



PART II – ANNEXES

Emergency Support Function (ESF) Annexes

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ESF 0 – ESF Introduction

The following ESF annexes organize the applicable Lamar University (LU) departments into groups according to their roles in response to a campus emergency or disaster. The ESF annexes provide basic information on available internal and external departments and agencies that might be needed for an incident that affects Lamar University. Each ESF has at least one lead department within the University that will lead the specific response, one or more supporting departments within the University that will provide response support, and one or more external supporting departments from Beaumont and Jefferson County.

ESFs will normally be activated at the direction of the Incident Commander (IC) in response to Level 1 or 2 emergencies. Designated department and agency resources may be requested to respond or recover from major incidents. Normally, the response and recovery actions will be coordinated from the EOC. Incident or Unified Command will normally use the resources at the incident scene.

The primary department/office (s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support departments/offices may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed. In all cases funding issues would need to be addressed prior to requesting assistance.



ESF 1 – Transportation

Primary Department	Support Department	External Agencies
Landscape & Campus Services Phone: 409-880-8442	LUPD Phone: 409-880-7777 Facilities Management Phone: 409-880-8470 Student Engagement Phone: 409-880-8458	Beaumont EOC Phone: 409-980-7280 Jefferson County Emergency Management Phone: 409-835-8757 DDC 15 Phone 409-924-5400 Texas Division of Emergency Management State Operations Center Phone: 512-424-2208

1.1 Purpose

- A) 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 during an emergency or disaster impacting Lamar University.

1.2 Scope

- A) ESF 1 includes transportation requirements to include needs by persons with disabilities, directing traffic, closing or blocking roadways.



- B) Coordinates transportation activities and resources during the response phase immediately following an emergency or disaster.
- C) Facilitates damage assessments to establish priorities and determine needs of available transportation resources.
- D) Coordinates evacuation transportation as its first priority and facilitate movement of the campus in coordination with other transportation agencies.
- E) Performance of and assisting with evacuation and re-entry.
- F) Used to respond to incidents that overwhelm normal Incident Command response actions.

1.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See LU's Risk Assessment for a description of potential emergencies.

1.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Roads and bridges in the affected area may be damaged or heavily congested, impairing emergency transportation to, from, and within the area.
- C) Signs, signals, and other types of markers, which facilitate traffic movement and control, may be damaged or destroyed.
- D) Communication will be disrupted.
- E) Shortfalls can be expected in both support personnel and equipment.
- F) State and federal assistance may not be immediately available.



1.5 Concept of Operations

A) *General*

- 1) The Comprehensive Emergency Management Plan (CEMP) provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When ESF personnel requested will report to the EOC, sign in, and receive assignments.

C) *Notification*

- 1) If ESF-1 needs to be activated the IC will direct the EOC Manager to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Public Information Officer (PIO) is the point of contact for all emergency warning notifications.
 - (i) ConnectEd & LiveSafe will normally be activated by PIO.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC (Deputy).
- 3) The EOC Manager will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the EOC Manager) for coordination between the Executive Operations Team and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the EOC for assignments.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call LUPD unless you have critical information to report.



E) *Actions*

1) Preparedness

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

2) Response

- (i) Identify transportation needs required to respond to the emergency.
- (ii) Obtain, prioritize and allocate available transportation resources.
- (iii) When requested by the IC, immediately respond to EOC.
- (iv) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.

3) Recovery

- (i) Coordinate transportation assistance as needed by the Incident Commander, EOC Manager, or EOT, as appropriate.
- (ii) Ensure that ESF-1 team members or their agencies maintain appropriate records of costs incurred during the event.

1.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-1, supporting the response and recovery operations after activation of the EOC.
- 2) Develop, maintain, and update plans and procedures for use during an emergency.
- 3) Identify, train, and assign personnel to staff ESF-1 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, of the CEMP.
- 4) General Responsibilities
 - (i) This function will assist in the identification of essential transportation needs for transporting pCEMPl, equipment, supplies, and material to and from disaster sites.
 - (ii) May need to provide services for evacuation.



B) Support Departments

- 1) Develop, maintain, and update plans and procedures for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-1 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, of the CEMP.
- 3) Support the primary department as needed.

1.7 Available Resources (TBD)



ESF 2 – Communications

Primary Department	Support Department	External Agencies
Marketing Communications Phone: 409-880-8490	Information Technology Phone: 409-880-2279	Beaumont EOC Phone: 409-980-7280
	LUPD Phone: 409-880-7777	Jefferson County Emergency Management Phone: 409-835-8757
	EHS & Risk Management Phone: 409-880-7115	DDC 15 Phone 409-924-5400
	Telecommunications Phone: 409-880-8253	Texas Division of Emergency Management State Operations Center Phone: 512-424-2208

2.1 Purpose

- A) The purpose of ESF-2 is to maintain communication systems to ensure business and academic continuity as well as support public safety in normal operating conditions and emergency situations.

2.2 Scope

- A) ESF-2 works to ensure accurate and efficient transmission of information during an incident.
- B) Coordinates communication activities and resources during the response phase immediately following an emergency or disaster.
- C) Facilitates damage assessments to establish priorities and determine needs of available communication resources.
- D) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

2.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See LU’s Risk Assessment for a description of potential emergencies.



2.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

2.5 Concept of Operations

- A) *General*
 - 1) The Comprehensive Emergency Management Plan (CEMP) provides overall guidance for emergency planning.
 - 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- B) *Organization*
 - 1) National Incident Management System concepts will be used for all incidents.
 - 2) Incident or Unified Command will be used by responding departments.
 - 3) When requested ESF personnel report to the EOC, sign in, and receive assignments.
- C) *Notification*
 - 1) If ESF-2 needs to be activated the IC will direct the Deputy to contact the departments or agencies listed in this annex to report to the EOC.
 - 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC's direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC (Deputy).
 - 3) The EOC Manager will notify other key personnel as required.
 - 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the EOC Manager) for coordination between the EOT and Incident/Unified Command.
- D) *Direction, Control and Authority to Act*
 - 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the EOC.



- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call LUPD or EOC unless you have critical information to report.
- E) *Actions*
 - 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
 - 2) Response
 - (i) Obtain, prioritize and allocate available communication resources.
 - (ii) When requested by the EOC personnel immediately respond to EOC.
 - (iii) Assist in setting up a communication bridge for the EOT.
 - (iv) Assist IC and Deputy IC in maintaining and execution the emergency warning notification system (ConnectEd & LiveSafe), as needed.
 - (v) Coordinate emergency information for public release through IC or Deputy and ESF-15, External Affairs.
 - 3) Recovery
 - (i) Coordinate communication assistance as needed by the Incident Commander, Deputy, or EOT, as appropriate.
 - (ii) Ensure that ESF-2 team members or their agencies maintain appropriate records of costs incurred during the event.

2.6 Responsibilities

- A) Primary Department
 - 1) Serve as the lead agency for ESF-2, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-2 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP.
 - 4) General Responsibilities
 - (i) Provide technical support.
- B) Support Departments
 - 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-2 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP.
 - 3) Support the primary department as needed.



ESF 3 – Public Works and Engineering

Primary Department	Support Department	External Agencies
Facilities Management Phone: 409-880-8470	Planning & Construction Phone: 409-880-7085	City of Beaumont Public Works Phone: 409-880-3725 Jefferson County Engineering Department Phone: 409-835-8584

3.1 Purpose

- A) This ESF lists the internal and external departments responsible for public works infrastructure actions that may take place in an emergency.
- B) Provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support public works and infrastructure needs during an emergency or disaster.
- C) This ESF encompasses water, sewer, and electrical resources, as well as individual repairs for LU campus buildings.

3.2 Scope

- A) May include the following, but is not limited to:
 - 1) Infrastructure protection and emergency repair
 - 2) Debris clearance and providing emergency ingress/egress to affected area(s).
 - 3) Assessing extent of damage.
 - 4) Emergency restoration of critical public services and facilities.
 - 5) Repair and maintenance.
 - 6) Provide maintenance of the buildings and grounds and engineering-related support.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.



3.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See LU's Risk Assessment for a description of potential emergencies.

3.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

3.5 Concept of Operations

- A) *General*
 - 1) The Comprehensive Emergency Management Plan provides overall guidance for emergency planning.
 - 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- B) *Organization*
 - 1) National Incident Management System concepts will be used for all incidents.
 - 2) Incident or Unified Command will be used by responding departments.
 - 3) When requested, ESF personnel will report to the EOC, sign in, and receive assignments.
- C) *Notification*
 - 1) If ESF-3 needs to be activated the IC will direct the Deputy to contact the departments or agencies listed in this annex to report to the EOC.
 - 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC's direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC (Deputy).
 - 3) The EOC Manager will notify other key personnel as required.
 - 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the EOC Manager) for coordination between the EOT and Incident/Unified Command.



D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the EOC.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call LUPD or EOC unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) Obtain, prioritize and allocate available resources.
 - (ii) Prepare to make an initial damage assessment.
 - (iii) Activate the necessary equipment and resources to address the emergency.
 - (iv) Assist in assessing the degree of damage of the university.
 - (v) Identify private contractors and procurement procedures
 - (vi) Prioritize debris removal.
 - (vii) Inspect buildings for structural damage.
- 3) Post appropriate signage to close buildings.
 - (i) When requested by the IC, personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through IC or Deputy and ESF-15, External Affairs.
- 4) Recovery
 - (i) Prioritize and implement the restoration of critical university facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, heating, and telephone service.
 - (ii) Coordinate assistance as needed by the Incident Commander, Deputy, or EOT, as appropriate.
 - (iii) Ensure that ESF-3 team members or their agencies maintain appropriate records of costs incurred during the event.



3.6 Responsibilities

- A) Primary Department
 - 1) Serve as the lead agency for ESF-3, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-3 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP.
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*

- B) Support Departments
 - 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-3 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP.
 - 3) Support the primary department as needed.



ESF 4 – Firefighting

Primary Department	Support Department	External Agencies
Beaumont Fire Department Phone: 409-980-8311	EHS & Risk Management Phone: 409-880-7115 LUPD Phone: 409-880-7777	N/A

4.1 Purpose

- A) This ESF lists the internal and external departments responsible for firefighting actions that may take place in an emergency.
- B) Provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support firefighting, emergency medical, and hazardous materials response needs during an emergency or disaster.

4.2 Scope

- A) Provides coordination of campus firefighting activities as well as support to all firefighting operations during an emergency or disaster.
- B) May include the following, but is not limited to:
 - 1) Managing firefighting, emergency medical and hazardous materials response assets.
 - 2) Detection and suppression of fires.
 - 3) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

4.3 Situation

- A) Emergency Conditions and Hazards



- 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
- 2) See LU's Risk Assessment for a description of potential emergencies.

4.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Local jurisdiction career and volunteer departments may be needed to assist in major incidents.
- C) All department personnel have received the appropriate level of NIMS training.
- D) Communication systems may fail during a major incident.
- E) Backup systems will be available but may take time to activate.
- F) Shortfalls can be expected in both support personnel and equipment.
- G) State and federal assistance may not be immediately available.

