GRAYSON COLLEGE

DEPARTMENT OF EMERGENCY MANAGEMENT

GRAYSON COLLEGE
Multi-hazard
Emergency Operations Plan

2025

Security Statement

In accordance with the Texas Government Code 418.177 and Texas Government Code 418.181 this document contains information that is not subject to disclosure under Chapter 552, Government Code

GCPD, 2025

Formal Adoption Statement

Grayson College and its stakeholders expect that schools remain safe havens for education. However, Grayson College cannot predict exactly when and where an emergency incident is going to happen. This unpredictability means that every campus, and all staff, must be prepared to ensure efficient and effective operations and response efforts for any emergency incident. Through emergency management, the district plan helps to ensure that Grayson College continues to provide a safe, orderly learning environment for every student and every campus. Grayson College emergency management process embraces state and federal standards and proven practice.

This plan is known as The Grayson College Multi-hazard Emergency Operations Plan (EOP). The plan and supporting documents provide the framework that outlines the district's intended approach to managing emergency incidents of all types and should not be regarded as a performance guarantee. It represents a conceptual framework for consistent and coordinated multi-agency response during a major event and is supported by collaboration, training, and exercise.

The Grayson College President is responsible for approving and ensuring the formal adoption of this plan, which supersedes and rescinds all previous Grayson College emergency operation plans. It is designed for use alongside local, regional, state, and federal emergency management plans. The district EOP and related appendices, including individual campus emergency preparedness plans, are reviewed annually by all affected and impacted departments, and updated at least every three years on a schedule consistent with the District Audit Review as set forth in Texas Education Code Chapter 37.108 or as district policy changes dictate.

In the event that any portion of this EOP or supporting documents are held invalid by judicial or administrative review, such ruling shall not affect the validity of the remaining portions of the plan. The President may develop and distribute minor changes to this plan. Revisions and recertification will be signed by the President.

This Basic Plan is hereby approved for implementation and supersedes all previous versions.

President Signature

Jer[illegible]Millen (Sep 29, 2025 20:36:56 EDT)

President Name

Sep 29, 2025

Date (mm/dd/yyyy)

Record of Changes

Record of Changes and Annual Review

In accordance with Texas Education Code 37.108(a)(7), the President is responsible for ensuring the development, implementation, and promotion of this plan in conjunction with all local, state, regional, and federal emergency management, and Homeland Security planning guidance. Prior to the start of each school year, the district will complete a review of Grayson College EOP to include updates to organizational and contact information, plan review, training, and exercise.

Record of Changes and Annual Review Table

Change Number	Date of Change (mm/dd/yyyy)	Name of Person Updating or Reviewing	Title of Person Updating or Reviewing	Summary of Significant Changes and Annual Review
1	9-22-2025	Jackie Thomas	Chief of Police	Updated Basic Plan and Active Threat, Appendix

Record of Distribution

Updated versions of The Grayson College Basic Plan have been distributed to the following district members as well as responding and coordinating agencies identifying their receipt, review, and intent to use this EOP during an emergency incident.

Record of Distribution Table

Name of Person Receiving	Name of District or Agency Receiving	Delivery Date (mm/dd/yyyy)
Dr. Jeremy McMillen	Grayson College	9-24-2025
Robyn Voight	Grayson College	9-24-2025
Matt Corder	Grayson College	9-24-2025
Anna Hicks	Grayson College	9-24-2025
Mike Brown	Grayson College	9-24-2025
Ilene Walton	Grayson College	9-24-2025
Brian Ward	Grayson College	9-24-2025
Dennis Westman	Grayson College	9-24-2025

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SECTION 1.0 – Purpose, Scope, and Objectives

A. Purpose

The purpose of this Multi-hazard Emergency Operations Plan (EOP) is to educate and inform the district about actions to follow before, during, and after an emergency incident by outlining the responsibilities and duties of administrators, faculty, staff, substitutes, students, response and coordinating agencies, and the whole community. The purpose of this EOP is to minimize the loss of life and damage to property. As a result, it identifies emergency operations, practices, collaboration, responsibilities, and general considerations for facilities and campuses within the district. This EOP has been designed to meet the specific and individual needs, capabilities, and circumstances found throughout the district.

Grayson College will review and update this EOP annually. These revisions will enhance our ability to support all phases of emergency management.

- Prevention
- Mitigation
- Preparedness
- Response
- Recovery

B. Scope

This EOP addresses district planning and procedures for all emergency incidents, applies to all district facilities and campuses, and ensures that the needs of individuals with access and functional needs are addressed.

This plan focuses on mitigating, preventing, and preparing for emergency incidents of all types that could impact the district. It is designed to ensure effective and efficient coordination of response and recovery efforts.

C. Objectives

Grayson College Multi-hazard Emergency Operations Plan is a framework that supports the district's overall educational mission. The overall objectives of the Basic Plan are to:

- Prepare and protect all individuals covered by this plan against significant threats and hazards in a manner allowing vital interests and daily operations to continue.
- Reduce the loss of life and property by decreasing the impact of disasters.
- Respond quickly to save lives, protect property and the environment, and meet basic human needs after an emergency incident.
- Assist whole communities recovering from an emergency incident with continued stabilization of vital life support systems and whole community restoration.

These objectives apply to all hazards and may be used to assist with any type of emergency incident requiring emergency operations, response, and recovery efforts.

This plan is applicable to all district sites (campuses, administration, transportation, and support facilities). Grayson College will review and update the plans and supporting documents through activities that enhance its ability to prevent and mitigate, prepare for, respond to, and recover from emergency incidents of all types.

Section 2.0 – Authority and Guidance

This Basic Plan is developed under the authority of Texas Education Code 37.108(a) that states “each school district or public junior college district shall adopt and implement a Multi-Hazard Emergency Operations Plan for use in the district’s facilities. The plan must address prevention, mitigation, preparedness, response, and recovery.” It aligns with federal, state, and local guidelines, and provides the framework for coordinating response efforts during an emergency incident. All actions and decisions outlined within this plan are guided by the principles set forth in the **National Response Framework** and the **Guide for Developing High-Quality School Emergency Operations Plans**, ensuring a structured and compliant response to any emergency event.

In 2005, The governor of the State of Texas issued Executive Order RP 40, which mandates the adoption of the **National Incident Management System (NIMS)** as the “declared state standard for incident management”.

SECTION 3.0 – District Hazard Analysis

Grayson College is an important part of the whole community and plays a responsible role in ensuring a safe, secure, and healthy environment for students, faculty, staff, and substitutes. Grayson College maintains resources that not only support its daily educational mission but also recognizes that schools are resources when an emergency incident occurs.

A summary of potential hazards is outlined in Attachment 1: District Hazard Analysis. Grayson College has used historical records and subjective estimates to determine criticality, which is a measure of event probability and the district’s ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property.

SECTION 4.0 – SITUATION OVERVIEW AND ASSUMPTIONS

A. Situation Overview

The situation overview provides an effective response to an emergency incident. This Multi-hazard Emergency Operations Plan (EOP) may be activated in part or in whole, as necessary, by the President or designee.

This plan is to prevent or mitigate the effects of hazards that may affect the district. The district is located within Grayson County, City of Denison, and Van Alstyne.

The Grayson College Basic Plan describes the high-level responsibilities of the agencies and partners who have responsibilities within this plan and within the scope of prevention, mitigation, preparedness, response, and recovery.

The Grayson College Basic Plan and those involved in emergency preparedness efforts strive to meet the needs of all residents, constituents, and individuals with access and functional needs.

The Grayson College Basic Plan is a comprehensive plan intended to provide guidance and resources. Incident responders should use judgment and discretion to determine the most appropriate actions at the time of an emergency incident.

1. Plan Organization

There are three components to GRAYSON COLLEGE EOP:

- Basic Plan
- Annex (Hazard Specific Annex and Functional Annex)
- Appendix

Plan Organization Table

Component	Description
Basic Plan	Describes Grayson College emergency management organization and a system of coordination.
Annex	**Functional Annex:** Describes Grayson College actions that are consistently taken during any emergency incident impacting the district. **Hazard Specific Annex:** Addresses how Grayson College responds to specific types of emergency incidents and may be referenced by other annexes. Hazard annexes may be augmented by other supporting plans.
Appendix	Attached to an annex, Grayson College provides a list of specific tasks that need to be accomplished before, during, and after an emergency incident.

1. Resources

Grayson College Emergency Management will use district owned resources to respond to emergency incidents. If these resources prove to be inadequate or exhausted, Preparedness Grayson College has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure the district has access to necessary resources during an emergency incident impacting the district.

Grayson College Emergency Management has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure they have access to

needed district resources during an emergency incident impacting the whole community.

A list of current agreements is found in Attachment 2: Formal Agreements. All current agreements can be obtained through the Business Office.

B. Assumptions

Planning requires a commonly accepted set of assumptions to provide a foundation for establishing emergency management protocols and procedures. The following assumptions identify what Grayson College considers to be true in this EOP. Should an assumption prove to be false, this EOP will be modified accordingly.

- This EOP is intended to provide guidance but does not imply performance guarantees. Grayson College may deviate from this plan, as necessary.
- Those district members, as well as responding and coordinating agencies listed in the Record of Distribution, acknowledge receipt, review, and intend to use this plan during an emergency incident.
- All facilities and campuses have created site-specific plans addressing their identified hazards.
- Students, faculty, staff, and substitutes are empowered to assess the seriousness of a situation and respond accordingly, which may prevent an emergency incident from occurring.
- An emergency incident such as a fire, gas leak, or hazardous material spill could occur without warning. Faculty, staff, and substitutes should not wait for directions from local response agencies before activating this EOP, thus protecting lives and property.
- Probable or developing conditions may result in leadership making the decision to delay or cancel events to avoid potential injury or loss of life if conditions should evolve into an emergency incident.
- Emergency incident management will be conducted in a manner consistent with the principles contained in the U.S. Department of Homeland Security National Incident Management System (NIMS) doctrine.
- Grayson College is prepared to take initial response actions until help from responding agencies is available.
- Upon arrival, a member of a responding agency (law enforcement, fire, etc.) may assume the Incident Commander (IC) position or establish a Unified Command (UC) depending on the emergency incident.
- An intentional threat against the district will result in security and law enforcement response actions.
- A quick and appropriate response will reduce the number and severity of injuries.

- A large-scale emergency incident requires an effective and coordinated response between the district, whole community, and response agencies resulting in minimizing public concern; assisting in recovery efforts; and reducing the impact on students, faculty, staff.
- During an emergency incident, faculty, staff are expected to perform tasks beyond their daily duties.
- Utilities (water, electrical power, natural gas, telephones, radio systems, cell towers, information systems) may be interrupted due to an emergency incident.
- Buildings, major roads, overpasses, bridges, and local streets may be damaged. Individuals may become stranded on campus due to unsafe traveling conditions.
- Grayson College will continue to be exposed to and subject to the impact of those hazards described in the hazard analysis as well as lesser hazards and others that may develop in the future.
- It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warnings to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- Emergency incidents may result in one or more of the following:
  - Damage or destruction to public and private property.
  - Damage or destruction to public and private records.
  - Displacement of people and families.
  - Disruption of local services (sanitation, emergency medical services, fire, and police).
  - Disruption of utilities (electric, gas, internet, telephone, and water) and daily life activities.
  - Impacts on the environment.
  - Injury or loss of life.
  - Shortages of temporary or permanent housing.
  - Social and economic disruption.
- Achieving and maintaining effective district, whole community, and individual preparedness is the primary mitigating factor against disasters and can reduce the immediate stress on the public and response organizations.
- Proper mitigation actions can prevent or reduce disaster related loss. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.
- The district formally adopted and implemented the National Incident Management System (NIMS).

Section 5.0 – Concept of Operations

A. Approach to Emergency Management

The Multi-Hazard Emergency Operations Plan (EOP) is based on an all-hazards approach and may be activated in its entirety or in part, based on the emergency incident and decisions of leadership.

Each facility and campus will develop and test emergency plans. Faculty, staff, and resources may be limited; however, some routine services and activities may be redirected or suspended to accomplish response and recovery efforts.

The President is responsible for emergency management planning for the college district and may designate an individual to serve as the Emergency Management Coordinator who oversees emergency management efforts. The President may also identify individuals whose responsibilities are to support the district's emergency management.

B. Emergency Operations Organization

To direct all planned events and emergency incidents the district will implement the Incident Command System (ICS). ICS is the standardized approach used to support events and emergency operations by defining roles and responsibilities while establishing a system for formal decision making.

C. Emergency Training

To improve the district's readiness, Grayson College conducts regular training with students, faculty, staff on the hazards identified in this EOP. Emergency training includes, but is not limited to, required emergency drills as well as district approved exercises to improve emergency incident coordination, operation, and response to mitigate emergency incident loss of life and damage to property.

1. **Drills:** A preparedness activity designed to train individuals to respond effectively during an incident when loss of life or property is at risk. Per Texas Education Code 37.114, Texas Administrative Code 103.1209, and state and federal best practices, every school year campuses shall schedule and complete required drills and evaluate the drill effectiveness. The Emergency Drill Table contains each legislatively mandated emergency drill with the definition and frequency in accordance with Texas Administrative Code 103.1209.

Emergency Drill Table		
Definitions are found at Texas Administration Code 103.1209.		
Drill	**Definition**	**Frequency**
Fire evacuation	A method of practicing how a building would be vacated in a fire. The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible.	Two per school year. Jones Hall
Shelter in place for tornado.	A response action schools take to quickly move students, staff, and visitors indoors, for an extended period of time, because it is safer inside the building than outside. For severe weather, depending on the type and/or threat level (watch versus warning), affected individuals may be required to move to rooms without windows on the lowest floor possible or to a weather shelter. Examples of a shelter-in-place for hazmat drill include train derailment with chemical release or smoke from a nearby fire.	Two per school year (once per semester).

2. **Exercises:** A preparedness training activity designed to practice and assess, in a more realistic setting, the actions of individuals responding to an incident when loss of life or property are at risk. Per Texas Administration Code 103.1211(b), local education agencies (including school districts and open-enrollment charter schools), are not required to conduct active threat exercises; however, should a district choose to conduct an active threat exercise, the district shall ensure the exercise meets requirements specified within Texas Education Code 37.1141.

D. Five Phases of Emergency Management

In compliance with Texas Education Code 37.108(a), this EOP addresses each of the five phases of emergency management, as defined by the Texas School Safety Center (TxSSC), in conjunction with the Governor's Office of Homeland Security, the Commissioner of Education, and the Commissioner of Higher Education.

In compliance with Texas Education Code 37.108(a), the district has identified the following actions for all phases of emergency management.

1. **Prevention:** Actions that include activities to avoid an emergency incident or to intervene to stop an emergency incident from occurring. Prevention involves activities to protect lives and property.

Prevention Actions Table
Grayson College identified the following actions for the prevention phase of emergency management.
Follow procedures for Bullying Prevention according to Texas Education Code 37.0832(c).
Cyberbullying prevention includes faculty, staff training with updated legislation and procedures.
Anonymous Incident and Bullying Reporting Online.
Pandemic virus and influenza sanitation measures in each building.
Both foot patrol and mobile patrol.
Student and staff ID system.
Update camera system. We have new camera system with 233 cameras.
Complete a Safety and Security Audit for state accountability every three years and present the findings to the board of trustees as required.

2. **Mitigation:** Actions that include activities to reduce the loss of life and property from natural, technological, and human-caused hazards by avoiding or lessening the impact of an emergency incident and providing value to the public by creating safer communities.

Mitigation Actions Table
Grayson College identified the following actions for the mitigation phase of emergency management.
Implement structural changes to buildings, including shatterproof film at campus entrances.
Check technological updates, including protected storage of district information.
Ensure bracing and locking of chemical cabinets
Install weather and intruder resistant doors and keyless entries.

3. **Preparedness:** Actions that include a continuous cycle of planning, organization, training, equipping, exercising, evaluation, and taking corrective action to ensure effective coordination during emergency incident response.

Preparedness Actions Table
Grayson College identified the following actions for the preparedness phase of emergency management.
Conduct drills scheduled in a professional manner conducted by Emergency Management Team
Participate in exercises with the county Emergency Management Coordinator
Conduct bi-annual employee surveys.
Conduct bi-annual training for all faculty, staff regarding emergency operations procedures.

4. **Response:** Actions that include activities to address the short-term, direct effects of an emergency incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. The response actions include the execution of Multi-hazard Emergency Operations Plans.

Response Actions Table
The Grayson College identified he following actions for the response phase of emergency management.
Evacuate buildings.
Provide suicide prevention, grief-informed and trauma-informed care, CRASE actions, Stop the Bleed, CPR, and AED training.
Provide transportation resources when needed.
Campus police serve as the first responders employing partner agencies as appropriate.

5. **Recovery:** Actions that include activities to address both short-term and long-term efforts for rebuilding and revitalization of affected communities.

Recovery Actions Table
Grayson College identified the following actions for the recovery phase of emergency management.
Coordinate with the county government and partner agencies to assess readiness and time frame for recovery efforts.
Account for students and employees after a county evacuation and communicate district updates and plans.
Debrief the emergency response measures and update any needed documentation, procedures, policies, etc..
Provide crisis intervention and support with a trained crisis and grief counseling team.
Restore utilities.
Conduct facilities assessment and readiness evaluation.
Reopen the district with communication to local agencies and stakeholders.
Maintain required documentation of restoration and recovery activities, including Federal Emergency Management Agency (FEMA) documentation.

SECTION 6.0 – Assignment of Responsibilities

This section provides an overview of the responsibilities of district personnel during each phase of emergency management. Personnel should take action to respond to and manage an emergency incident until response agencies arrive. Grayson College acknowledges the primary responsibility for response efforts and will assign an individual with the most relevant subject matter expertise to manage specific emergency incidents.

Roles and responsibilities are identified in the Roles and Responsibilities for Emergency Management Phases Table.

Roles and Responsibilities for Emergency Management Phases Table	
Prevention Phase	
Responsible Role	**Actions and Responsibilities**
President	Assume responsibility for emergency management planning.
	Identify individuals whose responsibilities are to support emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's EOP.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.
Vice President of People and Culture	Assures that members of the Incident Management Policy Group are aware of situation updates; and
	Serves as the liaison between the President and the Incident Management Policy Group.
Vice President of People and Culture	Coordinates activation of the EOC and supervises its operation. Coordinates the operational response of local emergency services.
	Delegates designates responsibilities appropriate to the size and scope of the presenting emergency or disaster situation.
PIO	Collects and distributes the most accurate and timely information regarding emergency events as approved by the EOC.
	Establishes and maintains ground rules with media and serves as the central clearinghouse of public communication and releases.

Liaison Officer	Obtain cooperation and assisting agency information; Work with the PIO and the EOC Manager to coordinate media releases associated with inter-governmental cooperation issues.
Vice President of Student Services	Ensuring compliance with FERPA and student information. Protects sensitive information of all types and ensures its transfer only to those who need to access it and maintain proper clearance.

Mitigation Phase	
Responsible Role	**Actions and Responsibilities**
President	Assume responsibility for emergency management planning.
	Identify individuals whose responsibilities are to support emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency preparedness.
Vice President of People and Culture	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Liaison Officer	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	. Obtain cooperation and assisting agency information
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.

Preparedness Phase	
Responsible Role	**Actions and Responsibilities**
President	Assume responsibility for emergency management planning.
	May designate an individual to serve as the emergency management coordinator who oversees emergency management.

	Identify individuals whose responsibilities are to support emergency management.
	Approve and ensure formal adoption of the Multi-hazard Emergency Operations Plan (EOP).
	Approve all significant changes to this EOP.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.
	Establish a line of succession for decision making during an emergency incident.
	Ensure this EOP is reviewed annually.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Vice President of People and Culture	Develop campus site-specific emergency operation plans.
	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Faculty and Staff	Participate in drills, exercises, and trainings.
Public Information Officer (PIO)	Create and maintain an updated media roster with contact information for local media outlets listed in the Emergency Communications Annex.
	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in drills, exercises, and trainings.
School Safety and Security Committee	Participate in development and implementation of emergency plans addressing the specific needs for each facility and campus.
	Provide the board of trustees and administration with recommendations to update the EOP according to the best practices identified by the Texas Education Agency (TEA), the Texas School Safety Center (TxSSC), or an individual in the Registry maintained by the TxSSC.
	Provide information required to complete the safety and security audit, audit report, or others reports submitted to the TxSSC.

	Ensure a Safety and Security Audit has been conducted for all facilities at least once every three years, in compliance with Texas Education Code 37.108(b).
	Ensure a Safety and Security Audit Report is submitted to the board of trustees.

Preparedness Phase	
Responsible Role	**Actions and Responsibilities**
Emergency Management Team	Ensure bleeding control stations are present and easily accessible.
	Plans and conduct's drills and tabletop exercise.
	.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Maintenance Department	Develop plans for surveys and report on the condition of buildings.
	Participate in drills, exercises, and trainings.

Response Phase	
Responsible Role	**Actions and Responsibilities**
President	Activate this EOP, in part or in whole, to provide for an effective response to an emergency incident.
	Provide policy and strategic guidance.
	Ensure adequate resources are available.
	Establish a line of succession for making district decisions during an emergency incident.
	Assign a district representative, with decision-making authority, to the Emergency Operations Center (EOC) to support and coordinate district activities during the whole community response to an emergency incident.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.

	Advise the board of trustees on emergency incidents and provide reports as needed.
Vice President of People and Culture	Take steps to ensure overall safety of students, faculty, staff, and substitutes.
	Assume responsibility for the emergency management response on their campus.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Assist with the reunification of students with parents or guardians.
Dean of Health Sciences	Administer first aid or emergency treatment, as needed.
	Supervise those trained to provide first aid to others.
Faculty	Remain with students until directed otherwise.
	Take attendance of their class when relocating to a safe location.
Public Information Officer (PIO)	Assume responsibility as the official spokesperson for the district during an emergency incident.
Policy Committee	Keep elected officials and other executives informed of situations and decisions.
Maintenance Department	Develop plans for surveys, and report on the condition of buildings.

Recovery Phase	
Responsible Role	**Actions and Responsibilities**
President	Advise the board of trustees on emergency incidents and provide reports as needed.
	Participate in after-action reviews.
Vice President of People and Culture	Take steps to ensure overall safety of students, faculty, staff, and substitutes.
	Assume responsibility for the emergency management response on their campus.
	Participate in after-action reviews.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Faculty	Take steps to ensure the safety of students, faculty, staff, and substitutes.

Public Information Officer (PIO)	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in after-action reviews.
Policy Committee	Inform elected officials and other executives of situations and decisions.
Maintenance Department	Develop plans for surveys, and report on the condition of buildings.
	Participate in after-action reviews.

SECTION 7.0 – Direction and Control

A. General Information

Direction refers to the guidance, leadership, and decision-making that are provided to the incident management team. Direction sets priorities, establishes objectives, and ensures resources are allocated appropriately. It involves making strategic decisions based on situational awareness, ensuring that the response remains focused on achieving the incident's objectives.

Control refers to the process of monitoring and managing the execution of the incident response. It ensures that the response is being carried out as planned and within established parameters. This includes overseeing the performance of all involved parties, assessing progress, and adjusting tactics or resources as necessary to meet objectives.

