

## **Policy III.3008.C, Emergency Incidents**

### **Purpose**

This policy sets guidelines for actions to be taken during natural or man-made events that have the potential to disrupt normal College operations. This policy goes into effect when the College experiences an emergency incident and sets the priorities of the College in all phases of incident management to include mitigation, preparation, prevention, response and, recovery.

### **Policy**

The details for implementing this policy are found in the *San Jacinto College Emergency Management Plan (EMP)* and its annexes, maintained by the Office of Emergency Management, which provide basic guidelines for use by college personnel during an emergency incident.

Specifically, the plan sets the following priorities for the College:

- Save lives and ensure the health and safety of the College community;
- Preserve and protect campus buildings and facilities; and
- Preserve the orderly functioning of the College community.

The College will also maintain plans and processes that will:

- Create and maintain an Incident Management Team (IMT) that can be activated in response to an emergency incident at the direction of the Chancellor or his/her designee;
- Restore critical functions to the College and departments so the mission of the College can continue;
- Establish clear lines of authority and coordination within the College and with external constituencies;
- Establish within the College and departments responsibilities and authority for mitigation, preparation, response, and recovery;
- Establish a basis and organization for the College and departments to respond to emergency situations to include the coordination of disaster operations and the management of critical resources;
- Articulate procedures for the coordination of communications within the College and with external constituencies and stakeholders;
- Ensure that the College returns to a normal operating environment as soon as possible; and
- Maintain a comprehensive business continuity plan that allows the College to resume critical functions using alternate means if a return to normal operating environment is delayed.

The College's IMT, as defined in the EMP, will have command and control authority for the management and mitigation of events and circumstances affecting the College due to the incident for which the IMT has been activated. Command and control authority by the CMT include, but

is not limited to, directing emergency actions, canceling classes, closing buildings, campus closings, and releasing all but essential employees.

Questions or inquiries regarding the College's comprehensive emergency management activities can be directed to the office of the Vice Chancellor for Fiscal Affairs, or the Office of Emergency Management.

### **Definitions**

**Emergency Incident:** An emergency incident is defined as any event that is outside of normal College operations and has the potential of affecting the business functions of the College or the life and safety of the College community.

**Mitigation:** Capabilities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident/disaster.

**Protection/Preparedness:** Capabilities necessary to secure the institution against acts of terrorism and human-caused or natural disasters; *protection* focuses on ongoing actions that protect students, faculty, staff, visitors, networks, and property from a threat or hazard. *Preparedness* is range of deliberate, critical tasks and activities necessary to build, sustain, and improve readiness and the operational capability of the College to respond to and recover from incidents/disasters.

**Prevention:** Actions taken to avoid, intervene, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action the college takes to prevent a threatened or actual incident from occurring and to protect lives and property.

**Response:** Capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way. These activities include immediate actions to preserve life, property, and the environment; meet basic human needs; maintain the social, economic, and political structure of the affected community; and facilitate the transition to recovery.

**Recovery:** Capabilities necessary to assist the College in restoring the learning environment.

### **Authority**

Texas Education Code Section 37.108 mandates the development of an Emergency Management Plan.

### **Applicability**

Each College policy applies to all employees, students, contractors, and visitors to the College, unless stated otherwise by the policy.

**Sanctions**

Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable policy.

**Exclusions**

The Chancellor has the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. The Board shall review any temporary exclusions at the next regularly scheduled meeting of the Board. To become permanent, any changes made under this exclusion shall begin the policy review process defined by procedure at the next regularly scheduled meeting of the Board.

**Interpretation**

The authority to interpret this policy and all policies resides with the Board of Trustees. The Board delegates the day-to-day interpretation of policy to the Chancellor or his/her designee.

**Associated Procedures**

Procedure III.3008.C.a, Unscheduled Suspension of College Operations

Procedure III.3008.C.b, Essential Staff

Procedure III.3008.C.c, Instructional Continuity to Make Up Lost Instructional Time

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Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Emergency Management