



**LAMAR UNIVERSITY**

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

COMPREHENSIVE  
EMERGENCY MANAGEMENT PLAN (CEMP)

VOLUME II:

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PREPAREDNESS PLAN

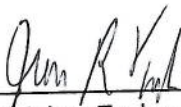
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## APPROVAL, SIGNATURES, AND IMPLEMENTATION

This Preparedness Plan is hereby approved, supersedes and rescinds all previous editions, and effective immediately upon the signing of all signature authorities noted below.

Approved:   
Dr. Jaime Taylor, President  
Office of the President  
Lamar University

Date: 7/29/2021

Approved:   
Jeremy Alltop  
Vice President for Finance and Operations  
Lamar University

Date: 07/29/2021



**PLAN ADMINISTRATION and RECORD OF CHANGE**

The University's Vice President for Finance and Operations shall be responsible for the Preparedness Plan oversight and coordination with the assistance of other stakeholders as required. Once published, the modifications are considered part of the university Comprehensive Emergency Management Plan for operational purposes.

This plan is promulgated in compliance with Lamar University Policy Emergency Management Policy, MAPP 06.05.01 under the authority of the Vice President for Finance and Operations and maintained by EHS & Risk Management.

*Record of Significant Changes*

All updates and revisions to this plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by university emergency response personnel.

Date	Description of Change	Page(s) or Section(s)	Version
July 2019	Original		1
July 2021	Two-Year Review		2



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## Section 1

### **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN TRAINING, TESTING, & EXERCISES**

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To maintain the Lamar University Comprehensive Emergency Management Program, an all-hazards training, testing, and exercise program has been established. Major components of this program include:

- National Incident Management System (NIMS) and Incident Command System (ICS) training for response and incident management personnel
- Training for personnel providing services and function outlined in Volume III – Emergency Operations of the Comprehensive Emergency Management Program
- Training personnel in Continuity of Operations responsibilities
- Conducting periodic exercises to test and improve plans, procedures, systems, and equipment
- Instituting a multiyear process to ensure continuous plan updates in response to changing conditions.

The training, testing, and exercise program will ensure that employees are aware of their roles and responsibilities in the execution of the Comprehensive Emergency Management Plan.

Regularly scheduled exercises are critical to ensuring that the Comprehensive Emergency Management Plan can be executed in times of an emergency. Exercising is one of the most effective ways to discover and document necessary modifications. A training, testing, and exercise program should be progressive in nature, building from simple, individual tasks to complex, multi-organizational interactions. The program should contain activities that include build-on training and improve capabilities through a series of tests and exercises. Lamar University will coordinate these activities in guidance from Homeland Security Exercise & Evaluation Program (HSEEP) principles.

Testing of Comprehensive Emergency Management Plan capabilities is essential to demonstrating and improving the ability of units to execute their Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP) responsibilities. Tests serve to validate or identify for subsequent correction specific aspects of the EOP and COOP plans, policies, procedures, systems, and facilities. Periodic testing also helps ensure that equipment and procedures are maintained in a constant state of readiness.

#### **1.1 National Incident Management System Training**

The principles and concepts used to develop this Preparedness Plan are based on Incident Command System (ICS) and National Incident Management System (NIMS) principles and concepts. Training on these two programs will help to ensure a coordinated response to emergencies consistent with national practices. NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage incident, regardless of their



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cause, size, location, or complexity. ICS is a standardized, on-scene, all-hazard incident management concept. ICS allows its users to adopt an integrated structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

As indicated above, key personnel are required to complete NIMS and ICS training as outlined in the NIMS Training Matrix in Appendix A of this document.

### 1.2 Testing Program

Testing is demonstrating the correct operation of all equipment, procedures, processes, and systems that support the campus's mission essential functions. Testing confirms that equipment and systems conform to specifications and operate in the required environment. Testing also validates that procedures and processes are viable.

Testing Comprehensive Emergency Management Plan capabilities is essential to demonstrating and improving the ability to execute the plan. Tests validate or identify for correction specific aspects of emergency management plans. Periodic testing helps ensure that equipment and procedures are maintained in a constant state of readiness.

#### 1.2.1 Testing Schedule

It is recommended that testing and exercise plans provide for the following elements:

- Testing of ConnectEd mass notification system at least twice a year
- Testing of LiveSafe mass notification system at least twice a year
- Testing of ConnectEd & LiveSafe operation procedures monthly

Each year the Director EHS & Risk Management will conduct an orientation seminar and tabletop exercise for the Incident Management Team. Every other year (or as timing and resources allow), the Lamar University will participate in either a functional or full-scale exercise. The Emergency Operations Plan or one of its annexes will be used in at least one of the annual exercises. These exercises are considered an opportunity for specialized training related to the threats confronting campus. All exercises will include an after action report.