The President will provide guidance for the direction and control of an emergency incident. The district should implement the **Incident Command System (ICS)** to manage the emergency incident:

1. The first ICS trained individual to arrive at the emergency incident scene will serve as the Incident Commander (IC) until relieved by the appropriate responding agency.
2. The IC will have the ability to expand or contract the ICS structure as necessary during the emergency incident.
3. The ICS structure is the district organization that will be used involving all emergency incidents on district property.
4. The IC will establish an Incident Command Post (ICP), assign individuals to fill positions to effectively respond to the emergency incident, direct the on-scene response from the ICP, and provide an assessment of the situation (situation report, etc.) to district officials and responding agencies.
5. When an emergency incident expands beyond the district’s response capabilities, multiple agencies may respond bringing with them their own IC. As a result, the district IC, and all other agency ICs, come together under a Unified Command (UC) to make collaborative decisions and coordinate an effective response.
6. If the first IC is a district employee, that individual will be prepared to become a member of the UC and represent the district.

If an emergency incident impacts the whole community, the local office of emergency management may activate their **Emergency Operations Centers (EOCs)** to manage the response efforts. Upon request, a district representative with decision-making authority may support the EOC to support and coordinate district activities.

B. Agency Coordination

In accordance with Texas Education Code 37.108(a)(5), Grayson College has measures in place to ensure coordination with the Department of State Health Services (DSHS), local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency. When possible, these agencies will also be included in district drills, exercises, trainings, and after-action reviews.

Agency	Agency Point of Contact	Phone Number
Texas Department of State Health Services (DSHS)	Dr. Manda Hall	512-776-7111
Local Health Dept. Grayson County Health Department	Amanda Ortez	903-813-4200 (Ext1322)
Local Police Dept. Denison Police Dept.	Chief Gudgel	903-416-8025
Grayson County Sheriff Sherman Police Dept.	Sheriff Tony Bennie Chief Jeffcoat	903-813-4411 903-892-7290
Van Alstyne Pottsboro Police Dept.	Chief Barnes Chief Nix	903-482-5251 903-786-5202
Local Fire Dept. Denison Fire Dept.	Chief Jacks	903-465-1616
Sherman Fire Dept. Van Alstyne Fire Dept.	Chief Hartsfield Chief Dockery	903-892-7007 903-482-6666
Local Office of Emergency Management (OEM) Grayson County Office of Emergency Management	Sarah Somers	903-813-4217

SECTION 8.0 – Public Information Officer

The district Public Information Officer (PIO) is the official spokesperson for the district. The PIO maintains an updated media roster that contains the contact information for each local media outlet listed in the Communications Annex. The PIO is responsible for delivering accurate messages in a timely and professional manner.

The PIOs additional responsibilities include, but are not limited to:

- Develop accurate, accessible, and timely information for use in press and media briefings or dissemination via social media.
- Monitor information from traditional and social media that is useful for incident planning and forwards it as appropriate.
- Understand any limits on information release.
- Obtain the Incident Commander’s approval of news releases.
- Conduct media briefings.
- Arrange for tours and other interviews or briefings.
- Create information about the incident available to incident personnel.
- Participate in planning meetings.
- Identify and implement rumor control methods.

SECTION 9.0 – Administration and Support

A. Purchasing

Grayson College follows established purchasing policies to include, but not limited to:

- Overseeing all financial activities during an emergency incident, including purchasing resources.
- Arranging contracts for services.
- Tracking all hazard related expenses.
- Timekeeping for personnel.
- Verifying compliance with applicable laws and policies for financial coding.
- Submitting forms for reimbursement.
- Preserving all emergency incident-related documentation.

Grayson College is a political subdivision of the State of Texas and operates under specific legal requirements for the procurement of goods and services. The district is a tax-exempt entity and will supply tax-exempt verification upon request. The purchasing process is outlined in a separate district document titled, "**CF — Purchasing and Acquisition**"

B. Reporting

Situational reports will be completed daily and distributed by members of the Incident Command Post (ICP) and, as requested, by the Incident Commander (IC) during the emergency incident https://training.fema.gov/emiweb/is/icsresource/icsforms/.

Federal Emergency Management Agency Incident Command System (ICS) Form Table

Form Number	Type	Description
ICS Form 213	General Message	The ICS structure ensures that communication is streamlined and that important messages are easily tracked and recorded during emergency incident response effort.

ICS Form 214	Activity Log	Incident personnel ensure that every action is documented, helping maintain a clear, accurate record of the response and supporting overall emergency incident management.

C. Recordkeeping

The President should ensure all applicable records for emergency management operations are obtainable, and that duplicate records are held at alternate locations.

1. The following records may be kept during an emergency incident and retained in the manner described in the district's record management policy such as:
    a. Records related to purchases.
    b. Activation, deactivation, or significant changes of emergency incident policies, procedures, resources, services, and personnel.
    c. Long-term resources or requests for additional resources through formal agreements or contracts.
2. Records can be easily damaged during an emergency incident. Efforts may be made to protect records to resume daily operations. These records include, but are not limited to, legal documents, student files, and faculty and staff files.
3. Essential records are for responding to an emergency or disaster; necessary to resume or continue operations; protect the health, safety, property, and rights of residents and citizens; require a significant number of resources to reconstruct; and document the history of communities and families. The essential functions of your organization determine what records are essential.

SECTION 10.0 – Development and Maintenance Process

The following process has been established to ensure this Multi-hazard Emergency Operations Plan (EOP) is continuously developed and maintained to provide guidance during all phases of emergency management.

- After-action reviews (AARs) may be conducted by the district following every drill, exercise, planned event, and emergency incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or emergency incident; and becomes a catalyst for updating the current EOP. An improvement plan (IP) should follow an AAR and is used to ensure corrective actions are continually monitored and implemented as part of improving preparedness.
- The current EOP will be reviewed annually by the Safety and Security Committee, response agencies, and internal and external stakeholders having roles and responsibilities mentioned in this EOP. This annual review has been completed by the President. This review process also includes AAR feedback captured from the previous annual review.
- Once the annual review has been completed, minor edits (grammar or spelling changes) require no notification to stakeholders. Significant changes (changes in guidelines, roles, or responsibilities) will be tracked in an updated version of this EOP and distributed to all relevant stakeholders for a period of review and comment.
- At the end of the review and comment period all significant changes will be recorded in the **Record of Changes and Annual Review Table**. The Record of Changes and Annual Review Table verifies the EOP has been reviewed annually. The terms “Review,” “Revise,” or “Update” may be used when annotating the summary of significant changes. The word “annual” may be used if no significant changes were made to the current EOP annual reviews.
- The annually updated EOP will be forwarded to the President for the President’s pen and ink or digital certificate-based signature with the day, month, and year on the Formal Adoption Statement.
- The Record of Distribution indicates who receives each version of this EOP. Specifically, the Record of Distribution is updated to identify the receipt, review, and intent to use this EOP during an emergency incident by internal and external stakeholders responsible for assisting the district during all phases of emergency management.

SECTION 11.0 – Explanation of Terms

A. Acronyms

AAR	After-Action Review
AED	Automated External Defibrillator
DSHS	Texas Department of State Health Services
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Multi-hazard Emergency Operations Plan
ESC	Education Service Center
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
NIMS	National Incident Management System
PIO	Public Information Officer
TDEM	Texas Division of Emergency Management
TEA	Texas Education Agency
TxDPS	Texas Department of Public Safety
TxSSC	Texas School Safety Center
UC	Unified Command

B. Definitions

Access and Functional Needs: Temporary or permanent additional needs in functional areas including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care, as well as students with an individualized education program or a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).

Actions: Critical activities that need to be accomplished during all phases of emergency management.

Agreements: Consist of contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements between the district, responding agencies, and whole community organizations to ensure resources are available during an emergency incident.

Chain of Command: The line of authority and responsibility.

Contracts: Legally binding agreements between parties obligating one to provide goods or services for consideration or payment.

Coordinating Agencies: The collaboration between different agencies to address emergency incident concerns or challenges.

Donations Management: The coordination processes used to support the state in ensuring the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support emergency incidents.

Safety and Security Committee: A collaborative team of individuals that is responsible for developing, reviewing, and updating the district's Multi-hazard Emergency Operations Plan (EOP).

Hazard: A situation that has the potential to adversely impact the safety of individuals or cause damage to property.

Human-Caused Hazard: An adversarial hazard (active shooter, vehicle ramming, etc.).

Incident: A situation that adversely impacts the safety of individuals or causes damage to property.

Incident Action Plan: A document that is prepared after the first 24 hours of an emergency incident that identifies the goals and objectives that need to be accomplished during a stated time period.

Incident Command Post: The location where emergency incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the emergency incident is accomplished.

Incident Command System: The standardized approach globally used during an emergency incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

Improvement Plan: Dynamic documents, with corrective actions continually monitored and implemented as part of improving preparedness.

Junior College: A higher education institution that is also referred to as a "public junior college" in Texas Education Code.

Interlocal Agreement: Written formal agreements between two governmental entities made in accordance with Texas Government Code Title 7, Chapter 791, that are often binding and include performance expectations. These agreements essentially act like contracts between government entities.

Incident Commander: The individual who has overall responsibility for managing the response to the emergency incident.

Memoranda of Understanding: An MOU is recognized as binding; however, a legal claim cannot be based on the document. It should be customized to the capability or resources for which the agreement is developed. It formalizes the commitment of one district, agency, or organization to another and defines the responsibilities of the

parties, the scope and authority of the agreement, as well as the terms and timelines. The assistance is approved by leadership.

Mutual Aid Agreement: A formal written agreement between the district and another government entity that commits the participating parties to a mutually beneficial, cooperative agreement based on principles of contract law that support protecting lives and property. In most circumstances, participating parties provide resources, materials, or services during emergency incidents with the idea that there will be a future reciprocal exchange of comparable value, if required.

National Incident Management System: A set of principles used by agencies across the Nation to coordinate and work effectively during all phases of emergency management to reduce the loss of life or property.

Natural Hazard: A hazard caused by an act of nature (tornado, earthquake, etc.).

President: The highest-ranking executive officer of a junior college.

Resources: Includes personnel, equipment, supplies, and facilities available to be used during an emergency incident.

Superintendent: The educational leader and the chief executive officer of the school district

Technological Hazard: A hazard caused by an accident or the failures of systems or structures (major utility loss, train derailment, etc.).

Texas Division of Emergency Management: Coordinates the state emergency management program, which is intended to ensure the state, and its local governments respond to and recover from emergencies and disasters. They implement plans and programs to help prevent or lessen the impact of emergencies and disasters.

Unified Command: Similar to the Incident Command; however, now two or more individuals, with authority in different agencies, join to create one leadership role that has overall responsibility for managing the response to the emergency incident.

Whole Community: Also known as whole community approach, a means by which residents, emergency management practitioners, organizational and community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests.

SECTION 12.0 – Attachments

Attachment 1: District Hazard Analysis

GRAYSON COLLEGE has used historical records and subjective estimates to determine criticality, which is a measure of event probability and the district's ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property for natural hazards, technological hazards, and human-caused hazards.

The District Hazard Analysis Tool provides a numerical score for district identified hazards utilizing:

- Readiness Time
- Probability
- Health and Life Safety
- Impact to Property
- Impact or Duration to District Continuity of Operations

The total score allows the district to evaluate, emphasize, and address gaps specific to the district.

Natural Hazards (acts of nature)	Readiness Time (0-4)	Probability (0-4)	Health and Life Safety (1-5)	Impact to Property (0-4)	Impact Duration to District Continuity (0-4)	Final Score
Communicable Disease	1	3	2	0	2	**8**
Extreme Temperatures (Hot or Cold)	2	4	2	0	0	**8**
Drought	0	2	1	0	0	**3**
Hailstorms	0	4	1	1	1	**7**
Lightning	0	4	1	1	0	**6**
Severe Winds (Storm /High Winds)	2	3	1	0	0	**6**
Tornados	4	3	2	1	2	**12**
Winter Weather (Storm/Ice Storm)	2	4	1	0	1	**8**
						0
						0
						0
						0
						0
Enter additional hazard type						**0**

Technological Hazards (accidents or the failures of systems and structures)	Readiness Time (0-4)	Probability (0-4)	Health and Life Safety(1-5)	Impact to Property(0-4)	Impact Duration to District Continuity(0-4)	Final Score
Communication System Failure	4	3	1	0	2	10
Fire	4	1	4	3	3	15
Hazard Release - Chemical	2	1	1	2	1	7
Information Technology Disruption	2	3	1	0	2	8
Power Failure (Outage)	4	3	1	0	3	11
Utility Interruption (school infrastructure)	4		1	0	2	7
						0
						0
						0
						0
						0
						0
Enter additional hazard type						0

Human Caused Hazards (adversarial)	Readiness Time (0-4)	Probability (0-4)	Health and Life Safety (1-5)	Impact to Property (0-4)	Impact Duration to District Continuity (0-4)	Final Score
Active Shooter / Assailant	4	2	5	0	4	15
Blunt Force Attack	4	3	3	0	1	11
Bomb or Explosive Device	3	2	5	3	2	15
Civil Disturbance	3	2	1	2	2	10
Cyber Attack	4	3	1	0	2	10
Kidnapping / Missing Student	4	3	2	0	2	11
Mass shooting	4	2	5	0	4	15
School Violence (Bullying)	4	2	1	0	1	8
						0
						0
						0
						0
Enter additional hazard type						0

Attachment 2: Formal Agreements

A. Resources and Services Needed by the District

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure the district has access to needed resources, goods, services, and personnel during an emergency incident impacting the district.

District Resource and Service Table

Agency	Type of Agreement	Resource(s)
Denison Fire Department	Interlocal Agreements	Ensures the district has access to fire suppression and rescue services during large scale emergency incidents.
Sherman Fire Department	Interlocal Agreements	Ensures the district has access to fire suppression and rescue services during large scale emergency incidents.
Denison Police Department	Interlocal Agreements	Deploy additional law enforcement resources to support district safety and security during emergency incidents.
Grayson County Sheriff's Office	Interlocal Agreements MOU	Deploy additional law enforcement resources to support district safety and security during emergency incidents. And to utilize their mobile communication center

B. Resources and Services Needed by Agencies

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies (volunteer organizations, non-government organizations (NGOs), private sectors, etc.) to ensure they have access to needed district resources, goods, services, and personnel during an emergency incident impacting the whole community.

Agencies and Whole Community Table

Agency	Type of Agreement	Resource(s)
Denison ISD	MOU	To make their facilities available in case of a disaster that last more than five days
Sherman ISD	MOU	To make their facilities available in case of a disaster that last more than five days
Austin College	MOU	To make their facilities available in case of a disaster that last more than five days

Attachment 3: Safety and Security Audits

A Safety and Security Audit has been conducted for all facilities at least once every three years in compliance with Texas Education Code 37.108(b) and (c). Grayson College or a person included in the registry established by the Texas School Safety Center under Texas Education Code 37.2091, who was engaged by the district to conduct a Safety and Security Audit, followed the Safety and Security Audit procedures developed by the Texas School Safety Center in coordination with the commissioner of higher education. A Safety and Security Audit Report has been submitted to the board of trustees and signed by the President of the Junior College District in compliance with Texas Education Code 37.108(c)(2).

Safety and Security Audits Table

Date Audit Conducted (mm/dd/yyyy)	**Agency or Consultant Conducting the Audit**	**Name of Person Conducting the Audit**	**Date Audit Report Submitted to the Board of Trustees** (mm/dd/yyyy)	**Place an "X" if the same Agency or Consultant Conducted the Audit and developed the district's EOP**
08/31/2024	Region 10 ESC	Michelle Hall	09/24/2024	

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SECTION 13.0 – Annexes

The district has established the following table as annexes for the district EOP.

Annex Table			
Name	**Description**	**Date of Change (mm/dd/yyyy)**	**Page #**
Active Threat for Schools	This annex establishes the policies and procedures under which the district will operate in the event of an active threat incident by addressing planning and operational actions for the five phases of emergency management.	08/27/2025	36-1
Continuity of Operations Plan (COOP)	This annex describes how a district will ensure the continuation of essential functions during an emergency and its aftermath.	08/2024	37-1
Cybersecurity	This annex establishes the policies and procedures under which the district will operate in the event of a cybersecurity incident by addressing planning and operational actions for the five phases of emergency management regarding actual or potential cyber-related threats and attacks to the district.	07/01/2024	38-1
Communications	This annex establishes the district's policies and procedures to manage communications during an emergency affecting operations. This will include Preparedness, Response, and Recovery regarding emergency communications within the school district.	07/01/2023	39-1
Hazardous Materials	This annex establishes the policies and procedures under which the district will operate in the event of an incident involving hazardous materials (Hazmat) by addressing planning and operational actions for all five phases of emergency management	07/01/2023	40-1

Severe Weather	This annex establishes the policies and procedures under which the district will operate in the event of a severe weather incident by addressing the planning and operational actions for four of the five phases of emergency management: mitigation, preparedness, response, and recovery. Prevention will not be covered in this annex because severe weather hazards are acts of nature and cannot be prevented; however, they can be planned for.	07/01/2023	41-1
Training and Exercise	This annex establishes the policies and procedures under which the district will operate to provide training and exercise support for the district. This annex is strictly a policy and guidance document for the district, and therefore, does not address the five phases of emergency management.	07/01/2023	42-1
Public Work and Engineering	This annex establishes the policies and procedures under which the district will respond to potential or actual disruptions in utility services at district facilities by addressing planning and operational actions for the five phases of emergency management.	07/01/2023	43-1
Transportation	• Assign responsibilities for various tasks. • Outline related administrative requirements. • Identify possible transportation needs that could result from various emergency incidents. • Develop procedures for preserving transportation services and resources from known hazards by relocating them or protecting them in place. • Determine emergency transportation needs and related requirements for moving people, supplies, and equipment.		44-1

	• Assesses capabilities in relation to requirements to identify services and resource shortfalls; identify additional services and resources required. • Activate emergency transportation function to receive and process requests for passenger and equipment transportation. • Respond to transportation requests within limits of available services and resources. • Identify and coordinate long-term transportation needs of services, equipment, supplies, and resources as needed. • Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.		
Firefighting	• Initiate the district's standard response protocol • Collaborate on post-incident reconnaissance and damage assessment with first responders • Arrange fire safety inspections of equipment and locations • Coordinate the testing of fire prevention equipment • Maintain fire prevention equipment • Describe how to detect and suppress fires within a district's location • Describe district's existing mutual aid firefighting assistance agreements • Describe how to transmit situation and damage assessment information • Describe the five phases of emergency management for the prevention, mitigation, preparedness, response and recovery of a fire hazard to include, but not limited to, predictive services, activities positioning of resources, etc.		45-1

	• Identify and coordinate the fire standard response protocol • Provide timely district communication during fire incidents		
Emergency Management	• Direct and control emergency management operations • Maintain coordination and first responders and the whole community • Maintain the Emergency Operations Center (EOC) • Identify representative, by title, to report to the EOC • Develop and identify te duties of staff, use of displays and message forms and procedures for EOC activation • Coordinate the standard response protocol of areas at risk • Identify individuals with access and functional needs who would require assistance on evacuating and maintain contact information for those individuals • Establish an effective public warning system and appropriate operating procedures • Prepare pre-scripted warning and instruction messages for know hazards • Identify mitigation for know hazards that have led to evacuations in the past • Manage development in potential risk areas including floodplains, areas downstream from dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials		46-1

	• Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to know hazards		
A Mass Care plan outlines organizational arrangements, operational concepts, responsibilities, and procedure to protect people from the effects of an emergency by providing mass care.			
Mass Care	• Identify the Donations Management Coordinator • Establish and implement procedures to receive, accept or turn down offer of donated goods and service, and provide instructions to donors of needed goods or services • Coordinate and provide mass care services to people affected by an emergency incident • Coordinate shelter and mass care for specific populations, such as access and functional needs, injured individuals, etc. • Provide physiological support services, emergency water supplies, food, and other needs during an emergency incident		47-1

GRAYSON COLLEGE

Active Threat for Schools Annex

2025

Security Statement

In accordance with the Texas Government Code 418.177 and Texas Government Code 418.181, this document contains information that is not subject to disclosure under Chapter 552, Government Code.

Section 1 – Purpose and Scope

1.1 Purpose

This annex establishes the policies and procedures under which the district will operate in the event of an active threat incident by addressing planning and operational actions for the five phases of emergency management (prevention, mitigation, preparedness, response, and recovery).

1.2 Scope

This annex is meant to address district planning for an active threat incident and applies to the whole district community and all district property.

Section 2 – General Information

2.1 Hazard Overview

The US Department of Homeland Security defines an active shooter as "…an individual actively engaged in killing or attempting to kill people in a confined and populated area…" (n.d.). This definition is applicable to all forms of active killers, regardless of the weapon used.

2.2 District Specific Hazard Analysis

Grayson College identifies the following active threats as high priority.

Active Shooter
An attack that involves an assault with firearms to kill or attempt to kill people in a confined and populated area. An Active Shooter Appendix to this Active Threat for Schools Annex includes specific actions taken before, during, and after an active shooter incident.

Blunt Force Attack
A blunt force attack involves use of a dull, firm surface or object. A blunt force attack may involve attacks with easily accessible items (brick, large rock, baseball bat, etc.).

Bomb or Explosive Device
An attack to harm others with a bomb or improvised explosive device. A bomb may look as harmless as a coffee cup or as obvious as a pipe bomb with a timer. Bomb threats may be received by telephone, written message, in person, or by electronic means.

Civil Disturbance

A civil disturbance is a situation where a group of people behaves in a disruptive or violent manner, often in response to social or political issues, to the point of causing damage to property or injury to persons, or disrupting public safety and order. It encompasses a broad range of activities, including riots, strikes, and large, disorderly celebrations, and can be either violent or non-violent in nature.

Cyber Attack

A cyber-attack is a malicious attempt to access, damage, disrupt, or steal data from a computer system, network, or digital device. The goal of these attacks is often to gain unauthorized access, control, or sensitive information, which can lead to financial loss, identity theft, or disruption of critical services.

Kidnapping/Missing Student

A "missing student" is a student whose absence from campus is unexplained and contrary to their usual behavior, raising concerns for their welfare. "Kidnapping," in contrast, is a specific criminal offense involving the unlawful seizure and detention of a person against their will. While a kidnapping result in a student becoming missing, not all missing student cases involve kidnapping.

Sharp Object Attack

An attack that involves the use of a sharp, bladed, or pointed object used as a weapon intended to harm others. An example of a sharp object may be a knife or an axe.

2.3 Hazard Detection and Warning

Grayson College acknowledges that districts across the country are equally at risk for an active threat incident; therefore, the risk for a campus is unpredictable. Consequently, it is difficult to determine an individual’s risk for harming themselves or others without the assistance of a comprehensive Multi-Tiered System of Support (MTSS), which includes threat assessment and case management. MTSS is one of six student support components within Texas Education Agency’s Safe and Supportive School Program (SSSP). Additional information is available in the Grayson College Psychological Safety Annex.

Threat Assessment Team

Grayson College has a Behavioral Intervention Team consistent with Texas Education Code 37.115. The Behavioral Intervention Team operations are rooted in best practices established by the United States Secret Service National Threat Assessment Center and are guided by state legislation. The Behavioral Intervention Team is a multidisciplinary group that meets regularly to assess two distinct categories of behavior: concerning and prohibited. The Behavioral Intervention Team maintains a low threshold for intervention and may offer resources from the Behavior Intervention Team to assist in the prevention and de-escalation of threats.

