



# Emergency Operations Plan

July 2025

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## ANNUAL REVIEW AND APPROVAL

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This *Emergency Operations Plan* is hereby approved. This revision supersedes all previous versions.

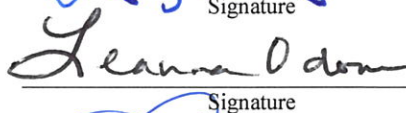
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Provost/Vice President of Instruction

  
Signature

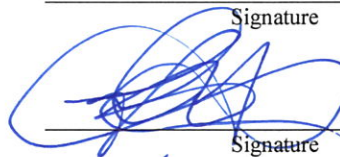
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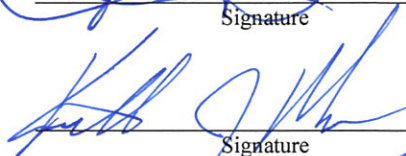
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## Record of Changes

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## INTRODUCTION

Disasters or emergencies happen suddenly creating a situation in which the normal support services can become overwhelmed. During crises, the Institution requires special programs to address the needs of emergency response operations and recovery management. To address such emergencies, Lamar Institute of Technology has established an *Emergency Operations Plan* (EOP), which provides a guideline for the management of the actions and operations required to respond to an emergency or disaster, including initial recovery activities and responsibilities. The overall priorities of the Institution during a disaster are the protection of lives, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring Institution business, academic programs, and services. The EOP represents the *Emergency Operations Plan*, which encompasses the facilities, services, and the administration of the LIT campus. Seventeen emergencies are specifically addressed in this plan.

1. Active Shooter
2. Bomb Threat
3. Explosion
4. Fire
5. Flooding
6. Fumes and Vapors
7. Hazardous Substance Spills
8. Mechanical Failures
9. Utility Failures
10. Medical Emergencies and  
Community Health Issues
11. Pandemic
12. Public Relations Emergencies
13. Severe Weather (other than tropical weather)
14. Student Crisis (suicide, assault, etc.)
15. Technology, Telecommunications, and  
Information Services
16. Violent or Criminal Behavior (Campus  
shooting, rape, assault, etc.)
17. Hurricane and Tropical Weather Preparation

## PURPOSE

The *Emergency Operations Plan* provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The Institution has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, employees, and the community.
- Protect and preserve Institution property and the environment.
- Provide and analyze information to support decision-making and action plans.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Manage Institution resources effectively in the emergency response.

The *Emergency Operations Plan* does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the Institution. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

## AUTHORITY

### 1. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 USC§ 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Safety Act 2002
6. Homeland Safety Presidential Directive, HSPD-5, Management of Domestic Incidents
7. Homeland Safety Presidential Directive, HSPD-3, Homeland Safety Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Safety, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Plan

## **2. State of Texas**

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Safety)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Government Relating to Emergency Management
7. Executive Order of the Government Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. The Texas Homeland Safety Strategic Plan, Parts I and II, December 15, 2003
10. The Texas Homeland Safety Strategic Plan, Part III, February 2004
11. Texas Education Code § 51.217

## **3. Local**

- Inter-local Agreements & Contracts
- Inter-agency participation and training

# **CONCEPT OF OPERATIONS**

The *Emergency Operations Plan* provides an organized management system for the Institution to follow during and after emergencies. It is designed as a flexible system in which part or the entire plan may be activated, as appropriate to the situation. It is based on a worst-case scenario and provides for the critical operational functions and roles of the Institution during a response and sets-the-stage for an effective transition to short- and long-term recovery.

The *Emergency Operations Plan* is considered a management tool, in that it provides an overall organization and general procedures for the management of information, activities, and operations during an emergency. The planning is based on elements of the National Incident Management System (N.I.M.S.), the management structure adopted throughout the United States and internationally, and a requirement of the State of Texas and various US Department of Homeland Safety Presidential Decision Directives and NIMS guidance. This approach to emergency management contains functional positions for each critical operation of the Institution during an emergency. It provides for a smooth transition to restoration of normal services and the implementation of programs for recovery.

The Office of the President will serve as the headquarters for the implementation of this plan. The response to any disaster on campus will be measured and timely. The varied nature of potential disasters requires that the Crisis Management Team, Assessment Team, and the Disaster Response Team maintain certain flexibility. These teams should strive to work within the boundaries of this pre-planned policy in order to avoid poor decision-making and coordination during the excitement and confusion of a real incident.

## **OBJECTIVES**

The objectives of this plan are to provide a framework for:

### **1. Organization**

- Provide clear and easy-to-follow checklist based on guidelines for the most critical functions and liaisons during an emergency response.
- Organize and format the plan into an easy-to-follow format in which users can quickly determine their role, responsibility and primary tasks.
- Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response in which all entities have access into the emergency response process and know what is going on at the Institution.

### **2. Communications and Information Management**

- Serve as the central point of communications both for receipt and transmission of urgent information and messages.
- Serve as the official point of contact for the Institution during emergencies when normal channels are interrupted.
- Provide 24-hour full service communication services for voice, data and operational systems.
- Collect and collate all disaster information for notification, public information, documentation and post-incident analysis.
- Provide a basis for training employees and organizations in emergency response management.

### **3. Decision Making**

- Describe the decision-making process that will be used to determine the level of response and extent of emergency control and coordination that should be activated when incidents occur.

### **4. Response Operations**

- Utilize efficiently, Institution resources to implement a comprehensive and efficient emergency management response team.
- Guide emergency response management during and following emerging incidents.

### **5. Recovery Operations**

- Transition response operations over to normal management processes, as able.
- Support business resumption plans and processes, as needed, during restoration phases.
- Provide documentation and information support to FEMA disaster public assistance program application.

## **LEVELS OF EMERGENCY**

Given the potential day-to-day and large-scale hazards that may affect the LIT campus, a tiered approach has been established to define the appropriate response to any campus emergency.

Each of the response levels is relative to the magnitude of the emergency. The approach is flexible enough to be used in an emergency response situation regardless of the size, type, or complexity of the emergency.

### **Routine Response**

Routine incidents occur on campus daily and are often handled by Campus Safety or Facilities personnel. These incidents can be handled through normal response procedures and do not require additional resources from other campus units. The scope of the incident is well-defined and it can be resolved within a short time period. Policies and procedures relating to routine responses are developed and maintained by the responding units. A routine response does not require activation of the *Emergency Operations Plan* or the Crisis Management Team.

### **Limited Emergency**

Limited emergencies are those incidents that significantly impact one or multiple campus units; are complex, or require interaction with outside response organizations; and/or require a longer or more intense response than the affected unit(s) can effectively manage. These incidents include extended power outages affecting single or multiple buildings, localized flooding, and hazardous material releases. Limited emergencies may be handled by the responding departments with support from local first responders such as Beaumont Police and/or Fire Departments. The Director of Safety will notify the President and/or Crisis Management Team members who will provide leadership and coordination support. The *Emergency Operations Plan* may be partially activated to support a limited emergency.

### **Major Emergency**

Major emergencies include those incidents where many, if not all, campus units are impacted; normal campus operations are interrupted; response and recovery activities will continue for an extended period of time; and routine response procedures and resources are overwhelmed. Procedures for responding to a major emergency are contained within this plan. Major emergencies will likely require partial or full *Emergency Operations Plan* activation and full Crisis Management Team participation.

## **ROLES AND RESPONSIBILITIES**

### **President**

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- |   |   |
|---|---|
| • Pre-approve broad policy relative to emergency operations, risk management, and disaster response and recovery. | • Decide when classes are to be canceled, create a timeline to limit services, close buildings or to evacuate campus. |
| • Lead the Crisis Management Team.  | • Communicate with TSUS Chancellor and System Officers.   |
| • Make the decision as to the appropriate level of response up to and including the evacuation of campus.         |   |

### **Vice President for Finance and Operations**

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|--|---|
| • Member of the Crisis Management Team.                    | • Communicate with President and advises on the Institution's state of readiness. |
| • Lead Crisis Management Team if President is unavailable. | • Communicate with Assessment and Disaster Response Team leaders.                 |

- Communicate emergency instructions to Finance.
- Communicate with TSUS Finance Officers.

### **Provost/Vice President of Instruction**

- Member of the Crisis Management Team. timeline to limit services, close buildings, or to evacuate campus.
- Upon consultation with the President communicates when classes are to be canceled.
- Inform deans, academic departments, and department chairs of the decision and

### **Director of Facilities**

- Member of the Crisis Management, Assessment, and Disaster Response Teams.
- Advise President, Crisis Management and Assessment Teams of campus conditions.
- Determine the structural safety and serviceability of any structure damaged during a disaster.
- Coordinate contractors and facilities staff in their response to a disaster.
- Coordinate damage repairs and reconstruction and advise the team on available resources and timelines.
- Procure, store, and maintain in an operable condition all supplies and equipment necessary to prepare the campus for a Tropical Weather event as outlined in this plan.

### **Assistant Vice President of Information Technology Services**

- Member of the Disaster Response Team.
- Coordinate with Provost/Vice President of Instruction on initiation of Information Technology Services Department backup, recovery, and failover procedures.

### **Director of Communications and Marketing**

- Receives input from the President and Crisis Management Team regarding announcements to be made during and after an emergency event on campus.
- Develop and implement a communication plan for campus evacuation, return to campus, and media response during assessment stage following an emergency event.
- Inform the entire campus of the decision and timeline to limit services, close buildings or to evacuate campus.
- Communicate plan to the media, update campus website and social media.

### **Associate Vice President of Student Services**

- Member of the Crisis Management Team
- Assists Provost/Vice President of Instruction as needed in emergency response.

### **Executive Director of Procurement Services (Director of Procurement Services)**

- Member of the Disaster Response Team.

- Advise the Disaster Response Team regarding the procurement of services and/or equipment.

### **Director of Safety**

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|---|--|
| <ul style="list-style-type: none"> <li>• Responsible for campus security during an emergency response.</li> <li>• Maintain communications with DDC-15, Jefferson County Emergency Management, and Beaumont Emergency Management.</li> <li>• Serve as Deputy Incident Commander during an Incident Command System activation.</li> </ul> | <ul style="list-style-type: none"> <li>• Provide the Crisis Management Team with timely updates to any emergency situation.</li> <li>• Notify the President and/or Vice Presidents of emergency situations, regardless of Institution wide impact, immediately upon occurrence of such an emergency</li> </ul> |
|---|--|

### **Executive Director of Campus Safety**

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|---|--|
| <ul style="list-style-type: none"> <li>• Communicate with Insurance Representatives</li> <li>• Serves as Incident Commander during Incident Command System activation.</li> </ul> | <ul style="list-style-type: none"> <li>• Organizes and leads after-action debriefing.</li> </ul> |
|---|--|

## **TRAINING**

The National Incident Management System (NIMS) guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. NIMS defines operational systems that guide how personnel work together during incidents.

Training of employees is an integral part of achieving the capabilities described in the National Preparedness System. The Executive Director of Campus Safety (Shared Services) is, therefore, responsible for:

1. Annual training of employees in responding to an emergency.
2. Mandatory drill to prepare students, faculty, and employees in responding to an emergency.
3. Training to ensure coordination with the Department of State Health Services, local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency.
4. A safety and security audit of the Institution's facilities at least once every 3 years that shall follow safety and security audit procedures developed in consultation with the Texas Division of Emergency Management. The Director of Safety will conduct a safety and security audit every odd-numbered year.

Training is required for the Crisis Management Team and the Assessment. Training requirements are listed in Table 1.