4.5 Concept of Operations

- A) *General*
 - 1) The Comprehensive Emergency Management Plan provides overall guidance for emergency planning.
 - 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- B) *Organization*
 - 1) National Incident Management System concepts will be used for all incidents.
 - 2) Incident or Unified Command will be used by responding departments.
 - 3) When ESF personnel requested will report to the EOC, sign in, and receive assignments.
- C) *Notification*
 - 1) If ESF-4 needs to be activated the IC will direct the Deputy to contact the departments or agencies listed in this annex to report to the EOC.
 - 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC's direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC (Deputy).
 - 3) The EOC Manager will notify other key personnel as required.
 - 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the EOC Manager) for coordination between the EOC and Incident/Unified Command.



D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

E) *Actions*

1) Preparedness

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

2) Response

- (i) Obtain, prioritize and allocate available resources.
- (ii) Develop and maintain plans and procedures to provide fire, rescue, emergency medical, and hazardous material response services.
- (iii) Activate the necessary equipment and resources to address the emergency.
- (iv) Assist in inspecting buildings for structural damage.
- (v) Post appropriate signage to close buildings.
- (vi) Document expenses and continue for the duration of the emergency.
- (vii) Requests mutual aid from neighboring jurisdictions, as appropriate.
- (viii) When requested by the EOC, personnel immediately respond to EOC.
- (ix) Coordinate emergency information for public release through IC and ESF-15, External Affairs.

3) Recovery

- (i) Coordinate assistance as needed by the Incident Commander, Deputy, or EOT, as appropriate.
- (ii) Ensure that ESF-4 team members or their agencies maintain appropriate records of costs incurred during the event.

4.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-4, supporting the response and recovery operations after activation of the EOC.
- 2) Develop, maintain, and update plans and procedures for use during an emergency.
- 3) Identify, train, and assign personnel to staff ESF-4 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP.



- 4) General Responsibilities
 - (i) Fire prevention and suppression
 - (ii) Emergency medical treatment
 - (iii) Hazardous materials incident response and training
 - (iv) Radiological monitoring and decontamination
 - (v) Assist with evacuation
 - (vi) Assist with search and rescue
 - (vii) Assist in initial warning and alerting
 - (viii) Requests assistance from supporting agencies when needed
 - (ix) Arranges direct liaison with fire chiefs in the area
 - (x) Implements Mutual Aid

B) Support Departments

- 1) Develop, maintain, and update plans and procedures for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-4 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP.
- 3) Support the primary department as needed.

4.7 Available Resources (TBD)



ESF 5 – Emergency Management

Primary Department	Support Department	External Agencies
EHS & Risk Management Phone: 409-880-7115	Lamar University Police Department Phone: 409-880-7777	Beaumont EOC Phone: 409-980-7280
	Telecommunication Phone: 409-880-8408	Jefferson County Emergency Management Phone: 409-835-8757
	Facilities Management Phone: 409-880-8470	DDC 15 Phone 409-924-5400
	Landscaping & Campus Services Phone: 409-880-8442	Texas Division of Emergency Management State Operations Center Phone: 512-424-2208
	Marketing Communications Phone: 409-880-8490	

5.1 Purpose

- A) This ESF lists the internal and external departments responsible for the coordination of emergency management actions that may take place in an emergency.

5.2 Scope

- A) The lead department will be responsible for the management of the LU Emergency Operation Center to include the EOC activation process.
- B) ESF-5 includes the development and maintenance of University emergency plans and incident action planning.
- C) May be activated to respond to incidents that overwhelm normal Incident Command response actions.



5.3 Situation

A) Emergency Conditions and Hazards

- 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
- 2) See LU's Risk Assessment for a description of potential emergencies.

5.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

5.5 Concept of Operations

A) *General*

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

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC, sign in, and receive assignments.
 - (i) The IC Deputy serves as the EOC manager.

C) *Notification*

- 1) If ESF-5 needs to be activated the IC will direct the Deputy to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC's direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC (Deputy).
- 3) The EOC Manager will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the EOC Manager) for coordination between the EOT and Incident/Unified Command.



D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call LUPD unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Maintains the Comprehensive Emergency Management Plan (CEMP) and the university emergency management program.
 - (ii) Participate in any exercises, as appropriate.
 - (iii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iv) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (v) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When directed, obtain, prioritize and allocate available resources to ensure EOC is quickly activated.
 - (ii) When requested by the EOC, personnel immediately respond to EOC.
 - (iii) Coordinate emergency information for public release through IC and ESF-15, External Affairs.
- 3) Recovery
 - (i) Assist IC, as needed.
 - (ii) Coordinate assistance as needed by the Incident Commander, Deputy, or EOT, as appropriate.
 - (iii) Ensure that ESF-5 team members or their agencies maintain appropriate records of costs incurred during the event.



5.6 Responsibilities

- A) Primary Department
 - 1) Serve as the lead agency for ESF-5, supporting the response and recovery operations after activation of the EOC.
 - 2) Identify, train, and assign personnel to staff ESF-5 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP.
 - 3) General Responsibilities
 - (i) Oversee EOC to include activation, notification, and general operating actions.
 - (ii) Maintain plans and procedures for providing timely information and guidance to the public in time of emergency (ConnectEd & LiveSafe).
 - (iii) Test and exercise plans and procedures.
 - (iv) Conduct outreach/mitigation programs for internal and external stakeholders.
 - (v) Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

- B) Support Departments
 - 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-5 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP.
 - 3) Support the primary department as needed.



ESF 6 – Mass Care, Emergency Assistance, Housing, Human Services

Primary Department	Support Department	External Agencies
Student Engagement Phone: 409-880-8458	Chartwells Phone: 409-880-8805	Jefferson County Red Cross Phone: 409-832-1644
	EHS & Risk Management Phone: 409-880-7115	Christus Southeast Texas – St. Elizabeth Phone: 409-892-7171
	Student Health Center Phone: 409-880-8466	Baptist Hospitals of Southeast Texas Phone: 409-212-5000
	LUPD Phone: 409-880-7777	
	Human Resources Phone: 409-880-8375	

6.1 Purpose

- A) This ESF lists the internal and external departments responsible for mass care of University employees, students, and emergency personnel during an emergency.

