disasters.

Evacuation

Assisting people to move from the path or threat of a disaster to an area of relative safety.

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, , or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Booker T. Stafford Relief and Emergency Assistance Act of 1988.

First Responder

Skilled personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence and the environment, such as government and non-governmental police, fire, emergency medical, search and rescue, emergency management, public health, public works and authorities.

Geographic Information System

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e.-data identified according to their locations.

Hazardous Materials

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Incident

An occurrence or event, natural or human-caused that requires an emergency response to protect life or property.

Incident Action Plan (IAP)

An oral or written plan containing general objectives reflecting overall strategy for managing an incident.

Incident Command System

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements:

Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

Integrated Communications Plan

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Joint Information Center

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene for the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Field Office (JFO)

A temporary federal facility established near a declared disaster area to provide a central point for federal, state, voluntary and local officials with responsibilities for incident oversight, direction and assistance.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship.

Lockdown

Procedure that results in confining people to their classroom, offices or other areas of the campus that will provide safety and security.

Major Disaster

Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States that, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and federal warning centers or other federal agencies to the state warning points.

Mitigation

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

Mutual Aid Agreement

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and equipment in an emergency situation.

National Incident Management System (NIMS)

A system mandated by the federal Homeland Security Presidential Directive (HSPD) #5 that provides a consistent, nationwide approach for governments(federal, state and local), voluntary agencies and the private sector to work effectively and efficiently together to prepare for, respond to, and recovery from incidents, regardless of cause, size or complexity. NIMS uses a core set of concepts, principles and terminology.

National Response Framework

Establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency.

Preparedness

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

Recovery

Activities that address the short-term and long-term needs and the resources to assist, restore, strengthen and rebuild affected individuals and communities.

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.

Threat

Any indication of possible violence, harm or danger.

Volunteer

Any individual accepted to perform services by any agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed.

Unified Command

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all.

Attachment E – Flow Charts

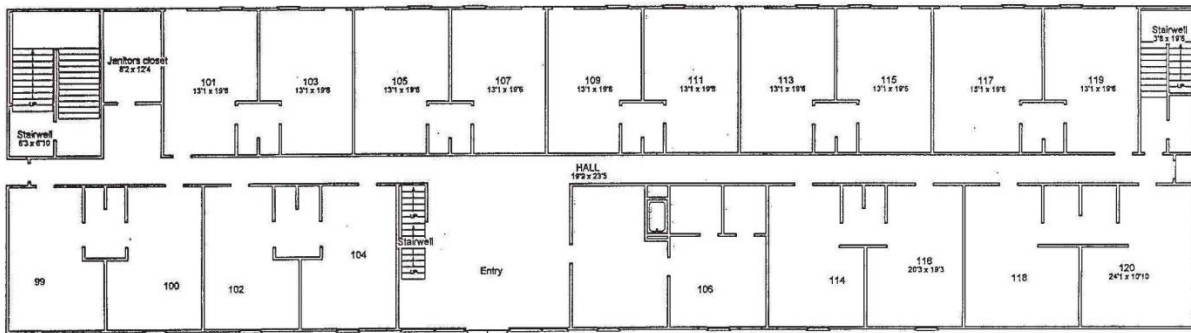
Hill College employees should reference the Secure Area to review the Flow Charts for each campus and center.

Attachment F – Building Plans

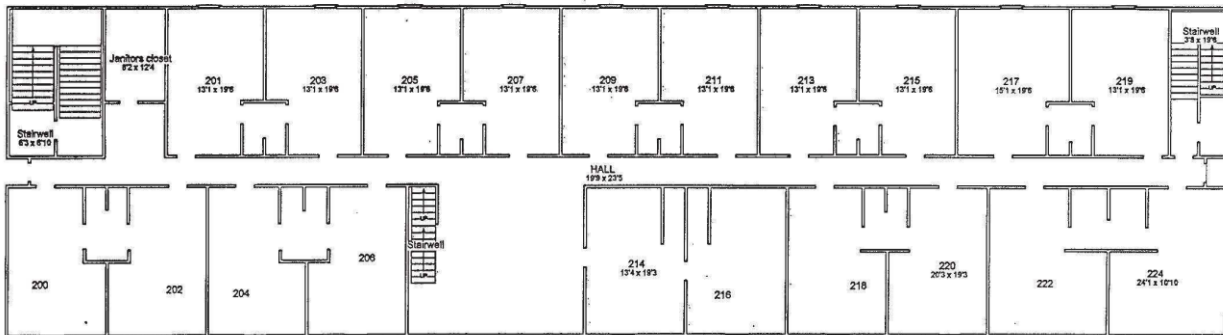
HILL COUNTY CAMPUS

Building 50 – Frazier Hall

(14040 Square Feet)



1ST FLOOR
7276 sq ft
Frazier Hall

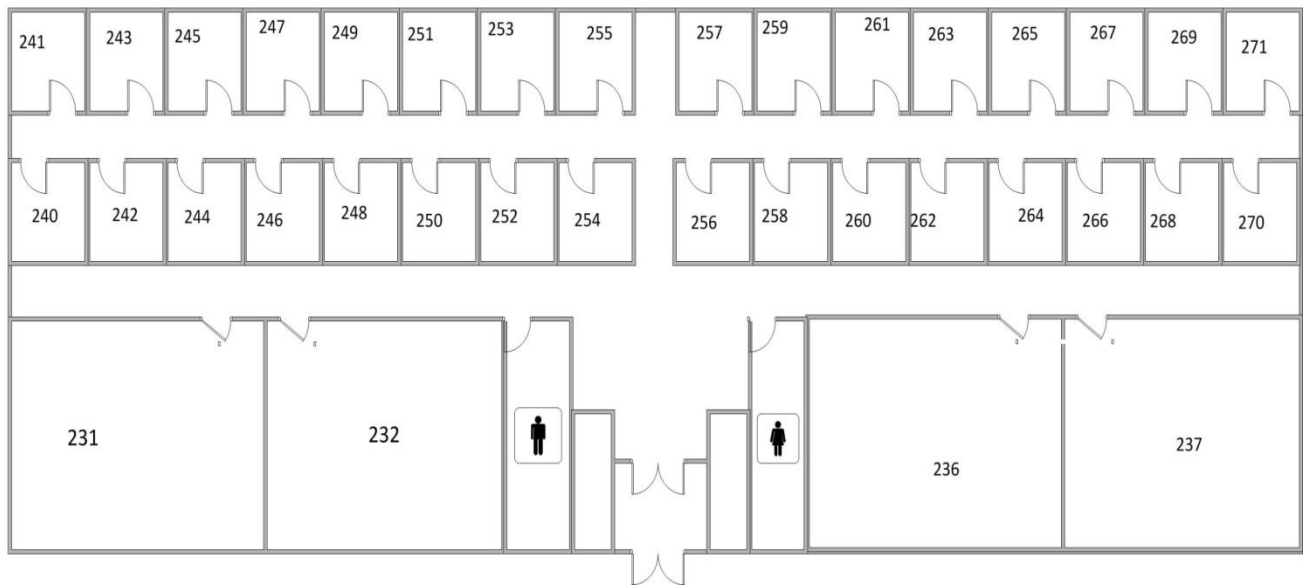


2ND FLOOR
7276 sq ft
FRAZIER HALL

Building 54 – Faculty Office & Classrooms – OFFC

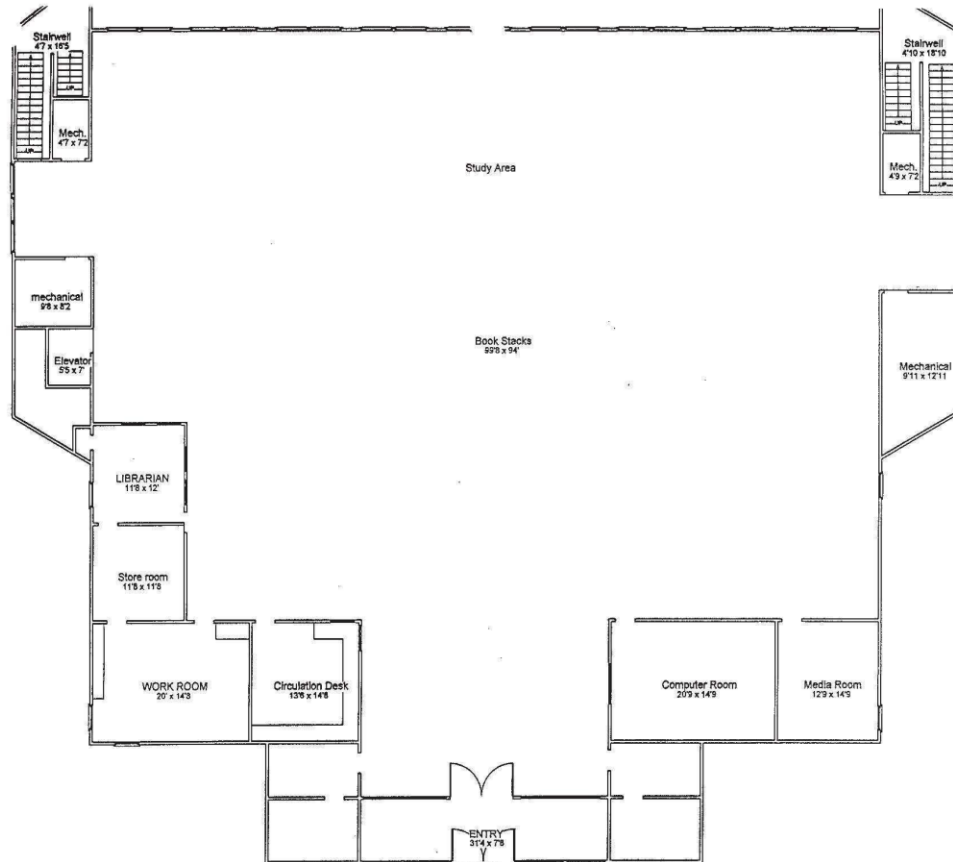
(9928 Square Feet)

Faculty Building #54



Building 57 – Library/Classrooms– LIBR

(14667 Square Feet)

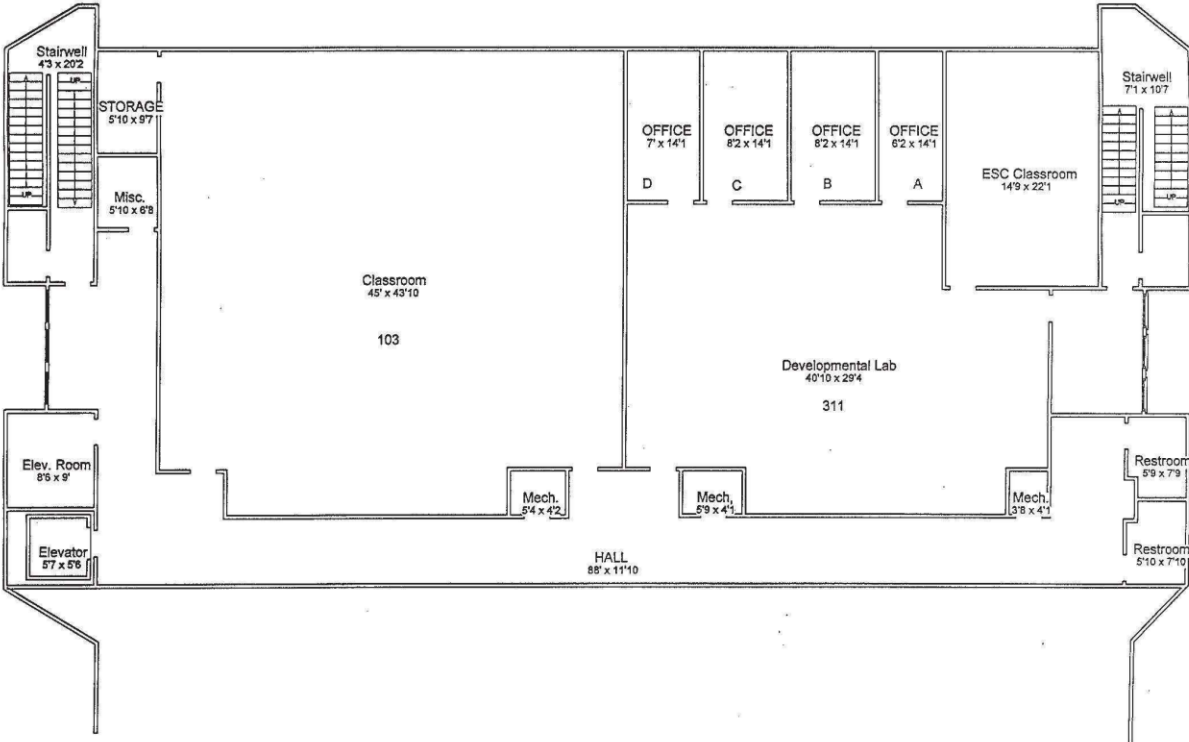


LIBRARY LEVEL FLOOR PLAN
10717 sq ft

Bldg #57

Building 57 – Library/Classrooms – LIBR (continued)

(14667 Square Feet)

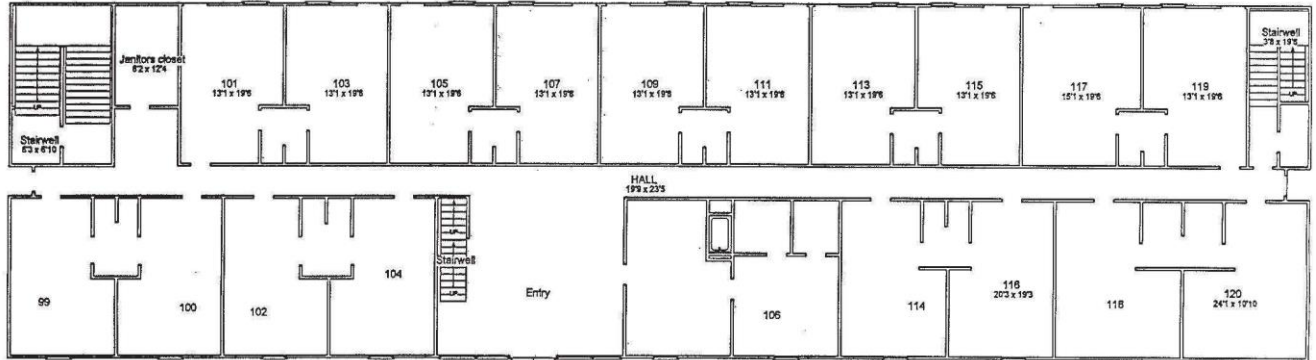


LIBRARY LOWER LEVEL FLOOR PLAN
5839 sq ft

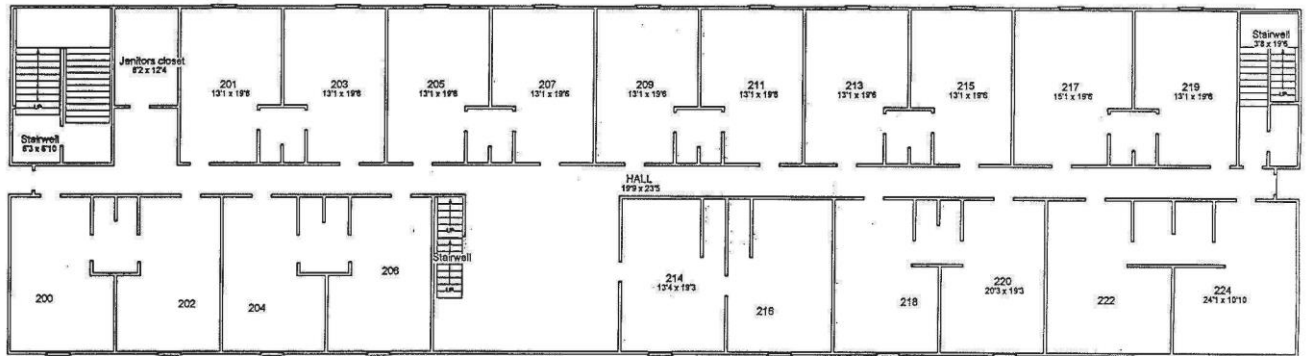
Bldg # 57

Building 60 – Dudley Hall

(14040 Square Feet)



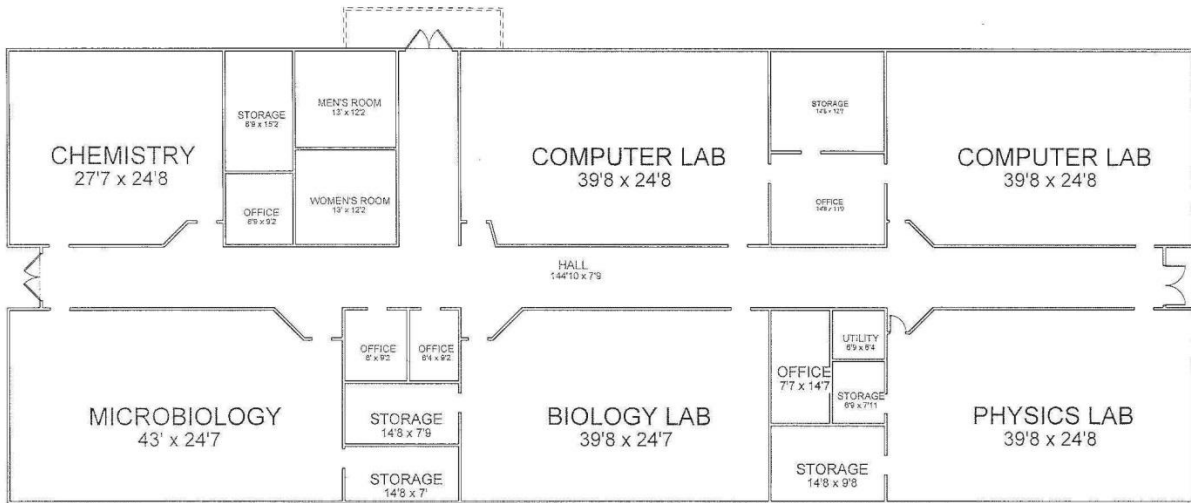
1ST FLOOR
7276 sq ft
DUDLEY HALL



2ND FLOOR
7276 sq ft
DUDLEY HALL

Building 64 – Science & Labs (SCI)

