

Sam Houston State University

DIRECTION AND CONTROL ANNEX



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I. SITUATION

A. Sam Houston State University makes use of the National Incident Management System (NIMS), and FEMA's Incident Command System (ICS).

B. All personnel involved in emergency management are advised to take the IS-100, IS-200.b, and IS-700 online courses, as offered on the FEMA Emergency Management Institute's Independent Studies program, located at the following url: <https://training.fema.gov/is/>

II. CONCEPT OF THE OPERATIONS.

A. ICS/EOC Information. The initial Incident Commander under the SHSU ICS plan is the first emergency responder on scene, whose main priority is to assess and contain the situation as needed while assistance is on route. He or she will be relieved by a more senior or qualified individual when possible, should the incident require full activation of the ICS system.

B. EOC Activation. In the event of an emergency situation, notifications are to be sent to all personnel involved in the EOC Emergency Planning Group by the Crisis Communication Team, concurrent with initial KatSafe notifications. Regardless of the situation, all important members will be requested, as the unfolding situation may require input from individuals that did not seem to be relevant earlier.

C. The alert must contain the following information:

1. Nature of the emergency
2. Location of the EOC (especially if it is being established in an alternate or mobile location)
3. The time at which the EOC should be fully staffed

D. Means of communication

1. Radio Communication. In the event of an emergency, University-issued Motorola handheld radios are to be tuned to the KatSafe emergency channel for radio communications during an incident. All personnel must monitor this channel for important information.
2. Telephones. The university telephone network is configured to operate for at least a brief period following power outage. In the event of a prolonged power outage, personnel are to use this window to set up call forwarding to their personal cell phones.
3. In the event of widespread communications failure, the University possesses five satellite telephones for use by designated individuals. These are assigned to the University President, the Provost, and the VP for Information Technology, with two additional satellite phones being assigned to the EOC.

E. Emergency notification system.

1. Sam Houston State University's multi-media mass warning and communication system is known as KatSafe.
2. Use of KatSafe notifications at the beginning and end of all major campus incidents, as well as updates throughout, is essential. KatSafe notifications may be sent through SMS messaging, voice notifications, on-campus desktop notifications, e-mail, and others, as well as through the KatSafe site and through social media.
3. Which communications channels are used for any given incident are decided by urgency and depth of information required; brief and important messages may be sent only via text messaging, while longer and less pressing notices may be sent using the full network.

F. EOC locations and equipment.

1. EOC location. The primary EOC is located at the CHSS PACE Center conference room, basement level of the CHSS BLDG.



2. Alternate EOC facilities include the UPD Conference Room, INCOSIT suite in the LEMIT Building, and the SHSU Go trailer.
3. Personnel reporting to the EOC are expected to bring their personal cell phone, their University-issued Motorola radio, their laptop/tablet if owned, and equipment for taking notes. The primary EOC possesses charging capabilities for cellular phones, and a

battery bank for Motorola handhelds, as well as backup power generation to keep these online.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Emergency Planning Group. Members of the emergency planning group will report to the designated EOC when notified.

Name	Department	EM ROLE
Mark Adams	IT	IT support
Amanda Coleman	Marketing and Communications	Public Information
TJ Harris	IT	IT support
Steve Shields	Environmental Health and Safety & RM	Health and Safety
Keith Jenkins	Student Affairs	Student Affairs
Juan Nunez	Facilities Management	Facilities Management
Emily Binetti	Marketing and Communications	Public Information
Stephanie Knific	Marketing and Communications	Public Information
Doug Odom	Safety	Safety
David Yebra	Emergency Management	Emergency Management
Joellen Tipton	Residence Life	Residence Halls
Trey Holloway	Police	Police
Scott Vaculik	Rec Sports	HKC Operations
Ryan Carroll	Athletics	Athletics
Rob Webber	Lowman Student Center	LSC Support
Kevin Morris	Executive Director DPSS (Chief)	Incident Command
Ed Chatal	Rec Sports	Coliseum Operations
Matthew Taylor	IT	IT support
Clint Lockwood	Visitor's Center	Call Center Operations
Patsy Collins	Volunteer Coordinator	Volunteer Coordinator
Mary Robbins	Provost's Office	Academic Affairs
John Yarabeck	Dean of Students	Dean of Students
Drew Miller	Counseling and Health Services	Health and Counseling
Renee Starns	Procurement	Procurement
Carolyn Martinez	The Woodlands Center	TWC Operations
Brad Blackburn	Aramark	Food Services

B. The planning group will execute the guidance of the President and develop recommendations and courses of action for the President's decision. The Director of Emergency Management will present these recommendations and courses of action in a situation brief update format. The format includes the following items but can be tailored for each situation:

1. Update based the situation
2. Weather report
3. Threats to campus
4. Operations impacted
5. Planning assumptions
6. Staff actions complete to date and planned
7. Recommended decision timeline
8. Recommendations
 - a) KatSafe Messaging (alerts, website, social media)
 - b) Modifications to operations (continuity of operations considerations)
 - (1) Trafficability to campus
 - (2) Food and Residence hall status
 - (3) Counseling and health services
 - (4) Power to buildings
 - (5) Montgomery County warnings
 - (6) Walker County warnings
 - (7) Public Perception
 - (8) Imminent threat to campus
 - (9) ISD notifications
 - (10) Hazardous materials
 - c) Timeline
 - d) EOC activation, staffing, and location

Examples slides depicted below. Full briefing formats located on the T-Drive.