***Table 1: Training Requirements***

Position	Name	IS 100 Online	IS 200 Online	IS 700 Online	IS 800 Online	ICS300	ICS400	Type 3 Course for Designated Position	G367 Emergency Planning for Campus Executives
President	Dr. Sid Valentine	X	X	X	X	X	X		X
Interim Vice President for Finance and Operations	Leanna Odom	X	X	X	X	X	X	X	X
Provost/Vice President of Instruction	Dr. Angela Hill	X	X	X	X	X	X		X
Associate Vice President of Student Services	Tasha Morales	X	X	X	X	X	X		X
Director of Communications and Marketing	Hannah LeTulle	X	X	X	X	X	X		
Director of Facilities	Jonathon Berittech	X	X	X	X	X	X	X	
Assistant Vice President of Information Technology Services	Kash Cox	X	X	X	X	X	X	X	
Executive Director of Procurement Services (Shared Services)	Amber Mello	X	X	X	X	X	X	X	
Director of Safety	Jeoffery Blueitt	X	X	X	X	X	X	X	
Executive Director for Campus Safety	Gary Rash	X	X	X	X	X	X	0958-NIMS ICS All-Hazards Operations Section Chief	

## PHASES OF PLAN OPERATION

The *Emergency Operations Plan* has four phases:

1. **Notification of the emergency.** The Crisis Management Team is convened and emergency response from key departments is initiated. The Crisis Management Team will be the decision-making group throughout all phases of the emergency event and campus response.
2. **Damage Assessment.** After the emergency event has ceased, the Assessment Team is convened to assess damage from the event and develop an immediate response plan. The Assessment Team's assessments and response plans will flow to the Crisis Management Team for decision making.
3. **Disaster Response.** If the Crisis Management Team deems it necessary, the Disaster Response Team implements the *Disaster Recovery Plan*. The Disaster Response Team's recovery actions and efforts will be guided by the Crisis Management Team.
4. **Plan Review and Maintenance.** The Crisis Management Team will assemble following each emergency event to evaluate how the situation was handled and make recommendations to better handle similar situations in the future.

## NOTIFICATION OF THE EMERGENCY

The LIT Campus Safety Department must be notified of any emergency situations (such as those described in Appendix A) that arise on campus. The department can be reached at 409-257-0073. The Campus Safety Officer on duty will respond, assess the situation, and immediately notify the Lamar University Police Department if the situation requires a police response.

The Director of Safety will immediately notify the President and/or Vice Presidents of the situation.

The President or Vice Presidents will determine whether assembling the Crisis Management Team is warranted.

LIT uses Blackboard Connect to notify students, faculty and staff about any significant emergency or dangerous situation involving an immediate threat to health or safety, including school closures related to weather or other circumstances. Available phone numbers and email addresses in the Institution's student registration and human resources systems are automatically enrolled in the Blackboard Connect system. Additional contact points may be added through the myLIT portal. Individuals can also opt out of these notifications or select how they receive these messages by changing settings in the myLIT portal.

Notifications may also be released to area media by LIT's Communications and Marketing Department, posted on the front page of the Institution website ([www.lit.edu](http://www.lit.edu)), and posted to social media. All public statements and notifications will be approved by the Crisis Management Team prior to release.

## **Crisis Management Team**

The Crisis Management Team (CMT) will be convened should the President or any Crisis Management Team member determine the emergency event will have a wide-ranging or long-lasting effect. The Crisis Management Team will be the decision-making group throughout all phases of the emergency event and campus response. The team will consist of the following individuals:

- President
- Vice President for Finance and Operations
- Provost/Vice President of Instruction
- Associate Vice President of Student Affairs
- Dean of Strategic Initiatives and Accreditation
- Director of Facilities
- Director of Safety
- Director of Communications and Marketing

The Crisis Management Team may convene in person, TEAMS, or via telephone conference call or any combination. The team may seek input from individuals with direct information about the event.

The following management process for crisis situations will be followed:

- The President or Vice Presidents must be informed immediately when the incident is reported.
- The President or Vice Presidents will contact the remaining Crisis Management Team members and initiate a meeting. The team must be ready to react quickly and must be reachable by cell phone 24 hours a day.
- Team meeting occurs with a review of all known information provided by the Director of Facilities, Director of Safety, or any individual with direct relevant information.
- The team will decide on a course of action, proper response, public statement, and appropriate activities.
- A single office will be designated to investigate the issue, and all staff members will work through that office. (Note: The office designated to investigate the issue will maintain documents that describe the actions taken. The decision could be made to activate the Incident Command System to for the response)
- The Director of Communications and Marketing will handle all media contact and external inquiries as directed by the Crisis Management Team.

- As events develop or change, the team will communicate clearly before further action or further statements are issued.

## DAMAGE ASSESSMENT

The Damage Assessment phase of the *Emergency Operations Plan* may begin at any time during the emergency event or disaster but will formally begin immediately after the event. An assessment of the damage caused by an emergency event or disaster will be necessary in order to develop a coordinated and prioritized response plan.

### Assessment Team

The Assessment Team (AT) will convene immediately after the emergency event or disaster to assess the damage incurred during the event and to develop an immediate response plan. The team may recommend a call to invoke the Disaster Response Team and the *Disaster Recovery Plan* as necessary.

The Assessment Team will consist of the following:

- Director of Facilities.
- Director of Safety.
- EHS Specialist.
- Facilities Employees with Subject Matter Expertise.

The following management process for damage assessment will then be followed:

- The Assessment Team comprehensively inspects the impacted campus areas.
- Standardized reports are completed, and photographs of all affected areas are taken.
- The Assessment Team discusses a plan of action to present to the CMT.
- The Director of Safety will assess the need for additional Safety resources.

The Assessment Team may convene in person or via telephone conference call or any combination. The team may seek input from individuals with information or expertise the team deems valuable. The team will update the Crisis Management Team. The Crisis Management Team will work with the Director of Communications and Marketing to inform the campus community, media and the public of developments.

## DISASTER RESPONSE

A major emergency event or natural disaster may result in significant damage to the Institution's infrastructure and/or may cause significant disruption in the Institution's normal course of business. Such damage and disruption can require significant resources and sustained efforts to remediate. If the damage assessments indicate it necessary, the Crisis Management Team may call for the Disaster Response Team and invoke the Disaster Recovery Plan.

### Disaster Response Team

If the emergency event results in significant damage to campus facilities and infrastructure the Crisis Management Team may call for the Disaster Response Team. The Disaster Response Team will continue with the following members:

- President

- Vice President for Finance and Operations
- Provost/Vice President of Instruction
- Director of Facilities
- Assistant Vice President of Information Technology Services
- Executive Director of Procurement Services
- Executive Director of Campus Safety
- Director of Safety

The following management process for disaster response will then be followed:

- Director of Facilities begins coordination of damage repairs and reconstruction and advises the Crisis Management Team on available resources and timelines.
- Vice President for Finance and Operations establishes emergency financial support and financial services.
- Provost/Vice President of Instruction helps with developing strategies and timelines for resuming classes or reopening the campus and completing the academic term.
- Assistant Vice President of Information Technology Services establishes emergency computing stations, assesses damage to computing services, assesses damage to telecommunications systems, and initiates repair procedures.
- Executive Director of Campus Safety serves as the insurance contact and provides all claim information.
- Director of Safety maintains security around the incident site.

The Disaster Response Team may convene in person or via telephone conference call or any combination. The team may seek input from individuals with information or expertise the team deems valuable. The team will update the Crisis Management Team. The Crisis Management Team will work with the Director of Communications and Marketing to inform the campus community, media and the public of developments.

More information about the Disaster Response Team and the Institution's plans for recovery from a disaster can be found under a separate cover in the *LIT Tropical Storm Preparedness Plan*.

## PLAN REVIEW AND MAINTENANCE

The Executive Director of Campus Safety will assemble the Crisis Management Team following each emergency event to evaluate how the situation was handled and make recommendations to better handle similar situations in the future. After Action Reports shall be generated by the Crisis Management Team after each emergency event and updates to the plan recommended.

Tabletop exercises and/or drills testing specific parts of the plan shall be held by the Crisis Management Team on a yearly basis. After Action Reports shall be generated by the Crisis Management Team after each exercise or drill and updates to the plan recommended.

The *Emergency Operations Plan* must be updated annually.

## **APPENDIX A: EMERGENCY RESPONSES**

1. Active Shooter
2. Bomb Threat
3. Explosion
4. Fire
5. Fumes/Vapors
6. Flooding
7. Hazardous Substance Spills
8. Mechanical Failures
9. Medical Emergencies and Community Health Issues
10. Pandemic
11. Public Relations Emergencies
12. Severe Weather
13. Student Crisis
14. Utility Failures
15. Violent or Criminal Behavior

# ACTIVE SHOOTER

## SCOPE: FACULTY AND STAFF

### 1. Policy:

Lamar Institute of Technology (LIT) recognizes its commitment to the emotional and physical well-being of its, students, faculty, and staff. There is increasing concern, interest, and anxiety about active shooters on America's campuses. Members of the Lamar University Police Department (LUPD) are trained and equipped to respond to an emergency incident of this nature. The police will evaluate the situation and determine the best course of action to take for the safety of the LIT community. LUPD will be responsible for all tactical operations and will call on area law enforcement agencies, fire-rescue, and EMS for assistance, as needed. The LIT President, or in his/her absence the next Vice President in the chain of command, i.e. Vice President for Finance & Operations, Provost/Vice President of Instruction, Associate Vice President of Student Services will respond to the Lamar University Police Department.

### 2. Procedures:

The immediate response of the first officers on scene is to take aggressive action to find and stop the shooter or shooters. As they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety. If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter. Rescue teams will follow shortly to aid you and others.

*The following protocol is sound and generally applicable but must be adapted to the specific situation. **Bottom line**, if you hear shots fired on campus, or if you see or know that an armed person is shooting people, **protect yourself first – move to a safe location.***

#### 2.1 IF THE SHOOTER IS OUTSIDE YOUR BUILDING:

- 2.1.1 If you can do so safely, inform building occupants.
- 2.1.2 Close and lock your door and all windows. If you cannot lock the door, try to block the door with furniture.
- 2.1.3 Turn off all lights.
- 2.1.4 Close the blinds and stay away from the windows and doors.
- 2.1.5 Seek protective cover or lie on the floor.
- 2.1.6 Keep quiet and act as if no one is in the room.
- 2.1.7 Have ONE person call 911 or 880-7777 and give their name, location, and any other detail that can be provided about the shooter(s), if possible.
- 2.1.8 Silence cell phones.
- 2.1.9 Do not answer the door or respond to commands until you are certain they are issued by a police officer. Tell the officer to place his ID under the door.
- 2.1.10 Wait for the police to assist you in getting out of the building.

#### 2.2 IF THE SHOOTER IS IN YOUR BUILDING:

- 2.2.1 Determine if the room you are in can be locked. If so, follow the directions above.
- 2.2.2 If your room cannot be locked, move to a room that can, or exit the building –

**ONLY IF IT IS SAFE TO DO SO**

- 2.2.3 Notify anyone you may encounter to exit the building immediately.
- 2.2.4 As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movements that may cause the officer to mistake your actions for a threat. Try to stay calm.
- 2.2.5 If you get out of the building and do not see a police officer, call 911 or 409-880-7777 and provide the dispatcher with the following information:
  - Your name
  - Location of the incident
  - Number of shooters, if known
  - Identification or description of shooter(s)
  - Your exact location
  - Injuries to anyone, if known
- 2.2.6 If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door.
- 2.2.7 If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent.
- 2.2.8 Silence cell phones.
- 2.2.9 Cover door windows.
- 2.2.10 If possible, place signs in exterior windows to identify the location of injured persons.
- 2.2.11 Wait for the police to come and find you.

