



PART III – APPENDICES

APPENDIX A – EOC Operations

ORGANIZATIONAL CHART

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name: Hurricane Plan		2. Operational Period:	Date From: Time From:	Date To: Time To:
3. Organization Chart:				
ICS 207	IAP Page #:	4. Prepared by:	J. Alltop Name	Incident Commander Position/Title
				Signature
				05/13/2021 Date/Time



ACTIVATION CRITERIA

ACTIVATION LEVEL	ACTIVATION DESCRIPTION	ACTIVATION CRITERIA
Level 3 Monitoring	An EOC Level 3 Activation is considered a Monitoring Phase in response to a potential threat. A Level 3 incident, potential or actual, will not seriously affect the overall functional capacity of the University. The EHS/Risk Management Office will serve as the primary monitor of the event.	An event which could impact Lamar University is possible.
Level 2 Partial	An EOC Level 2 Activation will be initiated by the President, the Provost, or the Vice President for Finance and Operations. This activation level is considered a Partial EOC Activation in response to an event where support for response operations exceeds the day-to-day responsibilities of the University or when local assistance is required though resource or technical support over extended periods of time. The EOC Level 2 Team and additional EOC positions will be activated as required to meet the demand of the event. Notifications to designated EOC personnel who need to take action will be made by the Incident Commander (IC) and/or the Emergency Management Director as required. The Emergency Management Director has the responsibility to initiate EOC Level 2 Activations.	An event which could impact Lamar University is imminent and requires additional coordination of resources or an actual event is expected to escalate to a point where EOC coordination efforts are prudently assumed to be anticipated.
Level 1 Full	An EOC Level 1 Activation will be initiated by the President, the Provost, or the Vice President for Finance and Operations. This activation level is considered a Full EOC Activation in response to an actual event having significant impacts over large geographic areas, resource support from a majority of local and state agencies are likely or the results of the event will have significant impacts to response operations of local critical workforce personnel and entities. All EOC positions are staffed and ESF partners are placed in ready status. Formal EOC Structure is in place.	An event which is anticipated to impact or actually occurring at Lamar University where local resources and capabilities will be taxed to the point where County-wide, Regional or State resources will be required.

GRADUATED RESPONSE LEVELS AND CONDITIONS

CONDITION TYPE	CONDITION DESCRIPTION	EXAMPLE SITUATION	RESPONSE & NOTIFICATION	FACILITY
Routine or Immediate Emergency	Day-to-Day Activities. Local emergency with responders on scene or on alert.	<ul style="list-style-type: none"> Initial response to emergency events Structure Fire Minor Hazmat Routine Weather 	<ul style="list-style-type: none"> Chief of Police President Executive Operations Team Emergency Management Director 	Action from office or other remote location. No EOC activation required.
Level 3 EOC Activation (Monitoring)	Conditions exist which could have adverse impacts to Lamar University or an occurring incident which could possible escalate into a larger event.	<ul style="list-style-type: none"> Severe Weather Weather Watches Emergency Events with potential to demand greater resources Events of high profile or political nature 	<ul style="list-style-type: none"> Chief of Police President Executive Operations Team Emergency Management Director 	Action from office or other remote location.
Level 2 EOC Activation (Partial)	Level 3 incidents escalate to non-routine emergency with multiple entities and/or jurisdictions involved. Conditions exist which pose potential adverse impacts to Lamar University and the emergency response community. The event could potentially demand greater resources and require out of area assistance.	<ul style="list-style-type: none"> Severe Weather Weather Watches and Warnings Emergency Events with potential to demand greater resources Events of high profile or political nature Large scale emergencies Tornado Event Local Flooding Hazmat Incident Special Events Multi Alarm Fire Isolated Evac and Population Management 	<ul style="list-style-type: none"> EOC Designated Staff Activated EOC Structure Initiated EOC Level 2 Team Activated Additional EOC Position Activated Based on Incident Needs. City of Beaumont and Jefferson County Emergency Management notified TSUS notified 	Primary EOC, Police Dispatch, and other Offices as required.
Level 1 EOC Activation (Full)	Assistance from State and other jurisdictions outside Lamar University required. Wide area or local area disaster.	<ul style="list-style-type: none"> Hurricane Threat Large Hazmat Incident Multi-Casualty Incident Extensive Tornado Severe Weather Damage & Flooding Mass Care of large populations 	<ul style="list-style-type: none"> EOC Structure Initiated EOC Positions Activated City of Beaumont and Jefferson County Emergency Management notified TSUS notified 	Primary EOC & Police Dispatch.

ACTIVATION NOTIFICATION

EOC ACTIVATION

Reaud 202 is designated as the University's Primary EOC unless otherwise directed.

The CICE 113 is designated as the University's Alternate EOC and will be used by direction only.