Grayson College's Behavioral Intervention Team strives to prevent violence and provides support to district community members in crisis before an individual poses a threat to themselves or others. The Behavioral Intervention Team Behavioral Intervention Team Behavioral Intervention Team reviews observed and reported concerning prohibited behaviors objectively to assess the risk to the school community. The team maintains a record of these reviews within its case management system. Grayson College acknowledges that a key goal of threat assessment is to distinguish between *making* a threat and *posing* a threat.

Detecting Suspicious Activity

Grayson College uses the following methods to detect suspicious activity on campuses:

- Foot Patrol and Mobile Patrol by Law Enforcement
- Foot Patrol and Mobile Patrol by Public Safety Officers
- Video Surveillance of Main & South Campus and West Extension locations
- See Something, Say Something Campaign Marketed though out Main & South Campus and the West Extension.

2.4 Hazard-Related Expense Tracking

Grayson College's Business Services Section oversees all financial activities within all phases of emergency management including purchasing necessary materials, tracking emergency incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records.

Section 3 – Incident Command System (ICS)

3.1 Incident Command Designation:

Grayson College will designate an Incident Commander for an active threat incident.

- The Grayson College Incident Commander for an active threat is the Chief of Police. The Incident Commander is the singular decision maker and will have the ability to expand or contract the ICS structure as necessary during the incident.

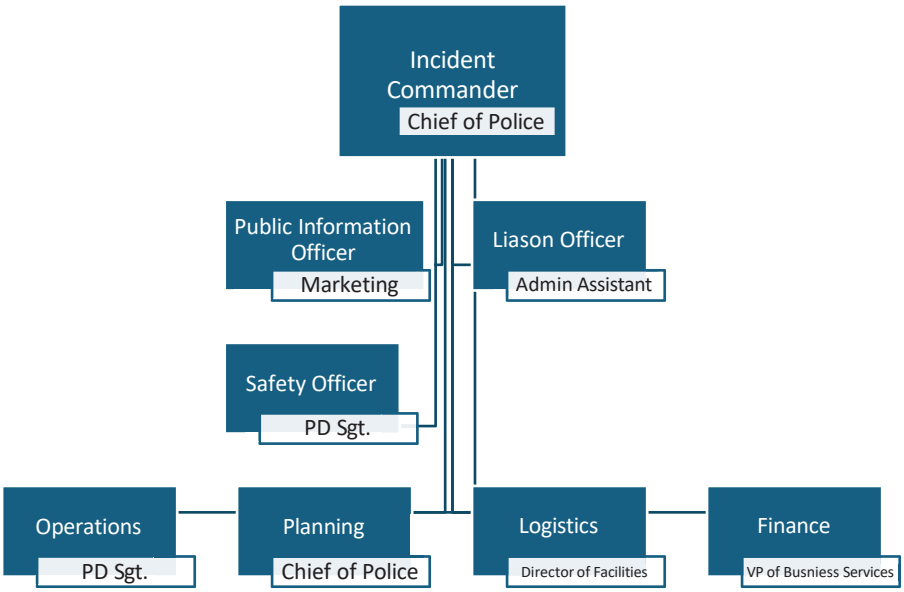
3.2 Public Information Officer (PIO):

Grayson College designated a Public Information Officer (PIO) that is the official spokesperson for the district. The PIO maintains an updated media roster that contains the contact information for each local media outlet listed in the Communications Annex. The PIO is responsible for delivering accurate messages in a timely and professional manner.

The PIO's additional responsibilities may include, but are not limited to:

- Developing accurate, accessible, and timely information for use in press and media briefings or dissemination via social media platforms.
- Monitoring information from traditional and social media platforms is useful for incident planning and forwards it as appropriate.
- Understanding any limits on information release.
- Obtaining the Incident Commander's approval of news releases.
- Conducting media briefings.
- Arranging tours and other interviews or briefings.
- Creating information about the incident for incident personnel.
- Participating in planning meetings.
- Identifying and implementing rumor control methods.

3.2 Incident Command System (ICS) Org Chart:



Liaison Officer Role

- Act as a point of contact for agency representatives.
- Monitor incident operations to identify current or potential inter-organizational issues.
- Maintain a list of assisting and cooperating agencies and agency representatives.
- Assist in setting up and coordinating interagency contacts.
- Participate in planning meetings and provide current resource status, including limitations and capabilities of agency resources.
- Provide agency-specific demobilization information and needs.

Safety Officer Role

- Identify and mitigate hazardous situations.
- Stop and prevent unsafe acts.
- Create and maintain the incident Safety Plan.
- Prepare and communicate safety messages and briefings.
- Review the Incident Action Plan (IAP) for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Review and approve the Medical Plan.
- Participate in planning meetings to address anticipated hazards associated with future operations,

Operations Section Chief Role

- Manage tactical operations.
- Determine strategies and tactics for incident operations.
- Ensure safety of tactical operations.
- Oversee the Operations Section's central role in the incident action planning process.
- Supervise execution of the Operations Section's assignments in the IAP.
- Request additional resources to support tactical operations.
- Approve release of resources from operational assignments.
- Make or approve expedient changes to the IAP.
- Maintain close contact with the Incident Commander, subordinate Operations personnel, and other agencies involved in the incident.

Planning Section Chief Role

- Collect and manage incident-relevant operational data.
- Supervise/facilitate incident planning activities.
- Supervise preparation of the IAP.
- Provide resources input to the Incident Commander and Operations Section in preparing the IAP.
- Reassign out-of-service personnel within the ICS organization, as appropriate.
- Compile and display incident status information.
- Establish information needed and report schedules for units (e.g., Resources Unit, Situation Unit).
- Determine need for specialized resources.
- Establish specialized data collection systems as necessary (e.g., weather).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report significant changes in incident status.
- Oversee preparation of the Demobilization Plan.

Logistics Section Chief Role

- Manage all incident logistics.
- Provide facilities, transportation, communications, supplies, equipment maintenance and fueling, food, and medical services for incident personnel and all off-incident resources.
- Identify known or anticipated incident service and support needs.
- Request additional resources, as needed.
- Provide the Logistics Section's input to the IAP.
- Ensure and oversee development of traffic, medical, and communications plans, as needed.
- Oversee demobilization of Logistics Section and associated resources.

Finance and Administration Section Chief

- Manage financial aspects of an incident.
- Provide financial and cost analysis information, as requested.
- Ensure compensation and claims functions are addressed relative to the incident.
- Develop an operational plan for the Finance/Administration Section and submit requests for the section's supply and support needs.
- Maintain daily contact with cooperating and assisting agencies on finance matters.
- Ensure that personnel time records are completed accurately and transmitted to the appropriate agency/organization.
- Ensure the accuracy of all obligation documents initiated at the incident.
- Brief agency administrative personnel on incident-related financial issues needing attention or follow-up.
- Provide input to the IAP.

Section 4 – Actions and Responsibilities

District Actions and Responsibilities

Prevention Phase Safeguard against consequences unique to an active threat incident.	
District Actions	**Responsible Role**
Security Measures for the Detection of Suspicious Persons:	
Security camera systems, monitored by Campus Police, survey each campus educational building entrance for the detection of a suspicious person or group of people during school hours.	Chief of Police
If a suspicious person or group of people are detected contact Campus Police.	Chief of Police
If an unauthorized person is detected or reported to be on campus grounds, Campus Police will be contacted.	Chief of Police
Behavioral Threat Assessment Process:	
Establish a safe and supportive campus team to organize threat assessments, case management data systems, and suspicious activity reporting programs.	Grayson Cares Co-Ordinator
The safe and supportive camp team conducts threat assessments, determines level of risk, and provides interventions to support the individual for whom the threat assessment was conducted and the victim of the threat.	Grayson Cares Co-Ordinator
Use the TEA Safe and Supportive Program Guidance checklist to conduct threat assessments and ensure all reported threats are screened and assessed by the safe and supportive campus team.	Grayson Cares Co-Ordinator

Mitigation Phase Reduce the impact of an active threat incident.	
District Actions	**Responsible Role**
Armed Security Officer Requirement:	
Preparedness Grayson College has at least one police officer who is present during regular school hours at each campus.	Chief of Police
Harden classroom access from an intruder.	Facilities Director

Preparedness Phase Regularly review district readiness for an active threat incident.	
District Actions	**Responsible Role**
Classroom Communication Access:	
Every desk top computer and lap top computer issued by Grayson College is equipped with the Alertus panic button. Also, each professor is allowed to have their cell phone in the class	The Grayson College President
Every room is equipped with the Grayson College Campus Safety Procedures	Chief of Police
Active Threat Communication Testing:	
Grayson College conducts test of their emergency equipment and communication devices once a month.	Chief of Police
	36-10

Preparedness Phase Regularly review district readiness for an active threat incident.	
District Actions	**Responsible Role**
Test Physical Security Equipment and Procedures:	
Grayson College conducts test of their emergency equipment and communication devices once a month.	Chief of Police
All security cameras are checked daily and if there is a malfunction it is reported to IT.	Chief of Police
All residence automatic door locks are checked by the Housing Supervisor. And if there is a malfunction it is reported to Facilities.	Housing Coordinator
The IT Department reviews and upgrades security systems as needed	VP of Information and Technology
Response **District actions during an active threat incident.**	
District Actions	Responsible Role
Implement the Standard Response Protocol:	
Provides clear, consistent language and actions to be used by all students, staff, and first responders in an emergency. These include SRP actions.	Chief of Police
The Grayson College GC Alert system is used to disseminate mass emergency notifications to all of its users. This service will provide you the opportunity to include multiple phone numbers and email addresses to enhance your awareness during emergency conditions	Director of Marketing & Communications
Timely Warnings of Threats to Students and Employees:	
Initiate SRP action using brief, clear language offered by SRP over the campus announcement system	Chief of Police

Preparedness Phase Regularly review district readiness for an active threat incident.	
District Actions	**Responsible Role**
The Grayson College GC Alert system is used to disseminate mass emergency notifications to all of its users. This service will provide you the opportunity to include multiple phone numbers and email addresses to enhance your awareness during emergency conditions.	Director of Marketing & Communications
Accountability Procedures:	
Once the incident is over each faculty and staff member that is on duty will be contacted and from there a roster of students will be obtained and accounted for.	Dean of Academic & Workforce Instruction
Initiate Reunification Support Method:	
Reunification will be conducted for dual credit students. The school from which the students are from will be contacted and informed of the location of the students. The school will then contact the parents of the students and advise them where they can pick up their kids. The school will send a representative to the college who will be the liaisons for reunification. Grayson College activates and communicates the reunification support method for the affected area to students, faculty and staff.	Vice President of Instruction
Coordinate and support health and medical care and EMS as necessary and / or requested by the local response agencies during emergencies.	Vice President of People and Culture
Implement Continuity of Operations Plan (COOP)	
Grayson College will implement the Continuity of Operations Plan when there is a disruption in service.	President
	36-12

Recovery Return to normal district operations following an active threat incident.	
District Actions	**Responsible Role**
Resume Routine District Operations:	
Transitioning response operations over to normal management processes as able.	President
Short-term operations seek to restore vital services to the College District and provide for the basic needs of the residents in campus housing or those stranded on campus.	President
Long-term recovery focuses on restoring the college to its normal state.	President
After-Action Review:	
Grayson College Executive Leadership Team with meet and have an after-action review.	President

Improvement Plan:	
The Emergency Management Team is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise.	Vice President of People and Culture

Section 5 – Resources

5.1 Acronyms

AAR	After-Action Review
EOP	Multi-hazard Emergency Operations Plan
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
PIO	Public Information Officer
TEA	Texas Education Agency
TxSSC	Texas School Safety Center

5.2 Definitions

Actions: Critical activities that need to be accomplished during all phases of emergency management.

Drill: A preparedness activity designed to train individuals on responding effectively during an emergency incident when loss of life or property is at risk.

Exercise: A preparedness activity designed to practice and assess, in a more realistic setting than a drill, the actions of individuals responding to an emergency incident when loss of life or property are at risk.

Hazard: A situation that has the potential to adversely impact the safety of individuals or cause damage to property.

Emergency Incident: A situation that adversely impacts the safety of individuals or causes damage to property.

Incident Action Plan: A document that is prepared after the first 24 hours of an incident that identifies the goals and objectives that need to be accomplished during a stated time period.

Incident Command Post: The location where incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the emergency incident is accomplished.

Incident Command System: The standardized approach globally used during an emergency incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

Incident Commander: The individual who has overall responsibility for managing the response to the emergency incident.

National Incident Management System: A set of principles used by agencies across the nation to coordinate and work effectively during all phases of emergency management to reduce the loss of life or property.

Off-incident: Refers to the facilities and resources needed to support the incident response, but not directly at the incident location.

Resources: Includes personnel, equipment, supplies, and facilities available to be used during an emergency incident.

Unified Command: Similar to Incident Commander; however, now two or more individuals, with authority in different agencies, join to create one leadership role that has overall responsibility for managing the response to the emergency incident.

Emergency Drill Table

Drill	Definition	Frequency
Fire evacuation	A method of practicing how a building would be vacated in a fire. The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible.	Two per school year (once per semester).
Shelter-in-place (f severe weather	A response action schools take to quickly move students, staff, and visitors indoors, possibly for an extended period of time, because it is safer inside the building than outside. For severe weather, depending on the type and/or threat level (watch versus warning), affected individuals may be required to move to rooms without windows on the lowest floor possible or to a weather shelter.	Two per school year (once per semester).

GRAYSON COLLEGE

DEPARTMENT OF EMERGENCY MANAGEMENT

Active Shooter Appendix

2025

Security Statement

In accordance with the Texas Government Code 418.177 and Texas Government Code 418.181, this document contains information that is not subject to disclosure under Chapter 552, Government Code.

Purpose and Scope

Purpose

This Active Shooter Appendix is being written to direct the specific district tasks necessary before, during, and after an active shooter incident. For the purposes of this appendix, the term active shooter is defined as any attempt to kill or seriously injure people in a populated area. **This appendix may serve as the district's active shooter policy, in accordance with Texas Education Code 37.108**.

Scope

This document applies to the whole district community, including first responder agencies. All college district staff who are assigned emergency management roles and responsibilities should receive training in and have access to all district emergency plans. External stakeholders likely to respond to an active shooter incident should also review this appendix for compatibility with their operations and resources.

Specific Tasks Taken Before, During, and After an Incident

Before an Active Shooter Incident

Tasks	Responsible Role
Obtain lifesaving resources such as bleeding control kits. Install these resources in common spaces and regularly inform the community of their presence. Floorplans should clearly identify the locations of lifesaving resources.	Vice President of People and Culture
Train staff in lifesaving techniques, including the use of bleeding control kits.	EMS Director
Train staff on how to administer all actions for the Standard Response Protocol (SRP). • During SRP training, encourage staff members supervising any student activities outside the building to make the best decision for students under their supervision. • Train staff and students to use programs such as Civilian Response to Active Shooter Events (CRASE) to help them make individual decisions during an attacker incident. Consider adaptations for noninstructional facilities, such as stadiums, administration buildings, etc.	Vice President of People and Culture
Train district and campus administration on the Incident Command System (ICS), including the concept of Unified Command.	Vice President of People and Culture
Train staff on how to find and use critical campus response resources such as bleeding control kits and two-way radios.	Vice President of People and Culture
Train staff to notify first responders of an attacker by using multiple communication options.	Vice President of People and Culture
Request that local emergency response agencies help develop training programs designed to educate staff members to safely observe and report information that would be useful to responders during an attack.	Vice President of People and Culture
Design and conduct drills and exercises that impart necessary skills without unduly creating trauma for staff and students. • Use a progressive schedule, beginning with applicable SRP drills and culminating in full-scale exercises (without live fire). Refer to Texas Education Code 37.1141 for specific mandates to follow during these exercises. • Consider designing drills and exercises for after-hour and extracurricular activities.	Vice President of People and Culture
Conduct After-Action Reviews (AARs) and develop improvement plans after each drill and exercise.	Vice President of People and Culture
Empower all staff members to initiate SRP actions. Include this concept in drills and exercises	Grayson College Administration

Before an Active Shooter Incident	
Tasks	**Responsible Role**
Assign two-way communication devices (e.g., radios, cell phones, etc.) to administrators and ensure that each major interior and exterior area has these devices.	Vice President of People and Culture
Ensure that attendance records, staff rosters, and visitor lists can be accessed offsite by district staff and first responders.	Administration
Install and test panic button(s) at regular intervals. Include any staff members who would be in proximity to the panic alarm during an attack. • Place panic buttons in a space that encourages legitimate use and discourages false alarms. Consider wearable panic buttons. • Notify first responder agencies before testing panic buttons. • Ensure that both first responders and district administrators receive alerts from panic buttons.	Vice President of People and Culture
Ensure that persons with access and functional needs have equal access to safety.	
Meet with law enforcement to identify additional or unique resources that might be needed during and after an attack.	Vice President of People and Culture
Provide opportunities for police, fire, and EMS to become familiar with district facilities. • Host first responder tours on a regular basis. • Encourage law enforcement training on school campuses.	Vice President of People and Culture
Encourage, celebrate, and advertise positive police relationships with staff and students. Consider the following: • Lunch visits with students. • Using police officers as mentors. • Establish report writing spaces for police officer use while on patrol. • Invite law enforcement to attend and conduct informative sessions.	Chief of Police

Before an Active Shooter Incident	
Tasks	**Responsible Role**
Prepare mass notification scripts for attacker incidents to include within your Communications Annex. Consider different audiences and situations, such as a common school day versus after-hours activities.	Director of Marketing & Communications
Designate and train multiple users on how to access mass notification systems and scripts. Empower users to send appropriate messaging using a protocol if necessary.	Vice President of People and Culture
Develop and implement a written schedule for regular safety and security inspections. Perform a monthly inspection and test of safety and security components such as the following: • Locking hardware: Ensure that hardware allows for legitimate access and denies entry to unauthorized persons. Consider testing automation technology. • Surveillance cameras: Ensure that video surveillance systems are installed in appropriate locations and provide video resolution that aids in identification. Continually evaluate the need to upgrade or expand the surveillance system. When possible, install systems that enable offsite monitoring by district administrators and emergency response agencies. • Lighting: Conduct facility inspections after dark to evaluate the effectiveness of existing lighting and identify areas where facilities may benefit from additional lighting. Repair or upgrade lighting as needed. • Emergency communications systems: Ensure that emergency communications systems effectively notify the intended audience and appropriate response agencies.	Vice President of People and Culture
Enforce and celebrate district safety and security policies. Ensure that administrators support practices that create a security-minded culture. • Conduct a staff and student orientation session on safety and security measures and stress the importance of maintaining security. • Support an environment that celebrates the reporting of suspicious activity by policy and practice.	Chief of Police
Identify and mark safe rooms for visitors, staff, and students who may be away from their normal space.	Safety & Security Committee

Before an Active Shooter Incident	
Tasks	**Responsible Role**
Secure and review written agreements for the use of non-district resources that may be needed for an attacker incident, such as, but not limited to, the following: • Assistance with offsite evacuation and transportation needs • Support for food services • Classroom space needed after an incident • Additional law enforcement support following resumption of campus activities • Additional psychological support services	Vice President of Business Services
Ensure that the School Behavioral Intervention Team convenes in a timely manner to discuss concerning and prohibited behavior. • Ensure that the School Behavioral Intervention Team errs on the side of early intervention and timely support to individuals exhibiting concerning behaviors.	Grayson Cares Co-Ordinator
At a minimum, provide suicide prevention and trauma-informed care training and Mental Health First Aid to required staff members.	Grayson Cares Co-Ordinator

During an Active Shooter Incident	
Tasks	**Responsible Role**
Call for help using redundant communications systems.	Law Enforcement
Decide on SRP action. • Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep occupants quiet and in place. • Evacuate may be followed by a location and is used to move people from one location to a different location in or out of the building. • Secure (Lockout) is followed by the Directive: "Get Inside, Lock Outside Doors" and is the protocol used to safeguard people within the building.	Law Enforcement

During an Active Shooter Incident	
Tasks	**Responsible Role**
• Encourage staff members who are supervising student activities outside the building to make the best decisions for their students.	Law Enforcement
Initiate SRP action using brief, clear language offered by SRP over the campus announcement system. • Lockdown: "Locks, Lights, Out of Sight" • Evacuate: "Evacuate to _____." • Secure (Lockout): "Get inside. Lock Outside Doors."	Vice President of People and Culture
Follow directions from law enforcement. Wait for law enforcement direction before leaving secured areas.	Vice President of People and Culture
Use a simple response protocol, such as CRASE, when necessary. Avoid, Deny, Defend against Attackers.	Law Enforcement
Begin to account for all staff, students, and visitors.	Administration
Inform your community of the current threat and status of the incident. • Coordinate public information activities with local response agencies. Conduct joint briefings when possible. • Send a timely message to the community using prepared scripts from your Communications Annex. • Develop and publish a schedule for when and where authorized officials will provide incident updates.	Public Information Officer
If necessary, implement your Continuity of Operations Plan (COOP) to ensure that the district continues to perform essential functions.	Public Information Officer

After an Active Shooter Incident	
Tasks	**Responsible Role**
Perform an incident debriefing (hotwash) while staff and responders are still on scene.	Vice President of People and Culture
Account for all personnel.	Vice President of People and Culture
Reunite students with loved ones using your Reunification Annex.	Vice President of People and Culture
Conduct an AAR session for staff and responders to discuss what went well and what needs to improve.	Vice President of People and Culture
Develop and implement an Improvement Plan that includes recommended changes from the incident debriefing and AAR. • Assign specific tasks to ensure accountability. • Incorporate changes into future drills and exercises.	Vice President of People and Culture
Activate your damage assessment team to identify replacement and repair needs.	Vice President of People and Culture

After an Active Shooter Incident	
Tasks	**Responsible Role**
• Consult and involve your city or county Emergency Management Coordinator. • Ensure that proper documentation of damages and expenses is maintained for potential insurance or reimbursement claims.	
Initiate repairs and cleanup of affected areas after they are cleared and released by investigators.	Facilities
Assess the trauma-informed and grief-informed care needs of the district community after an attacker incident and provide appropriate mental health resources. • Call on neighboring districts and third-party providers to assist with resources needed for the initial return to school. • Anticipate returning to instruction while providing for the ongoing and prolonged mental health needs of the district community. • Reintroduce staff and students to school carefully after repairs have been made.	Grayson Cares Co-Ordinator
Provide a visible security presence as staff and students transition back to school.	Law Enforcement
Ensure that personnel are made available to provide statements to law enforcement and other investigating authorities.	Vice President of Business Services

Resources

Acronyms

AAR	After-Action Review
CRASE	Civilian Response to Active Shooter Events
SRP	Standard Response Protocol
TCOLE	Texas Commission on Law Enforcement

Definitions

1. **After-Action Review:** An AAR will be conducted by the district following every drill, exercise, planned event, and incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or incident; and becomes a catalyst for updating the current EOP.

2. **Civilian Response to Active Shooter Events:** CRASE was developed in 2004 to provide civilians with knowledge and training on the Avoid, Deny, Defend strategy for responding to active shooter events.

3. **Improvement Plan:** A document that includes a consolidated list of corrective actions and responsible parties and a timeline for completion.

4. **Incident Debriefing or Hotwash:** A guided discussion usually held immediately after an exercise or event while elements of the exercise are fresh on participants' minds.

5. **School Behavioral Threat Assessment Team or Behavior Intervention Team:** A multidisciplinary behavioral threat assessment team of school personnel, including faculty, staff, administrators, coaches, and available school resource officers, who will direct, manage, and document the threat assessment process.