### **2.3 IF THE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM:**

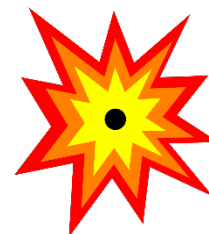
- 2.3.1 If possible call 911 or 409-880-7777 and alert the police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen and try to pinpoint your location.
- 2.3.2 If you can't escape, attempting to overpower the shooter(s) by force is a LAST RESORT.
- 2.3.3 If the shooter(s) leaves the area, proceed immediately to a safer place, if possible.
- 2.3.4 If you decide to flee, do not carry anything; move quickly and quietly, keep your hands visible, and follow the instructions of the police officers.
- 2.3.5 Do not attempt to remove injured people; tell the authorities of their location as soon as possible.
- 2.3.6 Do not leave campus until advised to do so by the police. The area will be a crime scene; police usually will not let anyone leave until the area is secure and all witnesses have been identified and questioned. Stay where you are told until the police dismiss you.

## BOMB THREAT

Bomb Threats can be received in several forms. Below are guidelines to follow should you receive a bomb threat affecting the campus:

1. Remain calm and do not panic others.
2. If a written message is received, keep track of the following information:
  - Who found it?
  - Who else was present?
  - Where was it found or how was it delivered?
  - When was it found or delivered?
  - Who touched it?
  - Have any previous threats been received?
3. If the threat is received by telephone, in a calm voice, try to obtain as much information as possible about the bomb and the caller: (THE FOLLOWING ISSUES ADDRESS VITAL INFORMATION THAT YOU SHOULD OBTAIN!)

<ul style="list-style-type: none"><li>• Date and exact time of call.</li><li>• Time set to explode.</li><li>• Which building is it in?</li><li>• Where is it?</li><li>• Type of bomb?</li><li>• Estimated age and gender of the caller.</li></ul>	<ul style="list-style-type: none"><li>• Emotional state: agitated, calm, and excited.</li><li>• Background noises: traffic, music, and voices.</li><li>• Why it was set?</li><li>• Who is the target?</li><li>• Who is the caller?</li></ul>
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4. If practical, do not hang up the phone, but phone Campus Safety, 409-257-0073, from a different telephone.
5. Administration, with the assistance of Campus safety and other local authorities, will determine a plan of action. A decision on whether or not to evacuate will be based on all available information received.
6. If the decision is made to evacuate, instruct occupants to take purses, book bags, and personal packages and EXIT the building. (If left behind, these items could be mistaken to contain concealed explosives.)
7. If ordered to evacuate, move at least 300 feet away from the building and stay away from glass. Do not attempt to re-enter the building until you have received official instructions to do so.



### A. IDENTIFYING SUSPICIOUS ITEMS

Look closely around your work area when you arrive for work. This will help you if you are called on to identify unusual or suspicious items later.

Report potential safety or Safety problems to Campus safety, 409-257-0073.

Be on the lookout for anything unusual, particularly packages or large items seemingly left behind or thrown out. Note time and location of anything odd.

### B. IDENTIFYING SUSPICIOUS MAIL PACKAGES

Look closely at packages that arrive in the mail that you were not expecting or from senders you do not recognize. Report suspicious packages to Campus Safety, 409-257-0073.

Some signs of a suspicious package might be:

- No return address
- Insufficient postage
- Is addressee familiar with name and address of sender?
- Is addressee expecting package/letter? If so, verify contents.
- Return address and postmark are not from the same area.
- Wrapped in brown paper with twine
- Grease stains or discoloration on paper
- Strange odors
- Foreign mail, Air Mail, and Special Delivery
- Restrictive markings such as Confidential, Personal, etc.
- Excessive postage
- Hand-written or poorly typed addresses
- Incorrect titles
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing materials such as masking tape, string, etc.
- Visual distractions

## EXPLOSION

- **Do Not Use Elevators!**
- Report any explosion on or adjacent to the Campus Safety, 409-257-0073.
  - If necessary, or when directed to do so, activate the building alarm, (the safest and nearest fire alarm pull station).
  - When the building evacuation alarm is sounded, an emergency exists. All rooms should be evacuated. Closing doors will help contain a fire, but **DO NOT LOCK THE DOORS!**
  - Assist persons with disabilities to an enclosed stairwell landing, preferably the designated rescue assistance area if it is safe to do so and notify Campus Safety or Fire Department Personnel of their location.



## FIRE

- **Do Not Use Elevators!**
- In all cases of fire, activate the nearest fire alarm to warn other building occupants. You should know where the nearest alarm is to your work area.
- In all cases of fire, call Campus Safety, 409-257-0073. Do not assume that someone else is making the call, make the call yourself.
- When the building fire alarm is sounded, an emergency exists. All rooms must be evacuated. Leave the lights on and close, but do not lock the doors.
- Assist persons with disabilities to the nearest rescue assistance area, (generally a stairwell), if it is safe to do so. Handicapped person carrier chairs are available in buildings with multiple floors.



- If the fire is small and you have an unobstructed egress path, you may choose to use an available fire extinguisher to put out the fire. Each employee should familiarize themselves with the location of the two nearest fire extinguishers in their area and learn how to use them. Remember to pull the pin and aim at the base of the flames. Continue to dispense the extinguishing agent until the extinguisher is empty. If at any time the fire begins to grow, back out of the room and close the door.

## FLOODING

If flood conditions occur, contact Facilities at 409-241-8608.



Provide sufficient information as to building name, floor, room, and degree of flooding or potential damage due to the flooding.

A Facilities or Campus Safety representative will contact the City of Beaumont Public Works at 409-980-8311 and Jefferson County Drainage District 6 at 409-842-1818 to report the flooding event.

A determination of the extent of the flooding will be relayed to the Office of the President and callout of critical personnel will begin.

An inventory of lights, sandbags, duct tape, and polyethylene sheeting is maintained by Facility Maintenance.

## FUMES AND VAPORS

Toxic fumes can infiltrate a building from various sources including improperly stored chemicals, faulty refrigeration, equipment fires, gasoline engines operated near air intakes, etc. If the presence of toxic fumes is suspected, the area or areas affected should be vacated. Use a telephone away from this area and notify Campus Safety, 409-257-0073.



Since the campus is located near ExxonMobil, the possibility exists that this facility could be the source of the fumes. If the source seems to be coming from outside of the building, shelter-in place. If possible, turn off the air conditioning and go to the interior of the building. If the fumes are intense, place wet paper towels under the door to reduce the amount of vapors entering the building.

Call Campus Safety, 409-257-0073, or 911 from a campus or cellular phone if the situation merits a Haz-Mat response from the Beaumont Fire Department.

After the source of the vapor / fumes is discovered and contained:

**Ventilate the contaminated area(s).** It may be possible to clear an affected area by opening windows and/or activating exhaust fans, provided such action is undertaken by trained personnel.

### Emergency Treatment:

- Don't endanger yourself or others.
- Remove victims from area only if safely possible.
- Call 911 from a campus or cellular phone for ambulance service and notify Campus Safety at 409-257-0073. Assist victims as necessary.

## HAZARDOUS SUBSTANCES SPILL

Any major spill of a hazardous substance must be reported immediately to the Campus Safety, 409-257-0073. The Director of Safety or EHS Specialist will assess the extent of the spill and contact the Beaumont Fire Department if necessary. Personnel on site should be evacuated from the affected area at once. Seal off the contaminated area to prevent further contamination until the arrival of trained responders. Beaumont Fire Department (BFD) HAZMAT team officials will take charge of the site management of the spill once they are on scene.

Personnel who may be contaminated by a spill or release are to:

- Seek medical attention immediately.
- Avoid contact with others.
- Alert responders/emergency personnel of injury or contamination.
- Contact Human Resources for workers' compensation notifications.



## **MECHANICAL FAILURES**

Any emergency related to building or facility problems, such as equipment failure or erratic operation, must be reported to Facilities as soon as possible. During normal business hours contact Facilities directly by calling 409-241-8608

If the failure is related to the Fire System notify Facilities as soon as possible. During normal business hours contact the Facilities at 409-241-8608. After hours, contact Campus Safety, 409-257-0073.

NOTE: If there is potential danger to building(s), and/or its occupants, call 911 from a campus or cellular phone immediately.

## **MEDICAL EMERGENCY AND COMMUNITY HEALTH ISSUES**

Report any serious injury or illness by calling 911 from a campus or cellular phone immediately. Non-emergency injuries or illness should be reported to Campus Safety at 409-257-0073.

Begin first aid if qualified or seek someone who can.

If injury or illness is job related, contact Human Resources to complete required workers' compensation reports.

Response to community health issues will be coordinated by the LIT Executive Team.

Personal safety is your first priority. Use personal protective equipment when in contact with the victim's blood or any bodily fluids.



## **PANDEMIC PREPARATION**

The Centers for Disease Control and Prevention (CDC) recommend getting the flu vaccine every year to prevent seasonal flu. Nonpharmaceutical interventions (NPIs) can also help protect from getting and spreading the flu. NPIs are actions that people and communities can take to slow the spread of flu. They include simple everyday preventive measures, such as staying away from other people when sick, covering coughs and sneezes, and washing hands often. These actions are practicing NPIs. NPIs are especially important during outbreaks of pandemic flu, or any other pandemic illness.

The actions taken and planning today make a difference. Below are important steps for protection against getting and spreading the flu.

- A. Stay away from people who are sick.

- Stay out of class and away from campus as much as possible until fever is gone for 24 hours without the use of fever-reducing medicine.
  - Keep in touch with student health services, instructors, and friends through email, text, or phone.
  - Get plenty of rest.
  - Drink clear fluids, such as water, sports drinks, or electrolyte beverages.
  - Acetaminophen or ibuprofen may help reduce fever, headache, and body aches.
- B. Keeping Distance
- People with flu can spread it to others at least 3 feet away.
  - The flu is contagious. Stay away from sick people.
  - People who are sick with flu may have no symptoms. They may pass the flu onto other people before they even know they are sick.
  - Avoid sharing eating utensils and dishes with people who are sick.
  - During a flu pandemic
    - i. Avoid places where large groups of people gather, such as classes, concerts, festivals and sporting events.
    - ii. Look for ways to participate in gatherings or classes virtually or via TV to avoid face-to-face contact with people who may be sick.
- C. Stopping the spread of germs by covering coughs and sneezes.
- Cover the nose and mouth with a tissue when coughing or sneezing.
  - Throw away the used tissue and then wash hands.
  - Covering coughs and sneezes with a tissue helps prevent the spread of the flu virus through the air and on the hands.
  - During a flu pandemic
    - i. Wearing a facemask when sick can lower the risk of spreading illness to others.
- D. Washing Hands
- Wash hands thoroughly and often with soap and warm water.
  - If soap and warm water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
  - Avoid touching eyes, nose or mouth.
  - Washing hands lowers the amount of flu virus that can spread when shaking hands with other people or touching surfaces and objects, such as keyboards, TV remotes, desks, and doorknobs.
- E. Cleaning Frequently Touched Objects and Surfaces
- Keyboards, TV remotes, phones, desks, and doorknobs should be cleaned often and thoroughly.
  - Studies have shown that human influenza viruses generally can survive on surfaces up to 48 hours. During that time, the virus may potentially infect other people.
  - Soap and water are all that is needed to remove the flu virus.
  - Bleach-and-water solution or disinfectant with a label that says “EPA approved” for killing viruses and bacteria can also be used.
- F. Being Prepared and Informed
- Get the pandemic flu vaccine as soon as it becomes available.
  - Make plans for what to do in the event that local public health department recommends closing campus or cancelling events.