6.2 Scope

- A) Scope includes mass care, temporary shelters, emergency mass feeding, disaster housing, food safety & security and other human services.



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

6.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See LU's Risk Assessment for a description of potential emergencies.

6.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

6.5 Concept of Operations

- A) *General*
 - 1) The Comprehensive Emergency Management Plan provides overall guidance for emergency planning.
 - 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- B) *Organization*
 - 1) National Incident Management System concepts will be used for all incidents.
 - 2) Incident or Unified Command will be used by responding departments.
 - 3) When requested, ESF personnel will report to the EOC, sign in, and receive assignments.
- C) *Notification*
 - 1) If ESF-6 needs to be activated the IC will direct the Deputy to contact the departments or agencies listed in this annex to report to the EOC.
 - 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC's direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC (Deputy).
 - 3) The EOC Manager will notify other key personnel as required.
 - 4) Request for resources normally come to the Emergency Operations Center (EOC), if



activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the Deputy IC) for coordination between the EOT and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the EOC.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call LUPD unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When requested by the IC, personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through IC and ESF-15, External Affairs.
- 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, Deputy, or EOT, as appropriate.
 - (ii) Ensure that ESF-6 team members or their agencies maintain appropriate records of costs incurred during the event.



6.6 Responsibilities

- A) Primary Department
 - 1) Serve as the lead agency for ESF-6, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-6 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP.
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ES--TBD)*

- B) Support Departments
 - 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-6 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP.
 - 3) Support the primary department as needed.

- C) External Departments:
 - 1) Red Cross



ESF 7 – Logistics Management and Resource Support

Primary Department	Support Department	External Agencies
Financial Services Phone: 409-880-7126	Campus Operations Phone: 880-8474 Facilities Management Phone: 409-880-8470 Planning & Construction Phone: 409-880-8641	N/A

7.1 Purpose

- A) This ESF lists the departments responsible for logistics management and resource support actions that may be needed in an emergency.

7.2 Scope

- A) Scope includes comprehensive campus incident logistics planning, management, and resource support.
 - 1) Support includes locating, procuring, and issuing resources, personnel, and equipment.
 - 2) Resources may include facility space, office equipment and supplies, contracting services, and heavy equipment.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

7.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See LU's Risk Assessment for a description of potential emergencies.



7.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

7.5 Concept of Operations

A) *General*

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

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested, ESF personnel will report to the EOC, sign in, and receive assignments.

C) *Notification*

- 1) If ESF-7 needs to be activated the IC will direct the Deputy to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC's direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC (Deputy).
- 3) The EOC Manager will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the EOC Manager) for coordination between the EOC and Incident/Unified Command.



- D) *Direction, Control and Authority to Act*
 - 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the EOC.
 - 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call LUPD unless you have critical information to report.

- E) *Actions*
 - 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
 - 2) Response
 - (i) When requested, personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through IC and ESF-15, External Affairs.
 - 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, Deputy, or EOT, as appropriate.
 - (ii) Ensure that ESF-7 team members or their agencies maintain appropriate records of costs incurred during the event.

7.6 Responsibilities

- A) Primary Department
 - 1) Serve as the lead agency for ESF-7, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-7 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP.
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*



B) Support Departments

- 1) Develop, maintain, and update plans and procedures for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-7 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP.
- 3) Support the primary department as needed.



ESF #8: Public Health, Mental Health, and Medical Services

Primary Department	Support Department	External Agencies
Student Health Center Phone: 409-880-8466 Counseling and Psychological Services Phone: 409-880-8466	EHS & Risk Management Phone: 409-880-7115 Lamar University PD Phone: 409-880-7777 Dean of Students Phone: 409-880-8458	Baptist Beaumont Behavioral Health Center 3250 Fannin Street Beaumont Phone: 409-212-7000 Spindletop Center 2750 South 8 th Street Beaumont Phone: 409-839-1000 Fannin Behavioral Hospital 3250 Fannin Street Beaumont Phone: 409-654-2917 Baptist Hospitals of Southeast TX 3080 College Street Beaumont, TX Phone: 409-212-5000 Christus Southeast Texas – St. Elizabeth 2830 Calder Avenue Beaumont Phone: 409-892-7171

8.1 Purpose

- A) This ESF lists the internal and external departments responsible for public health, mental health, religious services, and medical services that may be needed in an emergency

8.2 Scope

- A) Scope includes public health assistance, medical and mental health services, religious needs, and mass fatality management.
 - 1) Services may be needed for Lamar employees, students, and all emergency personnel.
 - 2) May include triage treatment and emergency transportation.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.



8.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Lamar's Risk Assessment for a description of potential emergencies.

8.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

8.5 Concept of Operations

- A) *General*
 - 1) The Comprehensive Emergency Management Plan provides overall guidance for emergency planning.
 - 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- B) *Organization*
 - 1) National Incident Management System concepts will be used for all incidents.
 - 2) Incident or Unified Command will be used by responding departments.
 - 3) When requested, ESF personnel will report to the EOC.
- C) *Notification*
 - 1) If ESF-8 needs to be activated the Incident Commander will direct the Deputy to contact the departments or agencies listed in the annex to notify them their services might be needed.
 - 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC's direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC (Deputy).
 - 3) The EOC Manager will notify other key personnel as required.
 - 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the Deputy IC) for coordination between the EOT and Incident/Unified Command.



D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call LUPD unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When requested, personnel immediately respond to the EOC.
 - (ii) Coordinate emergency information for public release through IC and ESF-15, External Affairs.
- 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Manager, or Executive Operations Team, as appropriate.
 - (ii) Ensure that ESF-8 team members or their agencies maintain appropriate records of costs incurred during the event.