(9075 Square Feet)

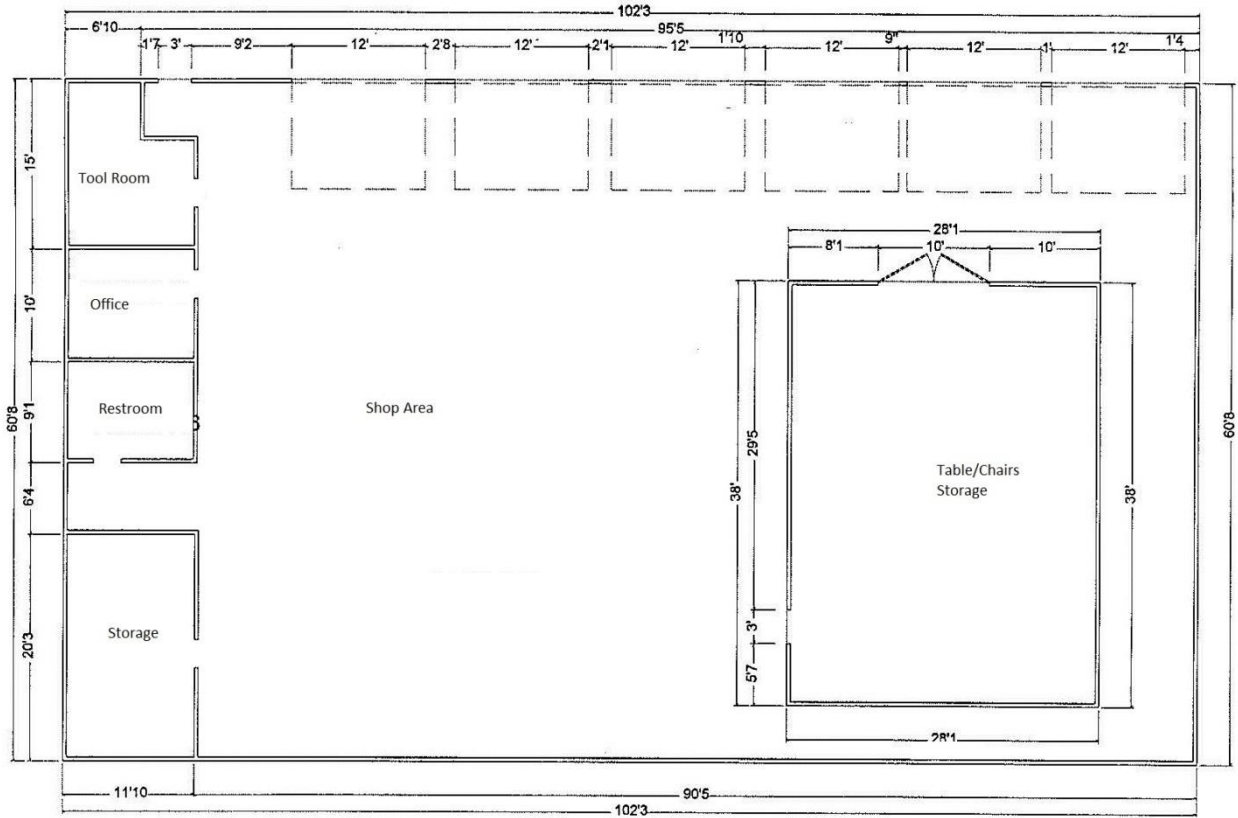


SCIENCE BUILDING
8900 sq ft

Bldg #64

Building 66 – Vehicle Maintenance

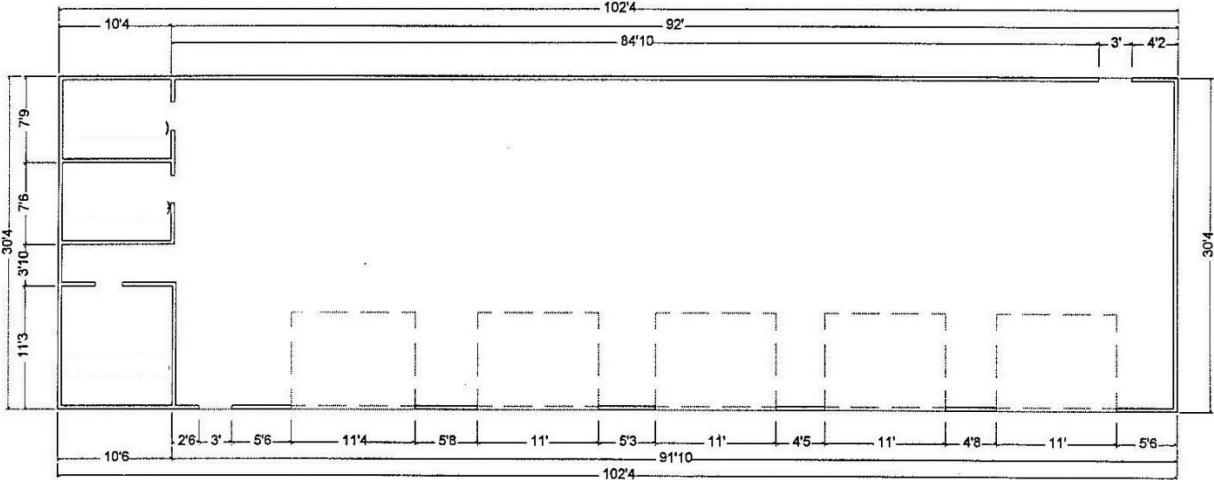
(6203 Square Feet)



Bus Barn - 66
6203 sq ft

Building 68 – Storage Building

(3030 Square Feet)

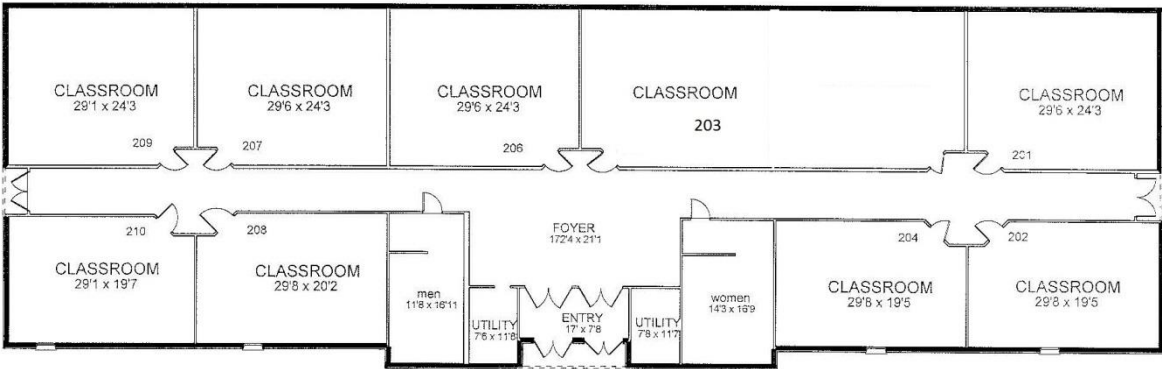


Museum Storage - #68

3104 sq ft

Building 70 – Instruction - INST

(8874 Square Feet)



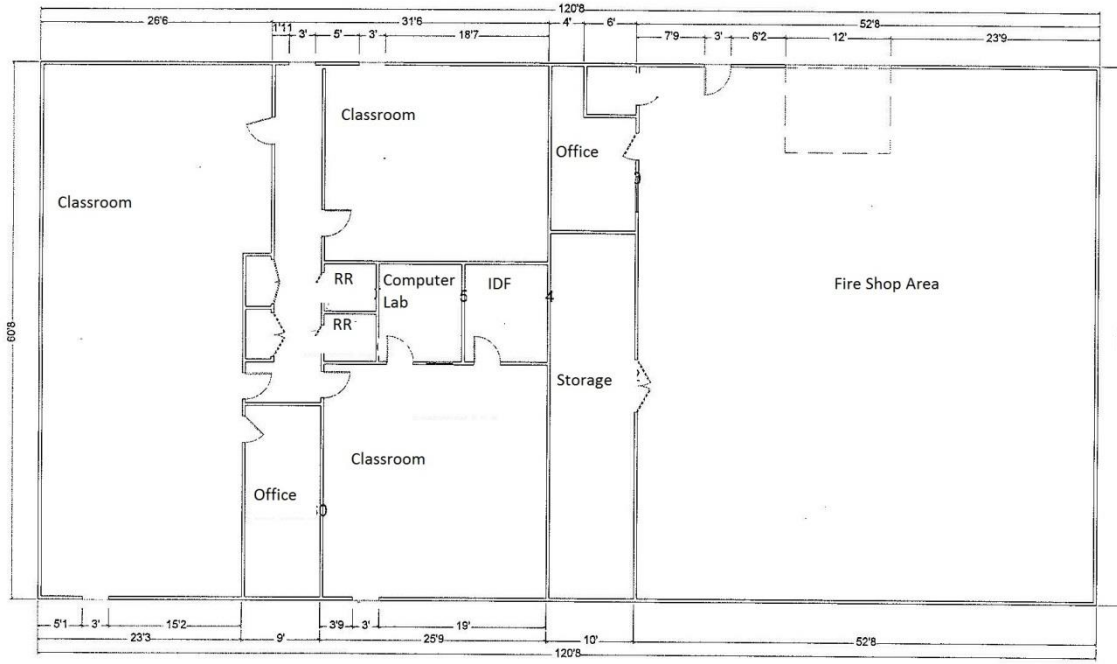
INSTRUCTION BUILDING

9871 sq ft

#70

Building 76 – Criminal Justice/Fire - CRIJ

(7200 Square Feet)



Fire Academy #76

7320 sq ft

Building 77 – Cafeteria and Continuing Education

(22224 Square Feet)

NO FLOOR PLAN AVAILABLE

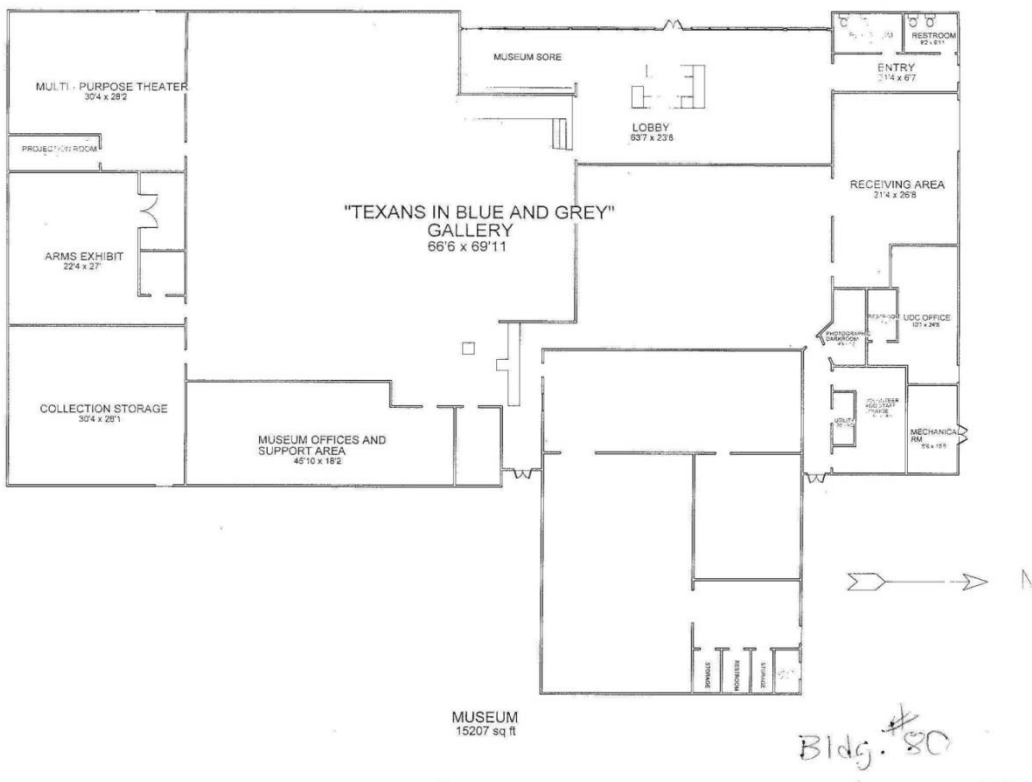
Facility 78 – Sand Volleyball Court

(___ Square Feet)



Building 80 – Texas Heritage Museum - MUSM

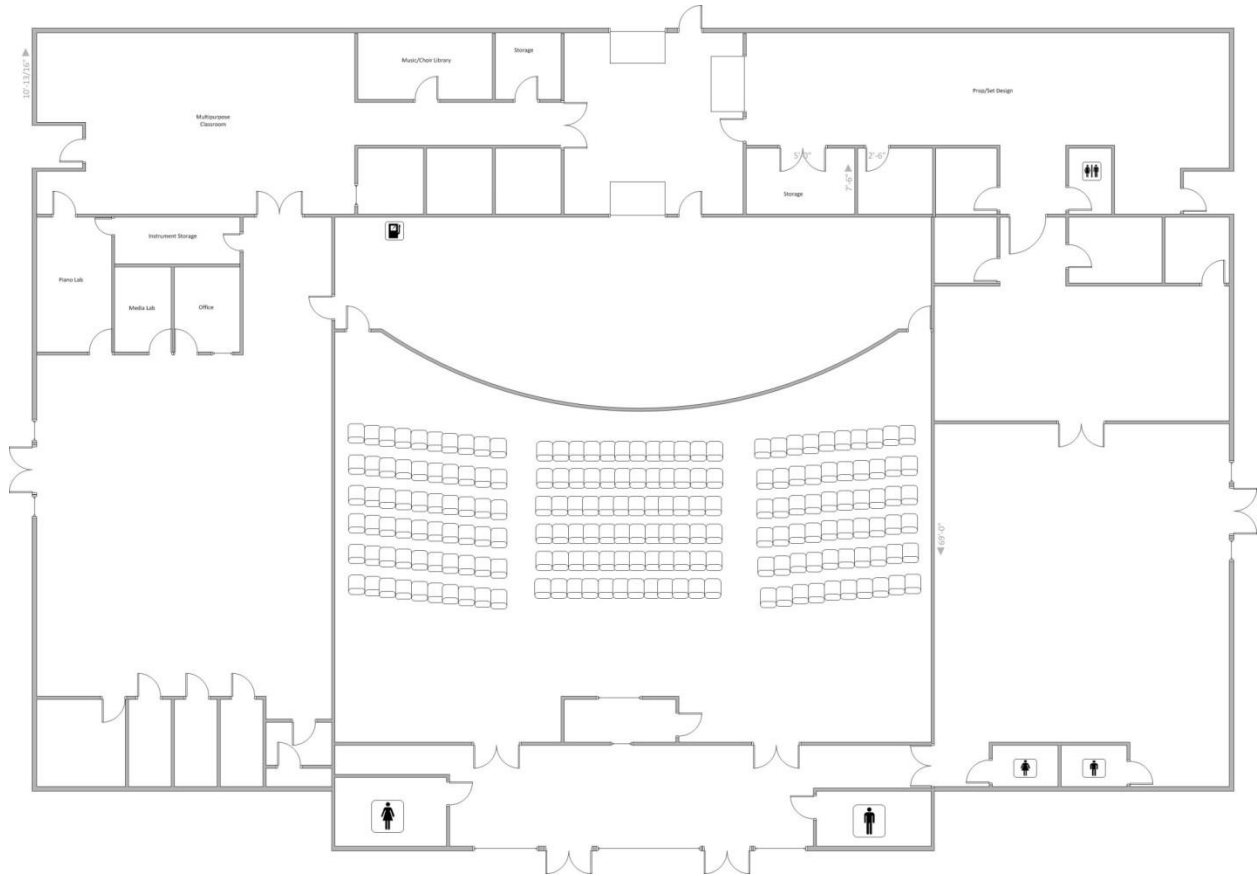
(16704 Square Feet)



Building 84 – Vara Martin Daniel Performing Arts Center - PAC

(1996 Square Feet)