- Use nonpharmaceutical interventions (NPIs), such as staying away from other people when sick, covering coughs and sneezes, and washing hands often to help slow the spread of pandemic flu.
- G. In the Event of a Pandemic Event
- LIT will follow the guidelines provided by the CDC, health department, state and local agencies, and other national, state, and local agencies responsible for mitigating the event. Guidelines from these agencies shall be implemented and employees and students will comply with the implemented guidelines.

## **PUBLIC RELATIONS EMERGENCIES**

While public scandals are rare in higher education, virtually every institution must occasionally deal with such situations. This might involve a highly visible lawsuit, accusations of wrongdoing on the part of an institution official, an egregious case of student misconduct, or a variety of unspecified events that carry the potential of having a negative impact on the institution's reputation. The impact of these events is exacerbated when they result in potential or actual news coverage.

When such events occur, the Executive Team may consider the following responsibilities:

- Assessment of the potential impact on the Institution's reputation.
- Legal implications of the event; laws and policies pertaining to its disposition.
- Recommendations on steps to diffuse or eliminate the problem before it goes public; or when that is not possible, steps to lessen the negative impact on the Institution's reputation.
- Development of messages and channels of communication to the various constituents (including the news media) associated with the event. Assurance that all privacy laws are obeyed, and freedom of information is respected.

## **SEVERE WEATHER (Tropical Storm)**

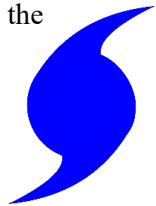
### **Campus Closure**

In the event of a tropical storm, the campus may close until all threats to the community disappear. The decision to close the campus will be made by the President following an evaluation of the prevailing weather reports, city disaster declarations, county disaster declarations, and other relevant information.

Notices of campus closure should include the date of closure, how to monitor updates about the closure, extent of classes that will not be taught (online classes may continue being taught), and other significant information. See Appendix B: Hurricane Preparedness Plan for a complete preparation plan.

### **Communication between the Campus, Students, and Community**

The Institution will communicate with the campus and community via email, blackboard connect, social media, and updates on the Institution website. Messages will be generated by the President through the Director of Communications and Marketing.



## **SEVERE WEATHER (Tornado)**

### **Severe Weather/Tornado Watch:**

A watch is an indication of where and when the probabilities are highest that severe weather or a tornado could occur. A watch is a statement that severe weather/tornado conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities as well as to the local radio and television stations.

### **Severe Weather/Tornado Warning:**

If a severe weather/tornado sighting occurs, the National Weather Service alerts all weather stations and local authorities.



### **In case of severe weather:**

When the emergency warning is made, students and employees have the responsibility to get to a shelter. When the emergency notification is made, all persons should immediately seek shelter in the nearest strong building. Go to the interior walls of lower floors. Auditoriums, gymnasiums, and similar large rooms with wide roofs should be avoided. Stay away from all windows and exterior doors. During sudden severe weather events it will be necessary to shelter-in-place.

## **STUDENT CRISIS**

Contact Campus Safety at 409-257-0073. The Director of Safety will notify the Office of Student Affairs.

Appropriate referrals will be made in the event of the following types of crisis situations involving LIT students.

- Alcohol and other drug use emergencies
- Classroom disruptive or violent behavior
- Death of a student, friend, or family member
- Discipline issues
- Mental health/behavioral incidents or concerns
- Physical injury
- Sexual assault
- Threats to public welfare
- Criminal behavior

The LIT Care Team is a dedicated group of faculty and staff who provide consultation and support for students in distress. The team was created to accept early alerts regarding individual students in distress or whose behavior raises concerns about their well-being or that of others.

## **UTILITY FAILURE**

All utility failures must be reported to Facilities as soon as possible. During normal business hours call the Facilities directly at 409-241-8608. If telephone service is not available, go to the Facilities building.

If utility failures occur after hours, weekends, or holidays, contact Campus **Safety** at 409-257-0073.



NOTE: If there is potential danger to building(s) and/or its occupants, call 911 from a campus or cellular phone immediately.

### **Emergency Contact Numbers for Utility Providers:**

Utility	Provider	Phone Number
Electric Utility	Entergy	1 (800) 968-8243
Natural Gas Utility	Centerpoint	(409) 860-7112
Water / Sewer	City of Beaumont	311 or (409) 980-8311
Fire Alarm Service	Vector Security	(409) 722-3700

## VIOLENT OR CRIMINAL BEHAVIOR

All violent or criminal behavior or threats of violent or criminal behavior must be reported to the Lamar University Police Department (LUPD), 409-880-7777, or Campus Safety 409-257-0073.

Report suspicious persons/behaviors/noises immediately to Campus Safety.

If you observe a situation that seems to be escalating and you are not directly involved notify Campus Safety. Be prepared to give complete information about the subject and the circumstance.

If you recognize that a person appears to be verbally out of control and you are also being uncharacteristically vocal, step away and allow another person to bring new “calmness” to the situation. Notify Campus Safety, if the situation remains out of control.

If the violent person has left the area prior to your notification, relay as much information as you can about the subject and direction/means of travel, if possible.

If you observe any type of weapon, remove yourself from the area and notify LUPD or Campus Safety immediately. Campus safety will immediately notify the Beaumont Police Department of any suspected weapons on campus.

Report any safety concerns that may present a potential danger to you or others, (such as lights out, surface or mechanical malfunctions, etc.) to Campus Safety at 409-257-0073.

Arrange for a Campus Safety Officer to escort you to your vehicle/office if you have concerns about your safety.

Remember: You can be your own best Safety by remaining aware of your surroundings, practicing crime prevention behaviors, and making timely/ appropriate reports.

NOTE: Additional crime prevention information may be obtained from the Department of Campus Safety.

## **APPENDIX B: Hurricane Preparedness Plan**

### **INTRODUCTION**

Tropical Storm season officially begins June 1 and extends through November 30. In the event a tropical storm system threatens the upper Texas coast, Lamar Institute of Technology (LIT) campus will be evacuated. The following plan outlines procedures and steps that will ensure the safety of the campus community. The Toll-Free Number 800.950.6989, will be set aside as a weather and campus information source during storm conditions.

The State of Texas Department of Emergency Management (TDEM) and Jefferson County Emergency Management are the over-arching authorities having jurisdiction in matters concerning public safety and evacuations in times of declared emergency. LIT will work in concert with these organizations, as well as Beaumont Emergency Management, to receive direction and assistance. The state and local emergency management coordinators will issue bulletins and preparatory announcements timed to initiate a safe and orderly response to the disaster. The campus will participate with emergency management authorities in specific disaster planning and will respond to the phased stage-up toward closing the campus and ultimate evacuation of the area.

LIT's adherence to the structural time frames represented in this plan are subject to modification due to events as so directed by the President.

### **PURPOSE**

This plan is intended to acquaint students and employees with tropical storm hazards, to indicate the action required to overcome or minimize these hazards, and to delineate responsibility in carrying out such action.

### **DEFINITIONS**

**Tropical Disturbance** – A tropical weather system with organized convection (generally 100-300 miles in diameter) originating in the tropics or subtropics, having a non-front migratory character and maintaining its identity for 24 hours or longer. It may or may not be associated with a detectable perturbation of the wind field.

**Tropical Depression** – A tropical cyclone that has maximum sustained surface winds (one-minute average) of 38 mph or less.

**Tropical Storm** – A tropical cyclone that has maximum sustained surface winds ranging from 39-73 mph.

**Hurricane** – A hurricane is a tropical cyclone that has maximum sustained surface winds of 74 mph or greater.

**Major Hurricane** – A hurricane that is classified as Category 3 or higher.

## **PLAN STATEMENT**

The Office of the President will serve as the headquarters for the implementation of this plan. At the direction of the President, all personnel will evacuate the campus when a tropical storm is imminent, whether shut down is completed. Classes will close at the discretion of the President upon notification that a storm threatens to impact the area. The campus will be closed within 8 hours of that notification.

Buildings on this campus have not been designated as shelters by the Jefferson County Emergency Management Coordinator, so all persons must seek shelter elsewhere. All Institution sponsored functions on, or off campus are to be canceled.

## **RESPONSIBILITIES**

### **President**

- Pre-approves broad policy relative to tropical storm preparedness.
- Makes the decision for evacuation of campus.
- Signs the Declaration of Emergency.
- Communicates the decision to evacuate to the Executive Team.
- Heads the Crisis Management Team.

### **Provost/Vice President for Instruction**

- Implements Hurricane Preparedness Plan for Faculty and Students.
- Upon consultation with the President, communicates when classes are to be canceled. Inform deans/academic departments of decision/timeline to evacuate campus.
- Assures that academic departments are prepared to move instruction online for as long as the campus recovery process takes.

### **Vice President for Finance and Operations**

- Communicates with President and advises on the Institution's state of readiness.
- Communicates with Crisis Management Team.
- Communicates emergency instructions to Business Office and Operations supervisors.

### **Director of Facilities**

- In coordination with Campus Safety, oversees overall campus tropical storm disaster preparation and defense.
- Procures, stores, and maintains in operable condition all supplies and equipment necessary to this plan.
- Takes the steps necessary to effect hurricane defense measures as outlined the Facilities section of this plan.

### **Director of Safety**

- Continuously monitors storm information and notifies Crisis Management Team as directed by these procedures and processes.
- When evacuation order given, assures the safe and orderly evacuation of campus.
- Makes certain all buildings are secured before leaving campus

**Assistant Vice President of Information Technology Services**

- Initiates Information Technology Services Department Hurricane Preparedness procedures.
- Distributes contact information sheet to key personnel.

**Director of Communications and Marketing**

- Prepares communication plan for pre-storm, storm, and post-storm notices to students and employees.
- Prepares contact list for area media outlets.

**Director of Procurement**

- Advises the Disaster Response Team regarding the procurement of services and/or equipment.

## **TROPICAL STORM SEASON PREPARATIONS**

- 90 Days Before Tropical Storm Season
  - Crisis Management Team (CMT) to review and approve Hurricane Preparedness Plan.
  - Emergency Management to post approved Hurricane Preparedness Plan on website.
  - Institution department heads to review and update contact lists.
  - Public Information and Marketing to prepare communication plan.
  - Facilities to ensure appropriate agreement with vendors for emergency operations preparations.
  - Campus Safety to review and update department continuity plans.
  - Finance to prepare checklist for documentation of damage and recovery.
  - CMT to review the tropical storm procedures and processes, including timeline, under which Institution closure decision would be made.
  - CMT to review employee notification procedures (communication plan) and have the employee notification strategy in place.
  - Department heads to prepare/update checklists for department-specific preparations to cover situations not addressed in the general plan and provide copies to Provost or Vice President.
  - Procurement Services evaluate TSUS disaster recovery vendors for updates and/or changes.
- 60 Days Before Tropical Storm Season
  - CMT to identify key personnel who will be expected to return to campus after a storm – both immediately and in stages – to begin campus clean up and reclamation.
  - Institution to decide the conditions under which and procedures for giving students partial and/or proportional refunds for full tuition/fees in case of inability to return to campus because of storm damage to residences and paying student employees.
  - Facilities to secure/ensure full serviceability of backup generators for critical buildings and establish timing plan for activation post-storm.
  - Facilities to secure and store free-standing generators used in the repair and recovery effort post-storm.

