

Emergency/Disaster Plan

In the event of an impending emergency/disaster, the President along with members of President's Staff with input from the Director of Facilities & Security will monitor the situation and decide appropriate actions to be taken. The President's Conference Room M-202 will serve as the information center. All updates and information will be funneled to the information center via phone (409- 944-1200), fax (409-944-1500), e-mail tsetzer@gc.edu , or in person.

All decisions made by the President to close or open will be immediately conveyed to students, faculty/staff, and the general public by verbal and/or written notices at the College, voice message on the 1-866-483-4242 emergency phone line and the 409-944-4242 main phone line, notices posted on the gc.edu Galveston College website, and public emergency announcements on KTRH 740 AM radio, KPRC Channel 2 TV, KHOU Channel 11 TV, KTRK Channel 13 TV, and KRIV Channel 26 TV.

Facilities Procedures

Once the decision has been made to close the College, the Director of Facilities & Security will coordinate with I.T. to assure all equipment has been shut down. When the Director of Facilities & Security receives word that all equipment has been shut down, Facilities personnel will immediately begin shutting down the equipment in the central plant. When all equipment has been shut down, Facilities personnel will throw the main disconnects at the main breaker. After the emergency situation has passed, Director of Facilities & Security will return to the College and evaluate the equipment and property before power is restored.

Building Evacuation

Any decision to evacuate a building will be made by the Galveston College President and President's Staff.

Upon notification to evacuate a Galveston College facility, occupants may be notified by direct communication by any of the following parties: members of President's Staff, the Area Safety Liaisons, Galveston College Security, and/or Facilities personnel.

Laboratory personnel are to turn off equipment and compressed/natural gas as necessary. Employees should take all personal belongings with them when they evacuate the buildings, reentry may not be possible.

Building occupants will be moved or instructed to move to a safe location, away from the affected area. Occupants should contact the Area Safety Liaison for designated evacuation locations. A listing of Area Safety Liaisons will be available through GC News.

Personal Refuge

Galveston College is **not** equipped to serve as a refugee center during a hurricane, inclement weather, or other emergency situation.

Fire

1. Try to extinguish the fire, using one of the available fire extinguishers in the hallway. If you can extinguish the fire, notify Security at extension 361 or 409-944-1361 and report the details of the fire.
2. If you cannot extinguish the fire, sound a verbal alarm (by yelling "FIRE" continuously) and evacuate the building immediately.
3. Immediately notify the Galveston Fire Department by phoning 9-911 on a campus phone or 911 on an outside phone. Be sure to give your name and the exact location of the fire. For example: Your name (John Smith), at Galveston College, 4015 Avenue Q, Moody Building, Room M-288.
4. Notify Security at extension 361 or 409-944-1361 who will initiate emergency procedures as necessary.
5. Be available when fire fighters arrive to tell where the fire is located, but stay out of the way of fire fighters so they can fight the fire.
6. Try to account for all occupants of the building. The fire fighters will need to know about how many people may still be inside.

Tornado

1. In the event of a tornado, building occupants should follow the same self-preservation steps as would be taken for seeking refuge at home.
 - a. Move away from windows.
 - b. Go to an internal area of the building such as an internal office or stairwell.
 - c. Remain in that area until the threatening conditions pass.
2. Notifications of threatening weather are sent out through the Director of Public Affairs and/or the Director of Facilities & Security.
 - a. Public Affairs will post emergency information on the Galveston College webpage, send out a mass e-mail to the College through GC News, and the 1-866-483-4242 emergency number voice message will be updated with the current information.
 - b. The Director of Facilities & Security will send out the warning via e-mail to all Area Safety Liaisons.

Environmental Spills/Hazardous Chemicals

1. If it is possible without endangering yourself or others, try to contain the spill.
2. Evacuate the area of the spill. Use judgment depending on the nature and quantity of material. Get far enough away so that you can no longer smell vapors or detect irritation due to the spilled material. If there is a danger of fire or explosion, evacuate the building immediately. If in doubt, get out!
3. Render first aid to any injured parties.
4. Notify the Fire Department by phoning 9-911 from a campus phone or 911 from an outside line. Relay the following information:
 - a. Your name
 - b. Location of the spill.
 - c. Type of material involved and quantity if known.
 - d. Number of injured persons and nature of injuries.
5. Call Security at extension 361 or 409-944-1361.

6. Be available when the Fire Department arrives to give the exact location of the spill, but stay out of the way of fire fighters.
7. Try to account for all persons who were inside the building. The Fire Department will need to know about how many people may still be inside and possibly incapacitated.