(1200 Square Feet) Storage Building



Facility 86 – Softball Field - SBFD

(872 Square Feet) Dugouts and Pressbox

(180 Square Feet) Softball Storage Building

NO FLOOR PLAN AVAILABLE

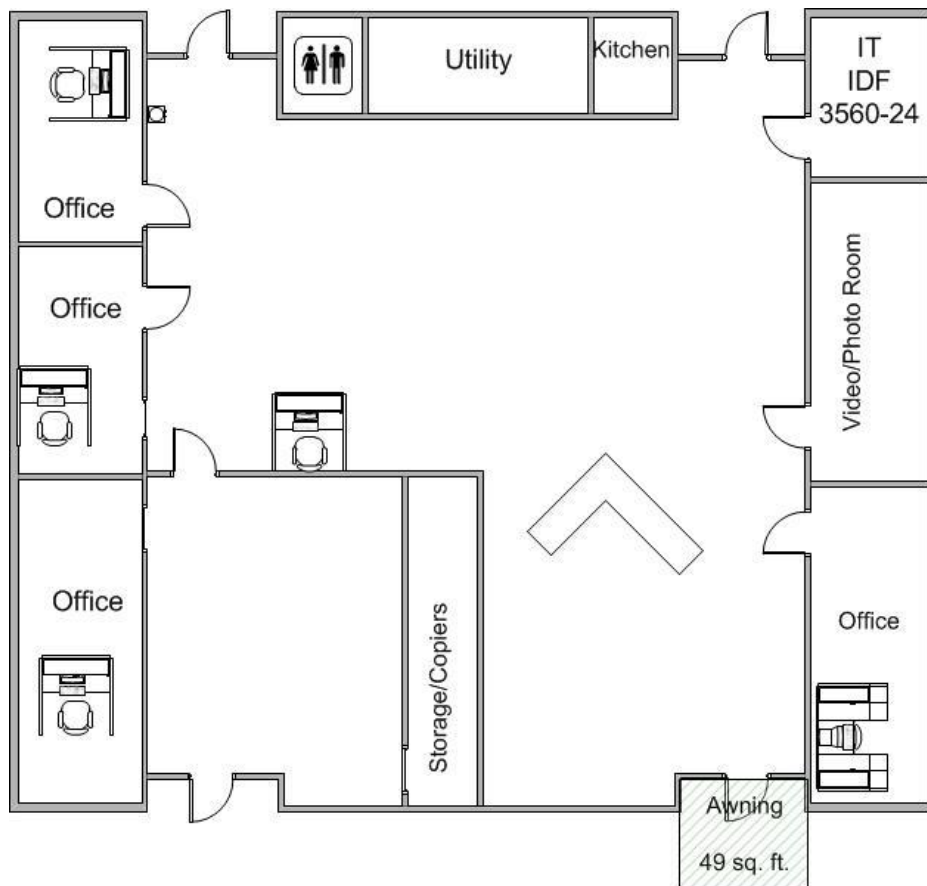
Building 88 – Building Maintenance

(___ Square Feet)

NO FLOOR PLAN AVAILABLE

Building 100 – Bookstore

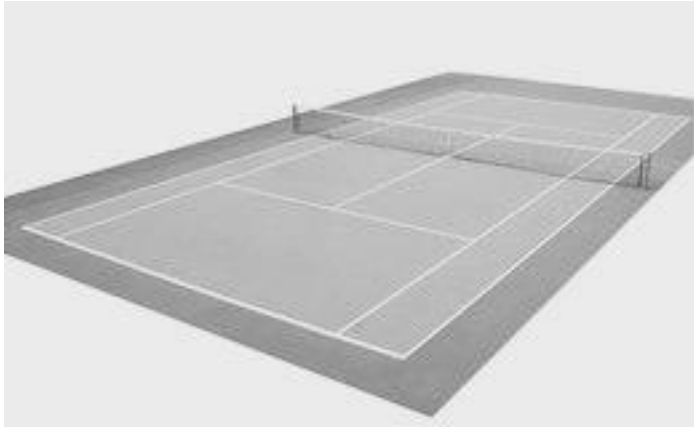
(3289 Square Feet)



Welcome
Center

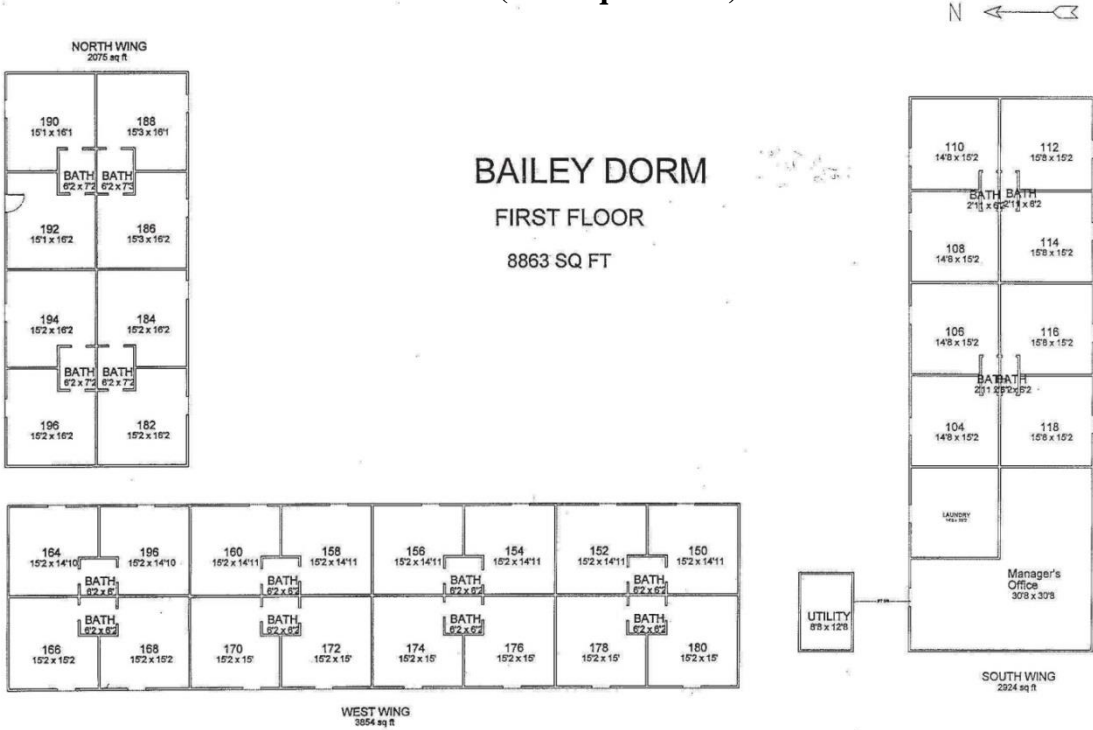
Facility 106 – Tennis Court

(___ Square Feet)



Building 107 – Bailey Hall

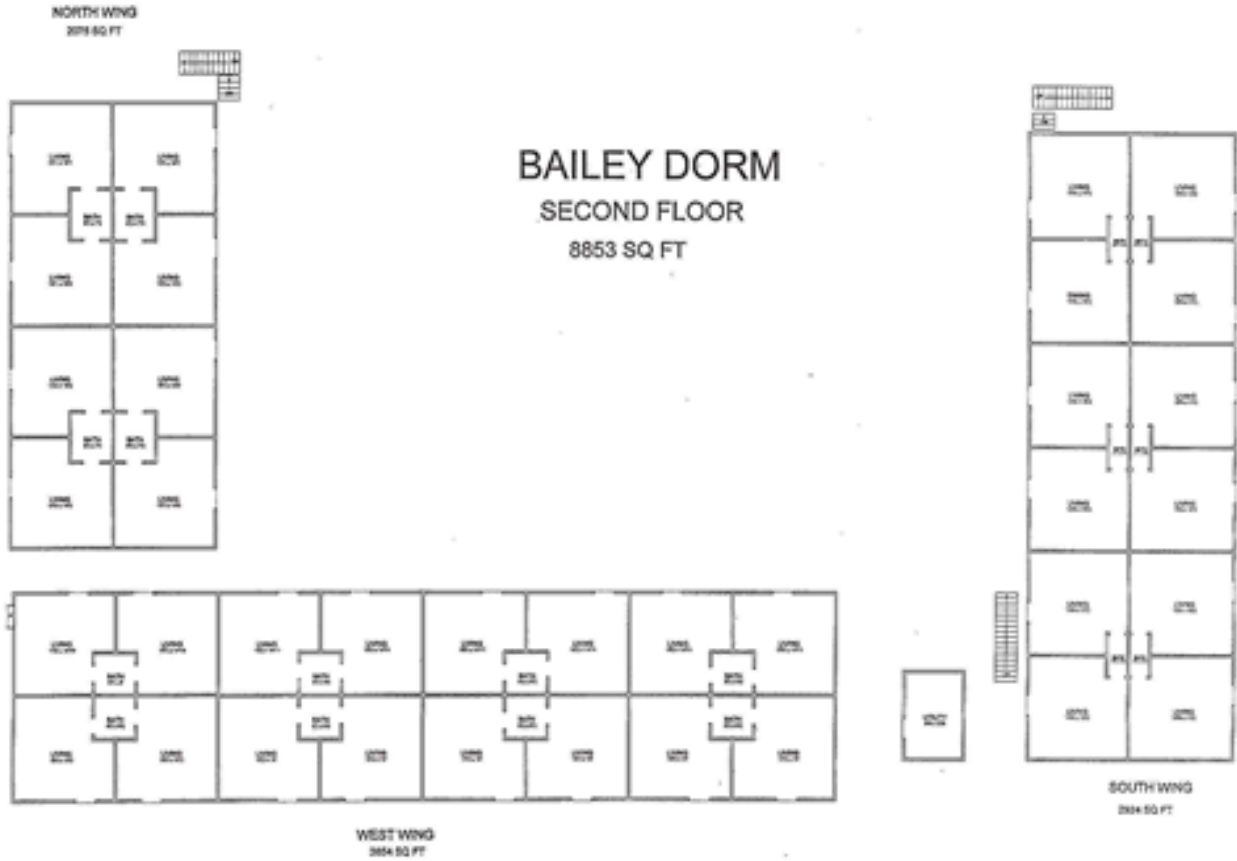
(2176 Square Feet)



#107

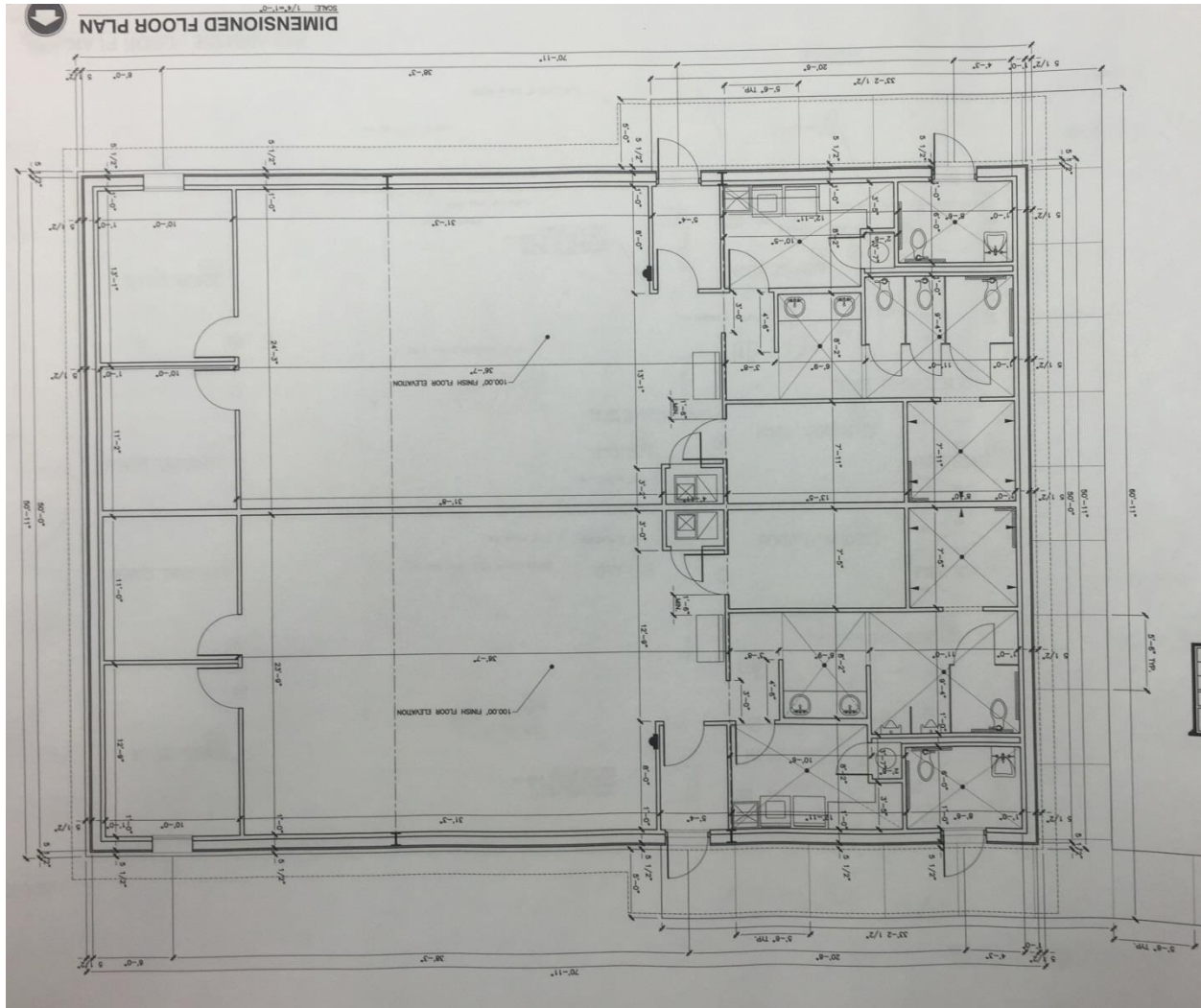
Building 107 – Bailey Hall (continued)

(22176 Square Feet)



Building 108 – Baseball/Softball Clubhouse

(3500 Square Feet)



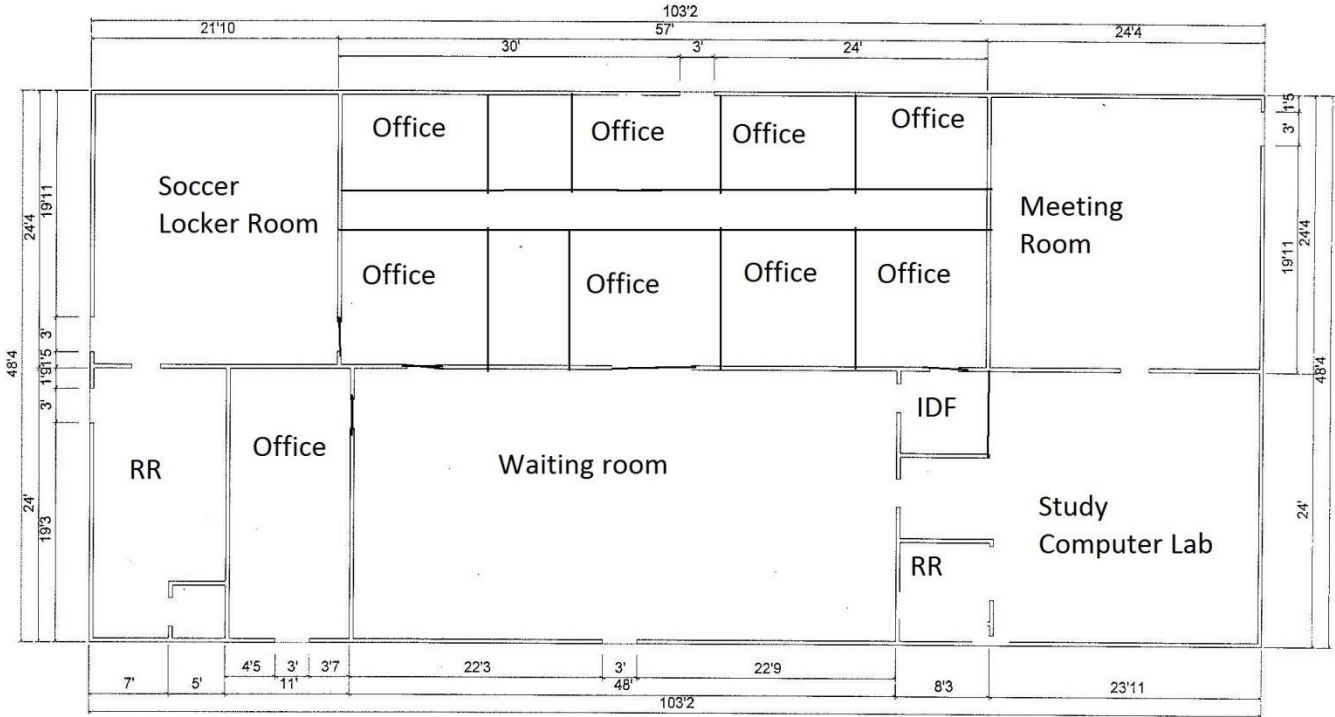
Building 112 – Administration - ADM

(17610 Square Feet)

NO FLOOR PLAN AVAILABLE

Building 114 – Academic Advising & Success Center

(5200 Square Feet)