Activation of the EOC will be determined through consult between the President, the Executive Operations Team (EOT), and Incident Commander.

In the event activation of the EOC is ordered, the Incident Commander (IC) will have primary responsibility to initiate appropriate notifications to the designated EOC Level 2 or Level 1 Activation Team(s) and additional EOC Support Staff as needed and assumes responsibly as initial Operations Section Chief until directed otherwise. The Liaison Officer will make notifications to City and County officials.

Once notifications are initiated, the Emergency Management Director is responsible for preparing the EOC for activation and assumes the role of EOC Manager.

EOC ACTIVATION NOTIFICATION (CALL OUT)

Call out of EOC staff will be coordinated by the IC using additional University staff as required. Identified EOC positions and designated essential staff will be activated and advised of the time to report to the EOC. The IC shall ensure each activated representative is given the following information when contacted:

- Time of activation and length of time to support
- Brief summary of the event causing the activation
- The EOC location to report and person reporting to
- Parking arrangements or other specialty information
- Reminder to bring "go-kit"
- Inquiry as to estimated time of arrival to EOC

Backup and/or alternate personnel need to be identified for every EOC position to ensure availability and to allow for shift changes.

EOC TEAM STAFFING BASED ON ACTIVATION LEVEL

LEVEL 3 EOC Activation

Event Monitoring

POSITION / DEPARTMENT	COMPLETED BY	NOTIFY	ACTMATE
Executive Operations Team (EOT)	President or designee	X	
TDEM Region 15 Coordinator	Liaison Officer	X	
Emergency Management Coordinators with City and County	Liaison Officer	X	
Command and General Staff	Police Chief or EM Director	X	



LEVEL 2 EOC ACTIVATION TEAM

Partial Activation

POSITION / DEPARTMENT	COMPLETED BY	NOTIFY	ACTIVATE
Executive Operations Team (EOT)	President or designee	X	
University PIO	President or designee		X
TDEM Region 15 Coordinator	Liaison Officer	X	
Emergency Management Coordinators with City and County	Liaison Officer	X	
TSUS Office	President or designee	X	
EOC Manager	IC or designated staff		X
IC Deputy	IC or designated staff		X
Operations Chief	IC or designated staff		X
Planning & Assessment Chief	IC or designated staff		X
Logistics & Finance Chief	IC or designated staff		X
Security Chief	IC or designated staff		X

LEVEL 1 EOC ACTIVATION TEAM

Full Activation

POSITION / DEPARTMENT	COMPLETED BY	NOTIFY	ACTIVATE
Executive Operations Team (EOT)	President or designee	X	
University PIO	President or designee	X	
TDEM Region 15 Coordinator	Liaison Officer	X	
Emergency Management Coordinators with City and County	Liaison Officer	X	
TSUS Office	President or designee	X	
All EOC Personnel as Required	IC or designated staff		X



EOC ACCESS AND IDENTIFICATION

ACCESS AND IDENTIFICATION

When the EOC is activated, only designated essential personnel shall be allowed access. Personnel must be able to show proper identification and a legitimate reason for entry. Persons entering the EOC must wear appropriate ID badges or passes. The following procedures apply:

1. Upon reporting to the EOC, personnel must check with Security at the EOC Entrance and identify themselves and their EOC function or purpose;
2. Once the person is cleared, Security or EOC Staff Member will ask them to sign in on either the EOC Staff Roster or Visitor Roster and will issue



APPENDIX B – Response Team Contact Information

Member Name	Function/Role	Work Extension
Jaime Taylor	EOT	8405
Brenda Nichols	EOT/Academics	7087
Dann Brown	EOT/Academics Deputy	7785
Vicki McNeil	EOT/Student Engagement	7821
Jeremy Alltop	Incident Commander	8374
Bert Wagner	Incident Commander Deputy	8474
Gary Rash	EOC Manager	7115
Daniel McLemore	Public Information Officer	8490
David Martin	Operations Chief	8471
Katherine Miller	Planning and Assessment Chief	8641
Jamie Larson	Finance/Logistics Chief	7126
Patrick Stewart	Information Technology Chief	8489
Hector Flores	Campus Security Chief	7777



APPENDIX E – Authorities and References

This plan is promulgated under the authority of the President, the Provost, and the Vice President for Finance and Operations of Lamar University. The Lamar University CEMP has been designed to be consistent with federal guidance including the National Incident Management System-Incident Command System (NIMS-ICS), the National Response Framework (NRF), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). Additional items of relevant guidance are listed.