6. **School Guardian:** A school board may adopt a local policy that authorizes the designation of specified employees who are authorized to carry firearms on school premises.

7. **School Marshal:** State law (TEC 37.0811) allows a school district or charter school to appoint one or more specially trained and licensed employees as school marshals. The appointment must be made by the board of trustees, and the Marshal must have the appropriate licensing and certification by the Texas Commission on Law Enforcement. Information on the School Marshal Program can be found on the TCOLE website.

8. **Standard Response Protocol:** Provides clear, consistent language and actions to be used by all students, staff, and first responders in an emergency. These

include SRP actions [Secure (Lockout), Lockdown, Evacuate, Shelter, and Hold] in a school setting.

9. **Trauma-Informed Care:** An approach to providing caring and supportive physical and psychological assistance, with training concentrations on recognizing various signs and symptoms indicating that trauma has occurred and understanding the paths for recovery without further traumatization.

GRAYSON
COLLEGE

BUSINESS CONTINUITY PLAN

September 2024

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INTRODUCTION

SCOPE AND STRUCTURE

The business continuity plan for Grayson College covers any disruption in service from the information technology ("IT") systems that lasts over four hours and any disruption to the use of the College's physical locations that lasts over one business day to any of the three campus locations. Denison Campus is located at 6101 Grayson Drive. South Campus is located at 1455 W. Van Alstyne Parkway in Van Alstyne. West Campus is located west of Denison Campus at Perrin Field.

Grayson College's business continuity plan consists of two interrelated sections. One section, the physical resources section, seeks to provide the necessary utilities and physical space to all the essential functions of the College to continue or to resume operations in a short period of time. The other section deals with IT issues and seeks to successfully recover computer, internet, and telephone service in the event of a disruption.

The two sections are interdependent. The response to physical damage is based on the ability to convert some operations to a remote format via technology, and the effectiveness of the IT response is dependent on the availability of utilities and physical space to house essential equipment.

MAJOR CONSIDERATIONS/IMPACT OF THE LOSS OF CRITICAL FUNCTIONS

1. Safety of students, faculty, staff, and public: Safety is a primary concern which will drive the decisions to close and then eventually to re-open the College. Monetary impact from this consideration is limited due to the College's sovereign immunity as a public entity. Non-monetary impact, however, is immense. Our mission statement of "Student Success" captures the College's goal of improving lives, rather than contributing to injury or death. Proper levels of liability insurance coverage protect the College, also.
2. Institutional reputation: The reputation of the College can be enhanced if it handles a disaster well. On the other hand, the College can damage its viability if it is seen as being an unsafe location. Non-monetary outcomes would show primarily as the loss of enrollment. Monetarily, that would translate first into the loss of tuition income, and secondarily into the loss of state funding. These represent the second and third largest revenue streams for the College.
3. Regulatory compliance and fines: The College is subject to a wide variety of laws and regulations. Failure to comply with those could subject the College to substantial fines and potentially closure.
4. Loss of critical services: This plan is intended to minimize the loss of critical services by proper planning. The College exists to educate, making that the most critical function performed. Other services are measured by how essential they are to enabling learning to occur.
5. Property loss: Physical and technological infrastructure is essential to providing education. This plan is designed to function to make temporary infrastructure available while the College replaces those items that are lost in the disaster. Monetarily, the College guards against this threat by carrying adequate levels of property insurance.
6. Cash flow: A disaster would likely disrupt the normal income streams that the College must have to survive. It can take months for the College to receive insurance settlements. The College's strong reserve position would allow it to remain in business for several months with no income while it recovers and waits for insurance settlements.
7. Legal costs: It may prove necessary to incur substantial legal costs to compel insurance companies to pay the College's claims against them. Also, the College may be forced to defend itself against lawsuits for injuries and deaths that may result from the disaster. This plan will help mitigate that exposure.

BOARD RESPONSIBILITY

Ultimate responsibility for the operation of Grayson College is granted to the Board of Trustees by the voters of Grayson County. Generally, the Board of Trustees fulfills its responsibilities through the College president and his staff. However, during an emergency or catastrophe, the Board may be called upon to convene in an emergency meeting to authorize specific actions that would be necessary to provide for the continuation of College business activity. Provisions for such a meeting are covered in board policy BD (LEGAL).

SECTION 1 - PHYSICAL RESOURCES

ANALYSIS OF BUSINESS CONTINUITY PLANNING

The analysis of Grayson College's business continuity plan begins with the identification of the risks and threats that could cause a disruption in services. Next, those threats are classified by types. Subsequently, general responses are identified for each type of threat. Then, more specific responses by function are added. Finally, issues dealing with the administration of the plan are addressed.

IDENTIFICATION OF THREATS/RISKS

Grayson College has identified the threats to its continual operations by recent experience and by the use of the planning tools used to develop its Emergency Management Plan. Major threats include cyber-attacks, acts of terrorism, pandemics, and natural disasters. The Hazard Summary of the Emergency Management Plan is included with this document as Attachment A.

TYPES OF EVENTS

The recovery process must vary depending on the nature of the event. Also, detailed plans are not feasible without knowledge of the actual event. Therefore, Section 1 of this plan provides overall guidance for the following types of events:

1. An event that disrupts electrical service at any of the College's campuses.
2. Physical damage or another event that prevents the occupation of the Denison Campus, but does not affect the South Campus.
3. Physical damage or another event that prevents the occupation of the South Campus, but does not affect the Denison Campus.
4. Physical damage or another event that prevents the occupation of either the Denison Campus or the South Campus.

SOLUTION DESIGN (RECOVERY PROCESS) BY TYPE OF EVENT

Following are general solutions by each type of event.

Type 1 event: Disruption of electrical service at one or any of the College campuses

- Potential causes: State-wide curtailment or rolling blackouts; wind or ice damage from a major; area-wide storm; an act of terrorism; a cyber-attack against the electrical system.
- Response: The College will use existing generators and if necessary rent or purchase enough emergency generating capacity to restore the essential functions to each campus.

Type 2 event: Physical damage or another event that prevents the occupation of the Denison Campus, but does not affect the South Campus.

- Potential causes: A tornado, other severe storm or natural disaster, including acts of God; the crash of an aircraft or other acts of terrorism; an environmental disaster, including biohazard or biochemical disaster, or a pandemic.
- Response:
    - For each class where it is feasible, convert to an on-line format.
    - For labs and technical classes where an on-line format is not feasible, change to alternative locations at the South Campus, Austin College and/or local school districts at times they are not committed to other users.
    - In the event that a class cannot be on-line and a safe environment cannot be located, put the class on hold until conditions improve.
    - Move all Denison Campus administrative functions to a remote-work environment.

- In the event that rebuilding will take an extended period of time, equip and occupy temporary facilities on the West Campus.
- Priority for restoration will be given first to the functions that are identified as critical and second to those that are identified as important.

Type 3 event: Physical damage or another event that prevents the occupation of the South Campus, but does not affect the Denison Campus.

- Potential causes: A tornado, other severe storm or natural disaster, including acts of God; the crash of an aircraft or other acts of terrorism; an environmental disaster, including biohazard or biochemical disaster, or a pandemic.
- Response:
  - For each class where it is feasible, convert to an on-line format.
  - For labs and technical classes where an on-line format is not feasible, change to alternative locations to the Denison Campus, Austin College and/or local school districts at times they are not committed to other users.
  - In the event that a class cannot be on-line and a safe environment cannot be located, put the class on hold until conditions improve.
  - Move South Campus administrative functions to vacant or shared space on the Denison Campus or to a remote-work environment.
  - In the event that rebuilding will take an extended period of time, equip and occupy temporary facilities on the West Campus.
  - Priority for restoration will be given first to the functions that are identified as critical and second to those that are identified as important.

Type 4 event: Physical damage or another event that prevents the occupation of either the Denison Campus or the South Campus.

- Potential causes: A tornado, other severe storm or natural disaster, including acts of God; the crash of an aircraft or other acts of terrorism; an environmental disaster, including biohazard or biochemical disaster, or a pandemic.
- Response:
  - For each class where it is feasible, convert to an on-line format
  - For labs and technical classes where an on-line format is not feasible, change to alternative locations to Austin College and/or local school districts at times they are not committed to other users.
  - In the event that a class cannot be on-line and a safe environment cannot be located, put the class on hold until conditions improve.
  - Move all administrative functions to a remote-work environment.
  - In the event that rebuilding will take an extended period of time, equip and occupy temporary facilities on the West Campus.
  - Priority for restoration will be given first to the functions that are identified as critical and second to those that are identified as important.

SUMMARY OF POTENTIAL ALTERNATIVE LOCATIONS AND EQUIPMENT

During the actual disaster, operations will be housed in Grayson College's emergency operations center, which is currently located in the Campus Police building. An alternative emergency operations center would be set up on the West Campus if the Campus Police building is unavailable. In the event that electric service is interrupted to this alternative location, power will be supplied by an emergency generator. In addition, the Grayson County Sheriff's Department has a mobile operations center that may be available to Grayson College.

Following, in no particular order, are locations of potential alternative sites for instruction or administrative functions. Selection of any particular site will be governed by the emergency event,

- West Campus, including the potential use of temporary buildings
- South Campus, including the potential use of temporary buildings
- Denison Campus, including the potential use of temporary buildings
- Denison ISD
- Sherman ISD
- Van Alstyne ISD
- Austin College
- Other office, industrial or retail space that happens to be available at the time of the emergency event

Using Grayson College sites may have the advantage of existing connections to the College's network and other IT resources. The business continuity plan of IT is included in Section 2 of this document.

The College may need to quickly obtain equipment to use in an alternative location. It has determined that the following vendors would be able to provide sufficient classroom and technological equipment for the College to resume operations:

A-1 Rental in Denison	tables, chairs
Cort Furniture in Carrollton and Dallas	office furniture, tables, chairs
Rentacomputer.com in Plano, Dallas and Garland	all types of technology
Hartford Technology Rental in Dallas	all types of technology
Williams Scotman	temporary offices

The Assistant Director of Fiscal Services and/or Purchasing Specialist maintain the appropriate contact information and the approximate amounts of equipment that would be needed secured in safe locations in his/her office and on the South Campus.

CLASSIFICATION OF College FUNCTIONS

Critical Functions:

1. Instruction
2. Administration
3. Communications
4. Technology
5. Security
6. Student Records (Registrar)
7. Student Services (Advising, Financial Aid & Student Support Services)
8. Business Services (Purchasing, AP, AR)
9. Human Resources & Payroll
10. Facilities & Maintenance
11. Housing
12. Food Service (for residence hall students)

Important Functions:

1. Library
2. Testing/Accessibility Services
3. Institutional Effectiveness
4. Fund Raising (Foundation)

Marginal Functions:

1. Bookstore
2. Athletics
3. Student Activities

ADDITIONAL NOTES ON CRITICAL FUNCTIONS: The following paragraphs provide additional information on each critical function identified above:

1. Instruction: Since instruction is the core function of the College, the recovery under each type of event is shown with that threat.
2. Administration: Likewise, the recovery of administrative functions is shown for each type of threat above.
3. Communications: The Marketing and Communications Director will serve as the Public Information Officer (PIO), and as such will manage the official communications to the media and public. In the absence of the Public Information Officer, the Vice President of Community Engagement or designee will manage this function. Internal communications fall under the IT section of this plan. In general, most internal communications systems are cloud-based and would therefore not be dependent on a specific location to remain in service. Grayson College's email system will continue to function in the aftermath of an emergency. Employees are encouraged to communicate with their supervisors using this system.
4. Technology: Please refer to Section 2 of this plan for information on the continuation plan for technology.
5. Security: The campus police department is charged with providing on-site security at the Denison Campus, the South Campus, and the West Campus, even if those locations are not operational. This duty may require the procurement of temporary buildings. The department may also be called upon to provide security at alternative sites if a significant amount of instruction is to be conducted there.
6. Student Records: Personnel will work remotely and communicate with students and others via email and text messages. Requests for transcripts and other official documents will be filled by studentclearinghouse.org. Much of this work is dependent on the availability of software.
7. Student Services: Personnel will work remotely and communicate with students and others via email and text messages.
8. Business Services: Personnel will work remotely and communicate with students and others via email and text messages. Student payments are to be received via NelNet and other electronic means. Much of this work is dependent on the availability of software. Immediate emergency purchases will be made using existing accounts at business locations in Grayson County and beyond.
9. Human Resources & Payroll: Personnel will work remotely and communicate with employees and others via email and text messages. Payroll is distributed by direct deposit and would not be affected if IT systems are functioning. A temporary location may be necessary to provide services that must be done face-to-face.
10. Facilities & Maintenance: This function would be recovering the use of each affected location. Therefore, temporary buildings and the rental of equipment may be necessary to provide those functions.
11. Housing: Resident students will be encouraged to return home and complete their classes remotely. Those who cannot do that may be transferred temporarily to a Red Cross shelter until arrangements can be made to house these students in area motels for the remainder of the semester. Housing will not be offered for following semesters until the Denison Campus is re-opened. If the residence hall(s) continue to be occupied, temporary toilets may be necessary.
12. Food Service for residence hall students: The emergency management department will stockpile enough ready-to-eat meals to feed remaining residential students for at least three days. If on-campus meal service has not resumed by that time, the housing staff will have meals prepared by local restaurants and delivered to campus. Food service will not be offered for following semesters until the Denison Campus is re-opened.

ADDITIONAL NOTES ON IMPORTANT FUNCTIONS: The following paragraphs provide additional information on each important function identified above:

1. Library Services: Library services will be available on-line and, potentially, at Austin College, the City of Denison, and the City of Sherman through the Bibliographic Association of Red River (BARR).
2. Testing/Accessibility Services: These functions will be offered to the extent that they are available in an on-line format.
3. Institutional Effectiveness: This function will be provided electronically, and the staff will work remotely.
4. Fund Raising (Foundation): This function will be provided remotely.

ADDITIONAL NOTES ON MARGINAL FUNCTIONS: The functions that have been identified as less critical will be postponed or canceled until appropriate facilities become available.

FUNDING

The College's property and casualty insurance contains a provision to pay for expenses to restore or maintain operations in the event of a major disaster. It can be used to purchase or rent facilities and equipment and to pay for additional wages. The College's property insurance would eventually pay for the majority of any rebuilding expenses. The total property damage coverage is $158,381,863. Following are the deductibles:

1. Wind and hail: 2% per building, $500,000 minimum per occurrence
2. Flood: $100,000
3. Frozen Pipes: $50,000 per building, $250,000 minimum per occurrence
4. Earth Movement: $10,000
5. All other perils: $10,000

Because of its solid financial reserve, its contingency planning, the insurance provisions explained above and the very low probability of a disaster of this magnitude, the College has decided to self-insure against any remaining risk of business interruption.

EMPLOYEE AVAILABILITY

Certain types of events, such as a large winter storm or a pandemic, may affect the personal lives of key employees as well as the College itself. The business continuity plan is dependent on the availability of employees. Therefore, each Grayson College employee is encouraged to have a family emergency plan.

ASSEMBLY POINTS

Certain types of business interruptions may require buildings or other sections of a campus to be evacuated. An assembly point has been designated for each building, and these have been posted throughout campus and tested.

A more general emergency may require a larger common assembly point. The actual assembly point is dependent on the location and type of emergency. Some areas that may be used include:

- For emergencies affecting the West side of the Denison Campus: Sports and Recreation Center
- For emergencies affecting the East side of the Denison Campus: Cruce Stark Auditorium
- For emergencies requiring the evacuation of the Denison Campus to the West: Viticulture Center
- For emergencies requiring the evacuation of the South Campus: Van Alstyne High School

DRILLS

The College will occasionally test the business continuity plan with an applicable drill or table top exercise. Each exercise will include an after-action discussion and changes to the plan as indicated.

PLAN ADMINISTRATION AND REVIEW

The following are responsible for the content:

- Section 1 – Physical Resources: Vice President for Business Services
- Section 2 – Information Technology: Vice President of Information Technology

These reviews are to be conducted annually.

Additionally, the College President and all members of the Executive Leadership team are charged with reviewing the entire plan annually to verify that it is current, relevant, and achievable. The Vice President for Business Services is responsible for documenting this annual review.

PLAN AVAILABILITY

A duplicate copy of this plan and its supporting documentation are maintained in the office of the Dean on the South Campus. Each employee identified in this plan has been provided with a copy of the plan

TEAM ACKNOWLEDGEMENT

Each key employee mentioned in this document acknowledges that he/she has read this Business Continuity Plan and is informed as to his/her role in the plan. The cell phone number of each key employee is included:

Office of the President

McMillen, Dr. Jeremy - President
903-243-0575

Bollinger, Karen - Office of the President Coordinator
214-551-1418

Members of Executive Leadership

Washburn, Dr. Dava - Vice President of Instruction
903-271-5862

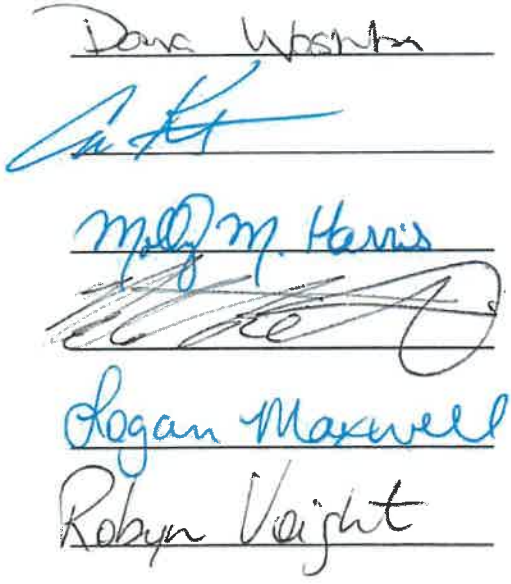
Kasdorf, Carolyn - Vice President for Business Services
970-290-0578

Harris, Dr. Molly - Vice President of Community Engagement
682-229-7681

Trissell, Robbie - Vice President of Information Technology
903-624-4532

Maxwell, Dr. Logan - Vice President of Student Services
903-227-5333

Voight, Robyn - Director of Human Resources
903-267-4006



Deans

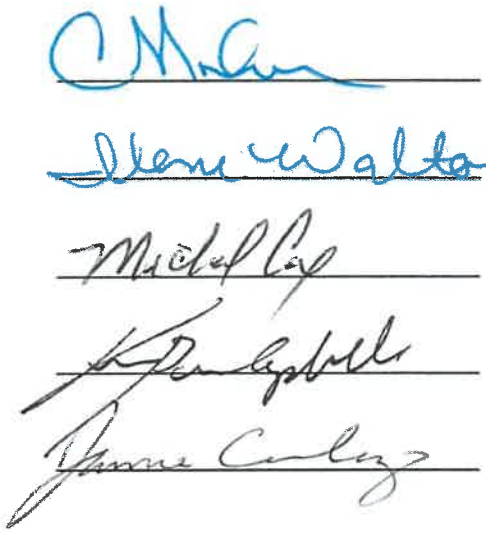
Machen, Dr. Chase - Dean of Academic & Workforce Instruction
214-636-2988

Walton, Dr. Ilene - Dean of South Campus
806-884-9964

Cox, Dr. Michael - Dean of Health Sciences
210-394-3182

Campbell, Dr. Karen - Associate Dean of Academic and Workforce Instruction
806-626-8373

Coley, Dr. Jamie - Associate Dean of Health Sciences
214-551-1678



Directors

Hyatt, Danny - Director of Fiscal Services
903-821-6785

Corder, Matt - Director of Facilities Maintenance
903-647-1252

Brown, Mike - Director of Network Services
903-271-0630

Kuhns, Louis - Director of Administrative Computing
903-819-0271

Rathfon, Becki - Registrar
903-821-3453

Martin, Stephanie - Director of Financial Aid and Veteran Services
903-463-8735

Luthe, Nancy - Director of Success Coaches
903-463-8699

Malone, Barbara - Director of Counseling & Advising
903-815-4042

Thomas, Jackie - Director of Public Safety/Chief
903-821-6996

McBrayer, Mike - Athletic Director/Softball Coach
580-920-5159

Professors

Poteet, Brandon - EMS Professor
580-230-1669

Support Staff

Hayes, Cheryl - Business Services Office Coordinator
214-726-6225

Simons, Jacob - Facilities Maintenance Coordinator
903-624-1988

Bridges, Robin - Custodial Supervisor (Environmental Coordinator
903-647-8958

Ross, Tammi - South Campus Office Coordinator
951-768-0476

Kumler, Shane - Police Sergeant
903-821-3590

Hicks, Anna - Marketing & Communications Director
903-486-2619

SECTION 1 ATTACHMENTS

Attachment A: Hazard Summary from Grayson College's Emergency Management Plan

Attachment B: Contracts

Attachment A

Hazard Summary from Grayson College's Emergency Management Plan

Hazard Type	Likelihood of Occurrence *Unlikely (1), Somewhat Likely (2), Very Likely (3)*	Estimated Impact on Public Health and Safety *Limited (1), Moderate (2), Major (3)*	Estimated Impact on Property *Limited (1), Moderate (2), Major (3)*	TOTAL
Fire Emergencies				
Minor Fire	3	1	1	5
Major Fire	2	2	2	6
Explosion	1	3	3	7
Medical Emergencies				
Death and/or Accidental Death	2	1	1	4
Injury	3	1	1	5
Food Poisoning	1	1	1	3
Mass Casualties	1	3	2	6
Communicable Disease Exposure and/or Outbreak	2	3	1	6
Suicide	2	1	1	4
Homicide	1	2	1	4
Hazardous Materials				
Hazardous Material Release	1	2	2	5
White Powder / Chem / Bio / Rad / Spill Exposure	1	3	3	7
Radiation Exposure	1	1	1	3
Asbestos Release	1	2	3	6
Transportation Accidents				
Automobile Accident	3	2	2	7
Aircraft Accident	2	3	3	8
Pedestrian/Auto Collision	3	2	1	6
Bus Accident	2	2	1	5
Evacuation				
Planned Events	2	1	1	4
Evacuation	2	2	1	5
Shelter-in-Place	3	1	1	5
Weather Emergencies				
Flooding	1	1	2	4
Ice/Snow Storm	2	2	2	6

Hazard Type	Likelihood of Occurrence *Unlikely (1), Somewhat Likely (2), Very Likely (3)*	Estimated Impact on Public Health and Safety *Limited (1), Moderate (2), Major (3)*	Estimated Impact on Property *Limited (1), Moderate (2), Major (3)*	TOTAL
Tornado	3	3	3	9
Inclement Weather	3	3	3	9
Building Systems				
Telephone Failure	2	3	1	6
Campus-wide Utility Failure	2	3	2	7
Limited Utility Failure	3	2	2	7
Campus-wide IT Failure	2	3	2	7
Limited IT Failure	3	2	2	7
Structural Failure	1	3	3	7
Threat of Violence				
Bomb Threat	1	3	3	7
Campus Violence	1	2	1	4
Weapons on Campus	3	1	1	5
Vandalism	3	1	2	6
Hostage Situation	1	3	1	5
Terrorism				
National/State Level	2	3	3	8
Local Level	1	3	3	7
Interpersonal Emergencies	1	1	1	3
Sexual Assault	2	1	1	4
Stalking	2	1	1	4
Relationship Violence	3	1	1	5
Missing Student/Staff	2	1	1	4

Attachment B
Contracts

Agreement Between Sherman ISD and Grayson College
For the Emergency Use of Facilities as Part of Business Continuity Plans

Sherman ISD and Grayson College share a mission to provide education to students. Each institution owns facilities that are well suited to the achievement of that mission. Since the schools are located in central Grayson County, they are able to assist each other if a campus structure of either campus suddenly become unavailable due to a natural or man-made disaster.