Each year the Director EHS & Risk Management will conduct up to two tabletop exercises with student leaders. One tabletop exercise will engage members of the Student Government Association (SGA). The second tabletop exercise will include campus fraternity and sorority leaders. Also, EHS & Risk Management in coordination with Housing & Residence Life will coordinate either a functional or full-scale exercise.

### 1.3 Exercises

Individual and collective exercises will be conducted to validate elements of the Comprehensive Emergency Management Plan. Exercises will realistically simulate an emergency so that individuals and departments can demonstrate fulfillment of tasks expected of them in a real event. These simulations will promote overall preparedness; improve response capabilities of individuals and departments;

validate plans, policies, procedures, and systems; determine effectiveness of command, control, and communication functions; and evaluate preparation for event scene activities. The multi-year exercise plan will include exercises that vary in size and complexity according to different objectives.

Lamar University will coordinate emergency management exercises with guidance from Homeland Security Exercise & Evaluation Program (HSEEP) principles.

EHS & Risk Management will at a minimum annually evaluate the campus' needs and develop and maintain an emergency management exercise plan.

## 1.3.1 Exercise Design and Conduct

Emergency management exercise design and conduct will utilize guidance from HSEEP. Components such as exercise design teams, exercise control teams, and exercise evaluation teams will be used as appropriate to the individual exercise.

Lamar University recognizes five types of emergency management exercises:

- **Orientation Seminars** – These sessions allow participants to evaluate plans and procedures before beginning a drill or exercise. They provide low stress environment in which to resolve questions of coordination and assignment of responsibilities.
- **Drills** – Usually a single-function event. Drills are used to demonstrate, build, or refresh skills learned in training. They are focused on organizational standard operating procedures, such as testing the EOC activation call-out procedure and successor list.
- **Tabletop Exercises** – A scenario-driven exercise that focuses on the roles and responsibilities of the Incident Management Team members. Management personnel participate in a written scenario activity to affirm the process, identify problems, and/or bring light to incorrect assumptions. The tabletop exercise provides practice of emergency management skills, identifies organizational or operational shortfalls and build confidence in the overall Emergency Operations Center process.
- **Functional Exercises** – A scenario-driven, real-time exercise used to practice specific parts of the Emergency Operations Plan. A functional exercise is a management- or activity-oriented exercise used to practice skills, build coordination, and develop teamwork.
- **Full Scale Exercises** – These exercises simulate and actual disaster in a “real time” setting. Depending on the level of the exercise, it may include the use of props, specialized equipment and special effects in some instances. A full-scale exercise requires a high degree of training, organization and planning, yet it allows Lamar University to practice all phases of the emergency operations plan and develop its relationship with external agencies.

## 1.3.2 After Action Report

Each exercise activity or actual event will be evaluated and the results will be incorporated into a formal corrective action process. The results will be used as performance measurements to rate overall effectiveness of the Comprehensive Emergency Management Plan.



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The evaluation of the exercise or actual event will identify systemic weaknesses and suggest corrective actions that will enhance preparedness. Following the exercise or actual event, a comprehensive debriefing and after action report will be completed. All data collected will be incorporated into an improvement plan that provide input for annual Comprehensive Emergency Management Plan revisions. For example, if a tropical storm forces a department to relocate and the alternate site does not have the systems to support the department, the unit's COOP plan should be revised with an alternate site that can accommodate the department.

Recommendations for changes to the Comprehensive Emergency Management Plan will be developed and incorporated into the biennial review process. Immediately following an exercise or actual event, recommendations that affect the alert and notification process, Emergency Operations Plan implementation process, Recovery Plan implementation process, and operational issues with the mobilization process will be developed and incorporated into the Comprehensive Emergency Management Plan.