8.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-8, supporting the response and recovery operations after activation of the EOC.
- 2) Develop, maintain, and update plans and procedures for use during an emergency.
- 3) Identify, train, and assign personnel to staff ESF-8 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
- 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*

B) Support Departments

- 1) Develop, maintain, and update plans and procedures for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-8 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
- 3) Support the primary department as needed.



ESF #9: Search and Rescue

Primary Department	Support Department	External Agencies
Lamar University Police Department (LUPD) Phone: 409-880-7777	Facilities Management Phone: 409-880-8471 EHS & Risk Management Phone: 409-770-7115	Beaumont Fire Department Phone: 409-980-8311 Beaumont Police Department Phone: 409-980-8311

9.1 Purpose

- A) This ESF lists the internal and external departments responsible for search and rescue actions that may take place in an emergency.

9.2 Scope

- A) Scope includes life-saving assistance and overall search and rescue operations. Departments will assist in rescuing and protecting Lamar community members involved in a disaster or emergency.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.



9.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Lamar's Risk Assessment for a description of potential emergencies.

9.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

9.5 Concept of Operations

- A) *General*
 - 1) The Comprehensive Emergency Management Plan provides overall guidance for emergency planning.
 - 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- B) *Organization*
 - 1) National Incident Management System concepts will be used for all incidents.
 - 2) Incident or Unified Command will be used by responding departments.
 - 3) When requested, ESF personnel will report to the EOC.
- C) *Notification*
 - 1) If ESF-9 needs to be activated the Incident Commander will direct the Deputy to contact the departments or agencies listed in the annex to notify them their services might be needed.
 - 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC's direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC (Deputy).
 - 3) The EOC Manager will notify other key personnel as required.
 - 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the Deputy IC) for coordination between the EOC and Incident/Unified Command.



- D) *Direction, Control and Authority to Act*
 - 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
 - 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call LUPD unless you have critical information to report.

- E) *Actions*
 - 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
 - 2) Response
 - (i) When requested, personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through the IC and ESF-15, External Affairs.
 - 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Manager, or Executive Operations Team, as appropriate.
 - (ii) Ensure that ESF-9 team members or their agencies maintain appropriate records of costs incurred during the event.

9.6 Responsibilities

- A) Primary Department
 - 1) Serve as the lead agency for ESF-9, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-9 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*
- B) Support Departments
 - 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-9 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
 - 3) Support the primary department as needed.



ESF #10: Hazardous Materials Response

Primary Department	Support Department	External Agencies
EHS & Risk Management Phone: 409-880-7115	Lamar University Police Dept. Phone: 409-880-7115	Beaumont Fire Department Phone: 409-980-8311

10.1 Purpose

- A) This ESF lists the internal and external departments responsible for hazardous materials response actions that may take place in an emergency.

10.2 Scope

- A) Scope includes all emergencies involving hazardous materials including chemical, biological, and radiological incidents.
- B) Coordinate the response to and recovery from a hazardous materials release.
- C) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

10.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Lamar’s Risk Assessment for a description of potential emergencies.

10.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.



10.5 Concept of Operations

A) *General*

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

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested, ESF personnel will report to the EOC.

C) *Notification*

- 1) If ESF-10 needs to be activated the IC will direct the EOC Manager to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC's direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direct of the IC or Deputy IC.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When requested by the IC, personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through IC and ESF-15, External Affairs.



- 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Manager, or Executive Operations Team, as appropriate.
 - (ii) Ensure that ESF-10 team members or their agencies maintain appropriate records of costs incurred during the event.

10.6 Responsibilities

- A) Primary Department
 - 1) Serve as the lead agency for ESF-10, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-10 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*
- B) Support Departments
 - 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-10 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
 - 3) Support the primary department as needed.



ESF #11: Research and Animal Care

Primary Department	Support Department	External Agencies
Lamar University Animal Care and Use Committee Phone: 409-880-2272	EHS & Risk Management Phone: 409-880-7115 Lamar University Police Department Phone: 409-880-7115	Texas Animal Health Commission 2105 Kramer Lane Austin, TX 78758 Phone: 512-719-0777

11.1 Purpose

- A) This ESF lists the internal and external departments responsible to respond and protect research animals after a major campus emergency.

11.2 Scope

- A) Coordinate the response involved with providing animals medical care, evacuation, rescue, temporary shelter, and food/water.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

11.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Lamar’s Risk Assessment for a description of potential emergencies.



11.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

11.5 Concept of Operations

A) *General*

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

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested, ESF personnel will report to the EOC.

C) *Notification*

- 1) If ESF-11 needs to be activated the Incident Commander will direct the Deputy to contact the departments or agencies listed in the annex to notify them their services might be needed.
- 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC's direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC.
- 3) The EOC Manager will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the EOC Manager) for coordination between the EOT and Incident/Unified Command.



-
- D) *Direction, Control and Authority to Act*
 - 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
 - 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call LUPD unless you have critical information to report.

 - E) *Actions*
 - 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
 - 2) Response
 - (i) When requested by the IC, personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through IC and ESF-15, External Affairs.
 - 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Manager, or Executive Operations Team, as appropriate.
 - (ii) Ensure that ESF-11 team members or their agencies maintain appropriate records of costs incurred during the event.

11.6 Responsibilities

- A) Primary Department
 - 1) Serve as the lead agency for ESF-11, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-11 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*
- B) Support Departments
 - 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-11 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
 - 3) Support the primary department as needed.



ESF #12: Energy

Primary Department	Support Department	External Agencies
Facilities Management Phone: 409-880-8471		Entergy Texas 350 Pine Street Beaumont, TX Phone: 800-368-3747

121 Purpose

- A) This ESF lists the internal and external departments responsible for power generation and distribution on campus.
- B) Provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support power generation and distribution needs during an emergency or disaster.
- C) This ESF encompasses electrical power resources.