Advising #114
4986 sq ft

Facility 116 – Baseball Field - BBFD

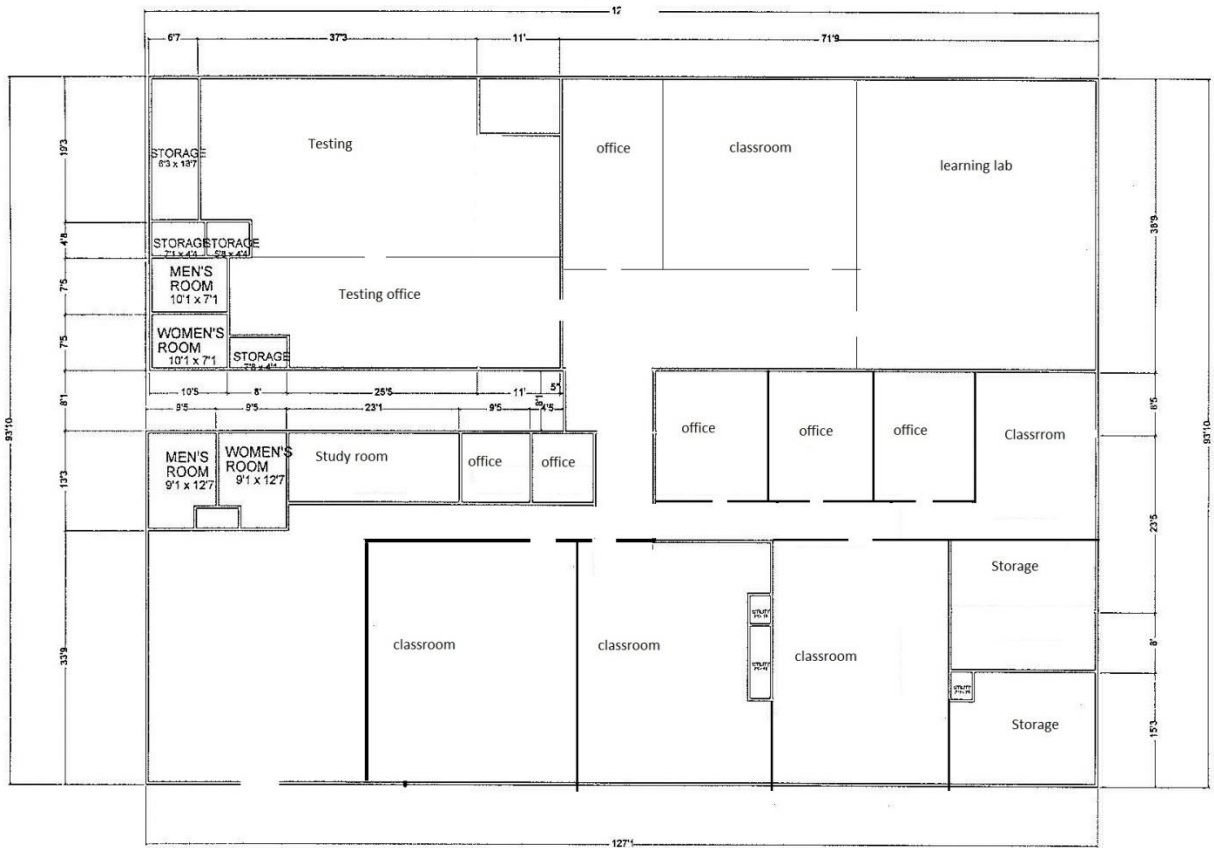
(561 Square Feet) Dugout and Pressbox

(4747 Square Feet) Batting Cage/Storage

NO FLOOR PLAN AVAILABLE

Building 124 – Distance Learning/Testing Center/Developmental Labs/Learning Center - LCTR

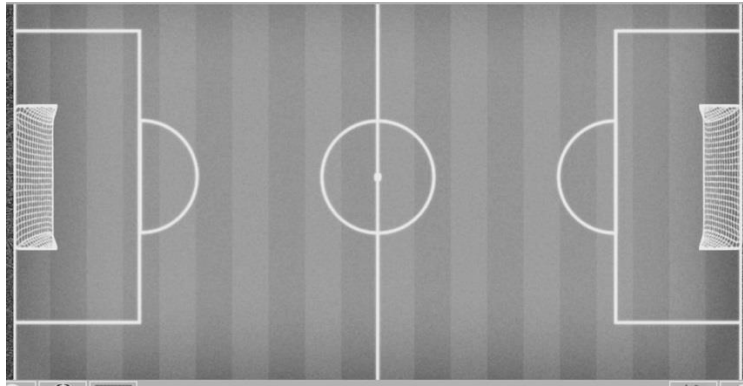
(11018 Square Feet)



Learning Center
11454 sq ft

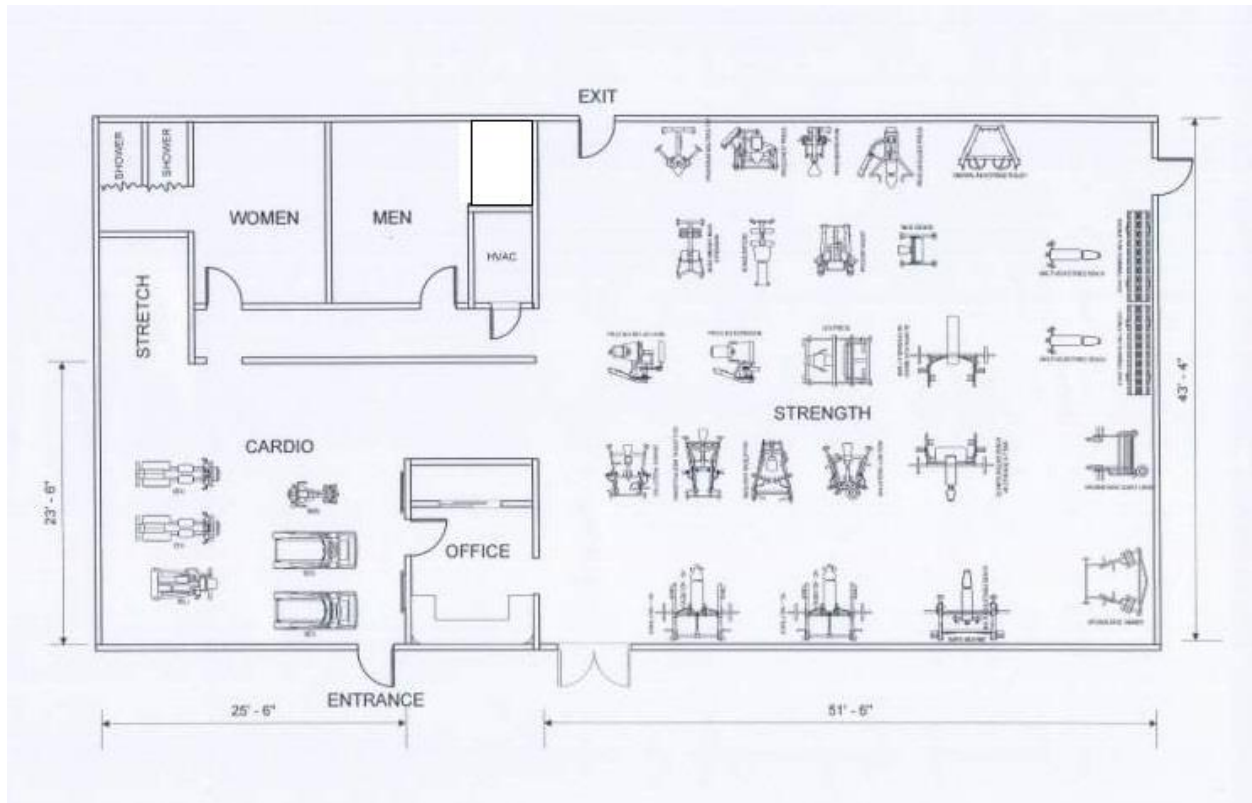
Facility 127 – Soccer Practice Field - SCFD

(___ Square Feet)



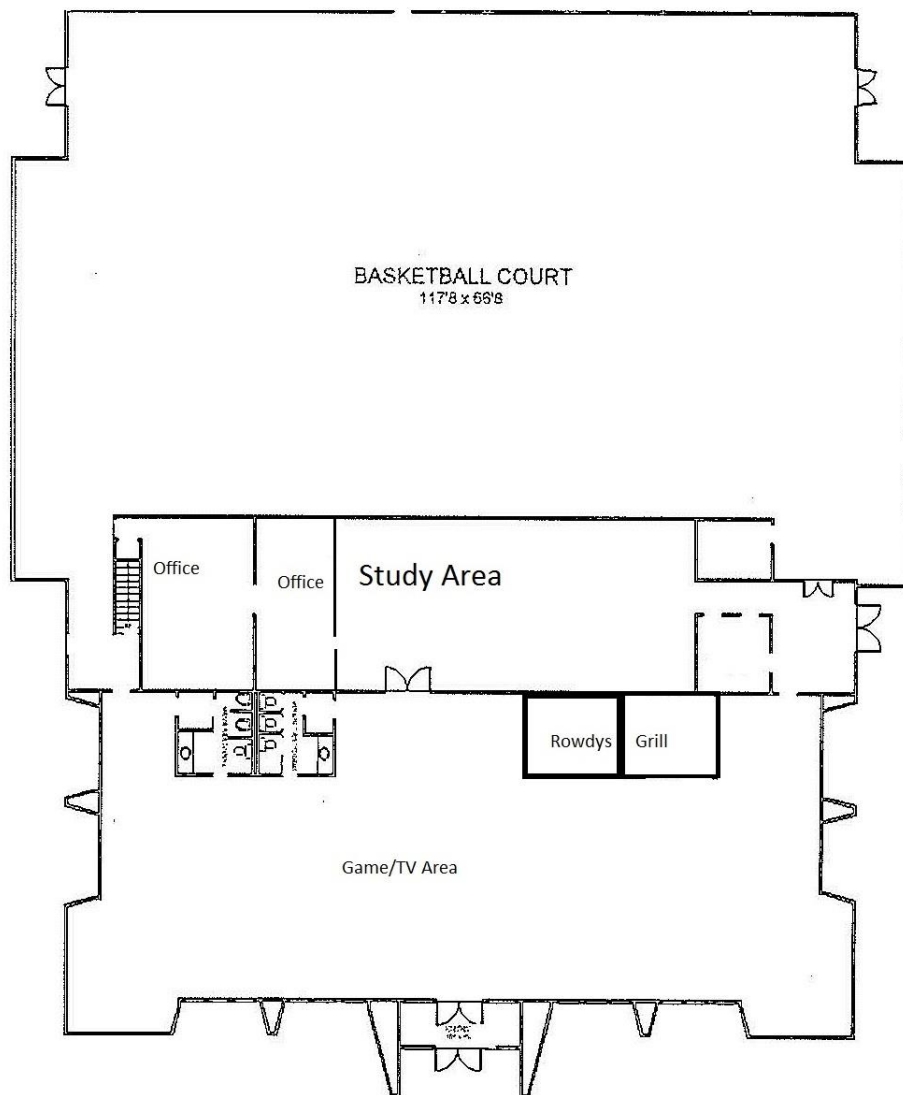
Building 134 – Student Activities Office/Residence Hall/Wellness Center/Activity & Student Center - STGM

(4050 Square Feet)



**Building 134 – Student Activities Office/Residence
Hall/Wellness Center/Activity & Student Center - STGM
(continued)**

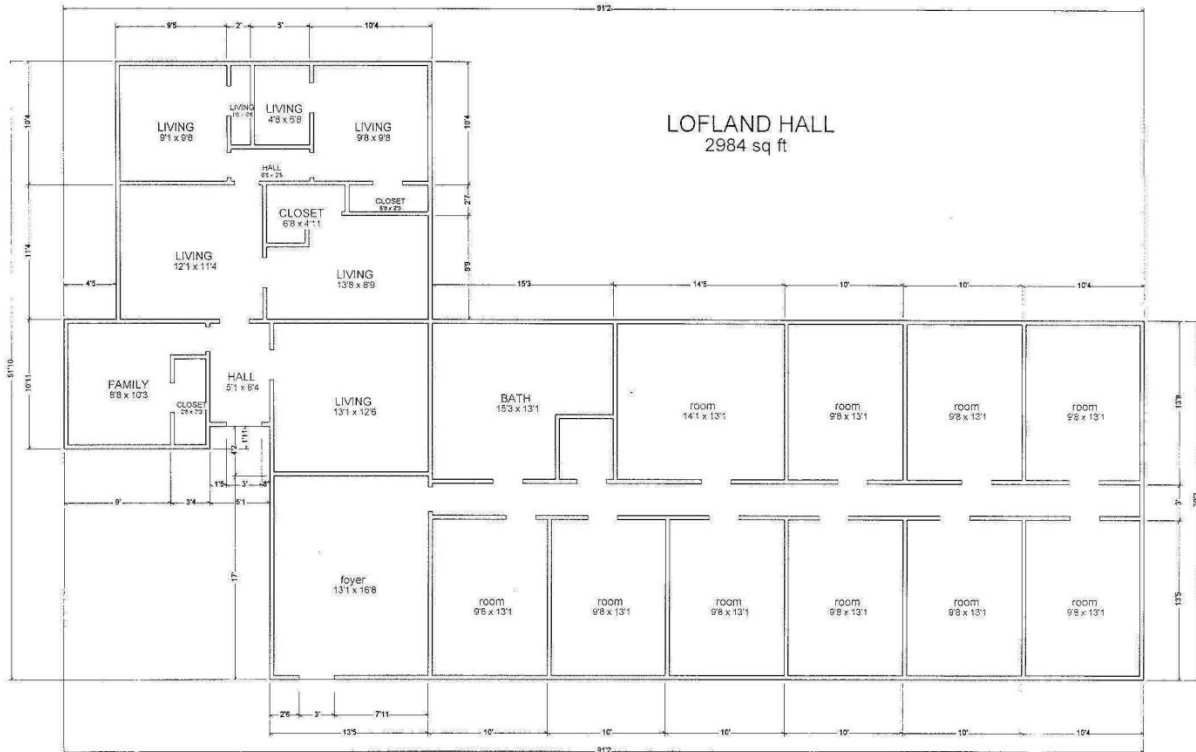
(17630 Square Feet)



Student Center
Building 134

Building 137 – Storage (Lofland Hall)

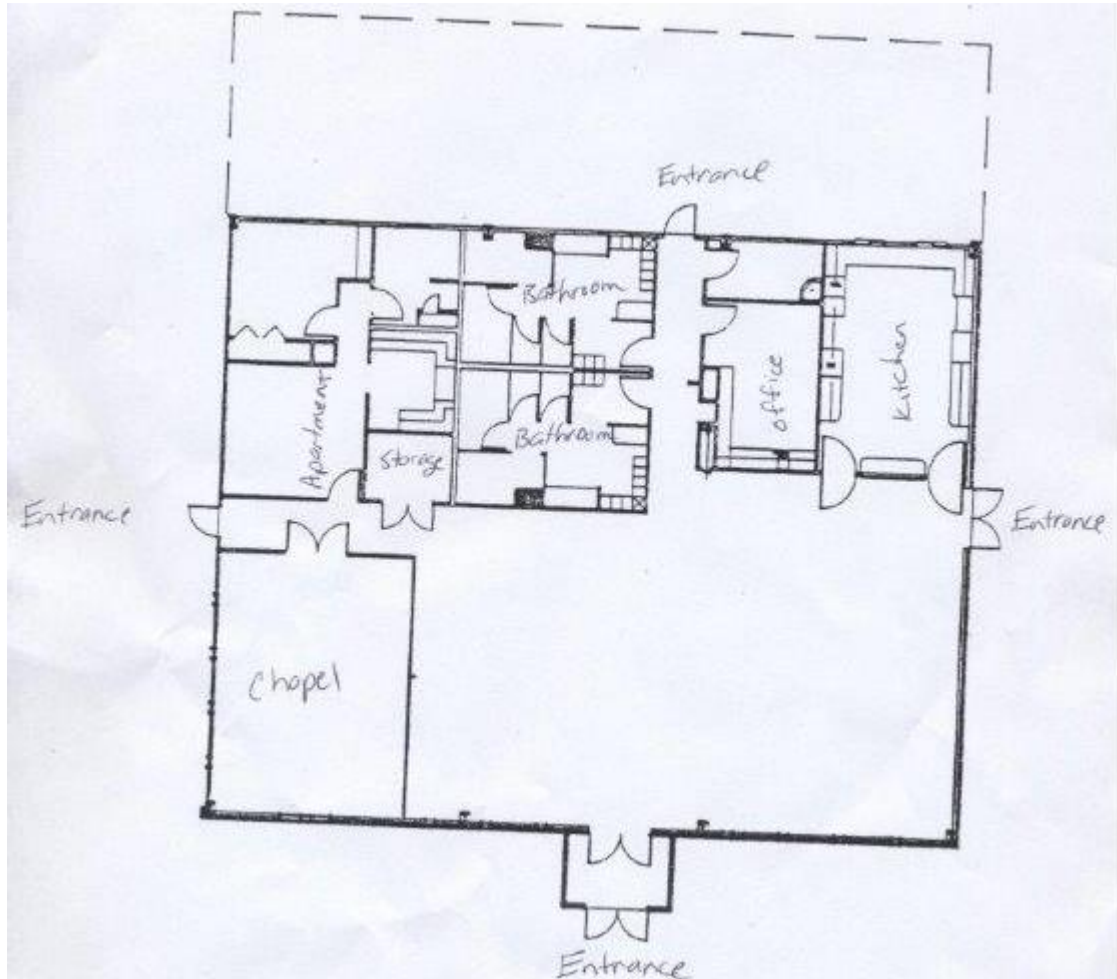
(3723 Square Feet)