- Facilities, in coordination with Emergency Management, to review a list of contractors (short-term water, wind, and mold remediation, construction, positioning campus to reopen for classes as rapidly as possible), to include contact information, the Institution will use during an emergency response.
- Facilities to review stock levels of supplies, including protective covering for computers, likely to be needed during a campus closure and subsequent disaster recovery.
- Facilities to ensure capability of refueling generators as needed.
- Emergency Management to identify source of non-perishable supplies and building/rooms to be used as command center for on-campus post-storm activities.
- Departments with items that will spoil and/or create environmental issues if deprived of refrigeration to prepare contingency plans for dealing with these materials in the event of evacuation and power interruption and notify the EHS Specialist of these plans.
- Beginning of Tropical Storm Season
  - Overview of Responsibilities
    - Emergency Management to place reviewed Hurricane Preparedness Plan on website.
    - All Departments:
      - ✓ Review the Hurricane Preparedness Plan and initiate any actions needed in this phase.
      - ✓ Prepare a backup of computer data held on computers.
      - ✓ Confirm updated contact information for all employees. Copies should be retained by the Department Head and senior level employees.
    - Department of Instruction to confirm procedures for online continuity of instruction.
    - ICS Unit Leaders to determine key personnel needed to initiate clean up and restoration after storm and conduct training as needed.
    - Facilities to advise all contractors to minimize loose equipment and materials on campus through November 30 and to be prepared to secure and/or remove equipment if storm threatens.
    - Information Technology to test back-up systems.
    - Public Information and Marketing and Information Technology to test emergency notification system.

## **TROPICAL STORM PROCEDURES AND PROCESSES**

### **CRISIS MANAGEMENT TEAM**

The Crisis Management Team (CMT) will be assembled should the President (or designee) determine the situation has had a wide-ranging or long-lasting effect. The recommended team will consist of the following individuals:

President

Provost/Vice President of Instruction

Vice President of Finance and Operations

Associate Vice President of Student Services

Associate Vice President of Accreditation and Strategic Initiatives

Assistant Vice President of Information Technology Services

Director of Facilities  
Director of Safety  
Director of Communications and Marketing  
Director of Procurement

The following management process for tropical storm systems will then be followed:

- Emergency Management will notify the CMT twice a day when a tropical system enters or develops west of Longitude 55 degrees W and south of Latitude 30 degrees N (see figure below) and has the potential to impact Texas. The LIT Community can refer to the Campus Safety website for similar messaging.



#### LIT Specific Information

- Potential impact to Institution facilities
- Tropical Storm Force Wind probabilities for Texas for the next 5 days
- Current Institution actions

#### Storm Specific Information

- Name
- Current Location
- Maximum Sustained Wind Speed (Storm Category)
- Forward Speed
- Forward Direction
- Potential for Development or Weakening
- Current Related Watches and Warnings for Texas

#### **120-72 Hours (5 to 3 Days) Before Arrival of Tropical Storm Force Winds**

- The President announces a meeting of the CMT.
- A storm update from the Executive Director of Campus Safety or the Director of Safety.
- An update on the status of DDC-15, Jefferson County Emergency Management, Beaumont Emergency Management, and all other Lamar components.
- CMT discusses forecasts and decides on course of action, proper response, public statement, and appropriate activities.
- Inform essential staff of their functions and responsibilities before, during, and after the storm.

#### Emergency Management

- Prepares forms (check-in lists, time logs, etc.) for emergency operations tracking documentation.

#### Facilities

- Checks generators and emergency systems to ensure they are operational.
- Conducts planning conference calls with remediation/recovery and debris removal vendors.
- Contacts on-campus construction contractors/vendors to request information on their pre-storm preparatory action timeline.
- Checks emergency equipment/materials inventory and procures resources, as needed
- Conducts a visual check of storm drains to ensure they are operational.

#### All Departments

- Department heads review list of essential personnel and make updates, as needed.
- Department heads conduct a review of existing plans with employees and students and ensure they are able to accomplish assigned roles and responsibilities.

### **72-48 (3 to 2 Days) Hours Before Arrival of Tropical Storm Force Winds**

#### Emergency Management

- Monitors the progress of the storm and provides situation reports.
- Makes certain CMT has all current student and employee contact information.

#### Crisis Management Team

- Meets as needed and monitors the forecast track.
- Establish a set point for discontinuation for all non-essential operations.
- Discusses
  - Campus operational changes/closure timeline
  - Shuttering of buildings
  - Official communication to Institution students and employees
  - Campus Declaration of Emergency
  - Ceasing construction activity, as applicable

#### Facilities

- Determines whether to request Debris Removal Vendor to activate a Campus Site Supervisor
- Contacts construction contractors and provides information on current preparatory actions.

#### Campus Safety

- Director reviews emergency staffing plan and provides CSOs with notification to prepare for possible activation of the plan.

#### All Departments

- Department heads ensure photo-documentation of all offices, laboratories, and equipment has been completed and properly saved.
- Department heads provide situation status information to Emergency Management

## **48-24 (2 to 1 Day) Hours Before Arrival of Tropical Storm Force Winds**

### Crisis Management Team

- Determines whether a campus state of emergency will be declared.
- Determines if/when classes will be cancelled and non-essential operations suspended.
- Determines whether buildings will be shuttered.
- Reviews all previous decisions.
- Develops timeline for final preparatory actions.

### Emergency Management

- Activates virtual EOC.
- Provides recommendations to campus departments on implementation of specific protective measures as needed.
- In coordination with Facilities, conducts post-storm recovery planning conference call with vendors responsible for emergency protective measures and debris removal.
- Provides Campus Safety with updated list of essential staff (staff who will return to campus as soon as safe after the storm).

### Facilities

- Clears loose debris/outside unsecured items.
- Check roof and storm drains.
- Checks equipment tie downs.

### All Departments

- Department heads provide employees with post-storm instructions.
- Department heads ensure all emergency operation tasks have been completed.

## **24-0 (1 Day) Hours Before Arrival of Tropical Force Winds**

### Crisis Management Team

- Conducts final meeting to discuss Institution-wide protective measures and communications.
- Conducts a final review of all preparatory actions.

### Emergency Management

- Meets with Facilities and vendors to review post-storm recovery plan.

### Facilities

- Checks roof and storm drains.
- Checks equipment tie downs

### Campus Safety

- Director of Safety confirms all contact information with DDC-15, Jefferson County Emergency Management, and Beaumont Emergency Management is correct.
- Conduct clearance check and lockdown of all pre-identified buildings after preparatory actions are completed.

## **During Impact**

## General

Prior to the arrival of sustained tropical storm force winds, entrances to all buildings will be secured.

When Institution activities have been suspended only those essential employees pre-identified by the CMT will be allowed to remain on campus. The President, in coordination with the CMT, will determine when conditions become too severe enough to dismiss the essential personnel.

## Information Coordination

Emergency Management will continue to monitor the storm while the campus is impacted by the storm system. Email, text messages, and TEAMS will be the platform to relay this information to the CMT.

The Director of Safety will remain in close contact with DDC-15, Jefferson County Emergency Management, and Beaumont Emergency Management to assure the CMT has the most current storm impact information.

## **Post-Storm Action Steps**

### Emergency Operations Center

- Through the direction of the CMT, the Incident Commander notifies essential employees of campus status and timeline for essential employees to begin post-storm actions (Public Information Officer).
- Assessment Team conducts preliminary damage and safety evaluations. The team completes the standardized forms and submits them to the EOC for review.
- Utilize department continuity plans to restore and sustain critical operations.
- Establish alternate workspaces, as necessary.
- Students, faculty, and staff are notified of campus status and timeline for resuming operations. Messaging emphasis placed on campus closure remains in effect.
- Establishes campus perimeter control and closely monitors campus access control.
- Debris removal vendors begin debris removal from Institution property.
- Emergency protective measure vendor begins restoration process.

### Assessment Team

- The Assessment Team is responsible for conducting a preliminary damage and safety evaluation of the campus after a tropical storm or hurricane. The Assessment Team will not initiate operations until sustained winds have dropped below 39 mph and it is daylight. The Team will initially focus on providing a broad snapshot of impacts sustained at a campus level. The damage evaluation process will be followed as outlined below.
- Goals and Objectives
  - Take general photos of all buildings and building systems (including undamaged areas).
  - Take detailed photos of all building areas and systems that have sustained impacts.
  - Obtain preliminary building status information.
  - Determine whether it is safe of additional employees to return to campus.

- Assessment Team Members
  - Director of Facilities
  - Director of Safety
  - EHS Specialist
  - Facilities Essential Personnel

### Employee Status

Immediately following the storm, all employees should evaluate their personal status and then follow their department contact procedures. Employees should monitor the Institution website, social media, and other information sources for updates on when to return to work. The best resource for employees will be their chain of command.

Students and employees who have provided their cell numbers and email addresses will receive voice mails, text messages, and emails through the Notification System regarding key updates and return to work instructions. In addition, the LIT homepage will have all notifications and status updates. For information about campus conditions during and following a storm, call the toll-free number 800-950-6989 and listen to local radio/television stations for information.

To receive community related storm information, register with Southeast Texas Alerting Network (STAN) at [www.thestan.com](http://www.thestan.com). The public can call 877-843-7826 to hear any emergency or outreach STAN message posted by emergency management officials.

### Access Control

Only essential personnel will be allowed on campus until the CMT determines limited or normal campus operations can resume. Any employee working on campus during the recovery phase must have their ID badge displayed at all times. Contractors working on campus must be properly uniformed and/or displaying company-issued IDs. All personnel entering and leaving campus will be required to sign in/out at a specific location.

### Campus Re-Entry

After the Assessment Team has determined the campus is safe for re-entry, the CMT based on the damage assessment reports advises the Incident Commander to begin the recovery process with essential employee call back through department heads. Extreme caution should be exercised when initially entering all facilities, even though the all-clear has been given. Photos should be taken of all workspaces prior to initiating cleanup or recovery operations. Non-essential personnel will not be allowed on campus until the President opens it back completely. Unauthorized persons will be asked to leave and criminally trespassed if necessary.

## **Recovery**

Debris Removal (FEMA Category A)

Vendors should be contracted to provide debris removal and monitoring services for the Institution.

#### Emergency Protective Measures (FEMA Category B)

Emergency protective measures are taken before, during, and after a disaster to eliminate/reduce an immediate threat to life, public health, or safety. Protective measures also serve to eliminate/reduce an immediate threat of significant damage to public and private property through cost-effective measures.

These vendors are responsible for the implementation of emergency protected measures at the Institution and facilities and procuring approved response and recovery resources.

TSUS currently has an Emergency Protective Measures agreement in place with the following vendors.

- Belfor
- Cotton
- Other local vendors previously approved by Procurement

## **DISASTER RESPONSE TEAM**

If a tropical storm results in significant damage to campus facilities and infrastructure, the Crisis Management Team may call for the Disaster Response Team (DRT). The following are members of the DRT:

- President
- Vice President for Finance and Operations
- Provost/Vice President of Instruction
- Assistant Vice President of Information Technology Services
- Executive Director of Procurement Services
- Executive Director of Campus Safety
- Director of Facilities
- Director of Safety

The following management processes for disaster response will be followed:

- Director of Facilities begins coordination of damage repairs and reconstruction and advises the CMT on available resources and timelines.
- Vice President for Finance and Operations establishes emergency financial support and financial services.
- Provost/Vice President of Instruction develops strategies and timelines for resuming classes or reopening the campus and completing the academic term.
- Assistant Vice President of Information Technology Services establishes computing stations, assess damage to computing services, assesses damage to telecommunication systems, and initiates repair procedures.