## Section 2

### Lamar University Community Preparedness

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Ensuring a prepared community is integral to the success of Lamar's Comprehensive Emergency Management Plan. Community members should have an understanding of the following:

- What to do in case of an emergency
- Where to find information related to current campus emergencies
- Where to find information related to personal preparedness
- How to obtain optional training to be better prepared in case of an emergency

The Lamar University EHS & Risk Management website (<https://www.lamar.edu/about-lu/administration/risk-management/index.html>) has resource information on:

- What to do in emergency situations
- The ConnectEd and LiveSafe emergency mass notification systems
- Current campus emergencies
- Personal preparedness
- Emergency related resources

### 2.1 Preparedness Training

Emergency preparedness related training is available to all Lamar University community members through a variety of sources including:

- New employee onboarding process
- EHS & Risk Management
- Lamar University Police Department
- Student Health Clinic
- Department training on department specific emergency procedures



## 2.1.1 New Employee Training

Lamar University should train all new employees on emergency procedures. Departments should provide specific training on special department or building emergency procedures.

## 2.1.2 New Student Training and Communications

New-student emergency preparedness is coordinated through the Division of Student Engagement and includes:

- Communications to students to update their emergency contact and emergency notification information
- Communications to students to download and familiarize themselves with the LiveSafe application.
- Residence hall fire safety plan through orientations by Resident Advisors
- Safety awareness communications from the Dean of Students and Lamar University Police Department.

## 2.2 Preparedness Resources

Lamar University maintains a variety of preparedness resources for the Lamar community. These resources include, but are not limited to:

- EHS & Risk Management website at <https://www.lamar.edu/about-lu/administration/risk-management/index.html>
- Departmental websites including Lamar University Police Department and Student Health Center
- On-line and classroom training courses offered by EHS & Risk Management and Lamar University Police Department
- Emergency preparedness information available through EHS & Risk Management, Lamar University Police Department, and Student Health Center

## 2.3 Human Resources

Training sessions and developmental workshops provide face-to-face instruction in traditional learning environments like classroom and conference rooms. Topics include:

- Conflict Resolution
- Customer Service Foundations
- Teambuilding
- Communication
- Specialized workshops on Finance, Human Resources, EHS & Risk Management, and Emergency Management



## Section 3

### Community Partnerships

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Lamar University has established partnerships with local community emergency management and emergency services related organizations. These partnerships are designed to ensure clarity of roles and responsibilities during an emergency and outline any pre-determined information or resource sharing to support emergency response activities. These partnerships include, but are not limited to:

- DDC 15
- Beaumont Emergency Management
- Jefferson County Emergency Management
- American Red Cross

## Appendix A

### NIMS Training Matrix

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#### National Incident Management System (NIMS)

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive #5 (HSPD-5), which established the National Incident Management System (NIMS) and mandated minimum training for all persons with roles and responsibilities during an emergency incident.

HSPD-5 serves to enhance the ability to manage incidents by establishing a single, standardized and comprehensive incident management system. Developed from the best practices of incident management, this management system is designed to cover the preparation for, response to and recovery from any incident, event or emergency, regardless of the size, nature, duration, location, scope, or complexity.

Lamar University utilizes the NIMS. In order to meet these requirements the following table has been developed to identify required training for key personnel with the Lamar University Comprehensive Emergency Management Plan.

The implementation of this system allows Lamar University personnel interoperability at all levels, and with external agencies and government at a local, state, and federal level, efficiently and effectively using established concepts, principles, terminology, and technologies. These include multi-agency coordination, unified command, training identification along with the management of resources and the dissemination of information.

Questions regarding this document and the guidance for training should be directed to the EHS & Risk Management at 409-880-7115 or email to [riskmanagement\\_ehs@lamar.edu](mailto:riskmanagement_ehs@lamar.edu).

Group	Required Training
Command & General Staff Positions	IS 100 – Introduction to the Incident Command System
	IS 200 – ICS for Single Resources and Initial Action Incidents
	IS 700 – National Incident Management System (NIMS) An Introduction
	IS 800 – National Response Framework, An Introduction



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Group	Required Training
Incident Commander & ICS Section Chiefs	IS 100 – Introduction to the Incident Command System
	IS 200 – ICS for Single Resources and Initial Action Incidents
	IS 700 – National Incident Management System (NIMS) An Introduction
	IS 800 – National Response Framework, An Introduction
	ICS 300 – Intermediate ICS for Expanding Incident
	ICS 400 – Advanced ICS for Command and General Staff
	Type 3 Course for Designated Position

Group	Required Training
Executive Leaders	IS 100 – Introduction to the Incident Command System
	IS 200 – ICS for Single Resources and Initial Action Incidents
	IS 700 – National Incident Management System (NIMS) An Introduction
	IS 800 – National Response Framework, An Introduction
	ICS 300 – Intermediate ICS for Expanding Incident
	ICS 400 – Advanced ICS for Command and General Staff
	G367 – Emergency Planning for Campus Executives