#137

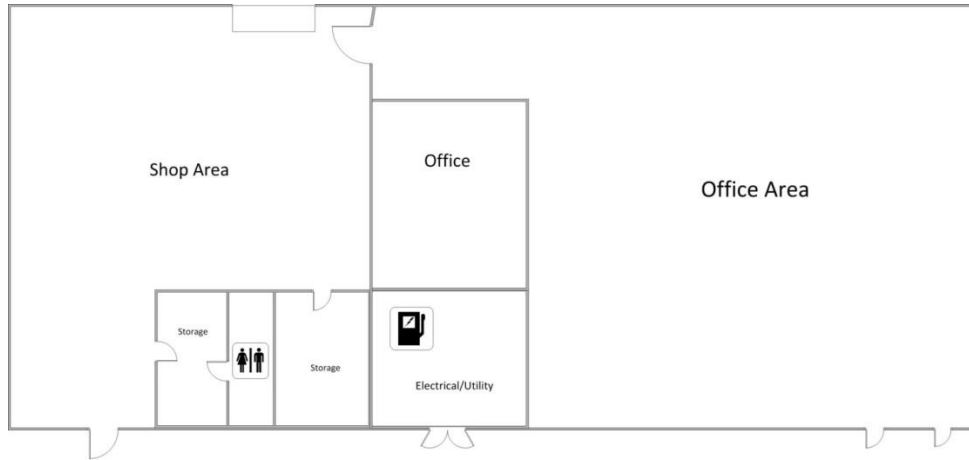
Building 138 – United Christian Fellowship (UCF)

(6500 Square Feet)



Building 140 – Shipping & Receiving/Information Technology

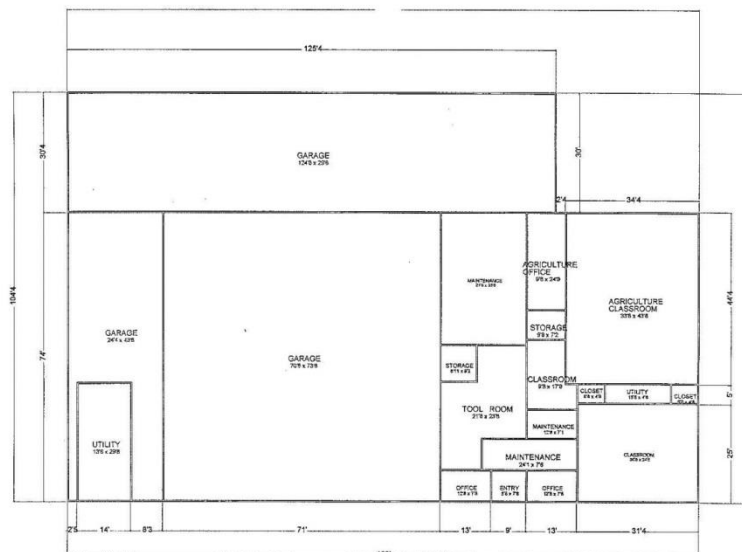
(3180 Square Feet)



3180 Square Footage
 Information
 Technology Building
 #140

Building 144 – Agriculture AGRI/Geology Lab/Athletic Training (Maintenance/Housekeeping)

(15800 Square Feet)



AGRICULTURE / VEHICLE MAINTENANCE
 5335 sq ft

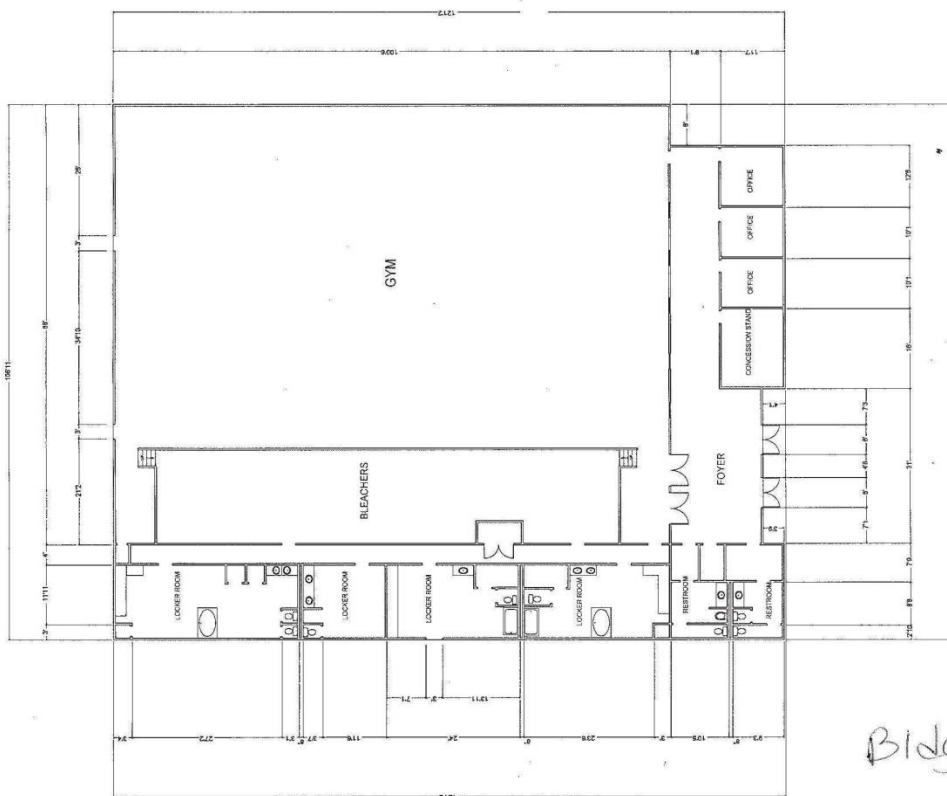
Building 147 – Baptist Student Center

(Square Feet)

NO FLOOR PLAN AVAILABLE

Building 148 – Bob Bullock Sports Center – BBGM/BBSC

(13174 Square Feet)

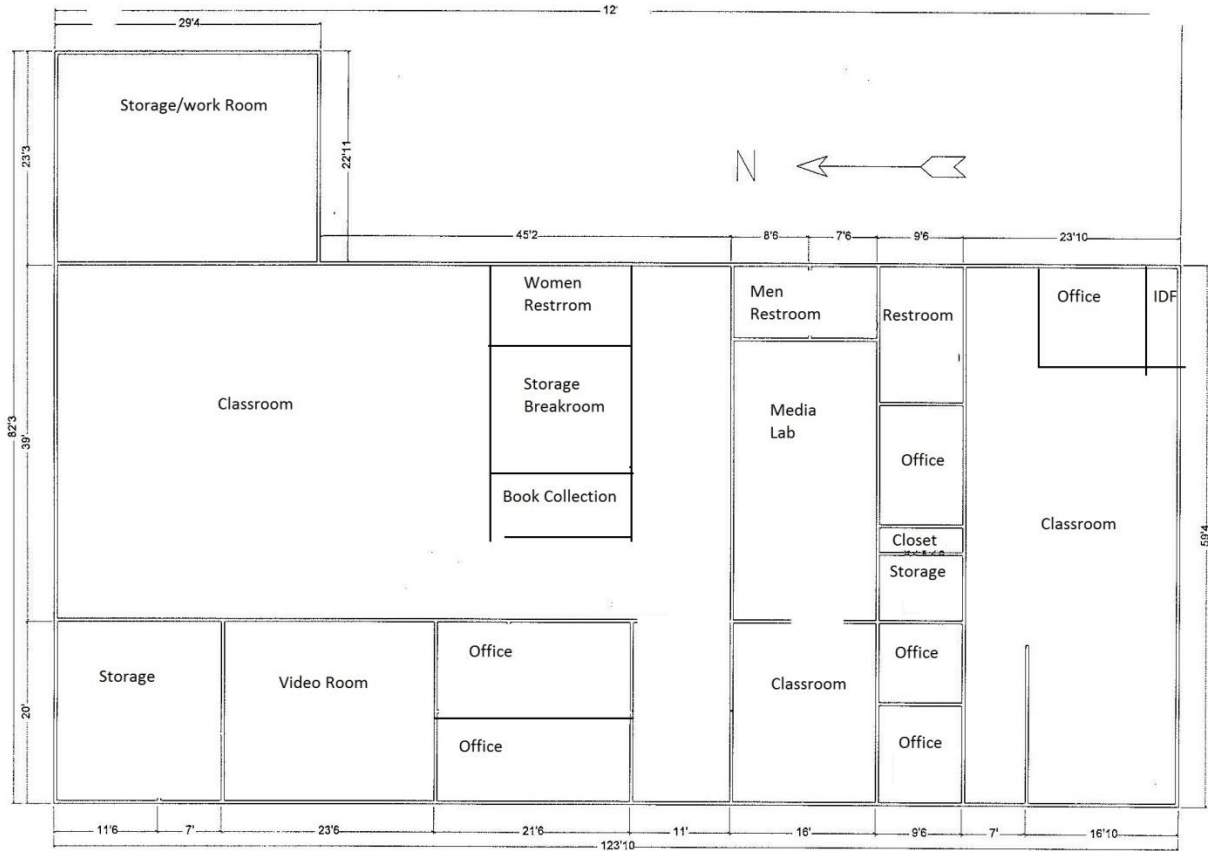


BOB BULLOCK SPORTS CENTER
12656 sq ft

Bldg #148

Building 150 – Fine Arts - ARTS

(7975 Square Feet)

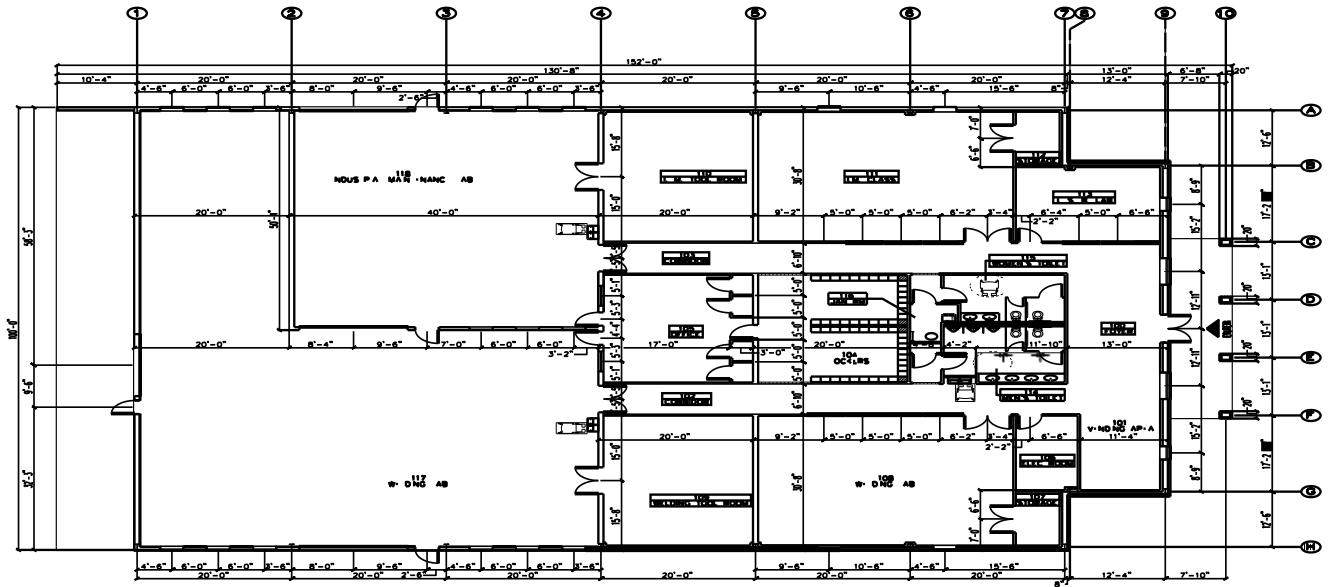


Fine Arts #150

8019 sq ft

Building 197 – Welding (HWLD)

(15200 Square Feet)



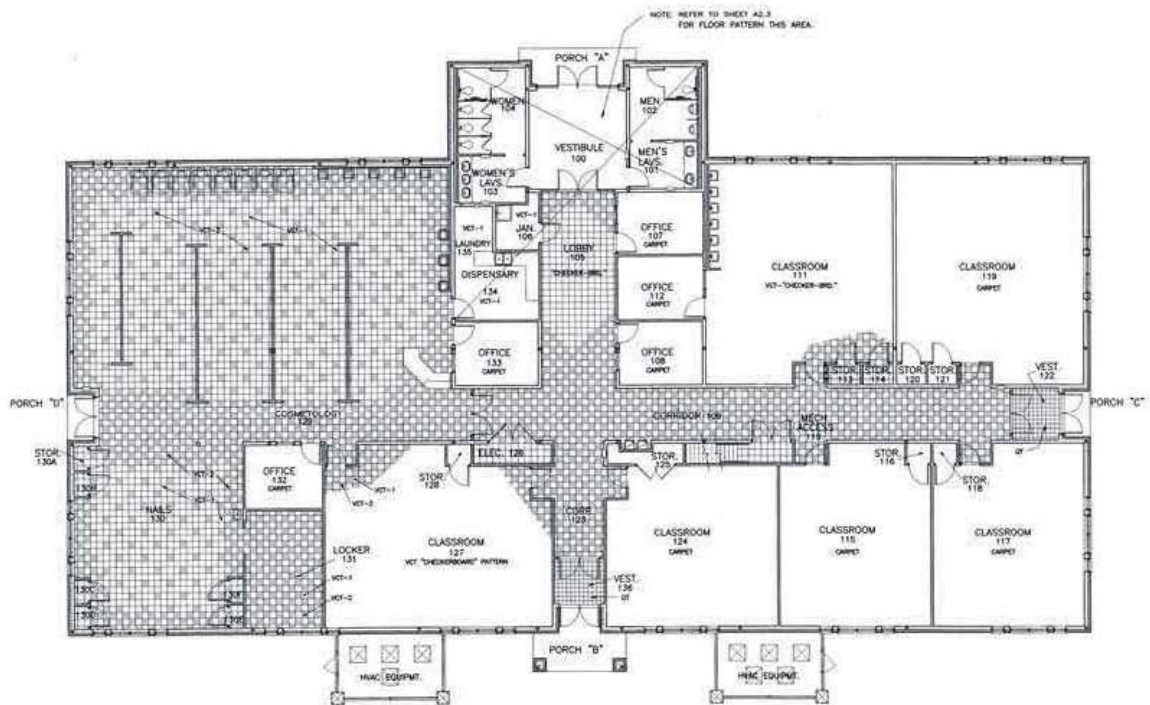
Facility 200 – Rodeo Arena - ARNA

(66786 Square Feet)

NO FLOOR PLAN AVAILABLE

Building 1800 – Nursing & Cosmetology – COSM/NURS

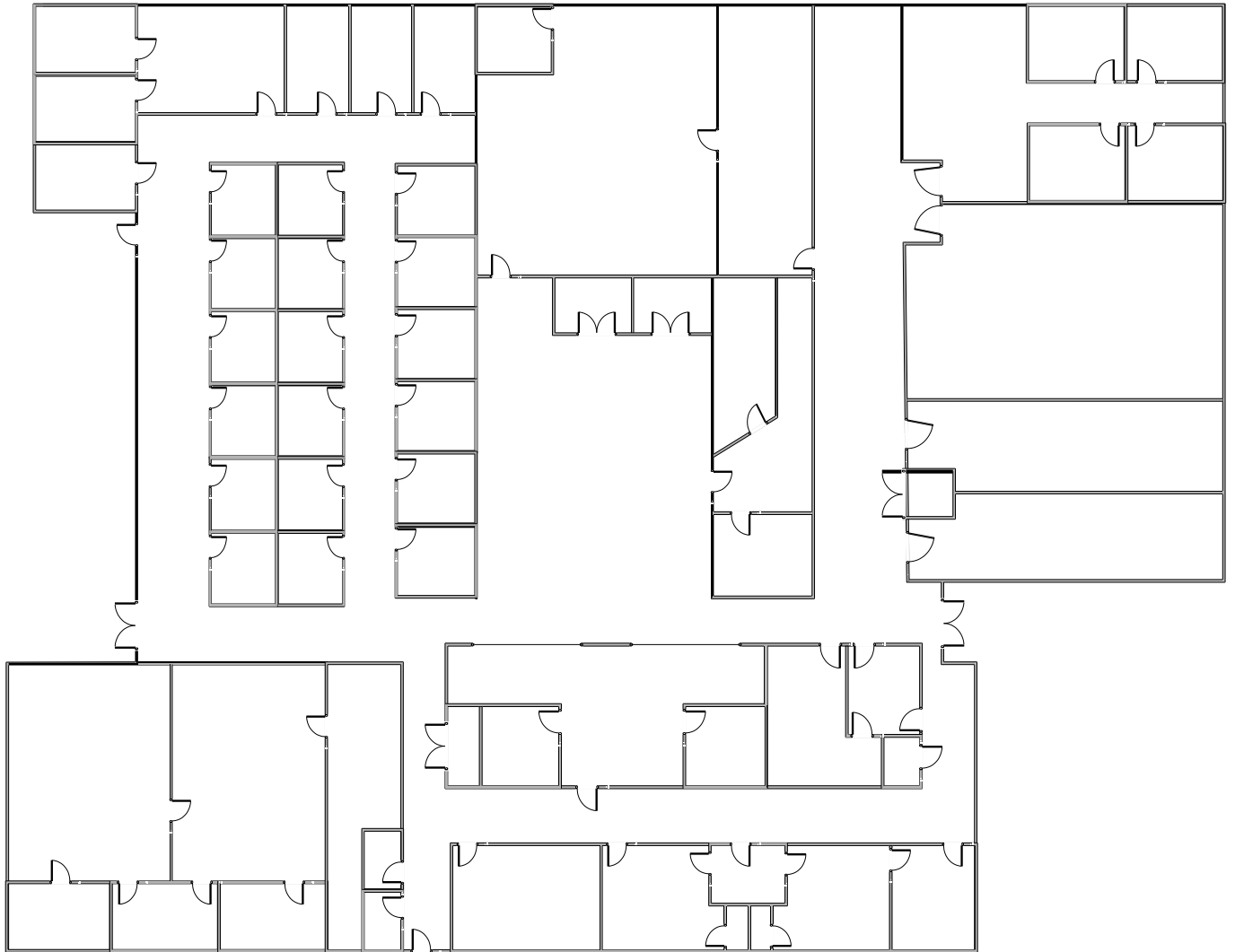
(12257 Square Feet)