- Executive Director of Campus Safety serves as the insurance contact, provides all claim information and continues to oversee the ICS reporting requirements.
- Director of Safety maintains security around the incident site.

The Disaster Recovery Team may convene in person or via Teams or a combination. The DRT may seek input from individuals with information or expertise the team considers valuable. The DRT will update the CMT. The CMT will issue progress updates through the Director of Communications and Marketing to inform the LIT Community.

## **INSTITUTION CLOSURE CHECKLIST**

In the event the Institution suspends normal operations in response to the threat of a tropical storm or hurricane, each department is to complete the following activities. It is the responsibility of each department head to prepare for emergency closure by ensuring the individuals responsible for each task have been identified and trained, and that department specific plans have been developed.

- ☐ Protect vital records. Clear desktops, table tops, floors and exposed horizontal surfaces of materials likely to be damaged by rising water, leaks, or wind.
- ☐ Back-up computer hard drives on approved OneDrive cloud. Place flash drives and CDs in a water-proof zip-lock bag or other protective containers.
- ☐ Shut down and unplug computers, printers, and other electrical appliances. Ensure that equipment that must remain energized is connected to “surge protectors.” (Applicable to buildings with emergency power capability.)
- ☐ Relocate equipment, books, and other items away from windows to interior areas of the building. Tag relocated equipment and items for easy identification and retrieval.
- ☐ Ground floor occupants of buildings should relocate equipment and other items to a higher floor, or place the items off the floor onto top of desk.
- ☐ Relocate contents from bottom drawers of desks and file cabinets to locations safe from damage due to rising water.
- ☐ Empty break area refrigerators and disconnect them from power sources.
- ☐ Disconnect laboratory equipment from power and other utilities and protect sensitive apparatus.
- ☐ Properly store glassware.
- ☐ Ensure back-up availability for critical utility-dependent processes.
- ☐ Ensure all hazardous materials are properly stored and protected.
- ☐ Empty trash receptacles of items likely to decompose
- ☐ Remove all personal items of value from Institution premises.
- ☐ Update office/department voice mail.
- ☐ Close and lock all windows and doors.
- ☐ Check with supervisor for tentative post occurrence work schedule.

## **INCIDENT COMMAND SYSTEM (ICS)**

The Incident Command System (ICS) is a modular emergency management system

designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management. Use of the Incident Command System at LIT facilitates the Institution's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

### **Key Principles of the Incident Command System**

- Modular organization based on activating only those organizational elements required to meet current objectives.
- Common terminology applied to organization elements, position titles, facility designations, and resources.
- Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
- Comprehensive resource management for coordinating and inventorying resources for field responses
- Integrated communication so that information systems operate smoothly among all response agencies involved.
- Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.
- Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels.

## **INCIDENT COMMAND SYSTEM REPORTS AND FORMS**

### Reports

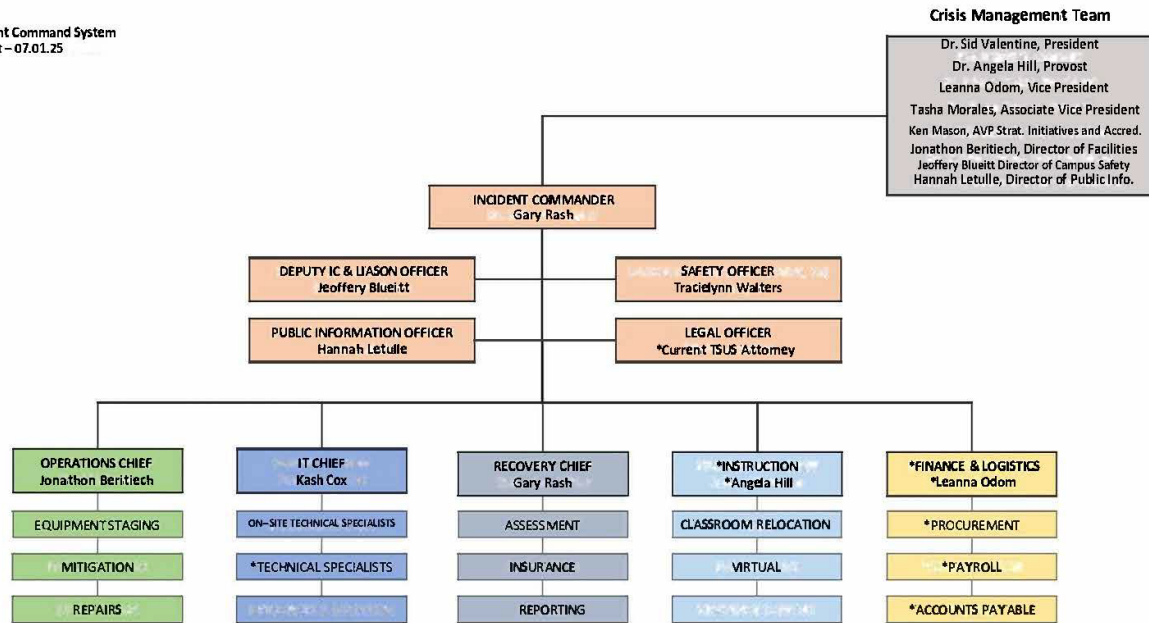
- Situation Report
- Daily Operations Report

### Forms

- Campus Declaration of Emergency
- 214 – Activity Log
- 203 – Organization Assignment List
- 207 – Incident Organization Chart
- EOC Check-In/Check-Out
- Vendor Check-In/Check-Out
- Damage Assessment Forms
  - Building Assessment Form
  - Picture Log
  - Inspected Sign
  - Restricted Use Sign
  - Unsafe Sign

# INCIDENT COMMAND ORGANIZATIONAL CHART

LIT Incident Command System  
Org. Chart – 07.01.25



\*All, some or mostly remote support work.

## APPENDIX C: Building Coordinator Assignments

### PROCEDURES FOR TROPICAL STORMS OR OTHER LONG-TERM CLOSURE PROCEDURES

Building Coordinators are responsible for securing physical assets from storm damage. Physical assets generally include, but are not limited to, equipment and supplies required to support classroom, lab, and office functions.

Certain buildings have equipment unique to that facility. A building-by-building evacuation checklist has been developed. Coordinators are responsible for verifying completion of evacuation activities and must report their findings to department heads **prior to personally departing the campus.**

The following tasks are common to most buildings. These tasks must be performed prior to evacuation of the campus.

1. Equipment that can be damaged by water shall be covered by plastic bags or waterproof sheeting or placed in a closet or cabinet if one is convenient and/or available. Supplies will be provided by the Facilities. The Director of Campus Safety shall determine in advance if plastic sheeting will be required and inform the Facilities of the estimated quantity.
2. Computers on the first floors of a building shall be covered by plastic bags (but not sealed) and placed on work stations. Computers on the upper floors of a building shall be bagged but will remain on the floor.
3. All computers and peripheral equipment, as well as all other electrical/electronic devices, shall be **disconnected** from their power sources (not just turned off). However, the computers and peripherals should **remain connected** to each other.
4. **Perishable food and beverages** shall be removed from refrigerators and freezers and the doors propped open.
5. All windows, doors, and vents shall be closed and, if possible, locked.

Building	Coordinator	Alternate	Dean/Director/VP
Advanced Technology Center	Manufacturing and Trades Tech Dept Chair	Dean of Instruction	Provost/VP for Instruction
Cecil Beeson	Director of Finance	Director of Procurement	VP for Finance & Operations
Fire Training Grounds – Building #1	Fire Academy Coordinator	PBSS Department Chair	Provost/VP of Instruction
Fire Training Grounds – Building #2	Fire Academy Coordinator	PBSS Department Chair	Provost/VP for Instruction
Fire Training Grounds – Building #3	Fire Academy Coordinator	PBSS Department Chair	Provost/VP for Instruction
Facilities Maintenance (T-2)	Lead Facilities Technician	Director of Facilities Manage.	VP for Finance & Operations

Industrial Technology #1 (Tommy Williams)	Department Chair Technology	Dean of Instruction	Provost/VP for Instruction
Industrial Technology #2 (Tommy Williams)	Department Chair Technology	Dean of Instruction	Provost/VP for Instruction
Eagles' Nest	Registrar	Ass. VP of Student Services	Provost/VP for Instruction
Technical Arts 4	Dept. Chair Business Technology	Dean of Instruction	Provost/VP for Instruction
Technical Arts 5	Department Chair Technology	Dean of Instruction	Provost/VP for Instruction
Technical Arts Coldwater Lab	Process/Instrumentation Lab Technician	Department Chair Technology	Provost/VP for Instruction
Technology Center	Department Chair GEDS	Dean of Instruction	Provost/VP for Instruction
Multipurpose Center – Classrooms/Conference Room	Events Coordinator	Department Chair	Provost/VP for Instruction
Multipurpose Center- Dental Hygiene	Department Chair Allied Health	Dean of Instruction	Provost/VP for Instructional
Multipurpose Ctr. Police Academy	Assistant Director Police Academy	PBSS Department Chair	Provost/VP for Instructional
Truck Driving Academy- Laurel	Director Truck Driving	Ex. Director of Workforce	Provost/VP for Instructional
Gateway	Coordinator	Dean of Instruction	Provost/VP for Instructional
Trahan	Director Truck Driving	Ex. Director of Workforce	Provost/VP for Instructional
Workforce Allied Health Training Center	Executive Director of Workforce	Dean of Instruction	Provost/VP for Instruction
PATC	Department Chair Technology	Dean of Instruction	Provost/VP for Instructional
Frank Robinson Center- Silsbee	Coordinator	Department Chair Technology	Provost/VP for Instructional

## **BUILDING COORDINATOR ASSIGNMENTS**

Building Coordinators are responsible for the following building preparations:

### **Allied Technology Center 4075 Martin Luther King Parkway, Beaumont, TX, 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Remove all unsecured items from outside.*

### **Eagles' Nest**

#### **855 East Lavaca, Beaumont, TX 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*

### **Facilities Maintenance T-2**

#### **855 East Lavaca, Beaumont, TX, 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Remove all unsecured items from outside.*

### **Technical Arts Bldg. Boiler Room (next to Outside Unit) 855 East Lavaca, Beaumont, TX 77705**

- ☐ *Disconnect/Open breakers that serve the Outside Distillation Unit.*
- ☐ *Disconnect compressors.*

### **Technical Arts Bldg. 4 (T-4)**

#### **855 East Lavaca, Beaumont, TX, 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐

### **Technical Arts Bldg. 5 (T-5)**

#### **855 East Lavaca, Beaumont, TX, 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*

### **Technical Arts Coldwater Lab**

#### **855 East Lavaca, Beaumont, TX, 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure all water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*

### **Cecil R. Beeson (CB)**

#### **855 East Lavaca, Beaumont, TX, 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Run the elevator up to the second floor.*

### **Petrochemical & Advanced Technology Center (PATC)**

#### **855 East Lavaca, Beaumont, TX 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Run the elevator up to the second floor.*

## **Technology Center (TC)**

### **855 East Lavaca, Beaumont, TX, 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Run the elevator up to the second floor.*

## **Multipurpose Center-Classrooms/Conference Room – Events Coordinator**

### **802 East Lavaca, Beaumont, TX, 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Remove all biohazard waste and sharps.*
- ☐ *Run the elevator up to the second floor.*

## **Multipurpose Center – Dental Hygiene Director**

### **802 East Lavaca, Beaumont, TX, 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Remove all biohazard waste and sharps.*