Emergency/Disaster Responsibilities

Responsible Person(s)	Action
Director of Facilities & Security	<ol style="list-style-type: none"> 1. Setup Information Center/Office 2. Send e-mail to Area Safety Liaisons 3. Direct Facilities and Security personnel in securing equipment and buildings. 4. Take necessary steps to close the campus If/when directed by the College President.
Director Public Affairs	<ol style="list-style-type: none"> 1. Activate Cascade Call Down List 2. Activate Weather Emergency Communications Plan – update website, update 1-866-483-4242 emergency number voice message, etc. 3. Advise department heads and others to start preparation steps in accordance with facility and/or departmental plans. 4. Update communications as changes occur.
Vice Presidents, Deans and Supervisors	<ol style="list-style-type: none"> 1. Activate Cascade Call Down Lists 2. Complete most area preparation steps.
President and/or VP's	Declare Closures/Opening

Authority Under the Plan

Executive Decision

The President of Galveston College is the final authority for any actions directed during an emergency. The **Director of Facilities & Security** has been designated as the Emergency Preparedness Officer (EPO). **The EPO will setup the Information Center when the College is in an emergency situation.**

Essential Employees

Essential employees are those designated as essential to the security and operation of Galveston College during an external emergency. Essential employees may be required to report to their designated work area (when

directives have been issued) even when the institution has been closed due to adverse conditions.

Non-essential employees are not required during an external emergency. They may not leave the campus until the President gives directives to do so. They must return to work as usual, after the emergency condition has ended. It is the responsibility of all employees to monitor radio, television, telephone hot lines, or the GC Website to receive instructions regarding the state of the emergency and return to work notice.

Communications

The Director for Public Affairs is responsible for managing all external and internal communications before, during, and immediately after an emergency. This office will be responsible for posting the Activation Notice on the GC Weather Emergency Information Website, the Emergency Information Hot Line (866) 483-4242 and radio and television.

Activation of Hurricane Plan

Introduction Hurricanes are low barometric tropical storms typified by a circular counter-clockwise movement of winds. The National Weather Service ranks the size and intensity according to the Saffir-Simpson scale:

- Category One - winds of 74-95 mph, minimal damage
- Category Two - winds of 96-110 mph, moderate damage
- Category Three - winds of 111-130 mph, extensive damage
- Category Four - winds of 131-155 mph, extreme damage
- Category Five - winds greater than 155 mph, catastrophic

The weather reporting agencies provide at least 72 hours of advanced notice allowing for preparation.

Executive Decision

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The Director of Facilities & Security will monitor the emergency situation and advise the College President of the possible adverse impact on the operations of the College.

The Director of Public Affairs or designee will be contacted by the President when it is necessary to contact all of the people listed in the Master Call List.

Master Call List

The following people will be contacted by the Office of the Director for Public Affairs employing the most effective method including telephone, pager, cell telephone, and e-mail.

- President
- Vice Presidents
- Director of Facilities & Security
- Security Officer Lead
- Director for Information Technology
- Deans

The Master Call List members are responsible for notifying area personnel.

Institutional Checklist

What to do at the beginning of Hurricane Season

- Make personnel assignments and notify those assigned.
- Make a list of critical supplies/equipment, storage locations, and persons responsible for restocking supplies.
- Review/update departmental call down lists, including updating the procedure for contacting every employee.
- Provide departmental hurricane preparedness training.
- Develop procedure for backing up computer systems and protecting critical equipment within your department.
- Develop a departmental communications plan and hierarchy of department decision makers.
- Develop procedures for moving essential equipment away from windows and covering critical equipment.
- Designate a location for employees to gather during storm watch/warnings and for essential personnel during recovery operations.

When Directed By the President

- In offices that have external walls, move computers and other critical equipment to an inner office or hallway. Cover with plastic if needed.
- Inform both onsite and essential off-duty staff of Alert Status and Preparedness Plan.
- Verify the availability of phone numbers for essential personnel.
- Check supplies and verify inventory list and location.
- Make arrangements for delivery of critical supplies from vendors.
- Verify critical utility system operations procedures from the Director of Facilities & Security.
- Ensure fuel tanks and water tanks are topped off.
- Verify all storm drains are free from debris and obstruction; building perimeter is secured.

- Charge batteries and radios.
- Assemble tool box and equipment for use during emergency.
- Conduct final review with staff and essential personnel of work assignments.
- Ensure that all construction sites are secured, tied down, and cleaned up.
- Inform Information Systems to backup computer system.
- Be prepared to place operational systems into an appropriate state based on the following potential actions:
 - Deactivation of chilled water, steam
 - Deactivation of any electrical power lines.
 - Deactivation of any domestic water supplies.
- Inform your area of any operational systems that have been deactivated.
- Deliver hurricane supplies to designated areas.
- Notify essential personnel of procedures for reporting to work following the emergency for recovery operations.
- At the direction of the president, be prepared to ensure evacuation of the campus and closure of the buildings.