JOHNSON COUNTY CAMPUS

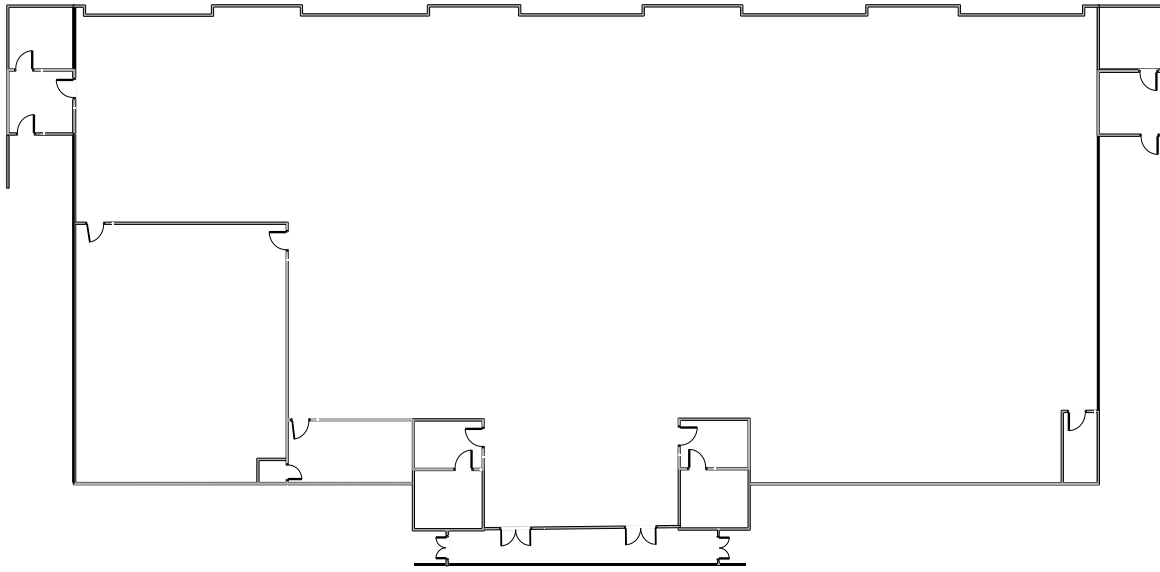
Building 1 – Mayfield Administration Building

(17344 Square Feet)



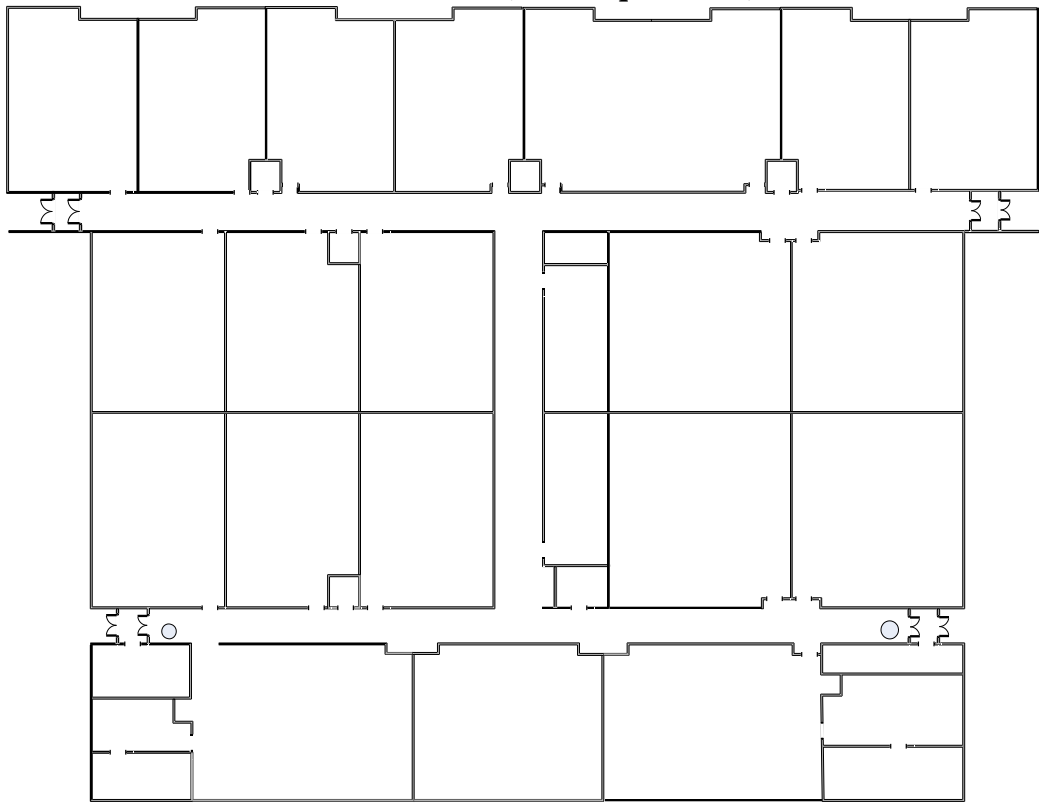
Building 2 – Library

(9786 Square Feet)



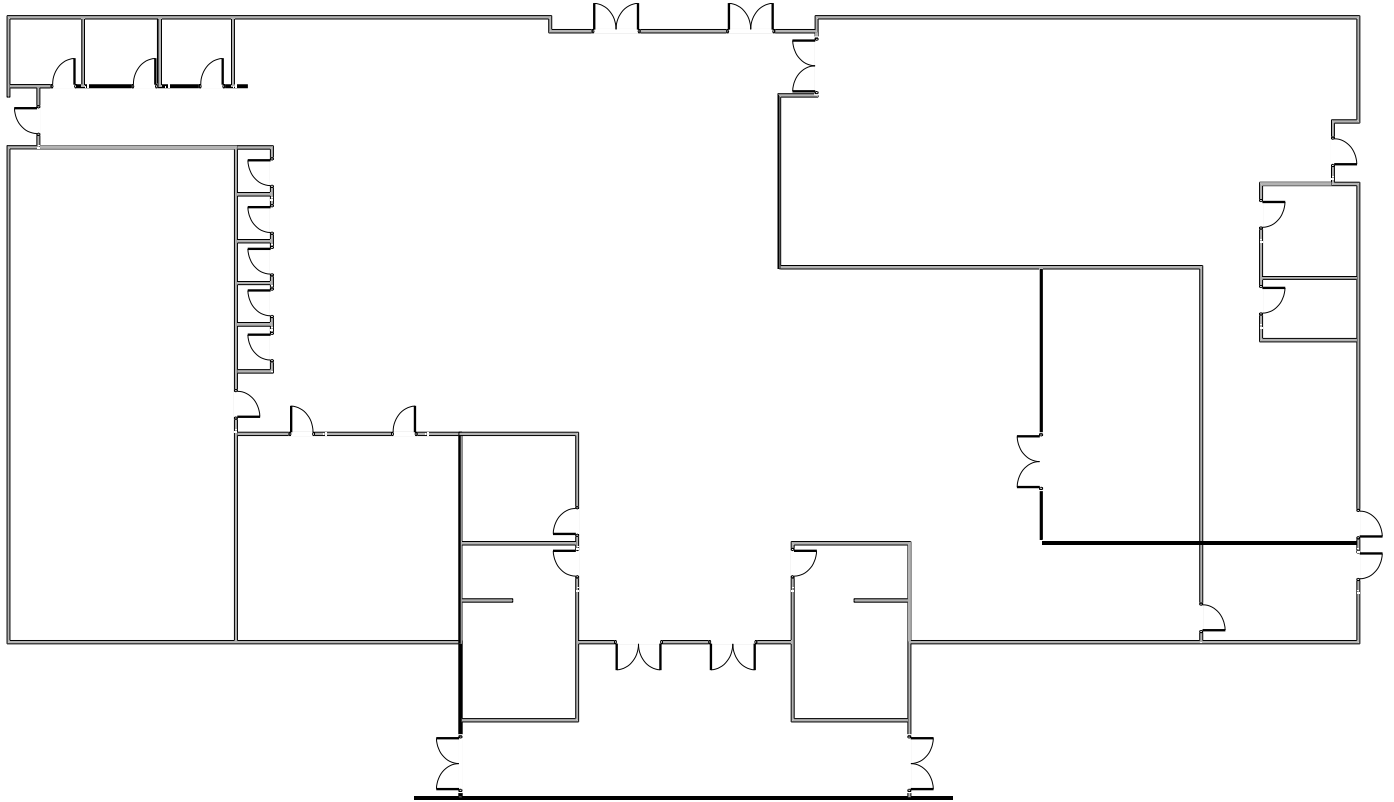
Building 3 – Instruction

(21453 Square Feet)



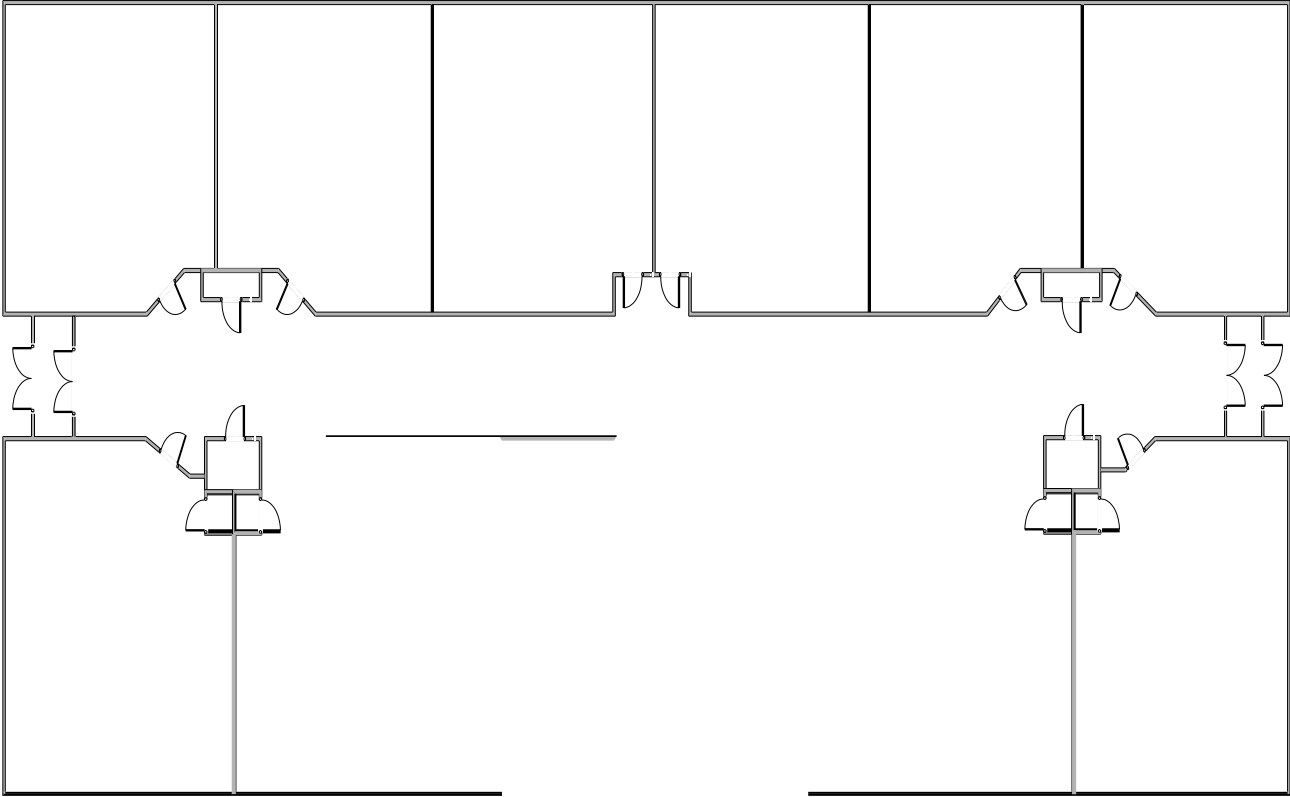
Building 4 – Student Center/Bookstore

(13619 Square Feet)



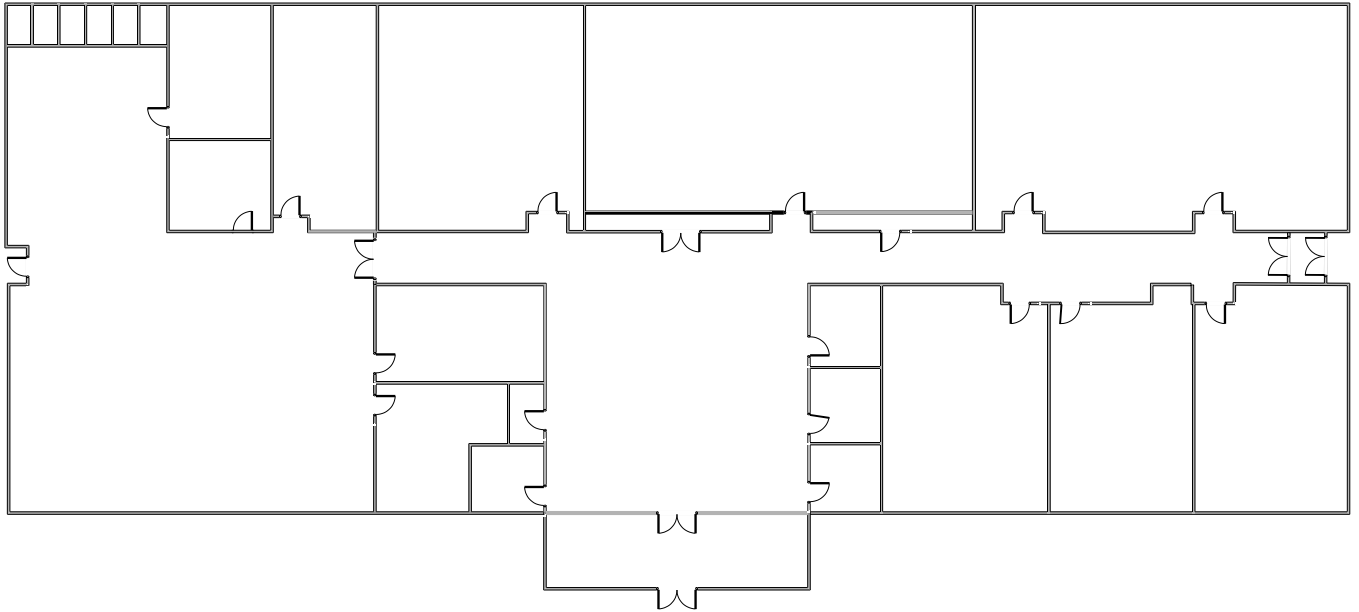
Building 5 – Wheat Nursing Building

(13780 Square Feet)



Building 6 – Technology

(12252 Square Feet)



Building 7– Maintenance

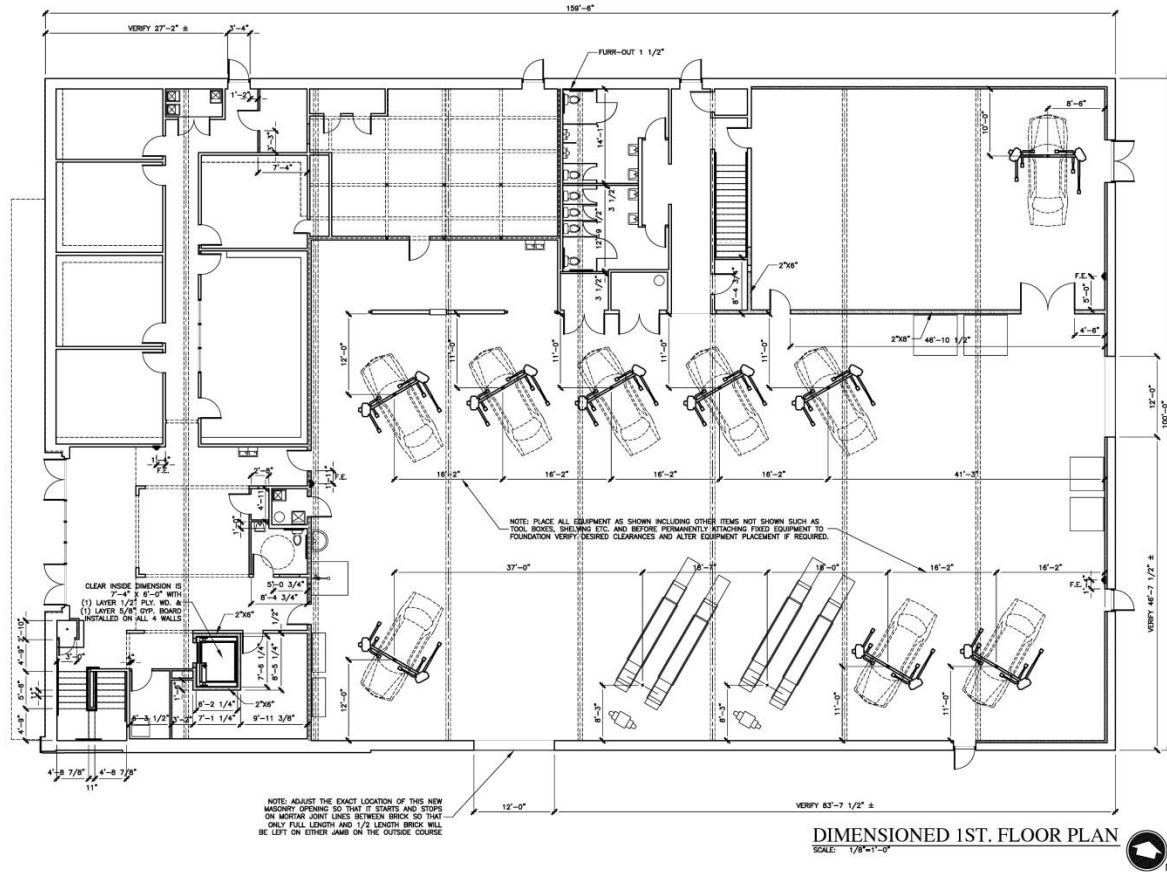
(2472 Square Feet)