Harvey Storm Update

- Situation**
 - Current weather update
 - Events schedule on campus
- Key Tasks for the Staff**
- Recommendations**
 - Decision Timeline
 - KatSafe Messaging
 - Campus closure or schedule modifications
 - EOC Activation

Situation Update (NWS 0615AM)

Rainfall from Harvey is gradually strengthening as it moves NW towards the Texas coast, and is expected to strengthen into a hurricane on Friday before landfall.

The primary impact from Harvey remains heavy rainfall and subsequent flooding for Southeast Texas, and tropical storm to hurricane force winds and storm surge along the coast.

The next likely arrival time for tropical storm force winds to reach the upper Houston is during the day on Friday.

Weather Outlook 25-28 AUG
(as of 24 AUG at 0730)
SHELD Events Scheduled 190 - SUN

Date	Event	Time	Location	Notes
Friday, August 24	Normal Hours	11:00 AM	Austin Hall	At 10:00 AM, status of showers and precipitation.
Friday, August 24	Senior Game	6:00 PM	Arboretum	Tropical storm conditions possible. Showers and thunderstorms likely, mainly after 8pm. Some of the storms could produce heavy rain.
Saturday, August 25	Security Assessment	Anytime	Various	Maximum wind gusts expected. Some of the storms could produce heavy rain.
Saturday, August 25	Living Invention 2018 Invitational	Evening	South Plaza	Showers and thunderstorms likely. Some of the storms could produce heavy rain. Heavy clouds, with a low chance of precipitation is 20%.
Sunday, August 27	18 vs. Richmond	6:00 PM	Reynolds Stadium	Showers and thunderstorms likely. Some of the storms could produce heavy rain. Heavy clouds, with a low chance of precipitation is 20%.
Sunday, August 27	Senior Game	6:00 PM	Arboretum	Showers and thunderstorms likely. Some of the storms could produce heavy rain. Heavy clouds, with a low chance of precipitation is 20%.

Staff Actions

ID	ACTION REQUIRED	AGENCY	Phase
101	Update staff as the storm develops or is downgraded	Emergency Prep	Green
102	Review food service plan	Arboretum	Green
103	Review emergency power generation plans	Facilities Mngt	Green
104	Set up phones in PACE	Information Tech	Green
105	Attend TEOC updates at Walker County EOC	Emergency Prep	Yellow
106	Notify of possible activation of Volunteers	Volunteers	Yellow
107	Confirm University hotel availability	Emergency Prep	Yellow
108	Update Communications Plan for EOC (cell phones, email, etc.)	IT	Yellow
109	Receive notification from EOC of activation	Emergency Prep	Yellow
110	Monitor Weather Channel, national news sources	Emergency Prep	Yellow
111	1000 TEOC Update, INVITE 1100 Conference Call, 1000 Recommendation	Emergency Prep	Yellow
112	Tracking costs and payroll	Finance	Yellow
113	Disseminate essential information to students residing in dorms	Residence Life	Yellow
114	Preparation of Public Information	PIO	Yellow
115	Face to face updates to leadership on recommendations	Team	Yellow
116	Activate minimal KatSafe alerts, soft notifications (social media)	PIO	Yellow

Recommendations

- Decision Timeline
- KatSafe Messaging
- Campus closure or schedule modifications
- EOC Activation

Continuity of Operations
Campus Conditions (as of 1000 on 24 AUG)

Condition	Description	Status
Trafficability	Incident or weather impacting trafficability to campus	Green
Flood and Residence Halls	Interruption to basic services and lodging	Green
Counseling and health services	Services available with appropriate staffing	Green
Power to Buildings	Power loss with expected time to regain power	Yellow
Montgomery County Warnings	Warnings issued via emergency networks	Yellow/Orange
Walker County Warnings	Warnings issued via emergency networks	Yellow/Orange
Commuting to campus	Significant delays on I45 affecting operations	Yellow
Public Perception	News and Social Media Reports about safety	Green
Imminent threat to campus	Law enforcement determining imminent threat	Green
Huntsville School District	Closing of schools in Huntsville	Green
Montgomery County Schools	Closing of schools in vicinity of TWC	Green
Hazardous Materials	Chemicals, lab animals, waste	Green

C. The Director of Emergency Management will conduct the situation update in the EOC, via conference call, or a combination of face-to-face and conference call.

D. The planning group will review notes from the situation update briefing and disseminate the President’s guidance in a consolidated format for distribution.

IV. ADMINISTRATION AND SUPPORT

A. Following any emergency, the Director of Emergency Management will compile any and all documentation that will aid in after-action reports, insurance claims, and hours of work reported.

B. This documentation includes screen captures of all KatSafe notifications sent out, as well as relevant social media posts. Notes taken during the emergency must be reviewed and transferred into official ICS paperwork, with emphasis on the timeline of events and actions taken by those responding.

V. PLAN DEVELOPMENT AND MAINTENANCE

A. Equipment maintenance and review.

1. Upon completion of an exercise or significant event, the emergency planning group will conduct an after action review and update this plan accordingly.

2. The following table lays out equipment maintenance and inspection tasks, the party responsible for conducting them, and the frequency of maintenance/testing required.

Equipment/task	Agency Responsible	Maintenance Schedule
Motorola radio check	Emergency Management	Monthly
Emergency PA system	IT	Monthly
Monthly satellite phone check	Emergency Management	Monthly
KatSafe notification test	IT	Once per semester