122 Scope

- A) May include the following, but is not limited to:
 - 1) Infrastructure protection and emergency repair.
 - 2) Assessing extent of damage.
 - 3) Emergency restoration of critical public services and facilities.
 - 4) Repair and maintenance of generation and distribution systems.
 - 5) Provide maintenance of the buildings and grounds and engineering-related support.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

123 Situation

- A) Emergency Conditions and Hazards
 - 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Lamar’s Risk Assessment for a description of potential emergencies.

124 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.



125 Concept of Operations

A) *General*

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

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested, ESF personnel will report to the EOC.

C) *Notification*

- 1) If ESF-12 needs to be activated the Incident Commander will direct the Deputy to contact the departments or agencies listed in the annex to notify them their services might be needed.
- 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC's direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC.
- 3) The EOC Manager will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the Deputy IC) for coordination between the EOT and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call LUPD unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.



- (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) Obtain, prioritize and allocate available resources.
 - (ii) Prepare to make an initial damage assessment.
 - (iii) Activate the necessary equipment and resources to address the emergency.
 - (iv) Assist in assessing the degree of damage of the university.
 - (v) Identify private contractors and procurement procedures
 - (vi) Prioritize debris removal.
 - (vii) Inspect buildings for structural damage.
 - (viii) Post appropriate signage to close buildings.
 - (ix) When requested by the IC, personnel immediately respond to EOC.
 - (x) Coordinate emergency information for public release through IC and ESF-15, External Affairs.
- 3) Recovery
 - (i) Prioritize and implement the restoration of critical university facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, heating, and telephone service.
 - (ii) Coordinate assistance as needed by the Incident Commander, EOC Manager, or Executive Operations Team, as appropriate.
 - (iii) Ensure that ESF-12 team members or their agencies maintain appropriate records of costs incurred during the event.

126 Responsibilities

- A) Primary Department
 - 1) Serve as the lead agency for ESF-12, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-12 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*
- B) Support Departments
 - 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-12 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
 - 3) Support the primary department as needed.



ESF #13: Public Safety and Security

Primary Department	Support Department	External Agencies
Lamar University Police Department Phone: 409-880-7777	EHS & Risk Management Phone: 409-880-7115 Facilities Management Phone: 409-880-8471	Beaumont Police Department Phone: 409-832-1234 Jefferson County Sheriff's Dept. Phone: 409-835-8411 Texas Department of Public Safety Phone: 409-924-5400

131 Purpose

- A) This ESF lists the internal and external departments responsible for public safety and security actions and support in an emergency.

132 Scope

- A) Scope includes facility and resource security, security planning and technical resource assistance, and support to access, traffic, and crowd control.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

133 Situation

- A) Emergency Conditions and Hazards
 - 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Lamar's Risk Assessment for a description of potential emergencies.



134 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

135 Concept of Operations

A) *General*

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

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested, ESF personnel will report to the EOC.

C) *Notification*

- 1) If ESF-13 needs to be activated the Incident Commander will direct the Deputy to contact the departments or agencies listed in the annex to notify them their services might be needed.
- 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC's direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC.
- 3) The EOC Manager will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the Deputy IC) for coordination between the EOT and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.



- (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When requested by the IC, personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through IC and ESF-15, External Affairs.
 - 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership EOT, as appropriate.
 - (ii) Ensure that ESF-13 team members or their agencies maintain appropriate records of costs incurred during the event.

13.6 Responsibilities

- A) Primary Department
 - 1) Serve as the lead agency for ESF-13, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-13 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*
- B) Support Departments
 - 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-13 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
 - 3) Support the primary department as needed.



ESF #14: Long-term University Recovery

Primary Department	Support Department	External Agencies
Planning & Construction Phone: 409-880-8641	Information Technology Phone: 409-880-2279 Facilities Management Phone: 409-880-8471 EHS & Risk Management 409-880-7115	

141 Purpose

- A) This ESF lists the internal and external departments responsible for long-term community recovery actions that may be needed in an emergency.

142 Scope

- A) Scope includes social and economic University impact assessments and long-term University recovery assistance.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

143 Situation

- A) Emergency Conditions and Hazards
 - 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Lamar’s Risk Assessment for a description of potential emergencies.

144 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.



145 Concept of Operations

A) *General*

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

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC, sign in, and wait for assignment.

C) *Notification*

- 1) If ESF-14 needs to be activated the Incident Commander will direct the Deputy to contact the departments or agencies listed in the annex to notify them their services might be needed.
- 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC’s direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC.
- 3) The EOC Manager will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the Deputy IC) for coordination between the EOT and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call LUPD unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.



- (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
- (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When requested by the IC, personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through IC and ESF-15, External Affairs.
- 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Manager, or Executive Operations Team, as appropriate.
 - (ii) Ensure that ESF-14 team members or their agencies maintain appropriate records of costs incurred during the event.

146 Responsibilities

- A) Primary Department
 - 1) Serve as the lead agency for ESF-14, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-14 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*
- B) Support Departments
 - 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-14 when University EOC is activated.
 - (i) Refer to Volume II, Preparedness Plan, CEMP
 - 3) Support the primary department as needed.



ESF #15: External Affairs—Media Relations and Community Outreach

Primary Department	Support Department	External Agencies
Office of Marketing Communications Phone: 409-880-7395	LUTV Phone: 409-880-8153 University Press Phone: 409-880-8102 KVLU Phone: 409-880-8164 Dean of Student Phone: 409-880-8458	KFDM Channel 6 2955 I-10 Beaumont, TX 77702 Phone: 409-895-4619 KBMT Channel 12 525 I-10 South Beaumont, TX 77701 Phone: 409-833-7512 KBTX Channel 4 2955 I-10 Beaumont, TX 77702 Phone: 409-892-6622 KLVI Radio 2885 I-10 East Beaumont, TX 77702 Phone: 409-896-5584

15.1 Purpose

- A) This ESF lists the internal and external departments responsible for external affairs actions that may take place in an emergency.