Furthermore, it is in the interest of each institution to plan how it would continue its mission following such a disaster.

Therefore, this agreement shall be effective as of the 2 day of October, 2024, and shall remain in effect until either party shall terminate the agreement via ninety (90) days written notification.

Sherman ISD and Grayson College agree:

1. To make their classrooms, laboratories, auditoriums and athletic facilities available to each other should a campus suffer a disaster that makes its own facilities unavailable for more than five (5) business days.

2. That no regularly scheduled class or event by the host campus shall be disrupted because of this agreement.

3. That the host campus may charge a reasonable amount for additional janitorial services, security, staff time and for additional utility usage but will forego any customary rental charges.

4. That this agreement is limited to physical facilities.

5. To allow the faculty and staff of the other school entity to tour its facilities and review the schedules for their use in order to make proper contingency plans. These tours and reviews shall be on an as needed basis, but no more frequently than once for the fall semester, once for the spring semester and once for the summer.

6. To cooperate fully with each other in the endeavors outlined in this agreement.

7. To defend, indemnify and hold harmless the other institution from any and all liability for demands, claims or suits for alleged damages or injuries made or brought against the other institution allegedly caused by or resulting from the acts or omissions by any student, employee or agent of the school, and/or made for alleged damages or injuries to any student(s) while at the institution to the extent permitted by Texas law. This indemnity includes all costs and expenses including reasonable attorney's fees. The institution shall pay

the other institution's attorney's fees and other expenses as they are incurred for any such demands, claims, or suits. Each institution retains the right to select its own attorney(s).

8. No third-party beneficiaries are intended and no third-party may bring suit under or to enforce this agreement.

9. Nothing contained herein shall be deemed or construed to create a partnership or joint venture, or to create the relationship of employer-employee or of principal-agent. No party to this Agreement will be responsible for the acts or omissions of an employee or student of another party.

10. It is expressly understood and agreed that by executing this Agreement that neither party waives, nor shall be deemed to have waived, any immunity or defense otherwise available to it under the law. This Agreement is not intended, nor shall it be construed, to confer any benefits, rights or remedies upon any person or entity not a party hereto.

If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws, such provision shall be fully severable. The remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by such illegal, invalid, or unenforceable provision or by its severance from this Agreement.

This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Texas, and venue shall be in Grayson County, Texas. This Agreement shall not be construed more or less favorably with respect to either party as a consequence of the Agreement or various provisions hereof having been drafted by one of the parties hereto.

Grayson College:
6101 Grayson Drive
Denison, TX 75020

By: _____

Carolyn Kasdorf
Name (Printed):

VP BS
Title:

10/18/24
Date:

Sherman ISD:
2701 Loy Lake Road
Sherman, TX 75090

By: _____

Thomas O'Neal
Name (Printed):

Superintendent
Title:

10/2/24
Date:

Agreement Between Denison ISD and Grayson College
For the Emergency Use of Facilities as Part of Business Continuity Plans

Denison ISD and Grayson College share a mission to provide education to students. Each institution owns facilities that are well suited to the achievement of that mission. Since the schools are located in central Grayson County, they are able to assist each other if a campus structure of either campus suddenly become unavailable due to a natural or man-made disaster.

Furthermore, it is in the interest of each institution to plan how it would continue its mission following such a disaster.

Therefore, this agreement shall be effective as of the 1 day of September, 2024, and shall remain in effect until either party shall terminate the agreement via ninety (90) days written notification.

Denison ISD and Grayson College agree:

1. To make their classrooms, laboratories, auditoriums and athletic facilities available to each other should a campus suffer a disaster that makes its own facilities unavailable for more than five (5) business days.

2. That no regularly scheduled class or event by the host campus shall be disrupted because of this agreement.

3. That the host campus may charge a reasonable amount for additional janitorial services, security, staff time and for additional utility usage but will forego any customary rental charges.

4. That this agreement is limited to physical facilities.

5. To allow the faculty and staff of the other school entity to tour its facilities and review the schedules for their use in order to make proper contingency plans. These tours and reviews shall be on an as needed basis, but no more frequently than once for the fall semester, once for the spring semester and once for the summer.

6. To cooperate fully with each other in the endeavors outlined in this agreement.

7. To defend, indemnify and hold harmless the other institution from any and all liability for demands, claims or suits for alleged damages or injuries made or brought against the other institution allegedly caused by or resulting from the acts or omissions by any student, employee or agent of the school, and/or made for alleged damages or injuries to any student(s) while at the institution to the extent permitted by Texas law. This indemnity includes all costs and expenses including reasonable attorney's fees. The institution shall pay

the other institution's attorney's fees and other expenses as they are incurred for any such demands, claims, or suits. Each institution retains the right to select its own attorney(s).

8. No third-party beneficiaries are intended and no third-party may bring suit under or to enforce this agreement.

9. Nothing contained herein shall be deemed or construed to create a partnership or joint venture, or to create the relationship of employer-employee or of principal-agent. No party to this Agreement will be responsible for the acts or omissions of an employee or student of another party.

10. It is expressly understood and agreed that by executing this Agreement that neither party waives, nor shall be deemed to have waived, any immunity or defense otherwise available to it under the law. This Agreement is not intended, nor shall it be construed, to confer any benefits, rights or remedies upon any person or entity not a party hereto.

If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws, such provision shall be fully severable. The remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by such illegal, invalid, or unenforceable provision or by its severance from this Agreement.

This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Texas, and venue shall be in Grayson County, Texas. This Agreement shall not be construed more or less favorably with respect to either party as a consequence of the Agreement or various provisions hereof having been drafted by one of the parties hereto.

Grayson College:
6101 Grayson Drive
Denison, TX 75020

By: Carolyn Kasdorf

Carolyn Kasdorf
Name (Printed):

Vice President for Business Services
Title:

9-19-24
Date:

Denison ISD:
1201 S. Rusk Ave.
Denison, TX 75020

By: David Kirkbride

DAVID KIRKBRIDE
Name (Printed):

SUPERINTENDENT OF SCHOOLS
Title:

9.18.24
Date:

Agreement Between Austin College and Grayson College
For the Emergency Use of Facilities as Part of Business Continuation Plans

Austin College and Grayson College share a mission to provide education to students. Each institution owns facilities that are well suited to the achievement of that mission. Since the schools are located in central Grayson County, they are able to assist each other if a campus structure of either campus suddenly become unavailable due to a natural or man-made disaster.

Furthermore, it is in the interest of each institution to plan how it would continue its mission following such a disaster.

Therefore, this agreement shall be effective as of the 1st day of October, 2024, and shall remain in effect until either party shall terminate the agreement via ninety (90) days written notification.

Austin College and Grayson College agree:

1. To make their classrooms, laboratories, auditoriums and athletic facilities available to each other should a campus suffer a disaster that makes its own facilities unavailable for more than five (5) business days.

2. That no regularly scheduled class or event by the host campus shall be disrupted because of this agreement.

3. That the host campus may charge a reasonable amount for additional janitorial services, security, staff time and for additional utility usage but will forego any customary rental charges.

4. That this agreement is limited to physical facilities.

5. To allow the faculty and staff of the other school entity to tour its facilities and review the schedules for their use in order to make proper contingency plans. These tours and reviews shall be on an as needed basis, but no more frequently than once for the fall semester, once for the spring semester and once for the summer.

6. To cooperate fully with each other in the endeavors outlined in this agreement.

7. To defend, indemnify and hold harmless the other institution from any and all liability for demands, claims or suits for alleged damages or injuries made or brought against the other institution allegedly caused by or resulting from the acts or omissions by any student, employee or agent of the school, and/or made for alleged damages or injuries to any student(s) while at the institution to the extent permitted by Texas law. This indemnity includes all costs and expenses including reasonable attorney's fees. The institution shall pay

the other institution's attorney's fees and other expenses as they are incurred for any such demands, claims, or suits. Each institution retains the right to select its own attorney(s).

8. No third-party beneficiaries are intended and no third-party may bring suit under or to enforce this agreement.

9. Nothing contained herein shall be deemed or construed to create a partnership or joint venture, or to create the relationship of employer-employee or of principal-agent. No party to this Agreement will be responsible for the acts or omissions of an employee or student of another party.

10. It is expressly understood and agreed that by executing this Agreement that neither party waives, nor shall be deemed to have waived, any immunity or defense otherwise available to it under the law. This Agreement is not intended, nor shall it be construed, to confer any benefits, rights or remedies upon any person or entity not a party hereto.

If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws, such provision shall be fully severable. The remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by such illegal, invalid, or unenforceable provision or by its severance from this Agreement.

This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Texas, and venue shall be in Grayson County, Texas. This Agreement shall not be construed more or less favorably with respect to either party as a consequence of the Agreement or various provisions hereof having been drafted by one of the parties hereto.

Grayson College:
6101 Grayson Drive
Denison, TX 75020

By: _____

Carolyn Kasdorf
Name (Printed):

Vice President Business Services
Title:

10/1/2024
Date:

Austin College:
900 N. Grand Ave.
Sherman, TX 75090

By: _____

J. Pernell Jones
Name (Printed):

Vice President for Business Affairs
Title:

October 1, 2024
Date:

OPERATION CENTER MOU

This Memorandum of Understanding (the "MOU") is entered into on (the "Effective Date") by and between the Grayson College Police Department (GCPD) located at 6101 Grayson Drive, Hwy 691, Denison, TX 75020 and the Grayson County Sheriff's Office (GCSO) located at 200 S. Crockett Street, #105A, Sherman, Texas 75090.

The purpose of this arrangement is to provide an operation center for GCPD to be able to continue to provide safety and security for the students, staff, faculty, and Grayson College community in the event the current GCPD building location becomes unavailable for use.

The agreement provides the following:

- The GCPD is a non-profit organization providing services and protection to the Grayson College Community and surrounding areas and the GCSO have reached an understanding for the use of the GCSO's Mobile Operations Unit.

The duration of this MOU is for a period of two years beginning on the effective date and may be extended upon written mutual agreement of both parties.

Jackie Thomas

Jackie Thomas, Chief
Grayson College Police Department

02/07/2024
Date

William A. Bennie

William A. "Tony" Bennie, Chief Deputy
Grayson County Sheriff's Office

2-07-24
Date

Cybersecurity Annex

2025

Security Statement

In accordance with the Texas Government Code 418.177 and Texas Government Code 418.181, this document contains information that is not subject to disclosure under Chapter 552, Government Code.

Cyber Incident Response Plan

NOTE: The *Cybersecurity Annex* works in conjunction with the *Cyber Incident Response Plan*. The Response Phase and Recovery Phase (also known as During a Cybersecurity Incident and After a Cybersecurity Incident) are outlined in depth in the *Cyber Incident Response Plan*.

SPECIAL ACKNOWLEDGEMENTS

The Texas School Safety Center is grateful for the contributions of the specialists in directing the subject matter knowledge for this annex. We appreciate your help in creating this template, which is for use by colleges and K-12 districts throughout the state. Your knowledge was invaluable in creating this template and subsequent completion guide.

A special thank you goes to:

Todd Pauley, CISSP, CISM
Deputy CISO and Cybersecurity Coordinator, Texas Education Agency

Ernesto Ballesteros, JD, MS, CISSP, CISA
Cybersecurity State Coordinator of Texas, Cybersecurity, and Infrastructure Security Agency

Tony Sauerhoff, CISSP, GSLC
Deputy CISO and State Cybersecurity Coordinator, Texas Department of Information Resources

RECORD OF CHANGES AND REVIEW

The Cybersecurity Annex will be reviewed periodically, *but no less than every three years*, and be properly coordinated with the district's other plans.

The Cybersecurity Annex's notable modifications are included in the table along with the date of the Annex's review. Add additional rows as needed.

This Record of Changes and Review identifies only significant changes made to this Annex. If no significant changes were made, the phrase "Cybersecurity Review Conducted" has been placed in the *Summary of Significant Changes and Review* column.

Change Number	Date of Change	Name of Person or Agency Making the Change	Summary of Significant Changes and Review
1	09/18/2024	Robbie Trissell	Initial Draft

Section 1 – Purpose and Scope

1.1 Purpose

This annex establishes the policies and procedures under which the district will operate in the event of a cybersecurity incident by addressing planning and operational actions for the five phases of emergency management (prevention, mitigation, preparedness, response, and recovery) regarding actual or potential cyber-related threats and attacks to the district.

1.2 Scope

This annex is meant to address district planning for cybersecurity incidents and applies to the whole district community and all district property.

Section 2 – General Information

2.1 Hazard Overview

Cybersecurity establishes the measures taken to protect a computer, computer network, or computer system against unauthorized use or access, otherwise known as a cyber incident. According to the Presidential Policy Directive (PPD) 41, a cyber incident is

> "An event occurring on or conducted through a computer network that actually or imminently jeopardizes the integrity, confidentiality, or availability of computers, information or communications systems or networks, physical or virtual infrastructure controlled by computers or information systems, or information resident thereon."

A cyber incident could affect building access, phone systems, security systems, learning management systems, human resources, payroll, student records, school nutrition services, visitor management systems, printing services, library services, staff information, and other systems that use a computer network.

2.2 District-Specific Hazard Risk

Grayson College notes the level of risk concerning cybersecurity incidents using a *Cybersecurity Risk Evaluation Tool*.

Grayson College identifies the following cyber incidents as a high priority. If needed, these hazards are addressed in an appendix to this annex.

Breach of security system

A breach of security system occurs when private, sensitive, or protected information is spilled or leaked from a safe setting into an unsecured one, where it is subsequently seen, copied, communicated, stolen, or used without authorization. Confidential information, like student records, is frequently the subject of data breaches because it might be improperly seen or used by someone who should not have access.

Denial of Service attacks (DOS and DDoS)

A Denial of Service (DOS) attack occurs when hackers use false requests and traffic to overwhelm a system and shut it down. A Distributed Denial of Service (DDoS) attack is the same type of attack, except the hacker uses multiple breached devices at the same time.

Fraudulent Instruction

Fraudulent Instruction usually occurs as a targeted phone call or email that convinces an employee to alter the direct deposit information for a worker, or more seriously, for a district-funded building project.

Malware-based attacks (Ransomware, Trojans, etc.)

Malware refers to "malicious software" that is designed to disrupt or steal data from a computer, network, or server.

Man-in-the-Middle (MitM)

A Man-in-the-Middle attack (MitM) occurs when attackers intercept data or compromise your network to “eavesdrop” on you. These attacks are especially common when using public Wi-Fi networks, which can easily be hacked.

Password attacks

Password attacks are any cyberattack that uses brute force, guesswork, or deception to get you to divulge your passwords.

Phishing (spear phishing, whaling, etc.)

A phishing attack occurs when a cybercriminal sends you a fraudulent email, text (called “smishing”), or phone call (called “vishing”). These messages look like they are from someone official or a person or business whom you trust, such as your bank, the FBI, or a company like Microsoft, Apple, or Netflix.

Ransomware

Malevolent software that locks user access by encrypting data while extorting payment (a “ransom”) from the victim to de-encrypt and restore the files.

Spoofing

Email messages sent from a fraudulent account masquerading as a legitimate and trusted source to gain access to a user’s system or confidential information.

Spyware

Criminal malware on the hard drive is used to covertly monitor user activities.

Virus

A type of malware that when executed spreads from computer to computer by replicating its programming and infecting user programs and files to change the way they operate or to stop working altogether.

Zero-day exploits and attacks

Zero-day exploits are cybersecurity vulnerabilities that exist in software or network without the manufacturer’s knowledge.

2.3 Hazard Preparedness and Warning

Grayson College has committed to being prepared for high-priority incidents as identified in the *District-Specific Hazard Risk* (section 2.2). The following are steps that the district will take to prepare for an incident.

Backup Data

Employ a backup solution that automatically and continuously backs up critical data and system configurations. Backup files are either stored in the cloud or if backed up to a local, portable drive, maintained off the network for secure storage. If the backups are stored off-site, but still on the network, they would still be susceptible to an attack.

The district recognizes that if backup files are stored in the same place where the primary files are stored, then there is a high probability that in an incident, both sets will be destroyed.

Multi-Factor Authentication (MFA)

Require Multi-Factor Authentication (MFA) for accessing systems as needed. MFA is required with privileged, administrative, and remote access users, and will eventually be required by all users.

Patch and Update Management

Replace unsupported operating systems, applications, and hardware. Test and deploy patches quickly.

Suspicious Activity

Watch for suspicious activity that asks a user to do something right away, offers something that sounds too good to be true, or requests personal information.

Inadvertent Loss to Environmental Factors

Servers and other critical network infrastructure are not in rooms subject to water leaks (overhead plumbing) or accidental sprinkler damage. Additionally, adequate air conditioning is maintained in rooms in which network equipment is used.

Section 3 – Cyber Incident Stakeholders

3.1 Cyber Incident Stakeholders Chart

Grayson College has listed all stakeholders and decision-makers during a cyber incident.
**The list of individuals below is provided for informative reasons and does not indicate the order or necessity to be called for every situation.*

Contact Role	Contact Name	Phone Number	Email
President	Dr. Jeremy McMillen	903-463-8700	mcmillenj@grayson.edu
Cybersecurity Lead	Jeff Halley	903-463-8769	halleyj@grayson.edu
IT Department	Robbie Trissell	903-415-2658	trissellr@grayson.edu
IT Department	Mike Brown	903-463-8772	brown@grayson.edu
IT Department	Louis Kuhns	903-463-8650	kuhnsl@grayson.edu
Legal Counsel	Mike Wynne	903-893-8177	mwynne@wynnesmithlaw.com
AWS	Support.console.aws.com		
Axxys		903-893-6548	support@axxys.com
Palo Alto		503-302-6101	gmcbride@paloaltonetworks.com
Google	Support.google.com		
Zayo		682-207-1145	courtney.tietze@zayo.com
TPX		213-213-8700	shivani.lafauci@tpx.com
GCEC	Byron Whitaker	903-482-7000	bwhitaker@graysoncollin.net

Cyber Insurance Broker or Provider *Policy #:*			
FBI Internet Crime Complaint Center (IC3) https://www.ic3.gov	Chad Yarborough	972-559-5000	
Texas Dept. of Information Resources (DIR) Management and Reporting		877-DIR-CISO	grc@dir.texas.gov
Campus Police	Jackie Thomas	903-463-8777	thomasj@grayson.edu
Denison Police		903-465-2422	
Grayson County OEM	Sarah Somers	903-813-4217	somerss@co.grayson.tx.us
Grayson County OEM	Samantha Allison	903-813-5240	allisons@co.grayson.tx.us
Texas Division of Emergency Management	Brian Brockett	903-813-3431	Brian.brockett@tdem.texas.gov

3.2 Build a Cyber Incident Response Team and Define the Roles

Grayson College has defined roles for the execution and management during a cyber incident.

Cyber Incident Response Team Lead	Manage incident operations Identify and apply resources	Jeff Halley	903-463-8769	halleyj@grayson.edu
Team Administrator	Document incident Compile data Contact list Distribution Point of Contact for outside agencies	Robbie Trissell	903-415-2658	trissellr@grayson.edu
Team Lead Investigator	Coordinate response activities	Mike Brown	903-463-8772	brown@grayson.edu

	Technical aspects			
First Responder	Investigation Reporting Arrest	Jackie Thomas	903-463-8777	thomasj@grayson.edu
Public Relations	Contact List All inbound and outbound communication	Molly Harris	903-463-8714	harrism@grayson.edu
Federal Government Liaison	Contact list Request resources National reporting and tracking system of cybersecurity incidents	Robbie Trissell	903-415-2658	trissellr@grayson.edu

Section 4 – Actions and Responsibilities

District Actions and Responsibilities Table

Responsible Role refers to a ***single*** responsible role associated with the district action. This individual will oversee the action's completion and any necessary general training. However, this individual may not be the same as the individual or individuals that perform the action.

Prevention Phase **Safeguard against consequences unique to a cybersecurity incident.**	
District Actions	**Responsible Role (Position responsible for this action)**
Designate a District Cybersecurity Coordinator to serve as a liaison between the district and the agency in cybersecurity matters.	VPIT
Conduct annual training for the District Cybersecurity Coordinator.	ISO
Conduct a risk assessment of cybersecurity threats and vulnerabilities. • Identify the attractiveness of potential targets. • Identify critical district processes and assets.	ISO
Install host-based firewalls and Endpoint Detection and Response (EDR) software security products.	DNS
Configure network firewalls to block unauthorized IP addresses.	DNS
Install EDR software.	DNS
Employ a backup solution that automatically and continuously backs up critical data and system configurations.	DNS
Regularly test the restoration of data.	ISO
Disable port forwarding (disable the ability to connect over the internet with other public or private computers).	DNS
Sign up for Dorkbot web application vulnerability notification service.	ISO
Prepare a contact list of roles for the execution and management (*Section 3.2: Build a Cyber Incident Response Team and Define the Roles*) during a security incident and disseminate it to relevant parties.	VPIT
Conduct a verification of system data	DAC

Mitigation Phase Reduce the impact of a cybersecurity incident.	
District Actions	**Responsible Role (Position responsible for this action)**
Conduct continuous vulnerability scans on LEA owned systems.	ISO
Provide updates on LEA owned systems, including all internet connected devices (i.e., smartphones and tablets), whenever possible. Replace unsupported operating systems, applications, and hardware. Consider testing a small percentage of systems before patching all systems.	DNS
Set EDR and anti-malware solutions to automatically update and conduct regular scans.	DNS
Separate student networks from other sensitive district networks where possible.	DNS
Apply the Principle of Least Privilege (PoLP) for employees to all LEA owned systems and services so that users only have the access they need to perform their jobs.	ISO
Highly recommend the use of Multi-Factor Authentication (MFA) for accessing critical systems and consider using for all systems.	ISO
Enable the most secure authentication tools available, such as biometrics, security keys, or a unique one-time code through an app on the mobile device.	DAC
Close or block network ports that are not in use to reduce the threat landscape of potential attacks.	DNS

Preparedness Phase

Regularly review district readiness for a cybersecurity incident.

District Actions	Responsible Role (Position responsible for this action)
Create an annual training plan for all employees and students.	ISO
Train faculty, staff, and students on cybersecurity incidents annually.	ISO
Conduct cybersecurity training for Board Members.	ISO
Join an information sharing program.	ISO
Document information flows by learning where data is located and how it is used for the district.	ISO
Maintain hardware and software inventory.	DNS
Ensure proper audit logs are created and reviewed routinely for suspicious activity.	ISO
Monitor privacy settings and information available on social networking sites.	ISO
Test and update response plans by conducting tabletop exercises.	ISO
Perform annual penetration testing and routine vulnerability assessments.	ISO
Ensure all students and employees understand and sign a network use agreement that explicitly outlines bad behaviors and consequences.	ISO
Develop business continuity plans, as part of your Continuity of Operations Plan (COOP), for each department with essential functions.	VPIT
Establish an Interagency Contract with the Department of Information Resources (DIR).	VPIT
Consider purchasing cyber insurance for the district.	VPIT
Learn what actions to avoid that could disrupt the insurance process	ISO

Response Phase

District actions during a cybersecurity incident.