## **Multipurpose Center – MP258, MP259, MP260, MP261, MP261**

### **Police Academy Director**

### **802 East Lavaca, Beaumont, TX, 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Secure and double check safe and storage room to ensure all items are locked up.*
- ☐ *Have oil storage drum emptied and secured.*
- ☐ *Secure gas cylinders.*

- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Relocate vehicles to Beeson Parking Lot.*

**Fire Training Grounds Bldg. #1 – Regional Fire Academy Coordinator**  
**600 Marina Drive, Beaumont TX, 77703**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Relocate vehicles to Beeson Parking lot.*
- ☐ *Remove all unsecured LIT items from outside.*

**Fire Training Grounds Bldg. #2 - Regional Fire Academy Coordinator**  
**600 Marina Drive, Beaumont, TX, 77703**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Remove all unsecured LIT items from outside.*

**Fire Training Grounds Bldg. #3 - Regional Fire Academy Coordinator**  
**600 Marina Drive, Beaumont, TX, 777053**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Remove all unsecured LIT items from outside.*

**Tommy Williams - Industrial Technology Building #1 –Industrial Maintenance**  
**Program Director;**

**Welding Program Director**

**4075 Martin Luther King Parkway, Beaumont, TX, 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Turn off all gas cylinders and bleed manifold off.*
- ☐ *Strap down all gas cylinders.*

- ☐ *Remove all unsecured items from outside.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*

**Tommy Williams - Industrial Technology Building #2 4075 Martin Luther King Parkway, Beaumont, TX, 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Remove all unsecured items from outside.*

**Gateway Building 3871 Stagg Drive Beaumont, TX 77701**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Remove all unsecured LIT items from outside.*

**Truck Driving Academy, 1105 Laurel Ave. Beaumont, TX, 77706**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Remove all unsecured LIT items from outside.*

**Trahan Center, 1025 Woodrow Ave., Beaumont, TX, 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Remove all unsecured items from outside.*

**Frank Robinson Center, 1355 W. MLK, Jr., Silsbee, TX, 77656**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*

- ☐ *Secure water sensitive documents/equipment off the floor*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Remove all unsecured items from outside.*

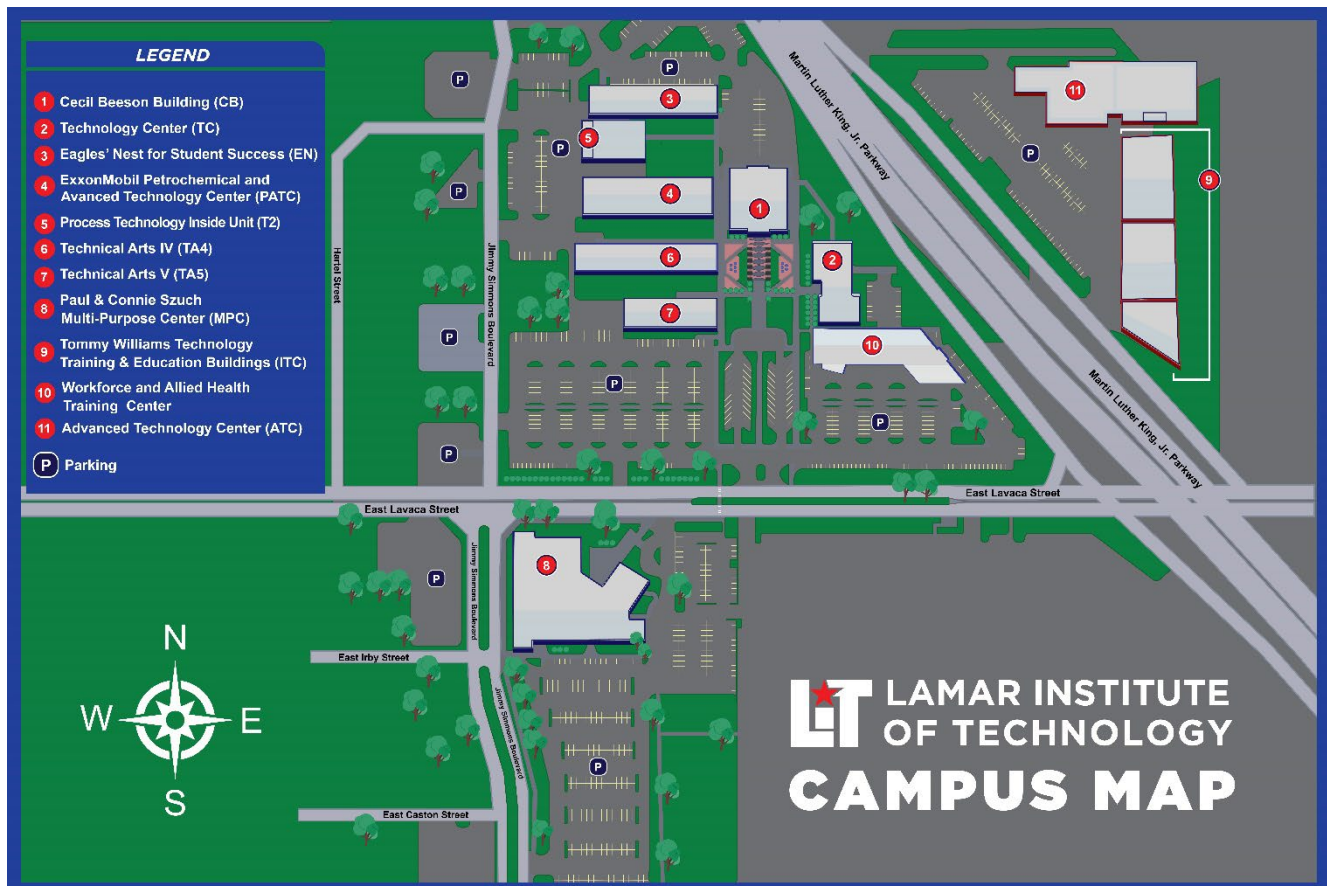
**4010 Jimmy Simmons Blvd, Beaumont, TX, 77705 – Director of Facilities**

- ☐ *Secure water sensitive equipment off the floor.*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Remove all unsecured items from outside.*

**Workforce Allied Health Training Center, 855 East Lavaca, Beaumont, TX 77705**

- ☐ *Unplug and loosely bag all computers and sensitive electronic equipment.*
- ☐ *Secure water sensitive documents/equipment off the floor*
- ☐ *Disconnect all electrical appliances.*
- ☐ *Remove all perishable items from refrigerator and prop door open.*
- ☐ *Remove all unsecured items from outside.*

# LIT CAMPUS MAP



# EVACUATION ROUTES-REGIONAL MAP



# LIT Pandemic Preparedness Plan

## **Purpose**

LIT has created this Pandemic Preparedness Plan to guide the College in preparing for and responding to a pandemic outbreak. Epidemic or pandemic events involve the widespread outbreak of disease and have the potential to create major social, economic, and political turmoil. Examples of epidemics include influenza, meningitis, measles, and pertussis. The purpose of this plan is to minimize the impact of a pandemic on students, faculty, and staff by describing the specific actions to be taken by the College based on the following objectives and assumptions.

### **Objectives:**

- To protect the lives, safety, and health of all students, faculty, staff, and visitors at Lamar Institute of Technology.
- To effectively communicate with all involved parties throughout the duration of a pandemic.
- To provide for the continuation of as many college operations and services as possible as long as it is safe to do so.
- To prevent the spread of infection through health and hygiene education.

### **Assumptions:**

- In the event of a pandemic, local authorities will be responsible for community-based response plans.
- A pandemic will easily and rapidly spread from person to person resulting in substantial absenteeism at the College.
- Vaccines and antiviral medications will be in short supply or possibly not available during the initial months after the onset of a pandemic.
- Direction to close schools, public events, restrict travel, and quarantine areas may come from the Texas Department of State Health Services, the Jefferson County Health Department, or the Beaumont Health Department.
- During a pandemic LIT may need to close facilities for an extended period of time.

## **Relationship to Current Emergency Plans**

If a pandemic impacts the normal operations at LIT, the College will implement the existing Emergency Operations Plan (EOP) structure to manage the response and recovery activities prior to, during, and after a pandemic. The Pandemic Preparedness Plan will be

an important part of the EOP. Information on the Pandemic Preparedness Plan and the EOP can be found on the LIT Campus Safety [website](#).

### **Authority**

The LIT Pandemic Preparedness Plan will be authorized by the President of the College. The plan is designed to work in conjunction with plans by the Jefferson County Health Department, the Beaumont Health Department, the Jefferson County Emergency Management Office, and the Beaumont Emergent Management office, and shall be subordinate to all local, state, and federal pandemic plans.

## **Communication**

### **LIT Emergency Operations Plan**

The LIT Emergency Operations Plan will be activated if a pandemic begins in order to communicate the response actions of the College and keep the College Community informed. Procedures and communication tasks are outlined in the EOP. The Crisis Management Team will be notified of any updates and/or changes on the pandemic status by the Incident Commander.

### **FinalSite and Teams**

In addition to the EOP, FinalSite and Teams should be considered for communication by the Crisis Management Team if the College facilities are closed due to a pandemic. If the College is required to close, the Crisis Management Team would not have access to the Emergency Operations Center (EOC) and would therefore need to utilize Teams for meetings. Meeting notices will be issued through the Director of Communications and Marketing as instructed by the Incident Commander.

### **Campus [Website](#)**

The LIT [website](#) will have information posted on the current situation concerning any activity on a potential pandemic. Links to important sites including the World Health Organization, Center for Disease Control, Texas Department of State Health Services, Jefferson County Department of Health and Beaumont Department of Health and the official Federal site, will be available.

Information about reducing the spread of infection such as procedures for social distancing and hand washing will also be available on the LIT [website](#).

## **Roles and Responsibilities**

### **Crisis Management Team (CMT) and the Emergency Operations Center (EOC)**

The Crisis Management Team consists of the President, Provost/Vice President of Instruction, Vice President for Finance & Operations, Associate Vice President of Student Affairs, Dean of Strategic Initiatives and Accreditation, Director of Facilities, Director of Safety, and the Director of Communications and Marketing. The Director of Safety serves as LIT's Pandemic Coordinator. They, along with the entire Crisis Management Team, ensure pandemic preparedness, response, and recovery planning is well-executed. During the early phases of the onset of a pandemic, the Crisis Management Team may decide to open the EOC to discuss action plans for the College response based on information from the state and local authorities on how and when the pandemic is projected to affect the Jefferson County area.

### **Faculty and Staff**

Faculty and staff have a responsibility to stay informed about any emergency information from the College and to provide that information to their students and visitors. If a potential pandemic situation occurs, faculty and staff will be expected to follow the recommendations issued by the College, such as campus closings, social distancing policies, personal hygiene procedures, and share that information with students and visitors. All information will be posted on the LIT website.

### **Students**

LIT is committed to providing a safe and healthy environment for students in all situations. Students have a responsibility to stay informed about current events and take the necessary precautions to ensure their personal safety and health. In a potential pandemic, students will be expected to follow all recommendations issued by the College.

### **Office of Campus Safety**

The Office of Campus Safety will be responsible for monitoring and disseminating the most update pandemic information from public health sources including maintaining frequent communication with the Jefferson County Health Department and the Beaumont Health Department to keep LIT personnel informed of the latest developments in the community. All information will be posted on the LIT website and any new information will be sent to the President for approval before distribution to the College and/or local media sources.