NO FLOOR PLAN AVAILABLE

Cleburne Technical Center

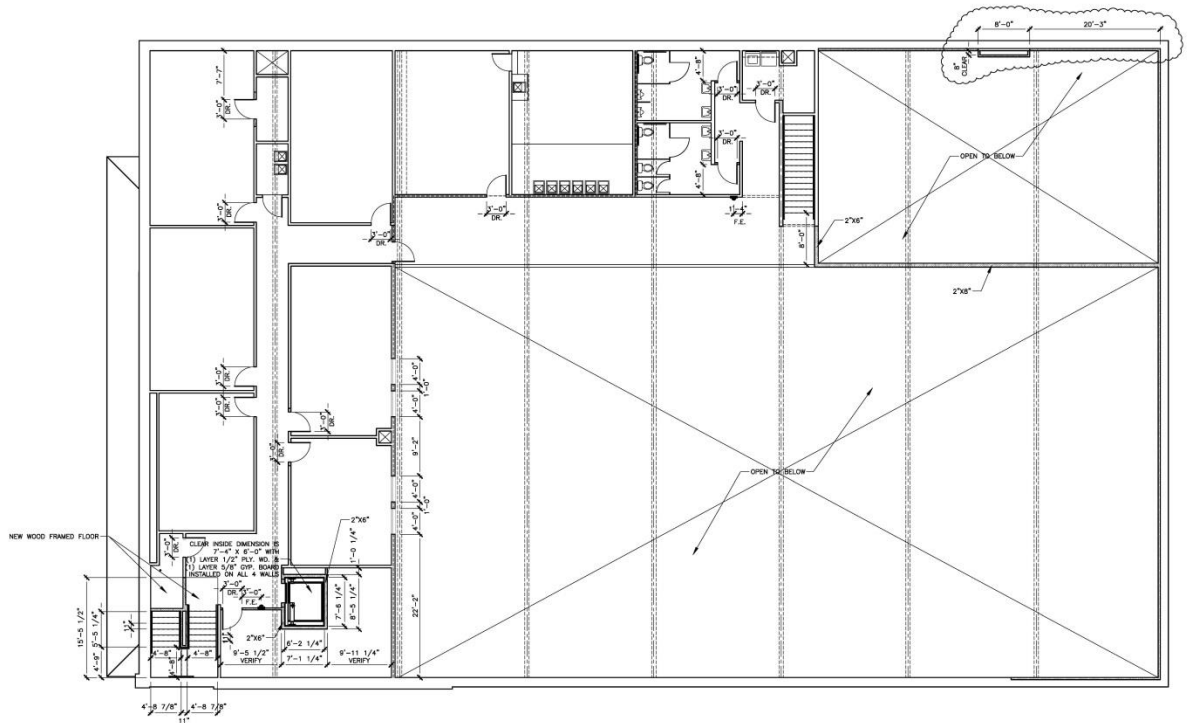
Building 8— Snap-on Automotive Technology

(18523 Square Feet)



Building 8– Snap-on Automotive Technology (continued)

(18523 Square Feet)



DIMENSIONED 2ND. FLOOR PLAN
SCALE: 1/8"=1'-0"

Building 9– Future Cosmetology

(23748 Square Feet)

NO FLOOR PLAN AVAILABLE

Building 10 – Welding/HVAC

(36200 Square Feet)

NO FLOOR PLAN AVAILABLE

Marti Vocational Complex

Building 11– Industrial Maintenance

(6431 Square Feet)

NO FLOOR PLAN AVAILABLE

Building 12– Massage Therapy

(3500 Square Feet)

NO FLOOR PLAN AVAILABLE

Building 13– Storage

(15211 Square Feet)

NO FLOOR PLAN AVAILABLE


Attachment G – Emergency Action Plan Summary’s



Non-emergencies:


Nancy Holland o) 817-295-7392; m) 817-517-1462
 Lizza Trenkle..... o) 254-659-7601; m) 254-205-4051

Emergency Response Actions




Fire

- When you hear the alarm, evacuate immediately
- Call 911
- Help others exit the building
- Do not return until authorities tell you it is safe




Tornado/Severe Weather

- Monitor weather information
- Take shelter on lowest level of building, in a restroom or other interior space away from windows and glass
- If outdoors, lie in a ditch or low area, or crouch near a strong building




Medical

- Call 911
- Stay on the phone for instructions
- Remain with victim(s) until first responders arrive



Armed Intruder

- Go to a safe place
- Call 911
- Leave if safe to do so
- If it is not safe to leave, lock or barricade yourself in a room
- Silence your cell phone and/or pager
- Stay put until authorities say it is safe




Hazardous Materials

- Call 911
- Evacuate the affected area
- Make sure the area stays clear until authorities tell you it is safe

**Make sure you get timely emergency notifications.
 Update your **REBEL ALERT** information.**

Fall 2013

Follow this link or scan the QR code to the right:
<http://goo.gl/sYlaFw>





EMERGENCY ACTION PLAN




Johnson County Campus

For Emergencies
DIAL: **911**


Non-emergencies:

Bill Gilker..... o) 817-760-5504; m) 817-487-0196
Lizza Trenkle..... o) 254-659-7601; m) 254-205-4051


Emergency Response Actions

 **Fire**

- When you hear the alarm, evacuate immediately
- Call 911
- Help others exit the building
- Do not return until authorities tell you it is safe

 **Tornado/Severe Weather**

- Monitor weather information
- Take shelter on lowest level of building, in a restroom or other interior space away from windows and glass
- If outdoors, lie in a ditch or low area, or crouch near a strong building

 **Medical**

- Call 911
- Stay on the phone for instructions
- Remain with victim(s) until first responders arrive

 **Armed Intruder**

- Go to a safe place
- Call 911
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- If it is not safe to leave, lock or barricade yourself in a room
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 **Hazardous Materials**

- Call 911
- Evacuate the affected area
- Make sure the area stays clear until authorities tell you it is safe

Make sure you get timely emergency notifications.
Update your REBEL ALERT information.

Follow this link or scan the QR code to the right:
<http://goo.gl/sYlaFw>



Fall 2013



EMERGENCY ACTION PLAN




For Emergencies
DIAL: **911**


Non-emergencies:

Scott Nalley..... o) 254-659-7793; m) 903-780-2748
Billy Don Curbo.....o) 254-659-7701; m) 254-205-4047


Emergency Response Actions

 **Fire**


- When you hear the alarm, evacuate immediately
- Call 911
- Help others exit the building
- Do not return until authorities tell you it is safe

 **Tornado/Severe Weather**

- Monitor weather information
- Take shelter on lowest level of building, in a restroom or other interior space away from windows and glass
- If outdoors, lie in a ditch or low area, or crouch near a strong building

 **Medical**

- Call 911
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 **Armed Intruder**

- Go to a safe place
- Call 911
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 **Hazardous Materials**

- Call 911
- Evacuate the affected area
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Make sure you get timely emergency notifications.

Update your **REBEL ALERT** information.

Fall 2013

Follow this link or scan the QR code to the right:
<http://goo.gl/sYlaFw>





EMERGENCY ACTION PLAN




For Emergencies
DIAL: **911**


Non-emergencies:

John Bailey.....m) 817-676-3793
Shellee Key.....o) 254-898-1406 7 a.m. - 5 p.m.


Emergency Response Actions

 **Fire**


- When you hear the alarm, evacuate immediately
- Call 911
- Help others exit the building
- Do not return until authorities tell you it is safe

 **Tornado/Severe Weather**

- Monitor weather information
- Take shelter on lowest level of building, in a restroom or other interior space away from windows and glass
- If outdoors, lie in a ditch or low area, or crouch near a strong building

 **Medical**

- Call 911
- Stay on the phone for instructions
- Remain with victim(s) until first responders arrive

 **Armed Intruder**

- Go to a safe place
- Call 911
- Leave if safe to do so
- If it is not safe to leave, lock or barricade yourself in a room
- Silence your cell phone and/or pager
- Stay put until authorities say it is safe

 **Hazardous Materials**

- Call 911
- Evacuate the affected area
- Make sure the area stays clear until authorities tell you it is safe

**Make sure you get timely emergency notifications.
Update your **REBEL ALERT** information.**

Follow this link or scan the QR code to the right:
<http://goo.gl/sYlaFw>



Fall 2013



EMERGENCY ACTION PLAN




For Emergencies
DIAL: **911**


Non-emergencies:

Sherman Jones.....m) 254-315-6719
Rex Parcels.....o) 254-659-7821; m) 254-205-9830


Emergency Response Actions

 **Fire**


- When you hear the alarm, evacuate immediately
- Call 911
- Help others exit the building
- Do not return until authorities tell you it is safe

 **Tornado/Severe Weather**

- Monitor weather information
- Take shelter on lowest level of building, in a restroom or other interior space away from windows and glass
- If outdoors, lie in a ditch or low area, or crouch near a strong building

 **Medical**

- Call 911
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- Go to a safe place
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- If it is not safe to leave, lock or barricade yourself in a room
- Silence your cell phone and/or pager
- Stay put until authorities say it is safe



 **Hazardous Materials**

- Call 911
- Evacuate the affected area
- Make sure the area stays clear until authorities tell you it is safe

**Make sure you get timely emergency notifications.
Update your **REBEL ALERT** information.**

Fall 2013

Follow this link or scan the QR code to the right:
<http://goo.gl/sYlaFw>



Attachment H – Workplace/Student Accident Report Forms



Student Services INCIDENT REPORT FORM

Check all that apply:

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Student Behavior/Misconduct | <input type="checkbox"/> Safety/Security | <input type="checkbox"/> Alcohol Use |
| <input type="checkbox"/> Employee Behavior/Misconduct | <input type="checkbox"/> Discrimination/Harassment | <input type="checkbox"/> Drug Use |
| <input type="checkbox"/> Accident/Injury | <input type="checkbox"/> Medical | <input type="checkbox"/> 9-1-1 Call |
| <input type="checkbox"/> Crime | <input type="checkbox"/> Other _____ | |

Your Name: _____ Report Date (mm/dd/yyyy): _____

Incident Date(mm/dd/yyyy): _____ Incident Time: _____

Involving: Faculty Staff Student Other _____

Email: _____ Phone #: _____

Name of individual(s) involved in the incident: _____

Student ID and/or Driver's License: _____

Contact info: _____

Name of individual(s) (if any) affected by incident: _____

Contact information (if known): _____

Location of incident:

- Hillsboro Campus Cleburne Campus Burleson Center Glen Rose Center Meridian Center
- Building _____ Parking Lot _____ Vehicle _____ Other: _____

Specific location of the incident (Room No., Parking Lot, Address, etc.): _____

Vehicle description: _____

Were there any witnesses: Yes No Unknown

Name(s): _____

Contact information of witnesses (i.e. telephone number(s) or email address):

Were there any injuries: Yes No Unknown

Describe the incident using facts, observations, and witnesses. AVOID personal judgments and/or feelings and hearsay. Attach additional notes/witness statements if necessary. _____

Updated 5/18/2015

EMPLOYEE INJURY/ACCIDENT REPORT FORM
Return to Human Resources Attention: Bonnie Gunn



Name: _____ Home Address: _____
 Supervisor: _____
 Job Title: _____ Sex: M ; F Phone Number _____
 Time Injury occurred: Hour _____ A.M. _____ P.M. Date of Injury: _____
 Place of Injury: Hillsboro Campus Cleburne Campus Burleson Center Glen Rose Center Elsewhere

| | | | | | |
|-----------------------|--|--|------------------------|---|--|
| TYPE OF INJURY | <input type="checkbox"/> Abrasion <input type="checkbox"/> Bite <input type="checkbox"/> Contusion (Bruise) <input type="checkbox"/> Burn <input type="checkbox"/> Concussion <input type="checkbox"/> Cut <input type="checkbox"/> Dislocation <input type="checkbox"/> Fracture <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> Laceration <input type="checkbox"/> Poisoning <input type="checkbox"/> Puncture <input type="checkbox"/> Scalds <input type="checkbox"/> Scratches <input type="checkbox"/> Shock (el.) <input type="checkbox"/> Sprain | CAUSE OF INJURY | <input type="checkbox"/> Chemicals <input type="checkbox"/> Hot Objects <input type="checkbox"/> Cut/Scrape by Glass <input type="checkbox"/> Cut/Scrape by Power Tool <input type="checkbox"/> Dust/Gases/Fumes/Vapors <input type="checkbox"/> Object being lifted <input type="checkbox"/> Collapsing Materials <input type="checkbox"/> Fall/Slip: Level Ground <input type="checkbox"/> Fall/Slip: Ladder <input type="checkbox"/> Fall/Slip From Liquid <input type="checkbox"/> Fall/Slip: Same Level <input type="checkbox"/> Fall on Ice or Snow <input type="checkbox"/> Fall/Slip/Trip: Misc. <input type="checkbox"/> Fall/Slip: on Stairs <input type="checkbox"/> Slipped But Did Not Fall <input type="checkbox"/> Collision: Fixed Object <input type="checkbox"/> Motor Vehicle: Misc. <input type="checkbox"/> Strain: Push or Pulling <input type="checkbox"/> Strain: Miscellaneous <input type="checkbox"/> Strain: Repetitive Motion | <input type="checkbox"/> Strain: Lifting <input type="checkbox"/> Strain: Using Tool/Mach. <input type="checkbox"/> Strain: Reaching <input type="checkbox"/> Strain: Hold or Carry <input type="checkbox"/> Stepping on Sharpe Object <input type="checkbox"/> Animal or Insect <input type="checkbox"/> Explosion or Flare Back <input type="checkbox"/> Foreign Matter in Eyes <input type="checkbox"/> Inhaled/Ingested <input type="checkbox"/> Struck: Falling Object <input type="checkbox"/> Struck: Fellow Worker <input type="checkbox"/> Struck: Tools <input type="checkbox"/> Struck: Vehicle <input type="checkbox"/> Struck: Object Lifted <input type="checkbox"/> Struck:: Miscellaneous <input type="checkbox"/> Contact: Electric Current <input type="checkbox"/> Fire or Flame <input type="checkbox"/> Welding Operations <input type="checkbox"/> Cumulative (All Other) <input type="checkbox"/> Other: Miscellaneous |
| | BODY PART AFFECTED | <input type="checkbox"/> Abdomen <input type="checkbox"/> Ankle <input type="checkbox"/> Arm <input type="checkbox"/> Back <input type="checkbox"/> Chest <input type="checkbox"/> Ear <input type="checkbox"/> Elbow <input type="checkbox"/> Face <input type="checkbox"/> Other (specify) _____ | | <input type="checkbox"/> Foot <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Knee <input type="checkbox"/> Leg <input type="checkbox"/> Mouth <input type="checkbox"/> Scalp <input type="checkbox"/> Wrist | |

Please Provide a Brief Description of the Accident:
(What were you doing? Where did it occur? What were conditions/environment like when it occurred)

Degree of Injury: Death Permanent Impairment Temporary (lost time) Non-Disabling (no lost time)

Department or Location where injury occurred: _____

List all equipment, material or chemicals employee was using when injury occurred: _____

Specify activity the employee was engaged in when the injury occurred: _____

Work Process that the employee was engaged in when the injury occurred: _____

Were safeguards or safety equipment Provided? Yes No Were they used? Yes No

| | | |
|------------------------------|---|--|
| Treatment Information | Initial Treatment: <input type="checkbox"/> No Medical Treatment <input type="checkbox"/> Minor by Employer <input type="checkbox"/> Minor Clinic/Hospital <input type="checkbox"/> Emergency Care <input type="checkbox"/> Hospitalized (24 hours) | Physician Name (Last, First, MI): _____ Physician Street Address: _____ Physician City, State, ZIP: _____ Hospital: _____ Hospital Street Address: _____ Hospital City, State, Zip: _____ |
| | | |