Refer to ***Section 5 - Document 4: Cyber Incident Response Plan*** when a cyber incident occurs. This plan is specific to cyber incidents and clarifies roles and responsibilities as well as provides guidance on key activities that must be performed. This plan must be carried out quickly so make sure to practice it before an actual incident occurs. This plan helps prevent data and monetary loss and to resume normal operations.

The Cyber Incident Response Plan is attached to the back of this annex due to the need to access the steps quickly and easily.

Recovery Phase

Return to normal district operations following a cybersecurity incident.

Refer to ***Section 5 - Document 4: Cyber Incident Response Plan*** for the recovery phase. The plan specifies steps to help resume normal operations.

Section 5.0 - Documents

Document 1: Anomalies Report *(optional)*

Reporting System for Anomalies

It is important to report computer anomalies, system performance issues, strange defects in operation, etc. to the school IT Director or division. Early warning signs of Indication of Compromise (IoC), reported early, can prevent possible cascading outages. Staff should be encouraged and empowered to report such system behaviors.

When reporting attempt to provide the following:

Anomalies Reporting Table

Point of Contact	**Name**	**Email**	**Phone Number**
Date of Indication of Compromise		**Time of Indication of Compromise**	
Manufacturer		**Operating System (OS)**	
Description of Behavior			

Document 2: Services Restoration Priority Worksheet *(optional)*

This restoration worksheet identifies the services and systems used the district to conduct its internal and external operations. Prioritization of services and systems are critical to support restoration priorities during incident response and recovery activities. These may be listed and prioritized as part of the business continuity or disaster recovery planning process.

Consider the restoration priority for your district using the following classifications:

- *Tier 1:* Critical services or systems and life safety or public safety systems.
- *Tier 2:* Core business functions and services that enable district operations.
- *Tier 3:* Routine business functions and services that support district operations.
- *Tier 4:* Non-production services or functions that do not impact the end users.

Tier	Service or System	Function and Details	End User
Ex. 3	*Library*	*Loaning and receiving multimedia, iPad registration and insurance*	*Students*
1			
2			
3			
4			

Document 3: Hardware and Software Inventory *(optional)*

It is highly encouraged to track the district's IT resources, including computers, servers, mobile devices, IP phones, other internet-connected devices, and approved and managed software. This inventory allows IT or your managed service provider to track devices to maintain and provides a starting point to prioritize disaster recovery efforts.

Hardware Tracking Inventory

Complete and maintain the following hardware asset tracking sheet. Customize the headers as appropriate.

Asset Number	Current Status	Assigned Employee	Asset Type	Model	Manufacture	Serial Number	Location	Description	Date Issued	Date Returned

Software Tracking Inventory

Complete and maintain the following software tracking sheet. Customize the headers as appropriate.

Software User	Name	Software Description	License Type	Version	Software Key	Date Purchased	Billing Cycle

Sensitive Asset Inventory

Complete and maintain the following sensitive asset tracking sheet. Customize the headers as appropriate.

File Name	File Type	Description	Type of Storage	Data Storage Location	Data Classification Label	Reason for Sensitivity	Individuals with Access	Notes

Document 4: Cyber Incident Response Plan (IRP)

Before a Cybersecurity Incident
Refer to *Section 4 – Actions and Responsibilities* for the Prevention, Mitigation, and Preparation Phases to prepare before a cybersecurity incident occurs.

During a Cybersecurity Incident
District actions during a cybersecurity incident.

District Actions	Responsible Role (Position responsible for this action)
Contact the IT director or team lead through established channels, as well as communication channels that do not use the ISD network (i.e., cell phones, Gmail, etc.).	**VPIT**
When possible, capture live system data (i.e., current network connections and open processes) prior to disconnecting a compromised machine from the network.	**ISO**
Determine the appropriate power-down option. Consider disconnecting from the network rather than shutdown. Forensic data can be destroyed if the operating system (OS) executes a normal shutdown process.	**ISO**
Block compromised systems from communicating with other devices or with attackers.	**ISO**
Seek legal guidance ***before*** initiating communications.	**VPIT**
Contact a cyber insurance provider or broker if the district has an existing policy.	**VPIT**
Contact all critical software vendor(s).	**VPIT**
Contact the FBI, Law Enforcement, and Homeland Security, as needed.	**VPIT**
Contact DIR using the cybersecurity hotline which may be reached 24 hours, 7 days a week Districts must report security incidents to DIR within 48 hours after discovery per Texas Government Code, Section 2054.603.	**ISO**
Consult with trained forensic investigators for advice and assistance ***prior*** to implementing any recovery or forensic efforts.	**VPIT**
Contact banks, credit card companies, and other financial accounts to report that someone may be using the district's identity. Holds may need to be placed on accounts that have been attacked. Unauthorized credit or charge accounts will need to be closed.	**VPIT**

During a Cybersecurity Incident

District actions during a cybersecurity incident.

District Actions	Responsible Role (Position responsible for this action)
Keep detailed notes of all observations, including dates and times, mitigation steps taken and not taken, device logging enabled or disabled, and machine names for suspected compromised equipment. More information is generally better than less information.	**VPIT**
Oversee and track containment and restoration activities, including actions taken, resource assignments, and notifications.	**ISO**
Initiate Continuity of Operations Plan (COOP) and essential department continuity plans.	**DNS**
Track hazard-related expenses.	**VPIT**

After a Cybersecurity Incident

Return to normal district operations following a cybersecurity incident.

District Actions	Responsible Role (Position responsible for this action)
Ensure that personnel are made available to provide statements to law enforcement and other investigating authorities.	VPIT
Conduct a root cause analysis to pinpoint where a malicious incident took place.	ISO
Communicate with internal and external stakeholders and manage public relations and reputation, including parents of students, if necessary.	VPIT
Conduct continuous monitoring of networks after a breach for any abnormal activity and make sure intruders have been inhibited thoroughly.	ISO
Activate the damage assessment team.	DNS
Work with affected system and service owners and managers to determine resources and sequencing needed to restore operations to a normal state.	DNS
Based on priorities and estimated recovery timelines, repair, restore, rebuild, or replace systems that were taken offline or otherwise	DNS

After a Cybersecurity Incident

Return to normal district operations following a cybersecurity incident.

District Actions	Responsible Role (Position responsible for this action)
affected by the incident after they are cleared and released by investigators.	
Track restoration efforts and provide information to the emergency management team (EMT) regarding estimated and actual time to full restoration.	DNS
After ensuring evidence has been preserved for legal and insurance purposes, and given the all-clear, eliminate all traces of the incident.	DNS
Track damages and expenses for reimbursement claims.	VPIT
Conduct an After-Action Review (AAR) to identify areas of improvement for the incident response plan.	ISO
Develop and implement an Improvement Plan (IP) that includes recommended changes from the incident debriefing and AAR.	ISO
Share lessons learned through appropriate channels.	ISO
Contact DIR using the cybersecurity hotline which may be reached 24 hours, 7 days a week at (877) 347-2476 (877-DIR-CISO). Districts must report security incidents to DIR within 10 days of incident closure per Texas Government, Code Section 2054.603.	ISO
Districts must notify any individual whose sensitive personal information was, or is reasonably believed to have been, acquired by an unauthorized person no later than the 60th day after the date on which the breach was determined to occur per Texas Government Code section 2054.603.	VPIT

Section 6 – Resources

6.1 Abbreviations and Acronyms

AAR	After-Action Review
CISA	Cybersecurity and Infrastructure Security Agency
COOP	Continuity of Operations Plan
DIR	Department of Information Resources
DDoS	Distributed Denial of Service
DOS	Denial of Service
EDR	Endpoint Detection and Response
EMT	Emergency Management Team
IAM	Identity and Access Management
Infosec	Information Security
IoC	Indication of Compromise
IT	Information Technology
K12 SIX	K12 Security Information eXchange
LEA	Local Education Agency
LOA	Letters of Agreement
MFA	Multifactor Authentication
MitM	Man-in-the-Middle
MOU	Memoranda of Understanding
MS-ISAC	Multi-State Information Sharing and Analysis Center
NIST	National Institute of Standards and Technology
Nmap	Network Mapper
OIG	Office of the Inspector General
OS	Operating System
PII	Personal Identifying Information
PoLP	Principle of Least Privilege
SSO	Single Sign-On
TASB	Texas Association of School Boards
TEC	Texas Education Code
TGC	Texas Government Code
TX-ISAO	Texas Information Sharing and Analysis Organization
URL	Uniform Resource Locator

6.2 Definitions

Antivirus Software: Responsible for scanning your files and looking for viruses. While it is often marketed as an antivirus, most antivirus software is anti-malware even though it's frequently promoted as antivirus (Ot, 2021).

Authentication: A security measure employed to confirm the identity of the person making a request or the message's originator when trying to authorize access to data or computer resources.

Brute Force Attack: A hacking method that uses trial and error to crack passwords, login credentials, and encryption keys.

Bug: An error, flaw, or fault in the design, development, or operation of computer software.

Cyberattack: Attempt to damage, disrupt, or gain unauthorized access to a computer, computer network, or computer system.

Cybersecurity: Measures taken to protect a computer, computer network, or computer system against unauthorized use or access.

Cyber Resilience: The capacity to foresee, endure, recover from, and adapt to unfavorable circumstances, stressors, attacks, or compromises on systems that use or enable cyber resources.

Domain Spoofing: The act of registering web domains like legitimate websites to trick individuals who mistype URLs or click on similar-looking URLs.

Doxing: The act of compiling or publishing personal information about an individual on the internet, typically with malicious intent.

Endpoint: Physical devices that connect to a network system such as mobile devices, desktop computers, virtual machines, embedded devices, and servers.

Endpoint Security: is security to protect desktops, laptops, mobile phones, etc. from malicious, unwanted software.

End of Life Software: Out-of-date software and equipment that no longer receives patches, security updates, technical support, or bug fixes, making the user vulnerable to attacks.

Firewalls: Software program or hardware device that restricts communication between a private network or computer system and outside networks.

Information Security: Protection of information and information systems from unauthorized access and disruption.

Information Technology: Development, installation, and implementation of computer systems and applications.

Malicious Cyber Actor: A person, group, or entity that creates all or part of an incident with the aim to impact an individual’s or organization’s security.

Malware-based Attacks: Malware refers to “malicious software” that is designed to disrupt or steal data from a computer, network, or server.

Multifactor Authentication: Security technology that requires multiple methods of authentication from independent categories of credentials to verify a user’s identity (such as a password and a code or fingerprint).

Patch: A software update that can be installed to correct an issue or fix security vulnerabilities.

Port Forwarding: Allows computers or services in private networks to connect over the internet with other public or private computers or services, sometimes called port mapping.

Root Cause Analysis: Investigates the core issue that kicks off a chain of events that eventually results in the problem. It also looks for a solution in such a way that the problem is treated at the "root" or fundamental cause of the issue.

Texas Education Code § 11.175(b): District Cybersecurity Each school district shall adopt a cybersecurity policy to: (1) secure district cyberinfrastructure against cyberattacks and other cybersecurity incidents; and (2) determine cybersecurity risk and implement mitigation planning.

6.3 Resources

Cyber Insurance Information

Ritchie, J.N.& A. and Jayanti, S.F.-T., and A. (2021) *What should your cyber insurance policy cover? Cyber Insurance*, *Federal Trade Commission*. Available at: https://www.ftc.gov/business-guidance/small-businesses/cybersecurity/cyber-insurance (Accessed: 06 October 2023).

Explains why a cyber insurance policy is useful and what the policy should cover.

Cybersecurity Risk Assessment Tools

CISA. (n.d.). Guide to Getting Started with a Cybersecurity Risk Assessment. SAFECOM. Available at: https://www.cisa.gov/sites/default/files/2024-01/22_1201_safecom_guide_to_cybersecurity_risk_assessment_508.pdf

This handbook was created by SAFECOM to help public safety communications system operators, owners, and managers comprehend the processes of a cyber risk assessment to increase operational and cyber resilience. This manual contains editable reference tables that can be used by districts to identify and record the people and resources used at each stage of the assessment. Customization is encouraged.

DIR. (n.d.). *Texas Cybersecurity Framework | Texas Department of Information Resources*. Information Security. https://dir.texas.gov/information-security/security-policy-and-planning/texas-cybersecurity-framework

The Texas Cybersecurity Framework is a self-assessment to determine cybersecurity risks. This sample is populated with examples of how to rate yourself based on the 6 levels identified at the bottom of the first tab (SAMPLE TCF). Once you have rated yourself in all 40 objectives the graph helps determine the highest risks and prioritization for mitigation. The roadmap will help identify processes and documentation needed to reach 3.0 in each objective.

Cybersecurity Plan Building Tools

CISA. (2023, January). *Protecting our future: Cybersecurity for K-12: CISA*. Protecting Our Future: Partnering to Safeguard K-12 Organizations from Cybersecurity Threats. https://www.cisa.gov/protecting-our-future-cybersecurity-k-12

Reports on cybersecurity risks facing elementary and secondary schools and provides recommendations that include cybersecurity guidelines designed to help schools face these risks.

Grants

DIR. (2023, October 6). *State and local cybersecurity grant program (SLCGP)*. Information Security. https://dir.texas.gov/information-security/state-and-local-cybersecurity-grant-program-slcgp

The State and Local Cybersecurity Grant Program (SLCGP) has been given $1 billion over four years (2022-2025) to address cybersecurity risks and threats to information systems owned or run by, or on behalf of, state, local, or tribal governments.

Easterly, J. (2023, October 18). *CISA and FEMA partner to provide $374.9 million in grants to bolster state and local cybersecurity: CISA*. Cybersecurity and Infrastructure Security Agency (CISA). https://www.cisa.gov/news-events/news/cisa-and-fema-partner-provide-3749-million-grants-bolster-state-and-local-cybersecurity

For access to FY23 funding, applicants are encouraged to submit their cybersecurity plans created with FY22 money. With this financing, the Department of Homeland Security strengthens our collaboration and commitment to assisting our state, local, and territorial (SLT) government partners in developing the necessary cyber capabilities.

FEMA. (2023). *Tribal cybersecurity grant program*. Preparedness Grants. https://www.fema.gov/grants/preparedness/tribal-cybersecurity-grant-program

The Tribal Cybersecurity Grant Program provides funding to eligible entities to address cybersecurity risks and threats to information systems owned or operated by, or on behalf of tribal governments.

FEMA. (2023). *State and local cybersecurity grant program*. Preparedness Grants. https://www.fema.gov/grants/preparedness/state-local-cybersecurity-grant-program

The State and Local Cybersecurity Grant Program provides funding to eligible entities to address cybersecurity risks and threats to information systems owned or operated by, or on behalf of, state, local, or tribal governments.

TASB. (n.d.). *About TASB Risk Fund*. Risk Management Fund. https://www.tasbrmf.org/about?rname=RMF_Benefits_And_Rewards

The TASB Risk Management Fund provides comprehensive and responsive risk solutions supporting educational excellence in Texas public school districts and other public educational entities.

Texas Education Agency. (2023, September 21). *Tx K-12 Cybersecurity Initiative Updates*. TEA. https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/tx-k-12-cybersecurity-initiative-updates

LEAs who are interested and eligible to acquire TEA-funded Endpoint Detection and Response (EDR) may now request this service via the Service Now portal.

Information Sharing Tools

Cybersecurity & Infrastructure Security Agency. (2023). *Incident reporting system*. CISA. https://www.cisa.gov/forms/report

Provides real-time analysis and incident reporting capabilities.

Technical Assistance

Texas Education Agency. (2023, October 2). *K-12 cybersecurity initiative*. https://tea.texas.gov/academics/learning-support-and-programs/technology- planning/k-12-cybersecurity-initiative

TEA in conjunction with DIR. Free Endpoint Detection & Response (EDR) subscriptions through the end of 2024-25 SY. Request for service is now open! Prioritized for small & midsize LEAs.

Texas Education Agency. (2023, November 30). *Standards for permissible electronic devices and software applications*. https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/standards-for-permissible-electronic- devices-and-software-applications

House Bill 18 (88R) established Texas Education Code, Section §32.1021 and requires the TEA to provide these Standards for Electronic Devices and Software Applications with which school districts or open-enrollment charter schools are expected to comply.

GRAYSON COLLEGE

DEPARTMENT OF EMERGENCY MANAGEMENT

Communications Annex

Security Statement

In accordance with the Texas Government Code 418.177 and Texas Government Code 418.181 this document contains information that is not subject to disclosure under Chapter 552, Government Code

GCPD, 2025

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APPROVAL & IMPLEMENTATION

Annex

Emergency Support Function

Communication

2-16-2022

Vice President for Business Services
Carolyn Kasdorf

Date

7-01-2024

Emergency Manager
Chief Jackie Thomas

Date

NOTE: The signature(s) will be based upon district administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex may sign the annex.

RECORD OF CHANGE

Annex
Emergency Support
Function

Communication

Page and Section # of Change	Date of Change	Entered by	Date Entered
2 #2	11-16-2020	Sharon Dray	11-16-2020
2 #2	11-16-2021	Sharon Dray	11-16-2021
2 #2	2-16-2022	Sharon Dray	2-16-2021
2 #2	7/01/2023	Sharon Dray	7/01/2023

EMERGENCY SUPPORT FUNCTION -COMMUNICATIONS

ESF Coordinator	Support and External Agencies
Public Information Officer/Marketing Director 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8628 **GC Police Department** 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8777	**GC Information Technology Services.** 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8772 **Grayson County Office of Emergency Management** 100 W. Houston St. Sherman, TX 75090 Phone: 903-813-4217

Authority:

See Basic Plan,

Introduction:

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.
Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the District. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose:

This annex provides information about Grayson College's communication equipment and capabilities available during emergency operations. The emergency communication system is discussed and procedures for its use are outlined. The purpose of ESF-Communicationi is to maintain communication systems to ensure operations and instructional continuity, as well as support public safety in normal operating conditions and emergency situations.

Scope:

Emergency Support Function - Communication is:

- Works to ensure accurate and efficient transmission of information during an incident.
- Coordinates communication activities and resources during the response phase immediately following an emergency or disaster.
- Facilitates damage assessments of communications infrastructure to establish priorities and determine needs of available communication resources.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation:

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions:

The district makes the following planning assumptions:

- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General:

A common operating procedure within the District and across local jurisdictions provides the framework for communications capabilities. Interoperable systems make this framework possible. Extensive communications networks and facilities are in existence throughout the college District and the cities in which District properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization:

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation:

- If ESF-Communication requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene**. Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations:

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
  - Review and update this annex.
  - Participate in any exercises, as appropriate.
  - Conduct periodic communications needs assessments.
  - Develop and maintain a list of possible resources that could be requested in an emergency.
  - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
  - Develop procedures to document costs for any potential reimbursement.

- **Response**
  - When requested by the EOC Manager, immediately respond to EOC.
  - Identify communications needs required to respond to the emergency.
  - Obtain, prioritize, and allocate available communications resources.
  - Initiate or support the warning procedures as outlined in the Warning support annex through the EOC.
  - Coordinate emergency information for public release through EOC Manager and External Affairs.
- **Recovery**
  - Coordinate communications assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
  - Ensure that ESF-Communication team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator:

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency

- Serves as the lead agency for ESF-Communication, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF-Communication when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may be found in the Training and Exercise support annex, published under a separate cover.
- The primary agency of ESF-Communication will assist in the identification of essential communications needs for initiating warning, communication among response agencies, and communicating with external entities during an emergency or disaster.

ESF Support and External Agencies

- Support the District with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- May need to provide additional modes of communications during emergencies.
- Support the primary agency as needed.

Infrastructure

The existing communications network at Grayson College serves to perform the communications efforts for emergency operations comprised of:

- Internet protocol (IP) telephone systems.
- E-mail.
- Internet connectivity.
- Emergency notification system branded by the District as GC Alert, which allows text messaging via electronic devices, emails, and integration through multiple systems. The GC Alert emergency notification system is detailed in the Warning support annex, published under a separate cover.

Landline circuits integrated into distributed IP phone systems for each District campus serve as the primary means of communication with other communication systems as a backup.
Secondary resources may be cell phones and other electronic devices.

During emergency operations, all departments should maintain their existing equipment and procedures for communicating with their field units. Departments should keep the Emergency Operations Center (EOC) informed of their operations and status at all times.

To meet the increased communications needs created by an emergency, various state and regional agencies, amateur radio operators, and other organization's radio systems may be asked to supplement communications capabilities. These resource capabilities are requested through the local municipalities, mutual aid agreements, or the State of Texas.

Terms and References

Acronyms

GC	**Grayson College**
EOC	**Emergency Operation Center**
ICS	**Incident Command System**
ICP	**Incident Command Post**
IP	**Internet Protocol**
IC	**Incident Command**

Definition:

Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

GRAYSON COLLEGE

DEPARTMENT OF EMERGENCY MANAGEMENT

Hazardous Material Annex 2025

Security Statement

In accordance with the Texas Government Code 418.177 and Texas Government Code 418.181 this document contains information that is not subject to disclosure under Chapter 552, Government Code

GCPD, 2025

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APPROVAL & IMPLEMENTATION

Annex
Emergency Support
Function

Hazardous Material

Vice President for Business Services
Carolyn Kasdorf

2-16-2022
Date

Emergency Manager
Jackie Thomas

7-01-2024
Date

NOTE: The signature(s) will be based upon district administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex, may sign the annex.

RECORD OF CHANGE

Annex
Emergency Support Function

Hazardous Material

Page and Section # of Change	Date of Change	Entered by	Date Entered
2 # 10	11-16-2020	Sharon Dray	11-16-2020
2 #10	11-16-2021	Sharon Dray	11-16-2021
2 #10	2-07-2022	Sharon Dray	2-07-2022
2 #10	7/01/2023	Sharon Dray	7-01-2023

Emergency Support Function – Hazardous Materials

ESF Coordinator	Support and External Agencies
Department of Public Safety 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8777	**Denison Fire Department** 700 W Chestnut St. Denison, TX 75020 Phone: 903-464-4427
	Sherman Fire Department 318 S Travis St. Sherman, TX Phone: 903-892-7273
	Pottsboro Fire Department 401 Franklin Ave. Pottsboro, TX 75076 Phone: 903-786-2495
	Van Alstyne Fire Department 280 N. Preston Ave. Post Office Box 247 Van Alstyne, TX 75495 Phone: 903-482-6666
	Grayson College Facilities 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8640
	Texas Commission on Environmental Quality 12100 Park 35 Circle Austin, TX 78753 Phone: 512-239-1000
	Grayson County Office of Emergency Management 100 W. Houston St Sherman, TX 75090 Phone: 903-813-4200

Authority:

See emergency operations plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.
Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the District. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose:

The purpose of ESF - HAZARDOUS MATERIAL is to identify the internal and external departments responsible for oil and hazardous material that may take place in an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support Oil and Hazardous Material during an emergency or disaster.

Scope:

Emergency Support Function: May be activated for any emergency involving hazardous materials including chemical, biological, and radiological incidents.

- Coordinate the response to and recovery from a hazardous materials release.

- Document and provide proper notifications of spills or releases as required by the District's Environmental Management System.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation:

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents.

Assumptions:

The district makes the following planning assumptions:

- Hazardous materials events may trigger shelter or evacuation requirements with little to no notice.
- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operation

General:

A common operating procedure within the district and across local jurisdictions provides the framework for firefighting capabilities. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization:

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation:

- If ESF requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The district emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control:

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene**. Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency support function operations:

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
  - Maintain the District's Environmental Management System (EMS), published separately, to identify the types and quantities of hazardous materials present within the district, potential release situations, and possible impacts.
    - The environmental management system provides for Hazmat education, proper licensing, and hazardous material quantity limitations.