A. Federal

- Federal Civil Defense Act of 1950, PL 81-920 as amended
- The Disaster Relief Act of 1974, PL 93-288 as amended
- Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 USC§ 5121
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Emergency Management and Assistance, 44 CFR
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Act 2002
- Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
- Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- National Incident Management System
- National Response Framework
- National Strategy for Homeland Security, October 2007
- Nuclear/Radiological Incident Annex of the National Response Plan

B. State of Texas

- Government Code, Chapter 418 (Emergency Management)
- Government Code, Chapter 421 (Homeland Security)
- Government Code, Chapter 433 (State of Emergency)
- Education Code, Section 51.217 (Multihazard Emergency Operations Plan; Safety and Security Audit)
- Government Code, Chapter 791 (Inter-local Cooperation Contracts)
- Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
- Executive Order of the Government Relating to Emergency Management
- Executive Order of the Government Relating to the National Incident Management System
- Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- The Texas Homeland Security Strategic Plan, 2015-2020
- State of Texas Emergency Management CEMP (Disaster CEMP)
- Texas Hazardous Substances Spill Prevention and Control Act, Chapter 26, Subchapter G. Texas Water Code

C. Local

- Inter-local Agreements & Contracts
- Inter-agency participation and training

D. University Policies

- XX.XX Essential Employees
- XX.XX Facilities and Operations, Closure of
- XX.XX Safety



APPENDIX F – Acronyms and Glossary

A. Acronyms

ARC	American Red Cross
AVP	Associate Vice President
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulations
EHS	Environmental Health & Safety
EMS	Emergency Medical Services
EOC	Emergency Operations Center
CEMP	Emergency Operations Plan
EPI	Emergency Public Information
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Administration
FRERP	Federal Radiological Emergency Response Plan
HAZMAT	Hazardous Material
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
LUPD	Lamar University Police Department
LEPC	Local Emergency Planning Committee
LLEA	Local Law Enforcement Agency
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NRC	National Response Center
NRF	National Response Framework
NRT	National Response Team
NWS	National Weather Service
OSHA	Occupational Health and Safety Administration
OSIC	On-scene Incident Commander
PIO	Public Information Officer
RRT	Regional Response Team (Federal)
SA	The Salvation Army
SERC	State Emergency Response Center
SF	Support Functions
SOC	State Operations Center
SOPs/SOGs	Standard Operating Procedures/Standard Operating Guidelines
SOSC	State On-scene Coordinator
TDEM	Texas Division of Emergency Management
TRRN	Texas Regional Response Network
VPFO	Vice President for Finance & Operations
WebEOC	Web-based Emergency Management software system used to integrate and activate intra-state emergency management coordination and major event management



B. Glossary

Area Command (Unified Area Command): An organization established to (1) oversee the management of multiple incidents that are each being managed by an ICS organization or (2) oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies are followed. Area command become Unified Area Command when incidents are multijurisdictional.

Disaster Districts: Regional State emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.

Disaster District Committee: Consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.

Emergency Operations Center: Specifically equipped facilities from which government or university officials exercise direction and control, and coordinate necessary resources in an emergency situation.

Incident Command System (ICS): Defines the operating characteristics, management components, and structure of emergency management organizations throughout the life cycle of an incident.

Multi-agency Coordination Systems: Define the operating characteristics, management components, and organizational structure of supporting entities.

Public Information System: Includes the processes, procedures, and systems for communicating timely and accurate information to the public during emergency situations.

University Emergency Command: Certain incidents may require activation of the Incident Management Team (IMT). This group of university personnel will be at a designated Emergency Operations Center (EOC), and exercise command and control of the university during an incident. The IMT will be directed by the President and the EOT.

Emergency Public Information (EPI): Information that is disseminated to the public via the news media before, during and/or after an emergency or disaster.

Emergency Support Functions (ESF): Federally coordinated support efforts.

Functional Annexes: Annexes incorporated into the Emergency Operations Plan; can be Emergency Support Function or Support Function.

Hazard & Vulnerability Analysis Summary: A document, published separately from this plan, which identifies the local hazards that have caused or possess the potential to adversely affect the public health and safety, public or private property, or the environment.

Hazard-Specific Annexes (HAZ): Annexes incorporated into the Emergency Operations Plan that define specific hazards, their characteristics and impacts. Each specific hazard annex will identify



which strategies and capabilities of the emergency support function (ESF) annexes and support function (SF) annexes are called on during a response.

Hazardous Material (Hazmat): A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed.

Incident of National Significance: An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.

Inter-local Agreements: Arrangements between Lamar University and governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. This is also commonly referred to as a mutual aid agreement.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.

Standard Operating Procedures (SOPs): Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level and provide greater detail on how to perform the mission tasks described in the annex.

Support Function (SF) Annexes: Describe non-federally coordinated support functions, response strategies and capabilities; include preparedness targets, policies, processes, roles and responsibilities; and identify coordinating, lead and support agencies and describe expected mission execution for each emergency phase.