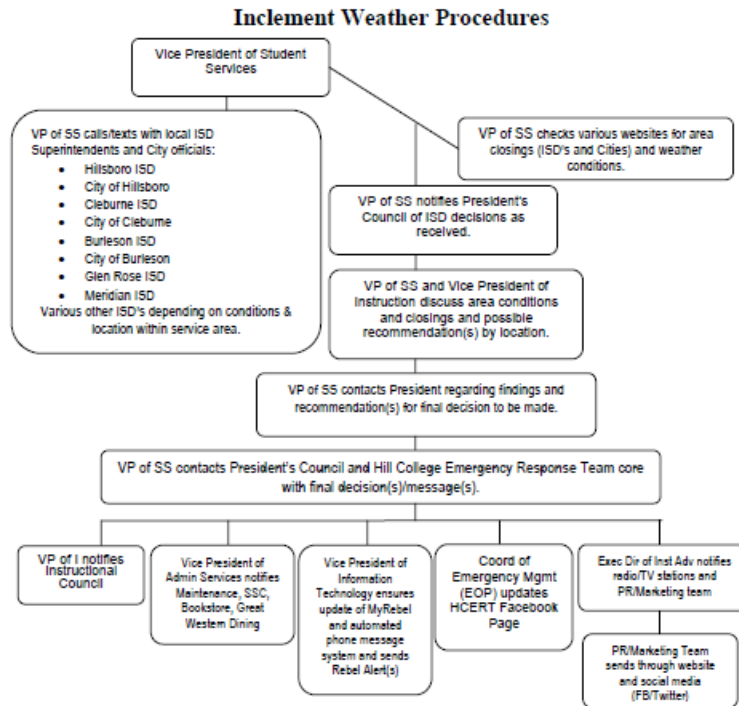
NON-ATHLETIC STUDENT INJURY/ACCIDENT REPORT FORM



When completed, this form should be submitted to the Dean of Students or any Campus Administrator.

| 1. Name: _____ Home Address: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|------------------|--|----------------|-------|---------|-------|------------|-------|--------------|-------|----------|-------|-------------|-------|-----------|-------|----------|-------|-----------|-------|-------------|-------|----------|-------|--------|-------|--------------|-------|----------------|-------|---------|-------|-------------|-------|-----------|-------|-----------------|-------|
| 2. Campus: _____ Sex: M <input type="checkbox"/> F <input type="checkbox"/> Age: _____ Phone Number: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Time of injury/accident: Hour _____ A.M. _____ P.M. Date: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Place of Accident: Bldg <input type="checkbox"/> Grounds <input type="checkbox"/> To or from Campus/Center <input type="checkbox"/> Field Trip <input type="checkbox"/> Other <input type="checkbox"/> (see #12) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NATURE OF INJURY | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> Abrasion <input type="checkbox"/> Amputation <input type="checkbox"/> Asphyxiation <input type="checkbox"/> Bite <input type="checkbox"/> Bruise <input type="checkbox"/> Burn <input type="checkbox"/> Concussion <input type="checkbox"/> Cut <input type="checkbox"/> Dislocation <input type="checkbox"/> Other (specify) _____ </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Fracture <input type="checkbox"/> Laceration <input type="checkbox"/> Poisoning <input type="checkbox"/> Puncture <input type="checkbox"/> Scalds <input type="checkbox"/> Scratches <input type="checkbox"/> Shock (electric) <input type="checkbox"/> Sprain </td> </tr> </table> | <input type="checkbox"/> Abrasion <input type="checkbox"/> Amputation <input type="checkbox"/> Asphyxiation <input type="checkbox"/> Bite <input type="checkbox"/> Bruise <input type="checkbox"/> Burn <input type="checkbox"/> Concussion <input type="checkbox"/> Cut <input type="checkbox"/> Dislocation <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> Fracture <input type="checkbox"/> Laceration <input type="checkbox"/> Poisoning <input type="checkbox"/> Puncture <input type="checkbox"/> Scalds <input type="checkbox"/> Scratches <input type="checkbox"/> Shock (electric) <input type="checkbox"/> Sprain | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Abrasion <input type="checkbox"/> Amputation <input type="checkbox"/> Asphyxiation <input type="checkbox"/> Bite <input type="checkbox"/> Bruise <input type="checkbox"/> Burn <input type="checkbox"/> Concussion <input type="checkbox"/> Cut <input type="checkbox"/> Dislocation <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> Fracture <input type="checkbox"/> Laceration <input type="checkbox"/> Poisoning <input type="checkbox"/> Puncture <input type="checkbox"/> Scalds <input type="checkbox"/> Scratches <input type="checkbox"/> Shock (electric) <input type="checkbox"/> Sprain | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PART OF BODY INJURED | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> Abdomen <input type="checkbox"/> Ankle <u>Right</u> <u>Left</u> <input type="checkbox"/> Arm <u>Right</u> <u>Left</u> <input type="checkbox"/> Back <input type="checkbox"/> Chest <input type="checkbox"/> Ear <u>Right</u> <u>Left</u> <input type="checkbox"/> Elbow <u>Right</u> <u>Left</u> <input type="checkbox"/> Eye <u>Right</u> <u>Left</u> <input type="checkbox"/> Face <input type="checkbox"/> Finger _____ <input type="checkbox"/> Other (specify) _____ </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Foot <u>Right</u> <u>Left</u> <input type="checkbox"/> Hand <u>Right</u> <u>Left</u> <input type="checkbox"/> Head <input type="checkbox"/> Knee <u>Right</u> <u>Left</u> <input type="checkbox"/> Leg <u>Right</u> <u>Left</u> <input type="checkbox"/> Mouth <input type="checkbox"/> Nose <input type="checkbox"/> Scalp <input type="checkbox"/> Tooth <input type="checkbox"/> Wrist <u>Right</u> <u>Left</u> </td> </tr> </table> | <input type="checkbox"/> Abdomen <input type="checkbox"/> Ankle <u>Right</u> <u>Left</u> <input type="checkbox"/> Arm <u>Right</u> <u>Left</u> <input type="checkbox"/> Back <input type="checkbox"/> Chest <input type="checkbox"/> Ear <u>Right</u> <u>Left</u> <input type="checkbox"/> Elbow <u>Right</u> <u>Left</u> <input type="checkbox"/> Eye <u>Right</u> <u>Left</u> <input type="checkbox"/> Face <input type="checkbox"/> Finger _____ <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> Foot <u>Right</u> <u>Left</u> <input type="checkbox"/> Hand <u>Right</u> <u>Left</u> <input type="checkbox"/> Head <input type="checkbox"/> Knee <u>Right</u> <u>Left</u> <input type="checkbox"/> Leg <u>Right</u> <u>Left</u> <input type="checkbox"/> Mouth <input type="checkbox"/> Nose <input type="checkbox"/> Scalp <input type="checkbox"/> Tooth <input type="checkbox"/> Wrist <u>Right</u> <u>Left</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Abdomen <input type="checkbox"/> Ankle <u>Right</u> <u>Left</u> <input type="checkbox"/> Arm <u>Right</u> <u>Left</u> <input type="checkbox"/> Back <input type="checkbox"/> Chest <input type="checkbox"/> Ear <u>Right</u> <u>Left</u> <input type="checkbox"/> Elbow <u>Right</u> <u>Left</u> <input type="checkbox"/> Eye <u>Right</u> <u>Left</u> <input type="checkbox"/> Face <input type="checkbox"/> Finger _____ <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> Foot <u>Right</u> <u>Left</u> <input type="checkbox"/> Hand <u>Right</u> <u>Left</u> <input type="checkbox"/> Head <input type="checkbox"/> Knee <u>Right</u> <u>Left</u> <input type="checkbox"/> Leg <u>Right</u> <u>Left</u> <input type="checkbox"/> Mouth <input type="checkbox"/> Nose <input type="checkbox"/> Scalp <input type="checkbox"/> Tooth <input type="checkbox"/> Wrist <u>Right</u> <u>Left</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. DESCRIPTION OF THE ACCIDENT How did the injury/accident occur? What was the student doing? Where was the student? List specifically any unsafe acts and/or unsafe conditions existing. Specify any tool, machine or equipment involved. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. Degree of Injury: <input type="checkbox"/> Death <input type="checkbox"/> Permanent Impairment <input type="checkbox"/> Temporary (lost time) <input type="checkbox"/> Non-Disabling (no lost time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. Total number of days lost: _____ (To be filled in when student returns) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. Were any College employees present when accident occurred? If so, please list: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IMMEDIATE ACTION TAKEN | <input type="checkbox"/> First-aid treatment By (Name): _____ <input type="checkbox"/> Sent home By (Name): _____ <input type="checkbox"/> Sent to physician By (Name): _____ Physician's Name: _____ <input type="checkbox"/> Sent to hospital By (Name): _____ Name of hospital: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. Was an emergency contact notified? <input type="checkbox"/> NO <input type="checkbox"/> YES When _____ How _____ Name of individual notified: _____ By whom? (Enter name): _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. Witnesses: 1. Name: _____ Address: _____ 2. Name: _____ Address: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LOCATION | <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center;">Specify Activity</th> <th style="width: 20%; text-align: center;">Specify Activity</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td>Athletic field</td> <td>_____</td> <td>Housing</td> <td>_____</td> </tr> <tr> <td>Auditorium</td> <td>_____</td> <td>Laboratories</td> <td>_____</td> </tr> <tr> <td>Building</td> <td>_____</td> <td>Locker Room</td> <td>_____</td> </tr> <tr> <td>Cafeteria</td> <td>_____</td> <td>Restroom</td> <td>_____</td> </tr> <tr> <td>Classroom</td> <td>_____</td> <td>Rodeo Arena</td> <td>_____</td> </tr> <tr> <td>Corridor</td> <td>_____</td> <td>Stairs</td> <td>_____</td> </tr> <tr> <td>Firing Range</td> <td>_____</td> <td>Student Center</td> <td>_____</td> </tr> <tr> <td>Grounds</td> <td>_____</td> <td>Vehicle/Bus</td> <td>_____</td> </tr> <tr> <td>Gymnasium</td> <td>_____</td> <td>Other (specify)</td> <td>_____</td> </tr> </tbody> </table> | | Specify Activity | Specify Activity | | Athletic field | _____ | Housing | _____ | Auditorium | _____ | Laboratories | _____ | Building | _____ | Locker Room | _____ | Cafeteria | _____ | Restroom | _____ | Classroom | _____ | Rodeo Arena | _____ | Corridor | _____ | Stairs | _____ | Firing Range | _____ | Student Center | _____ | Grounds | _____ | Vehicle/Bus | _____ | Gymnasium | _____ | Other (specify) | _____ |
| | Specify Activity | Specify Activity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Athletic field | _____ | Housing | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Auditorium | _____ | Laboratories | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building | _____ | Locker Room | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cafeteria | _____ | Restroom | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Classroom | _____ | Rodeo Arena | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Corridor | _____ | Stairs | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Firing Range | _____ | Student Center | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grounds | _____ | Vehicle/Bus | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gymnasium | _____ | Other (specify) | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. Remarks What recommendations do you have for preventing this type of injury/accident in the future? Was there any property damage? Other Information: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| My signature here indicates that the information contained in this report is true and correct. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student Signature: _____ Date: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

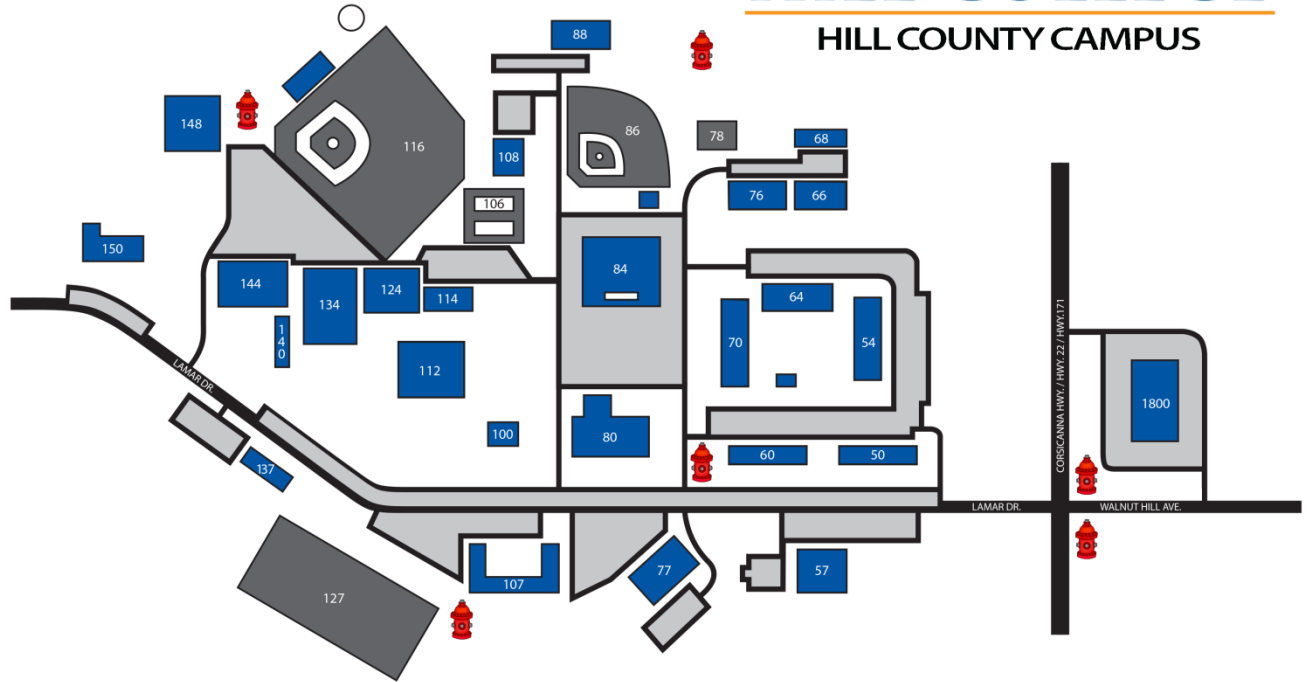
Attachment I – Severe Weather



Updated 2/26/2015

Attachment J – Fire Hydrant Maps

HILL COLLEGE HILL COUNTY CAMPUS



STUDENT SERVICES

- 77 Cafeteria & Bookstore
- 100 Welcome Center
- 112 Administration - ADM
- 114 Academic Advising & Success Center
- 124 Learning Assistance/Distance Learning/Testing Center/
Learning Center - LC TR /Public Relations/Alumni Relations/
Development/Institutional Advancement/Developmental Labs
- 134 Student Life Office/Residence Hall/
Wellness Center/Activity & Student Center - STGM

INSTRUCTION

- 54 Faculty Office & Classrooms - OFFC
- 57 Library/Classrooms/Continuing &
Workforce Education - LIBR
- 64 Science & Labs - SCI
- 70 Instruction - INST
- 76 Criminal Justice/Fire - CRJ
- 80 Texas Heritage Museum - MUSM
- 84 Vara Martin Daniel Performing Arts Center - PAC
- 144 Agriculture AGRI/Geology Lab/Athletic Training
(Maintenance/Housekeeping) - AGRI
- 150 Fine Arts - ARTS
- 1800 Nursing & Cosmetology - COSM/NURS

RESIDENCE HALLS

- 50 Frazier Hall
- 60 Dudley Hall
- 107 Bailey Hall

SPORTS FACILITIES

- 78 Sand Volleyball Court
- 86 Softball Field - SBF
- 106 Tennis Court
- 108 Baseball/Softball Clubhouse
- 116 Baseball Field - BBFD
- 127 Soccer Practice Field - SCFD
- 148 Bob Bullock Sports Center - BBGM/BBSC

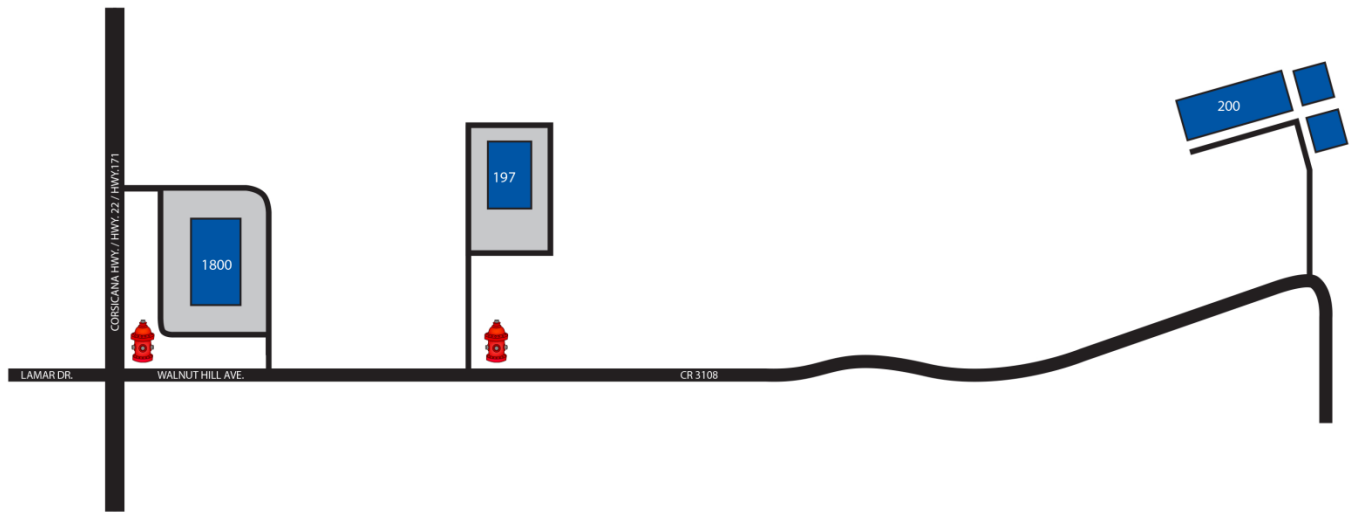
MAINTENANCE

- 66 Vehicle Maintenance
- 68 Storage Building
- 88 Building Maintenance
- 137 Storage
- 140 Shipping & Receiving
Information Technology



HILL COLLEGE

HILL COUNTY CAMPUS CONTINUED



1800 Nursing & Cosmetology - COSM/NURS
197 Welding - HWLD

200 Rodeo Arena - ARNA