        - Radiological, hazardous material, and petroleum inventories on campus will be maintained in the EMS.
    - Review and update this annex.
    - Participate in any exercises, as appropriate.
    - Develop and maintain a list of possible resources that could be requested in an emergency.
    - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
    - Develop procedures to document costs for any potential reimbursement.
- **Response**
    - Identify involved hazardous materials; continuously evaluate hot, warm, and cold zones established by IC; and coordinate with ESFs for warning, communications, and executing protective actions if necessary.
    - When requested by the EOC Manager, immediately respond to EOC.
    - Obtain, prioritize and allocate available resources.
    - Activate the necessary equipment and resources to address the emergency.
    - Requests mutual aid from neighboring jurisdictions, as appropriate.
- **Recovery**
    - Coordinate assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
    - Ensure that ESF-Hazardous Material team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator:

- Develop, maintain, and coordinate the planning and operational functions of the ESF-Hazardous Material Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency:

- Serves as the lead agency for ESF – Hazardous Material, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF – Hazardous Material when district EOC is activated.
  - At a minimum, the National Incident Management System ICS-100, IS-700, and IS-800 on line classes should be completed by assigned personnel. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies:

- Local fire departments or hazardous material response agencies will generally serve as IC during such emergencies.
- Support the primary agency as needed.
- Support the district with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.

Terms & References

Acronyms

GC	Grayson College
EOC	Emergency Operation Center
ICS	Incident Command System
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IP	Internet Protocol
IC	Incident Command

Definition:

Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation
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GRAYSON COLLEGE

DEPARTMENT OF EMERGENCY MANAGEMENT

Severe Weather Annex 2025

Security Statement

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GCPD, 2025

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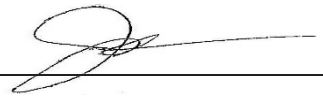
APPROVAL & IMPLEMENTATION

Annex

Emergency Support Function

Severe Weather



11-16-2021

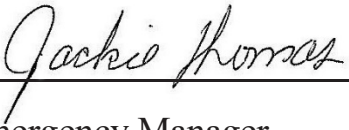
College President — Date

Dr. Jeremy McMillen

2-16-2022

Vice President for Business Services — Date

Carolyn Kasdorf



7-01-2023

Emergency Manager — Date

Chief Jackie Thomas

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RECORD OF CHANGES

Annex
Emergency Support Function

Severe Weather

Page and Section # of Change	Date of Change	Entered By	Date Entered
01	11- 2016	Sultan Alsaadi	Creation of New support Annex
2 ANNEX H	11-16-2020	Sharon Dray	11-16-2020
2 ANNEX H	11-16-2021	Sharon Dray	11-21-2021
2 ANNEX H	2-07-2022	Sharon Dray	2-16-2022
2 Annex H	7-01-2023	Sharon Dray	7-01-2023

Storm-Ready College and Community Program

Background

In 1999, the National Weather Service (NWS) established the Storm Ready® program. Storm Ready® is a national program that encourages communities to take a proactive approach to improving local hazardous weather operations by providing clear-cut guidelines for emergency

managers. Storm Ready® is a program by which communities can help implement procedures to reduce the potential impacts from natural disaster events. The program focuses on improving communication and severe weather preparedness. The expansion of the program to colleges and universities provides for the voluntary participation of institutions of higher education in the "Weather Ready Nation" initiatives of the NWS.

Nearly 98% of all presidential declared disasters are weather related, leading to approximately 500 deaths per year, and nearly $14 billion in damage. A Storm Ready® institution should be better prepared to respond before a natural disaster strikes. The Storm Ready® program is intended to:

- Help save lives by improving the timeliness and effectiveness of hazardous weather warnings for the campus community.
- Provide detailed and clear recommendations that help emergency managers establish and improve effective hazardous weather operations.
- Help justify costs and purchases that may be needed to support emergency response and hazard mitigation plans.
- Provides an image incentive and public recognition for colleges and universities that are recognized as Storm Ready®.

Becoming Storm-Ready member

To be certified as Storm-Ready®, communities must meet guidelines established by the NWS in partnership with **federal**, state, and local emergency management professionals. The program recognition guidelines are population based. Storm-Ready® University recognition requires the Grayson Community College District to meet the same criteria as a small-medium sized city (population 2,500 – 14,999). The guidelines, as established by NWS, are identified and met by the district as follows

Guideline	Requirement	Meet in
1 communication	Establish a 24-hour local warning (LWP)	Communication Annex
1 communication	Establish an Emergency Operation Center (EOC)	EOP
2 NWS Information	Establish at least **4** ways for the EOC or LWP to receive NWS warnings	Severe Weather Annex
3 Monitoring	Establish at least **2** ways to monitor hydro meteorological data	Severe Weather Annex
4 Warning	Establish at least **2** ways for the EOC or LWP to disseminate warnings	Support Annex
4 Warning	Provide NWR/SAME receivers for public facilities	Support Annex
5 Preparedness	Provide at least **2** annual weather safety talks	Support Annex
5 Preparedness	Provide biennial storm spotter and dispatcher training	Support Annex
5 Preparedness	Host / co-host annual NWS spotter training (Not a requirement for our population bracket, but assistance to local partners will be provided when possible)	Support Annex

6 Administrative	Create and maintain a hazardous weather operations plan	Support Annex
6 Administrative	Emergency manager must visit NWS at least biennially	Support Annex
6 Administrative	Host visit from NWS to the district at least once annually	Support Annex

Authority:

See emergency operations plan, Authority.

Introduction:

The Severer Weather Annexes to the Emergency Operations Plan organize the applicable college district positions, departments, and outside support agencies into groups according to their roles in response to a pre-determined category of hazard(s) that may create a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The Severe Weather Annex provides basic information for hazard-specific operations and resources which might be needed for an incident that affects Grayson College. Severe Weather Annexes may trigger EOC and subsequent ESF Annex activations to provide response command and control.

Severe Weather Annexes provide hazard-specific guidance for the Emergency Operations Center (EOC) Manager and ESFs in response to all activation level emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the district. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

Purpose:

The purpose of the Severe Weather Annex is to provide a hazard-specific framework for use during a weather related emergency or disaster impacting Grayson College.

Scope:

The Severe Weather Annex:

- Is applicable to all phases of emergency management for District impacts from hazardous weather.

Situation:

Weather related incidents have a high probability of impact at Grayson College. The District must address this hazard to aid in mitigating impacts and expediting disaster response and recovery.

Assumptions:

The District makes the following planning assumptions:

- Hazardous weather often has little to no lead time for warning.
- District resources will be quickly overwhelmed.
- Communication will be disrupted.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Responsibilities

The Emergency Management Coordinator (EMC) or EOC Manager is the primary responsible party for addressing all phases of emergency management related to hazardous weather situations. Delegation may be made for various response functions through the EOP and its ESF annexes.

Emergency Management Coordinator

- The EMC shall maintain this Hazardous Weather Annex in accordance with Storm- Ready **Guideline #6 - Hazardous Weather Operations Plan**.
- The EMC shall visit the local National Weather Service Forecast Office in Ft. Worth at least once every two years to comply with Storm-Ready **Guideline #7 - Biennial Visits to NWS**.
- The EMC shall host a representative from the National Weather Service at least once annually to comply with Storm-Ready **Guideline #8 - Annual Visit from NWS**.
- The EMC shall attend the annual the NWS Severe Weather Workshop (National Tornado Summit).
- The EMC may coordinate the annual hosting or co-hosting of NWS Storm Spotter Training to meet Storm-Ready **Guideline #S - Host/Co-Host Annual NWS Spotter Training**. This is not a requirement of the District for obtaining and maintaining Storm- Ready status, but local partners will be assisted in this training whenever possible.

Warning Systems and Activation Criteria

The GCALERT emergency notification system is the local warning transmission system for the district and is further described in support Annex, Warnings, published under a separate cover.

Receiving Warnings

The District maintains seven means of receiving warnings disseminated by the NWS to meet and exceed the Storm-Ready **Guideline #2 - NWS Information Reception**.

1. **NOAA Weather Radio All Hazards Receivers**.
2. **Emergency Management Weather Information Network (EMWIN)**.
3. **Television**.
4. **Emergency Alert System**.
5. **NWS-Chat**.
6. **Wireless Emergency Alerts**.
7. **Amateur Radio Transceiver**.

The NWS disseminates weather forecasts, watches, and warnings via the National Oceanic and Atmospheric Administration (NOAA) Weather Wire Service, which is a satellite communications system that broadcasts to specialized receiver terminals. NWS watches and warnings are transmitted to the State Operations Center (SOC). The SOC, as the State Warning Point, retransmits these weather messages to communities, including Grayson College, by the Texas Law Enforcement Telecommunications System and SOC e-mail distribution network.
These messages are also distributed among the other reception means listed above. Some of the weather messages that are provided are:

1. Flood and flash flood watches and warnings.
2. Severe weather watches and warnings.
3. Tornado watches and warnings.
4. Winter weather watches, warnings, and advisories.

Severe Weather Warning Activation Criteria

The GCALERT emergency notification system is not activated for every severe weather warning in the District's service area. Some established criteria, as shown in the table below, identifies the minimum requirements for broadcasting alerts. Alerts may be issued outside of this criteria, as deemed necessary by the EMC. GCALERT activation mode is dependent on impact areas.
For example, a tornado warning may not trigger facility notifications (desktops and audio broadcast) if a campus will not be directly impacted, but text messages may be sent for those residing or travelling in the campus service area.

Weather Events	Description and Criteria
Tornadoes	**Tornado Warnings -** Tornadoes are deadly and unpredictable. GCALERT will be issued for these warnings. Students will be notified by GCALERT SYSTEM to seek shelters.
High Wind	**Winds up to 70mph** – These winds are considered hurricane force and can be damaging or deadly. GCALERT may be issued when there is potential campus or service area impact. Students will be notified by GCALERT SYSTEM to seek shelters.
Hail	**Hail up to 2.S0"** – Baseball size hail can be damaging or deadly. It can cause damage to cars and homes. GCALERT may be issued when there is potential campus or service area impact. Students should seek shelters immediately. **Hail Any Size** – When any planned outdoor event is occurring (baseball, softball, student life event, etc.) GCALERT or Route Alerting may be issued when there is potential campus or service area impact.
Flooding	**Flash Flood Warnings** – Flooding in high traffic areas leading to a campus or any area on or near campus that might affect safe travel. GCALERT may be issued when there is potential campus or service area impact.

Severe Weather

Situation

The District's highest probability high impact hazard is that of severe weather. Grayson College located in the heart of Tornado Alley, a nickname given to an area in the southern plains of the central United States that consistently experiences a high frequency of tornadoes each year. Tornadoes in this region

typically happen in late spring and occasionally the early fall, but may occur during any season. In addition to the risk of tornadoes, the District faces threats of destructive high winds, large hail, lightning, and flooding rains.

Monitoring

The District Emergency Management Coordinator will monitor for potential severe weather impacts with information provided from the National Weather Service and the Storm Prediction Center. During this time the EOC will be at Level 4: Monitoring activation.

The District maintains at least two means of monitoring hydrometer logical conditions to meet the Storm-Ready **Guideline #3 - Hydro meteorological Monitoring**.

1. **Weather Monitoring Stations**. All two district campuses in Denison and Van Alstyne have internet connected weather stations. Stations provide the EMC's office and the EOC measured temperature, humidity, pressure, rainfall, and wind at each location in real time.
2. **Weather Radar**. Level 2 and/or Level 3 radar data is accessible through wired internet, wireless cellular internet, and broadcast media.

Monitoring established communications channels for warning reception, as outlined in Support Annex A, Warning, published under a separate cover, will be conducted in the EOC or Virtual Emergency Operations Center (VEOC) to initiate warnings and direct protective actions. The National Weather Service will issue watches and warnings to the public and local emergency response agencies as conditions dictate and these messages will be formatted for distribution through the GCALERT emergency notification system.

Storm Sheltering

Upon the issuance of a warning requiring sheltering, the campus community in District facilities will shelter in the best available area of severe weather refuge. Sheltering locations are identified on emergency maps and with signage throughout the District. Spaces labeled as "Severe Weather Areas" may not be designed as reinforced storm shelters, but have been deemed as best available areas of storm refuge. Sheltering should always occur in these areas or on the lowest level of a building in an interior room or hallway free of windows and glass when designated severe weather areas are at capacity, or signage/mapping is not present. It is not the policy of Grayson College to open District facilities for the severe weather sheltering of the general public.

Storm Impact and Damage Reporting

Basic storm impacts and damage reports from observers on the ground will be provided to the National Weather Service in real time to ensure that all relevant information to forecasting is available. The District EMC or designee will provide preliminary damage reports from the field to the NWS Forecast Office in Ft. Worth by established communication channels. Closure of campuses or areas of a campus due to storm damage will be the responsibility of the Emergency Support Functions to the EOP as necessary. Damage to facilities shall be immediately communicated to the EOC to activate ESF 9 and direct the first search and rescue operations to pre-designated "Severe Weather Areas."

Winter Weather

Situation

The District is susceptible to winter weather events that may impact travel, utility services, and, as a result, life safety.

The District Emergency Management Coordinator will monitor for potential impacts with information provided from the National Weather Service beginning 120 hours in advance (H- 120) of a storm. During this time the EOC will be at Level 4: Monitoring activation.

This hazardous weather support annex section for winter weather events is established to aid in closure or delay determinations.

Students, faculty, and staff should monitor GCALERT notifications, the college website, social media, local television, and radio stations for weather closing announcements.

Winter Weather Closure Protocol

The Winter Weather Decision Support and Action Guidance below will be followed for all winter weather events impacting the District. Closure and delay determinations may also be made at the discretion of the College President outside of the decision guidance.

Most winter weather closing decisions will be made during the night prior to the impact of a weather event, however, the institution may be closed during the regular class/work day if warranted.

Early dismissal during regular instruction and operational hours may occur upon order of the College President or designee. Only the College President or designee is authorized to close, delay opening, or accelerate the end of the class day.

Terms and References:

Acronyms

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ICS	Incident Command System
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IP	Internet Protocol
IC	Incident Command

Definition:

Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).
Clery Act	The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46 that includes mandates for emergency notification and emergency procedure testing.

GRAYSON COLLEGE

DEPARTMENT OF EMERGENCY MANAGEMENT

Training & Exercise Annex 2025

Security Statement

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GCPD, 2025

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APPROVAL & IMPLEMENTATION

Annex

Emergency Support Function

Training and Exercise

11-16-2021

College President

Date

Dr. Jeremy McMillen

2-16-2022

Vice President for Business Services

Date

Carolyn Kasdorf

7-01-2024

Emergency Manager

Date

Chief Jackie Thomas

NOTE: The signature(s) will be based upon district administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex, may sign the annex.

RECORD OF CHANGES

Annex

Emergency Support Function

Training and Exercise

Page and Section # of Change	Date of Change	Entered By	Date Entered
01	11- 2016	Sultan Alsaadi	Creation of New support Annex
2 Annex E	11-16-2020	Sharon Dray	11-16-2020
2 Annex E	11-16-2021	Sharon Dray	11-16-2021
2 Annex E	2-07-2022	Sharon Dray	2-16-2022
2 Annex E	7-01-223	Sharon Day	7-01-2023

Authority:

See emergency operations plan, Authority.

Introduction:

This Support Annex to the Emergency Operations Plan (EOP) provides a comprehensive list of requirements and procedures for the district's emergency operations training, testing, and exercising.

Purpose:

The purpose of this annex is to provide the campus community with an effective and efficient emergency response to real or threatened emergency situations by facilitating trained staff, exercised plans, and tested warning systems to meet the objectives identified in the EOP and its annexes.

Scope:

All functions identified in the EOP and its annexes will be subject to tests, training and exercises established under this support annex. In addition, county, state, federal, volunteers, and private sector organizations will be included periodically as each are available to augment district capabilities in actual emergency situations.

Situation:

- Training and Exercise functions and responsibilities are ongoing and independent of the threat or onset of an emergency or disaster event.
- Professional development and specific functional training will be required of those operating in the Emergency Operations Center (EOC), Emergency Support Functions (ESFs), or other identified support roles.
- Training on emergency procedures must be provided to faculty, staff, and students.
- The testing of emergency notification systems and emergency procedures is performed to ensure the working order of such systems and expose the campus community to their functionality prior to any real emergency.
- The emergency notification systems must be tested while members of the campus community are present to expose the public to the functionality of the system. Efforts must be made to minimize impact on instruction during system tests.
- The all hazard emergency operations plan utilizes National Incident Management System (NIMS), which accounts for emergency management activities before, during, and after emergency operations.

Assumptions:

- New students, faculty, and staff may not be familiar with the district's emergency plan and will require orientation on emergency procedures.
- Regular training opportunities will be required for the campus community in order to maintain awareness with newly enrolled students and staff turnover.
- Contingencies must be made for all tests and exercises to accommodate for the potential of a real emergency occurring during any scenario.

Concept of operations

Exercise Methods

Mandatory exercises will be conducted by the district on a regular basis (at least once annually per campus) at times to be determined by the Emergency Management Coordinator (EMC). The following exercise methods may be used to test the EOC, emergency operations plan effectiveness, and practice emergency skills and procedures:

Exercise Methods	
Full Scale	This exercise is a simulation of an actual disaster with real time exercise input and messages. Depending on the level of the exercise, it may include the use of props, actors, specialized equipment, and special effects in some instances to maximize realism. A full-scale exercise requires a high degree of training, organization, and planning. It can, however, be invaluable to practice all aspects of the emergency operations plan and to build teamwork and communications between all functional areas and external support elements of a community emergency event (i.e. EMC facilitates the involvement of all those involved in responding to a gas leak and explosion which has resulted in substantial facility damage, trapped victims, and mass casualties. The EOC is fully activated and field personnel are actively involved on scene, at a field command center, at area hospitals, and at a joint information center.)
Drills	A coordinated, supervised exercise activity, normally used to test a single specific operation or function. Drills may be used to practice a trained, manipulative activity used to prove, build or refresh skills and is based on organizational standard operating procedures (i.e. testing of the EOC activation call out procedure and successor list, evacuation or shelter drills in a specific building or residence hall.)

Tabletops	A facilitated, scenario driven exercise, designed to provide an analysis of an emergency situation in an informal and stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing operational plans and identify where those plans need to be refined. Management personnel are provided a written scenario that steps participants through an activity. Participants affirm the process or identify problematic or incorrect assumptions as the scenario is played out. The tabletop exercise is thus used to practice emergency management skills, identify organizational or operational shortfalls, and build confidence in the overall Emergency Operations Center process (i.e. EM, Police, Fire, and EOC Staff gather at the EOC and, based on several escalating scenarios, talk through their operational responsibilities involving HAZMAT events involving airborne toxic releases.)

GCALERT Emergency Notification System Testing

The GCALERT Emergency notification system will be tested in compliance with state and federal laws requiring at least annual tests. A testing schedule has been established to provide guidance for setting test times and mode activations and is designed to exceed legal requirements. GCALERT emergency notification systems will not be tested during or surrounding any known potential event requiring the actual activation of the system. The activation of the system for any real situation will be documented and considered a system test completion in place of any other test for that period only if the annual test has already been met in Clery compliance.

The GCALERT emergency notification system is discussed further in the EOP's Warning support annex, published under a separate cover.

GCALERT Emergency Notification System Testing Schedule

Function	Target Systems	Frequency	Planned Times
Desktop Alert	Network Computers Speakers	Monthly	Alternating First Wednesday Month-to-Month 9:00AM
Full System	Text Message (SMS) Email Network Computers Alert Viking Digital Signage	Monthly	Wednesday Each month 9:00AM

	Social Media		
Text Alert	Text Message (SMS) Email Social Media	Monthly	Wednesday 9:00 am

Clery Compliance for Drills, Exercises, and Tests

The Jeanne Clery Act requires institutions of higher education to test emergency response and evacuation procedures on at least an annual basis. The Clery regulations define a "test" as regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. To comply with Clery requirements the test must meet all of the criteria in the definition. Tests must:

- **Be scheduled**. An actual emergency situation or a false emergency alarm may not serve as a test of the institution's procedures. (Note: Scheduled testing that exceeds legal requirements may be cancelled to allow the emergency to be documented in the place of a test, but only if legal minimum requirements have been met.)
- **Contain drills**. A drill is an activity that tests a single procedural operation (e.g., a test of initiating a cell phone alert system or a test of campus security personnel conducting a campus lockdown).
- **Contain exercises**. An exercise is a test involving coordination of efforts (e.g., a test of the coordination of first responders, including police, firefighters and emergency medical technicians).
- **Contain follow-through activities**. A follow-through activity is an activity designed to review the test (e.g., a survey or interview to obtain feedback from participants).
- **Be designed for assessment of emergency plans and capabilities**. This means that the test should have measureable goals. For example, "Everyone involved Support Annex A: Warning tasked in emergency response and notification procedures will understand his or her role and responsibility."
- **Be designed for evaluation of emergency plans and capabilities**. Design the test so that, using the assessments, it may be determined if the test met its goals. For example, "The evacuation process accounted for/did not account for the diverse needs of all members of the campus community."

- **Documentation will be maintained for all tests to include:**
    - A description of the drill or exercise (i.e., the test).
    - The date the test was held.
    - The time the test started and ended.
    - Whether the test was announced or unannounced.

Training Requirements

District Conducted Training for the Campus Community

Students

- All incoming students requiring orientation by the institution shall be provided an All- Hazard training on emergency procedures in the Campus Safety section of College 101 Orientation either in a face-to-face session or online.
- Emergency procedures from the district's Emergency Response Guide, published separately, shall be publicized in conjunction with at least one annual drill, exercise, or test. The publicized section of the procedures will correspond with the test being conducted and be broadcast by email and social media.
- At least two annual All-Hazard training sessions will be conducted for each campus.
- At least one annual severe weather seminar will be conducted for each campus in compliance with the Hazardous Weather Support Annex
- Additional situation or incident specific training may be conducted at the discretion of the EMC.

Employees

- All new employees shall be familiarized with the district's emergency procedures during new employee orientation by the EMC.
- Emergency procedures from the district's Emergency Response Guide, published separately, shall be publicized in conjunction with at least one annual drill, exercise, or test. The publicized section of the procedures will correspond with the test being conducted and be broadcast by email and social media.
- At least two annual All-Hazard training sessions will be conducted for each campus. These sessions will be open to contract services and partners who work in district facilities.
- At least one annual severe weather seminar will be conducted for each campus in compliance with the Hazardous Weather Support Annex

- Additional situation or incident specific training may be conducted at the discretion of the EMC.

District Required Training for EOP Functions

The district shall require those filling a role, function, or operating within an annex to the EOP to maintain a minimum level of training. The chart below outlines the training required by position. Other than the EMC position, all training is available for free online through the FEMA Emergency Management Institute. Each function must provide a copy of the certificate of completion for each training course to the EMC and Human Resources for record keeping.