15.2 Scope

- A) Scope includes emergency public information and local community relations.
 - 1) Departments will keep the Lamar community notified of events and kept up to date of developments during a disaster or emergency.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

15.3 Situation

- A) Emergency Conditions and Hazards



- 1) Lamar University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
- 2) See Lamar's Risk Assessment for a description of potential emergencies.

15.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

15.5 Concept of Operations

A) *General*

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

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC.

C) *Notification*

- 1) If ESF-15 needs to be activated the Incident Commander will direct the Deputy to contact the departments or agencies listed in the annex to notify them their services might be needed.
- 2) The PIO, or designated representative, is the point of contact for all emergency warning notifications.
 - (i) ConnectEd and LiveSafe will normally be activated on IC's direction.
 - (ii) The PIO will activate ConnectEd & LiveSafe at the direction of the IC or Deputy IC.
- 3) The EOC Manager will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if

activated. If the EOC is not activated, request should be sent to the Director EHS & Risk Management (also serves as the EOC Manager) for coordination between the EOT and Incident/Unified Command.



- D) *Direction, Control and Authority to Act*
 - 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

- E) *Actions*
 - 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
 - 2) Response
 - (i) When requested by the IC, personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through IC.
 - 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Manager, or Executive Operations Team, as appropriate.
 - (ii) Ensure that ESF-15 team members or their agencies maintain appropriate records of costs incurred during the event.

15.6 Responsibilities

- A) Primary Department
 - 1) Serve as the lead agency for ESF-15, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.



SUPPORT ANNEX A - WARNING

This annex outlines additional operational concepts and procedures specific to Lamar University.

SECTION I: GENERAL

Timely warnings of emergency conditions are essential to preserve the safety and security of the university community. Therefore, this annex outlines the different warning systems available and suggested use of each system, as well as provides operational guidance for issuing emergency warnings.

There is no one system that will enable the university to fully warn everyone in a timely manner because each system has limitations. Thus, it is imperative to utilize multiple systems to effectively broadcast warning messages to the most people.

All warning messages must be accurate, clear and consistent. Within the constraints of the available messaging system(s), all messages should include accurate and detailed information about the situation and what actions to take. During the course of the emergency event, regular updates to the campus community are advisable.

The media also aids in the warning dissemination. Therefore, to maintain the accuracy of the warning messages, the media should receive consistent information with the warning messages themselves.

SECTION II: CONCEPT OF OPERATIONS

A. REPORTS OF DANGEROUS CONDITIONS

Most reports of dangerous conditions are received by one of the Lamar communications hubs (University Police Department Dispatch, Student Health Center, or Facilities Services Dispatch), Beaumont Police Dispatch, Beaumont Fire Dispatch.

Occasionally, emergency calls are received elsewhere. It is important for the communications hubs to be notified of the emergency to ensure all appropriate notifications are made.

B. NOTIFICATIONS TO UNIVERSITY ADMINISTRATORS



Upon receipt, the LUPD Dispatch and Facilities Services Dispatch shall ensure that initial notifications of an emergency are made.

Each notification is specific to the nature of the emergency. However, most emergencies may require the communications hubs to initially notify one or more of the following:

- EHS & Risk Management (EHS)
- University Police Department (LUPD)
- Student Health Center (SHC)
- Facilities
- Marketing Communications
- Beaumont Fire Department (BFD)
- Beaumont Police Department (BPD)
- Others, as applicable

Based on the situation, additional information may be provided to personnel with decision-making authorities within the Lamar University community via email by members of Marketing Communications. Such additional information may be provided based on professional judgment and information provided by incident command. Email groups may include:

- Executive Management
- Campus Emergency Response Personnel
- Lamar University Deans & Department Heads

C. SPECIAL NOTIFICATION PROCEDURES

For emergency conditions that may warrant altering or cancelling classes and/or normal operations, responsible parties will notified by the President, the Provost and Vice President for Academic Affairs, or Vice President for Finance & Operations. The discretion and responsibility of cancelling classes and/or normal operations is vested with the President or designee.

Incidents involving chemical or biological releases shall be immediately reported to the university's Office of EHS & Risk Management.



D. DISSEMINATION OF WARNINGS

Warning messages must be accurate, clear and consistent. All messages should include information describing the situation, actions to take, and where to get additional information.

Many warning mechanisms can be activated individually such as fire alarms and campus email. Alternatively, many of the mechanisms can be activated through ConnectEd.

The University maintains a robust warning system. Below is a listing of available notification methods that are available for use in, or associated with, the emergency messaging system.

- Text Messages
- Lamar University Email
- Social Media
- LiveSafe
- Phone Voice Messaging

In addition to the emergency messaging system, the following are available communication systems which can be used in the event of an emergency:

- Local Media
- Building fire alarms
- Southeast Texas Alerting Network (STAN)
- Campus Siren Warning System

Many of the above mechanisms can also be activated by campus officials. ConnectEd is Lamar University University’s opt-out emergency notification system that gives the university the ability to send emergency information advising of imminent danger through multiple channels including, but not limited to, text messages, email, telephone voice messaging.

In addition to emergency messaging, timely warnings, as defined by the Clery Act, will be issued in the event that a situation arises (either on or off campus) which in the judgment of the Chief of Police, or designee, constitutes an ongoing or continuing threat to the campus community.

Many factors are taken into account when deciding to and how to disseminate warnings. Below are some broad considerations for warning dissemination.