## **Critical Functions and Essential Personnel**

Preparing for a pandemic is significantly different than planning for man-made and natural emergencies. Since most disasters such as hurricanes, tornadoes, fires, or hazardous material releases are site specific and pose an immediate threat to personnel and property, recovery usually begins within days of the incident. In planning to respond to a pandemic, the focus will be on preparing for extended interruption of college activities,

including long periods of class cancellations, campus closures, and significant increase in student and employee absenteeism. Recovery may not begin for four to twelve weeks. It is of the utmost importance to identify essential personnel and critical functions early in the planning process to continue to deliver the vital services required to keep the College functioning.

**Table 1** lists the critical functions that must be always maintained. In maintaining the critical functions, departments have been identified as having responsibility for either essential onsite personnel or essential remote personnel. Each responsible department in the list should identify specific individuals (and alternates) within their department and inform these individuals of their role.

### **Special Considerations – College Wide Concerns**

<b>CRITICAL FUNCTION</b>	<b>ONSITE ESSENTIAL PERSONNEL</b>	<b>REMOTE ESSENTIAL PERSONNEL</b>
Facilities (Shutdown operations and basic maintenance)	Physical Plant	Physical Plant
Secure Campuses and Buildings	Campus Safety / Physical Plant	Campus Safety / Physical Plant
Continuation of Critical Administrative Functions (student financial aid, employee leave, continuation of benefits and pay practice, accounts payable, purchasing)	N/A	HR, Administrative Services, Student Services
Information Technology Infrastructure (Shutdown and maintenance, support services for essential personnel)	IT Department	IT Department
Communication (Internal and external communication, media information, situation updates)	N/A	Communications and Marketing
Human Health (Monitoring activities of onsite essential personnel and personal protective equipment requirements)	Campus Safety	N/A
EOC Operations (Monitor overall situation, develop action plans, communicate with local authorities on pandemic status)	Crisis Management Team	Crisis Management Team

Certain topics of concern have been identified that are college wide in scope and need further consideration for future planning efforts. Each department will develop a Unit Plan as part of the EOP. The following considerations should be addressed in the Unit Plan development.

### **Faculty and Student Support**

- Policies and procedures should be developed for emergency actions such as; regulation waivers concerning matters like reducing the required hours of instruction if a semester should end early, leaving dates and times open for finals and allowing grades to be turned in whenever a student completes a course, or other methods for completing courses.
- Use Learning Management Systems (Blackboard) as another means of communicating policies with Instructional unit.
- Develop a list of courses that could be offered completely online with no need for students or faculty to attend campus.
- Develop a policy or guidelines to address academic concerns of students absent from classes due to illness or quarantine.
- Develop contingency plans for issues related to tuition payments and refunds, withdrawal policies, and registration.

### **Human Resource Issues**

- Identify and document key positions with high risks of exposure and establish expectations and standards of operation for these key positions.
- Develop policies and procedures for absences related to the pandemic including reporting absences, continuation of benefits, and pay practice.
- Establish understanding of pandemic illnesses as related to workers compensation.
- Develop self-quarantine guidelines and return to work forms.
- Develop partnerships with healthcare facilities to provide service to employees.
- Prepare insurance processes to include health, disability, and supplemental insurance.
- Prepare work at home guidelines that address telecommuting issues.

### **Information Technology and Telecommuting Demands**

- Prepare for increased demand on information technology infrastructure for voice

and data communications in the event the College is closed and classes are moved to an online environment or cancelled.

- Prepare for the technology support required for developing the list of online courses to be offered when the College is closed during a pandemic.
- Departments should consult with IT personnel to determine what is needed to continue with college operations, by developing alternate work policies such as telecommuting, teleconferencing, and videoconferencing.

### **Students/Staff Traveling Abroad**

According to the Texas Department of State Health Services (DSHS), and the Center for Disease Control and Prevention (CDC), as the pandemic spreads from country to country, federal and state authorities will review updated country-specific travel on the CDC Travelers' Health website (<http://www.cdc.gov/travel/>) and disseminate recommendations to stakeholders. Advisories might include:

- Travel Health Precautions that describe steps that can be taken to reduce the risk of infection (e.g., avoiding travel to high-risk settings and communities where transmission is occurring).
- Travel Health Warnings that recommend postponement of nonessential travel.

All departments at LIT should be aware of students, faculty, and staff traveling on College business and following recommendations from federal, state, and local public health officials, implement plans for restricting or limiting travel and canceling future travel base on World Health Organization (WHO) phases.

### **Public Health/Infection Control Measures**

- Educate the College Community on ways to limit the spread of disease by initiating a “Stop the Spread of Germs” campaign.
- Establish a social distancing policy to further reduce the risk of spreading disease.
- Enhance housekeeping to provide infection prevention supplies such as soap, alcohol-based hand sanitizers, tissues and disposal receptacles.
- Use specific personal protective equipment (PPE) determined by the potential for exposure to blood, body fluids, and infectious material. PPE, such as laboratory coats or gowns, gloves, eye protection, or a disposable mask and face shield, can help protect the skin and mucous membranes of the eyes, nose, and mouth.

## **Recovery**

Planning for recovery from a pandemic will assist the College Community in returning to

normal operations as quickly and efficiently as possible. Recovery will be dependent on several factors such as the duration of the pandemic, the length of time the College is closed, the number of students, faculty, and staff affected and the time of year (mid semester, summer, etc.).

### **Returning to Normal Operations**

The Crisis Management Team will make decisions on how the College will return to normal operations based on the situation and information from the state and local public health authorities. The resumption of college business plans will be communicated to employees and students by the procedures outlined in the Emergency Communications Guide. Recommendations may include adjusting the academic calendar and rescheduling special events.

### **Support for Students, Faculty and Staff**

Students have access to local resources for counseling and emotional support. Those resources can be found on our [website](#). Faculty and Staff have access to our Employee Assistance Program (EAP). Information can be found on our [website](#).

## **LIT Response**

### **LIT Alert Levels and Actions**

**Table 2** outlines the general actions to be taken by the College during a pandemic event, based on the Federal Response Stages and WHO pandemic response alert phases. Additional actions taken by the College, related to the pandemic, will be based on information provided by federal, state, and local government, and/or through the Jefferson County Health Department or the Beaumont Health Department.

**Table 2**

ALERT LEVEL	ACTIONS
<p><b>LEVEL 1</b>  <b>No human-to-human spread of disease.</b></p> <p>WHO Phase 3</p> <p>Federal Response Stage 0</p>	<ul style="list-style-type: none"> <li>• Review and Approve Pandemic Preparedness Plan</li> <li>• Monitor situation through WHO, CDC, <a href="http://www.pandemicflu.gov">www.pandemicflu.gov</a>, the Jefferson County Health Department, and the Beaumont Health Department</li> <li>• Identify all essential onsite personnel</li> <li>• Identify all essential remote personnel</li> <li>• All departments identify critical departmental functions and submit updated Unit Plan to the Pandemic Coordinator.</li> <li>• Develop contingency plans for instruction and enrollment management procedures.</li> <li>• IT - prepare for support of remote critical functions, remote access, and increased system usage.</li> <li>• Develop templates for communicating pandemic events to faculty, students, and staff</li> <li>• Develop HR policies and procedures for handling work related issues during pandemic (absences, travel, insurance...)</li> <li>• Promote Stop the Spread of Germs Campaign</li> </ul>

ALERT LEVEL	ACTIONS
<p><b>LEVEL 2</b>  <b>Human-to-Human transmission found but localized. Confirmed Outbreak Overseas and other areas of the United States.</b></p> <p>WHO Phase 4-5</p> <p>Federal Response Stage 1-2-3</p>	<ul style="list-style-type: none"> <li>• Alert Crisis Management Team and activate EOC.</li> <li>• Notify Essential Onsite and Remote Personnel to prepare for modified operations.</li> <li>• Activate Emergency Communications Guide to keep College Community updated on current status</li> <li>• Coordinate with federal, state, and local Emergency Management Offices.</li> <li>• Monitor all travel and advise based on CDC Travel Warnings and locations.</li> <li>• All departments prepare to integrate contingency plans.</li> </ul>
<p><b>LEVEL 3</b>  <b>Widespread Outbreak in United States and Overseas</b></p> <p>WHO Phase 6</p> <p>Federal Response Stages 4 and 5</p> <p><b>Level 3</b> actions will be based on the location of the disease within Texas and the response of the local community.</p>	<ul style="list-style-type: none"> <li>• Virtual EOC Activated and Crisis Management Team continue to monitor the situation.</li> <li>• All campuses closed.</li> <li>• All classes moved to flexible learning environment.</li> <li>• All Special Events and Activities Cancelled.</li> <li>• Essential Remote Personnel continue to perform critical functions.</li> </ul>
<p><b>Recovery</b> – LIT returns to normal operations</p>	<ul style="list-style-type: none"> <li>• College facilities reopen and face-to-face classes resume.</li> <li>• Crisis Management Team holds debriefing session.</li> </ul>

## **Potential Resources for the Community**

It is expected that community resources will be overwhelmed during a pandemic. The Jefferson County Office of Emergency Management (JCOEM) will be responsible for coordinating area health care services for Jefferson, Orange, Hardin, Jasper, and Newton counties and may be requesting resources and volunteers from the community including area schools. Some potential resources LIT may be asked to provide are:

- Nursing/Health Care Students
- Various types of medical supplies used in teaching labs.
- Facilities

## **Appendices**

- 1. Acute Respiratory Disease Outbreak and Investigation**
- 2. Stop the Spread of Germs Campaign**
- 3. References and Additional Resources**

# **Appendix 1**

## **Acute Respiratory Disease Outbreak and Investigation**

According to the CDC, an outbreak is when there is more disease cases than what is usually expected:.

- For a given time (e.g., within 2 weeks)
- Within a specific location (e.g., linked by institution, affiliation, exposure, small geographic area)
- For a target population (e.g., students)

### **Outbreaks to Investigate**

For each respiratory disease outbreak, LIT's Pandemic Coordinator will work closely with public health officials to determine the appropriate level of public health response. Several characteristics of respiratory outbreaks typically warrant further investigation and an urgent response.

The characteristics below, while not comprehensive or definitive, can help determine which outbreaks merit further investigation:

- Unknown etiology after initial work-up
- Associated with severe disease manifestations, such as need for hospitalization or death
- May be useful to answer epidemiologic, laboratory, or infection control questions
- Possible vaccine-preventable diseases
- Associated with congregate settings or with a likely (controllable) environmental source
- Respiratory infection potentially caused by a bioterrorism agent
- Outbreaks that have generated excessive public anxiety
- Either very large or rapidly progressing

LIT's Pandemic Coordinator may partner with other Staff and Faculty with medical and/or scientific expertise to help assess these factors to determine if investigation is necessary and the subsequent reporting and response plan.

## Appendix 2

### Stop the Spread of Germs Campaign

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

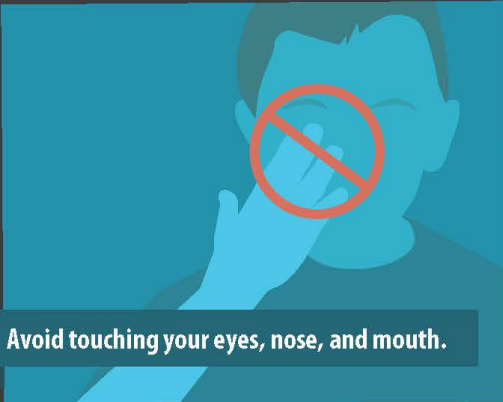
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/COVID19](https://cdc.gov/COVID19)

# **Appendix 1**

## **References and Additional Resources**

[LIT Emergency Operations Plan](#)

[Texas Department of State Health Services](#)

[Center for Disease Control and Prevention](#)

[World Health Organization \(WHO\)](#)