Role / Function / Annex	Minimum Required Training
Emergency Management Coordinator	IS-100.HE, IS-700.a, IS-800.B NRF, IS-300, IS-400, IS-235.b, L-363, ICS-200.b, ICS-230.d, G-272, IS-775
EOC Policy Group	IS-700.a, IS-100.HE, IS-800.B NRF, IS-908
Public Information Officer	IS-700.a, IS-800.B NRF, IS-29, IS-702.a, IS-100.HE, IS-794, IS-250.a
TRANSPORTATION	IS-700.a, IS-100.HE, IS-801
COMMUNICATION	IS-700.a, IS-100.HE, IS-802
PUBLIC WORKS & ENGINEERING	IS-700.a, IS-100.HE, IS-803, IS-632.a
FIREFIGHTING	IS-700.a, IS-100.HE, IS-804
MASS CARE	IS-700.a, IS-100.HE, IS-806
EMERGENCY MANAGEMENT	IS-700.a, IS-100.HE, IS-807, IS-27
HAZARDOUS MATERIAL	IS-700.a, IS-100.HE, IS-810, IS-3, IS-5.a, IS-301, IS-340
SEVERE WEATHER	IS-100.HE, IS-700.a, IS-271.a

Documentation

All training will be documented to include time and date. Rosters will be included with documentation of training topics and schedule. Documented student completion of College 101 will be sufficient for student All-Hazards orientation and is maintained by the Office Admissions and Registrar.

Responsibilities:

The EMC has primary responsibility for compliance with provisions of the college district's Emergency Operations Plan along with the operation of the EOC, therefore, they have the primary responsibility for ensuring an adequately trained and tested operational capability as outlined in this annex.

All individuals or departments responsible for staffing a position at the EOC during an emergency, operating within an ESF, or providing support to EOC operations, therefore, they are responsible for cooperating and assisting the EMC by making staff available to participate to the fullest extent possible in testing, training, and exercise activities.

Terms and References:

Acronyms

GC	Grayson College
EOC	Emergency Operation Center
ICS	Incident Command System
ICP	Incident Command Post
IP	Internet Protocol
IC	Incident Command

Definition:

Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).
Clery Act	The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46 that includes mandates for emergency notification and emergency procedure testing.

GRAYSON COLLEGE

DEPARTMENT OF EMERGENCY MANAGEMENT

Public Works and Engineering Annex 2025

Security Statement

In accordance with the Texas Government Code 418.177 and Texas Government Code 418.181 this document contains information that is not subject to disclosure under Chapter 552, Government Code

GCPD, 2025

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APPROVAL & IMPLEMENTATION

Annex

Emergency Support Function

Public Works and Engineering

Vice President for Business Services

2-16-2022

Date

Emergency Manager

Chief Jackie Thomas

7-1-2023

Date

NOTE: The signature(s) will be based upon district administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex, may sign the annex.

RECORD OF CHANGE

Annex
Emergency Support Function

Public Works and Engineering

Page and Section # of Change	Date of Change	Entered by	Date Entered
2 # 10	11-16-2020	Sharon Dray	11-16-2020
2 #10	11-16-2021	Sharon Dray	11-16-2021
2 #10	2-07-2022	Sharon Dray	2-07-2022
2 #10	7/01/2023	Sharon Dray	7-01-2023

Emergency Support Function – Public Works and Engineering

ESF Coordinator	Support and External Agencies
Director of Facilities 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8640	**Grayson County, Texas** 100 W. Houston St. Sherman, Texas 75090 **City of Denison** **Water and Sewer** 430 W Chestnut Street Denison, TX 75021 Phone: 903-465-2720 **Atmos Energy** 5111 N Blue Flame, Rd Sherman, TX 75090 Phone: 903-891-4236

Authority:

See Emergency Operations Plan, Authority.

Introduction:

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.
Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the District. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose:

The purpose of ESF is to identify the internal and external departments responsible for public works infrastructure actions that may take place in an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support public works and infrastructure needs during an emergency or disaster. This ESF encompasses debris management, water, sewer, and electrical resources, as well as individual repairs for District buildings.

Scope:

Emergency Support Function :

- Engages in infrastructure protection and emergency repair.
- Initiates debris clearance and provides emergency ingress/egress to affected area(s).
- Provides emergency restoration of critical District services and facilities.
- Provides maintenance of the buildings and grounds and engineering-related support.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation:

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents.

Assumptions:

The District makes the following planning assumptions:

- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations:

A common operating procedure within the District and across local jurisdictions

General:

provides the framework for public works, engineering, facility maintenance, utility, and debris management capabilities. Interoperable systems make this framework possible. Extensive communications networks and facilities are in existence throughout the college District and the cities in which District properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization:

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation:

- If ESF 3 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control:

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene**. Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
  - Review and update this annex.
  - Identify private contractors and procurement procedures that may be needed in the event of an emergency.
  - Participate in any exercises, as appropriate.
  - Develop and maintain a list of possible resources that could be requested in an emergency.
  - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
  - Develop procedures to document costs for any potential reimbursement.
- **Response**
  - When requested by the EOC Manager, immediately respond to EOC.
  - Activate the necessary equipment to address the emergency.

- Prioritize debris removal.
- Assist in assessing the degree of damage of facilities.
- Inspect buildings for structural damage.
- Post appropriate barricades and signage to close structurally unsafe facilities.

- **Recovery**
  - Prioritize and implement the restoration of critical facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, and heating/air conditioning.
  - Coordinate assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
  - Ensure that ESF 3 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator:

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency:

- Serves as the lead agency for ESF, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may be found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies

- Support the District with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- Support the primary agency as needed.

Terms and Reference

Acronyms

GC	Grayson College
EOC	Emergency Operation Center
ICS	Incident Command System
ICP	Incident Command Post
IP	Internet Protocol
IC	Incident Command

Definition

Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

GRAYSON COLLEGE

DEPARTMENT OF EMERGENCY MANAGEMENT

Transportation Annex 2025

Security Statement

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GCPD, 2025

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APPROVAL & IMPLEMENTATION

Annex
Emergency Support Function

Transportation

11-16-2021

Presid
ent

Date

Dr. Jeremy McMillen

7/01/2023

Emergency
Manager

Date

Chief Jackie Thomas

NOTE: The signature(s) will be based upon district administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex may sign an annex.

RECORD OF CHANGE

Annex

Emergency Support Function

Transportation

Page and Section # of Change	Date of Change	Entered by	Date Entered
2 # 1	11-16-2020	Sharon Dray	11-16-2020
2 #1	11-16-2021	Sharon Dray	11-16-2021
2 #1	7/01/2023	Sharon Dray	7-01-2023

Emergency Support Function - Transportation

ESF Coordinator	Support and External Agencies
Director of Facilities 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8620	**TAPS Public Transit** 5104 Texoma Pkwy. Sherman, TX 75090 Phone: 800-256-0911 **Denison ISD** 4406 TX-91 Denison, TX 75020 Phone: 903-462-7100 **Sherman ISD** 2701 Loy Lake Rd Sherman, TX 75090 Phone: 903-891-6400 **Van Alstyne ISD** 549 Miller Ln. Van Alstyne, TX 75495 Phone: 903-482-8802
Primary	
Department of Public Safety 6101 Grayson Dr. Denison, TX 75020 Phone: 903-4630-8777	

Authority:

See emergency operations plan, Authority.

Introduction:

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.
Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the District. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose:

The purpose of ESF 1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of internal and external department and agencies to support emergency transportation needs and availability of transportation thoroughfares during an emergency or disaster impacting Grayson College.

The Transportation ESF assists college District, local, federal, state government entities, and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency. ESF 1 will also serve as a coordination point between response operations and restoration of the transportation infrastructure.

Scope:

Emergency Support Function 1:

- Meets transportation requirements to include needs by persons with disabilities, directing traffic, closing or blocking roadways, and the District's aviation and airspace management and control.
- Coordinates transportation activities and resources during the response phase immediately following an emergency or disaster.
- Facilitates equipment damage assessments to establish priorities and determine needs of available transportation resources.
- Coordinates evacuation transportation as its first priority and facilitate movement of the campus in coordination with other transportation agencies.
- Facilitates movement of the campus population, transportation flow, and manages transportation thoroughfares in coordination with other transportation agencies.
- Used to respond to incidents that overwhelm normal Incident Command response actions.

Situation:

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions:

The District makes the following planning assumptions:

- During certain major emergencies and major population relocation/evacuation requiring movement of large numbers of people, local transportation resources will be stressed.
- The District has the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.
- Major natural or man-made disasters may disrupt normal transportation systems leaving many students, staff, and faculty, especially people with disabilities without transportation.
- In many major disasters, it may be necessary to evacuate rapidly students, staff, and faculty from the hazard area.
- District resources will be quickly overwhelmed.
- The District's transportation equipment and that of private transportation companies may sustain damage during emergencies and trained equipment

- operators may become disaster victims, limiting the means available to transport people, relief equipment, and supplies.
- Transportation infrastructure, e.g. roads, bridges, and railroads may sustain damage during emergencies making it difficult to use some of the transportation assets that are otherwise available.
- Signs, signals, and other types of markers, which facilitate traffic movement and control, may be damaged or destroyed.
- Communication will be disrupted.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

The Emergency Operations Plan provides overall guidance for emergency planning.

- ESF annexes are designed to provide general guidance and basic

General:

information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization:

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation:

- If ESF 1 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of ESF.

Direction and Control:

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene**. Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
  - Review and update this annex.
  - Participate in any exercises, as appropriate.
  - Conduct periodic transportation needs assessments.
  - Develop and maintain a list of possible resources that could be requested in an emergency.
  - In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.
  - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
  - Develop procedures to document costs for any potential reimbursement.
- **Response**
  - When requested by the EOC Manager, immediately respond to EOC.
  - Identify transportation needs required to respond to the emergency. Some cargo may require materials handling equipment at the on-load point and the delivery point.
  - Obtain, prioritize, and allocate available transportation resources.
  - Coordinate emergency information for public release through EOC Manager and ESF 15, External Affairs.
- **Recovery**
  - Coordinate transportation assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
  - Ensure that ESF 1 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator:

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency:

- Serves as the lead agency for ESF 1, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 1 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.
- The primary agency of ESF 1 will assist in the identification of essential transportation needs for transporting people, equipment, supplies, and material to and from disaster sites.

ESF Support and External Agencies

- Support the District with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- May need to provide services for evacuation.
- May need to provide services to enable access to transportation thoroughfares during emergency or disaster situations.
- Support the primary agency as needed.

Terms and References

Acronyms

GC	**Grayson College**
EOC	**Emergency Operation Center**
ICS	**Incident Command System**
ICP	**Incident Command Post**
IP	**Internet Protocol**
IC	**Incident Command**

Definition:

Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation n
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

GRAYSON COLLEGE

DEPARTMENT OF EMERGENCY MANAGEMENT

Firefighting Annex 2025

Security Statement

In accordance with the Texas Government Code 418.177 and Texas Government Code 418.181 this document contains information that is not subject to disclosure under Chapter 552, Government Code

GCPD, 2025

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Annex
Emergency Support Function

Firefighting

2-16-2022

Date

Vice President for Business Services
Carolyn Kasdorf

7-01-2024

Date

Emergency Manager
Chief Jackie Thomas

NOTE: The signature(s) will be based upon district administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex, may sign the annex.

RECORD OF CHANGE

Annex

Emergency Support
Function

Firefighting

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2 #4	11-16-2020	Sharon Dray	11-16-2020
2 #4	11-16-2021	Sharon Dray	11-16-2021
2 #4	2-07-2022	Sharon Dray	2-07-2022
2 #4	7-1-2023	Sharon Dray	7-1-2023

Emergency Support Function – Firefighting

ESF Coordinator	Support and External Agencies
Department of Public Safety 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8777	**Denison Fire Department** 500 W Chestnut Street Denison, TX 75021 Phone: 903-465-2720 **Sherman Fire Department** 318 S Travis St Sherman, TX 75090 Phone: 903-892-7273 **Van Alstyne Fire Department** 280 N Preston St. Van Alstyne, TX 75495 Phone: 903-482-6666 **North Texas Regional Airport Fire Department** 4717 Airport Drive Denison, Texas 75020 Phone: 903-786-9841

Authority

See emergency operations plan, Authority.

Introduction:

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.
Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the District. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose:

The purpose of ESF 4 is to identify the internal and external departments responsible for firefighting actions that may take place in an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support firefighting needs during an emergency or disaster.

Scope:

Emergency Support Function - Firefighting is:

- Provides coordination of campus firefighting activities as well as support to all firefighting operations during an emergency or disaster.
- Managing firefighting, emergency medical and hazardous materials response assets.
- Detection and suppression of fires.

- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation:

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents

Assumptions:

The District makes the following planning assumptions:

- Not all district buildings are fire alarmed or sprinkled.
- For minor fire suppression, extinguishers are made available in all facilities.
- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General:

A common operating procedure within the district and across local jurisdictions provides the framework for firefighting capabilities. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization:

- Because the district does not operate its own firefighting capability, **the ESF coordinator will assign the ESF support agency respective to campus location and with primary jurisdiction as the primary agency for this ESF.**
- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation:

- If ESF 4 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control:

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene**. Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency support function Operations:

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
  - Review and update this annex.
  - Participate in any exercises, as appropriate.
  - Develop and maintain a list of possible resources that could be requested in an emergency.
  - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
  - Develop procedures to document costs for any potential reimbursement.

- **Response**
    - When requested by the EOC Manager, immediately respond to EOC.
    - Obtain, prioritize and allocate available resources.
    - Develop and maintain plans and procedures to provide fire, rescue, emergency medical, and hazardous material response services.
    - Activate the necessary equipment and resources to address the emergency.
    - Requests mutual aid from neighboring jurisdictions, as appropriate.
- **Recovery**
    - Prioritize and implement the restoration of critical facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, and heating/air conditioning.
    - Coordinate assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
    - Ensure that ESF 4 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator:

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.
- Support external firefighting agencies with primary fire jurisdiction.

ESF Primary Agency:

- Serves as the lead agency for ESF 4, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 4 when district EOC is activated.
- At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 on line classes should be completed by assigned personnel. In addition, ICS- 300 and ICS-400 in residence training must be completed by designated leadership positions. Additional training requirements may be found in the Training, Testing, and Exercise support annex, published under a separate cover.

- Engages in fire prevention and suppression.
- Engages in emergency medical treatment.
- Engages in hazardous materials incident response and training.
- Engages in radiological monitoring and decontamination.
- Assists with evacuation.
- Assists with search and rescue.
- Assists in initial warning and alerting.
- Requests assistance from supporting agencies when needed.
- Arranges liaison with fire chiefs in the area.
- Implements mutual aid.

ESF Support and External Agencies

- **The supporting external agencies in this ESF will assume primary agency status, with all responsibilities of the primary agency as indicated in this annex, upon their arrival as the district does not operate its own firefighting capability.**
- Support the district with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.

Terms and References

Acronyms

GC	Grayson College
EOC	Emergency Operation Center
ICS	Incident Command System
ICP	Incident Command Post
IP	Internet Protocol
IC	Incident Command

Definition:

Emergency Operations Cent	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

GRAYSON COLLEGE

DEPARTMENT OF EMERGENCY MANAGEMENT

Emergency Management Annex 2025

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GCPD, 2025

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APPROVAL & IMPLEMENTATION

Annex
Emergency Support Function

Emergency Management

2-16-2022

Vice Presidents for Business Services
Carolyn Kasdorf

Date

7-01-2024

Emergency Manager
Chief Jackie Thomas

Date

NOTE: The signature(s) will be based upon district administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex, may sign the annex.

RECORD OF CHANGE

Annex

Emergency Support Function

Emergency Management

Page and Section # of Change	Date of Change	Entered by	Date Entered
2 # 5	11-16-2020	Sharon Dray	11-16-2020
2 #5	11-16-2021	Sharon Dray	11-16-2021
2 #5	2/07/2022	Sharon Dray	2/07/2022
2 #5	7/01/2023	Sharon Dray	7-01-2023

Emergency Support Function – Emergency Management

ESF Coordinator	Support and External Agencies
Department of Public Safety 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8777	**Grayson County Office of Emergency Management** 100 W. Houston St. S Phone: 903-813-4200 Sherman, Texas 75090

Authority

See emergency operations plan, Authority.

Introduction:

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.
Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the District. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose:

The purpose of ESF 5 is to identify the internal and external departments responsible for coordinating the emergency management actions that may take place in an emergency.

Scope:

Emergency Support Function 5 Emergency Management is:

- The lead department will be responsible for the management of the Emergency Operation Center to include the EOC activation process.
- ESF-5 includes the development and maintenance of district emergency plans and incident action planning.

Situation:

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents.

Assumptions:

The district makes the following planning assumptions:

- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General:

A common operating procedure within the district and across local jurisdictions provides the framework for emergency management coordination and direction. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization:

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

- The Director of Emergency Management, as the district's Emergency Management Coordinator, will operate during an emergency as the EOC Manager.

Activation:

- If ESF 5 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control:

- The Incident Command System (ICS) is used by district personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- All emergency management operations will be coordinated through the EOC using the proper procedures provided by NIMS, the district EOP, its annexes, and departmental SOPs.

Emergency Support Function – Emergency Management

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
  - Maintain the Emergency Operations Plan (EOP) and the district-wide emergency management program.
  - Conduct and coordinate any exercises.
  - Develop and maintain a list of possible resources that could be requested in an emergency.
  - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
  - Develop procedures to document costs for any potential reimbursement.
- **Response**
  - When necessary, activate and manage the EOC.
  - Obtain, prioritize, and allocate available resources.
  - Activate the necessary equipment and resources to address the emergency.
  - Coordinate all emergency operations through NIMS compliant procedures.

- **Recovery**
    - Coordinate assistance as needed by the IC or EOC Policy Group, as appropriate.
    - Ensure that ESF 5 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator:

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.
- Maintain the EOC handbook to include activation and general operating actions.

ESF Primary Agency:

- Serves as the lead agency for ESF 5, supporting all phases of emergency management operations before and after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Maintain plans and procedures for providing timely information and guidance to the campus community or general public in time of emergency
- Test and exercise plans and procedures.
- Conduct outreach/mitigation programs for internal and external stakeholders.
- Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.
- Identify, train, and assign personnel to staff ESF 5 when district EOC is activated.
- Training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies

- Develop, maintain, and update plans and procedures for use during an emergency.
- Identify, train, and assign personnel to staff ESF 5 when district EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- Support the primary department as needed.

Terms and References

Acronyms

GC	Grayson College
EOC	Emergency Operation Center
ICS	Incident Command System
ICP	Incident Command Post
IP	Internet Protocol
IC	Incident Command

Definition:

Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

GRAYSON COLLEGE

DEPARTMENT OF EMERGENCY MANAGEMENT

Mass Care Annex 2025

Security Statement

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GCPD, 2025

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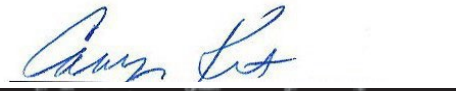
APROVAL & IMPLEMENTATION

Annex
Emergency Support Function

MASS CARE

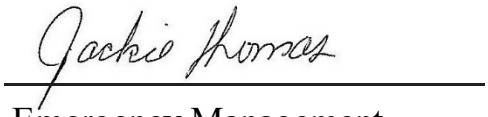


Vice President for Business Services
Carolyn Kasdorf

2-16-2022
Date

Dean Academic and Students Affairs
Dr. Molly Harris

11-17-2021
Date



Emergency Management
Chief Jackie Thomas

7-01-2024
Date

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RECORD OF CHANGE

Annex

Emergency Support Function

Mass Care

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2 # 1	11-16-2020	Sharon Dray	11-16-2020
2 #1	11-16-2021	Sharon Dray	11-16-2021
2 @6	2-07-2022	Sharon Dray	2-07-2022
2 #1	7/01/2023	Sharon Dray	7-01-2023

Emergency Support Function – Mass Care

ESF Coordinator	Support and External Agencies
Department of Public Safety 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8777	**GC Human Resources** 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8770 **American Red CROSS** Phone; 903-465-4677 **Grayson County Health Department** 515 N Walnut St. Sherman, TX 75090 Phone: 903-893-0131 **Great Western Dining** 6101 Fm 691 Denison, TX 75020 Phone: 903-463-8632 **GC Counseling Services** 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8730 **Grayson County Office of Emergency Management** 100 W. Houston St Sherman, TX 75090 Phone: 903-813-4200

Authority:

See emergency operations plan, Authority.

Introduction:

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan (EOP) organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College.
Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, Howe, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the District. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose:

The purpose of ESF 6 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of internal and external department and agencies to support mass care of district employees, students, and emergency personal during an emergency or disasters impacting on Grayson College.

The Mass Care, Emergency Assistance, Housing, and Human Services ESF assists college District, local, federal, state government entities, and voluntary organizations to perform response missions following a disaster or emergency. ESF 6 will also serve as a coordination point between response operations and restoration of District or neighboring infrastructure.

Scope:

Emergency Support Functions:

- Provides mass care, temporary shelters, emergency mass feeding, disaster housing, food safety & security and other human services.
- Activation for sheltering local populations in disaster shall be triggered through established MOUs or through the consent of the College President.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation:

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or pri vate property. Potential emergencies and disasters include both natural and human-caused incide n s

Assumptions:

- District resources will be quickly overwhelmed.
- Communication will be disrupted.
- Housing and shelter facilities may be limited.
- Food services may be limited by available utilities including electric, water, and gas.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General:

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation:

- If ESF 6 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene**. Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
  - Review and update this annex.
  - Participate in any exercises, as appropriate.
  - Establish and maintain MOUs for providing sheltering, food, water, and other human services.
  - Develop and maintain a list of possible resources that could be requested in an emergency.
  - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
  - Develop procedures to document costs for any potential reimbursement.
- **Response**
  - When requested by the EOC Manager, immediately respond to EOC.
  - Provide facilities and personnel for sheltering, food, water, counseling, and special needs services.
  - Identify needs required to respond to the emergency.
  - Coordinate emergency information for public release through EOC Manager and ESF 15, External Affairs.

- **Recovery**
    - Coordinate the deactivation of sheltering, emergency food, and other human services as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
    - Make recommendations and identify priorities for human services required for short-term recovery operations.
    - Identify needs and provide resources for short and long term recovery disaster counseling.
    - Ensure that ESF 6 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator:

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

ESF Primary Agency:

- Serves as the lead agency for ESF 6, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Manage alternative or emergency housing for student residents in the event residence halls are unable to be occupied for any reason.
    - Maintain MOUs for alternative and temporary housing.
    - Coordinate with ESF 1 for transportation from alternative site(s) to classes.
    - Coordinate with ESF 3 for remediating residence hall(s).
- Identify, train, and assign personnel to staff ESF 6 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100, IS-700, and IS-806 on line classes should be completed by assigned personnel. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies

- Support the District with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- May need to provide qualified shelter managers for sheltering operations.
- May need to provide emergency food and water during mass care or sheltering operations.
- May need to inspect for food safety, sheltering compliance, and provide basic human services during emergency operations.
- Support the primary agency as needed.

Terms and References

Acronyms

GC	Grayson College
EOC	Emergency Operation Center
ICS	Incident Command System
ICP	Incident Command Post
IP	Internet Protocol
IC	Incident Command
ESF	Emergency Support Function
EOP	Emergency Operations Plan
MOU	Memorandums of Understanding
MAA	Mutual Aid Agreements
SOP	Standard Operating Procedures

Definitions

Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).
ESF Primary Agency	A Federal agency with significant authorities, roles, resources, or capabilities for a particular function within an ESF.
ESF Coordinator	The entity with management oversight for that particular ESF. Fuel