- Type of hazard
- Life safety and property protection
- Urgency
- Audience
- System(s) capabilities

E. EMERGENCY WEBSITE

The Lamar University emergency webpage is the primary location for posting additional information during emergencies. During normal operations, the emergency website states the following:

This site is intended for emergency use only by Lamar University. If an emergency should occur, it may be used to communicate important information to the public. Otherwise, refer to the university home page at <http://www.lamar.edu/> for the current status of the university.

During times of emergency, the emergency website populates with the emergency warning. Additional information is manually added to the website by emergency management (or designee).



SECTION III: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

University Police Department

- Receives on-campus 9-1-1 calls transferred from Beaumont Police Department and responds according to established protocols
- If warranted, recommends emergency messaging
- Provides situational updates for public dissemination consideration
- Issues Timely Warning messages, if deemed necessary or appropriate

Facilities Services

- Receives fire alarm notifications and responds to scene
- Provides information as warranted
- Once emergency controlled, initiate repairs as needed

Office of EHS & Risk Management



- Submits information as received for emergency messaging
- Provides periodic updates to university executive management
- Notifies Incident Management Team personnel of potential dangerous conditions
- Notifies colleges and departments as appropriate

Student Health Center

- Responds to emergency according to established protocols
- Provides information to Student Engagement administration as appropriate

Information Technology

- Provides technical support through the IT Help Desk
- Performs system updates of hardware and software
- Provides training for users of emergency messaging system
- Initiates ConnectEd messages, if requested

Marketing Communications

- Serves as the primary point of contact for news media
- Updates appropriate university websites
- Maintains the university's social media (e.g., Facebook, Twitter)



SUPPORT ANNEX B - EVACUATION

This annex outlines additional operational concepts and procedures specific to Lamar University.

SECTION I: GENERAL

Evacuation is one means of protecting the campus community from the effects of a hazard through the orderly movement of person(s) away from the hazard. The type and magnitude of the emergency will dictate the scale of an evacuation (i.e., evacuation area).

Evacuations for Lamar University range from facility evacuations (e.g., single building with a limited duration of time) to large-scale evacuations (e.g., a large segment of or all of campus for a long duration of time). These evacuations may be the result of a variety of emergencies to include, but not limited to, building fires, hazardous materials releases (inside or outside the facility), natural gas leaks, or bomb threats (facility specific or campus-wide).

SECTION II: CONCEPT OF OPERATIONS

Evacuation orders are generally given by the following:

- Lamar University Police Department (LUPD)
- EHS & Risk Management
- Facilities Management
- Beaumont Fire Department
- Any person identifying a hazard and by activating the fire alarm system via a fire alarm pull station

Evacuations will often be managed by a Unified Command between LUPD and Beaumont Fire Department, along with any other response agencies as deemed appropriate by Unified Command.

A. FACILITY EVACUATIONS

All Lamar University campus buildings are required to have a written Emergency Evacuation Plan which identifies congregation areas at a safe distance from the building.



Building Evacuation Plans will automatically be implemented when the fire alarm is activated, or if emergency responders decide evacuation of a facility is necessary due to a particular hazard. Building occupants will be notified of the evacuation, as appropriate, dependent on the hazard.

Re-entry of the building will often be determined by Beaumont Fire Department in consultation with EHS & Risk Management and Facilities Management.

Note: Athletic venues have emergency plans which include evacuation procedures specific to hosting indoor/outdoor events.

B. LARGE-SCALE EVACUATIONS

Large-scale evacuations will be implemented when a large segment or the entire campus must evacuate for a specific hazard. ConnectEd & LiveSafe will be utilized for immediate dissemination of the emergency message.

The LU Emergency Website (<https://www.lamar.edu/alerts/index.html>) will be utilized to provide supplemental information and updates to the campus community during the incident. The Lamar University main website will have links to direct people to the emergency website while emergency messages are active.

Most large-scale evacuations will likely result in a high volume of personal vehicular traffic. However, there is a large population of the campus community that does not have immediate access to personal transportation. During a large-scale evacuation, on-campus residents who cannot evacuate by any other means will be evacuated by buses to a pre-determined location.

Traffic on campus will be directed and controlled by LUPD. Off-campus traffic management will be controlled by the Beaumont Police Department and will be directed away from campus similar to post-football game traffic control.

Upon the issuance of the evacuation order, LUPD will:



- Utilize campus safety officers to assist vehicular traffic in exiting parking areas in a safely and timely manner.
- Continue shuttle intra-campus routes, if possible, to help get people to their vehicles.
- Alter shuttle routes to outbound only. Pick up locations may be altered to avoid proximity to campus buildings.
- Limit reentry onto campus where possible.

Pedestrians who cannot return to their vehicles or do not have personal transportation will be routed to specific pickup locations out of the evacuation zone dependent on the type of hazard. This operation will be after the initial evacuation of campus and will not impede the use of shuttles for the initial evacuation. The locations of these pickup locations will be communicated to the university community through various media.

C. PERSON(S) WITH FUNCTIONAL AND ACCESS NEEDS

Lamar University recognizes unique requirements of person(s) with functional or access needs. Individuals requiring paratransit assistance with evacuating campus should contact LUPD at (409) 880-7777.

SECTION III: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

University Police

- Assist in evacuation by providing traffic control
- Protect property in evacuated areas and limit access to those areas
- Assist in warning the campus community, as needed
- Ensure proper transportation assets are available for an evacuation
- Develop traffic management plans to include re-routing traffic, re-routing or temporarily suspending bus routes
- Provide barricades, signage, etc. to be used for traffic management
- Assist in the identification of pickup points
- Provide information on pickup points and evacuation routes



EHS & Risk Management

- Maintain copies of emergency evacuation plans
- Assist building occupants with development of emergency evacuation plans
- Serve as a member of Unified Command

HAZARD-SPECIFIC ANNEX - HURRICANE

https://www.lamar.edu/about-lu/administration/risk-management/hurricane-manual-060121_updated.pdf