

# LEE COLLEGE

## Multi-Hazard

## Emergency Operations Plan



**September 2025**

### Security Statement

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

## Formal Adoption Statement

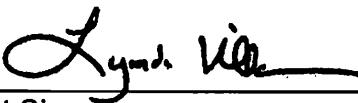
Lee College and its stakeholders expect that schools remain safe havens for education. However, Lee College cannot predict exactly when and where an emergency incident is going to happen. This unpredictability means that every campus and all staff must be prepared to ensure efficient and effective operations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

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

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

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

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

  
\_\_\_\_\_  
President Signature

Dr. Lynda Villanueva  
President Name

9/25/2025  
Date (mm/dd/yyyy)

## Record of Changes

## Record of Changes and Annual Review

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

## Record of Distribution

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

## Table of Contents

Section 1.0 Purpose, Scope, and Objectives .....	1
Purpose	
Scope	
Objectives	
Section 2.0 Authority and Guidance .....	3
Section 3.0 District Hazard Analysis.....	4
Section 4.0 Situation Overview and Assumptions .....	5
Situation Overview	
Plan Organization	
Individuals with Access and Functional Needs	
Facilities and Campuses	
Portable Buildings	
Resources	
Assumptions	
Section 5.0 Concept of Operations.....	12
Approach to Emergency Management	
Emergency Operations Organization	
Emergency Training	
Drills	
Exercises	
Five Phases of Emergency Management	
Prevention	
Mitigation	
Preparedness	
Response	
Recovery	
Physical and Psychological Safety	
Section 6.0 Assignment of Responsibilities .....	18
Section 7.0 Direction and Control.....	22
General Information	
Chain of Command	
Agency Coordination	
Section 8.0 Public Information Officer .....	25
Section 9.0 Administration and Support .....	26
Purchasing	
Reporting	
Recordkeeping	
Section 10.0 Development and Maintenance Process .....	28
Section 11.0 Explanation of Terms.....	29
Acronyms	
Definitions	
Section 12.0 Attachments .....	32

Attachment 1: District Hazard Analysis.....	32
Attachment 2: School Safety and Security Committee .....	37
Attachment 3: Safety and Security Audits .....	38
Attachment 4: Distribution of Emergency Maps and First Responders Walkthroughs.....	39
Section 13.0 Annexes .....	40

## **SECTION 1.0 – Purpose, Scope, and Objectives**

### **A. Purpose**

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

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

- Prevention
- Mitigation
- Preparedness
- Response
- Recovery

### **B. Scope**

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

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

### **C. Objectives**

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

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

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

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

## Section 2.0 – Authority and Guidance

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

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

## **SECTION 3.0 – District Hazard Analysis**

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

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

## SECTION 4.0 – SITUATION OVERVIEW AND ASSUMPTIONS

### A. Situation Overview

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

This plan is to prevent or mitigate the effects of hazards that may affect the district. The district's Main Campus, McNair Center, and Educational Opportunity Center are located within Harris County, City of Baytown. The district's Lee College Education Center of South Liberty County is located within Liberty County, City of Liberty. The district's Huntsville Center is located within Walker County, City of Huntsville.

Lee College Basic Plan describes the high-level responsibilities of the agencies and partners who have responsibilities within this plan and within the scope of prevention, mitigation, preparedness, response, and recovery. LEE COLLEGE Basic Plan and those involved in emergency preparedness efforts strive to meet the needs of all residents, constituents, and individuals with access and functional needs.

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

#### 1. Plan Organization

There are three components to Lee College EOP:

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

**Plan Organization Table**

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

## 2. Individuals with Access and Functional Needs

Lee College provides equal access to safety during emergency incidents, required drills, and district-approved exercises for students and district personnel with access and functional needs in accordance with Texas Education Code 37.108(f)(4) and 37.1086(a). Individuals with access and functional needs are persons who may have temporary or permanent additional needs in functional areas, including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care, as well as students with an individualized education program or a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).

## 3. Facilities and Campuses

Lee College has a total of 37 facilities. The district has four campuses and one Education Opportunity Center. A master list of facilities is available at the Physical Plant building. A map of each facility annotated with evacuation routes, shelter locations, fire alarm pull stations, fire alarm control panel stations, fire standpipe connections, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, server rooms, mechanical rooms, electrical rooms, and utility shutoffs is included in the Facilities Access Management Annex.

The district's current enrollment is approximately 8,943 students. The district staff comprises approximately 876 employees, including district office staff, faculty, administrators, support staff, cafeteria staff, custodial staff, maintenance staff, and transportation staff.

### Lee College Instructional Facilities

*(real property that is used predominantly for teaching curriculum)  
as of 09/09/2025*

Name of Facility	Street Address	City	State	Zip Code
Main Campus – Advanced Technology Center & Library	200 Lee Dr. Building 2	Baytown	TX	77522
Main Campus – Performing Arts Center	200 Lee Dr. Building 3	Baytown	TX	77522
Main Campus – McNulty-Haddick	200 Lee Dr. Building 4	Baytown	TX	77522
Main Campus – John Britt Hall	200 Lee Dr. Building 8	Baytown	TX	77522
Main Campus – Bonner Hall	200 Lee Dr. Building 11	Baytown	TX	77522
Main Campus – Gray Science Building	200 Lee Dr. Building 14	Baytown	TX	77522
Main Campus – Tech-Voc 1	200 Lee Dr. Building 16	Baytown	TX	77522
Main Campus – Tech-Voc 2	200 Lee Dr. Building 17	Baytown	TX	77522
Main Campus – Tech-Voc 3	200 Lee Dr. Building 18	Baytown	TX	77522
Main Campus – Tech-Voc 4	200 Lee Dr. Building 19	Baytown	TX	77522

Main Campus – Tech-Voc 5, Tech-Voc 6 & Tech-Voc 7	200 Lee Dr. Building 20	Baytown	TX	77522
Main Campus – Tech-Voc 8	200 Lee Dr. Building 21	Baytown	TX	77522
Main Campus – Tech-Voc 9	200 Lee Dr. Building 22	Baytown	TX	77522
Main Campus – Pilot Plant	200 Lee Dr. Building 24	Baytown	TX	77522
Main Campus – Adult Learning Center	200 Lee Dr. Building 30	Baytown	TX	77522
McNair Center	3411 I-10	Baytown	TX	77521
Lee College Education Center of South Liberty County	1715 TX-146	Liberty	TX	77575

**Lee College Non-Instructional Facilities**  
*(real property that is not primarily used for teaching curriculum)*  
**as of 09/09/2025**

Name of Facility	Street Address	City	State	Zip Code
Main Campus – Rundell Hall	200 Lee Dr. Building 1	Baytown	TX	77522
Main Campus – Center for Workforce & Community Development	200 Lee Dr. Building 5	Baytown	TX	77522
Main Campus – Student Center	200 Lee Dr. Building 6	Baytown	TX	77522
Main Campus – Tucker Hall	200 Lee Dr. Building 7	Baytown	TX	77522
Main Campus – Huddle Building	200 Lee Dr. Building 9	Baytown	TX	77522
Main Campus – Security Facility	200 Lee Dr. Building 10	Baytown	TX	77522
Main Campus – Moler Hall	200 Lee Dr. Building 12	Baytown	TX	77522
Main Campus – Gymnasium	200 Lee Dr. Building 13	Baytown	TX	77522
Main Campus – Sports Arena & Wellness Center	200 Lee Dr. Building 15	Baytown	TX	77522
Main Campus – North Central Plant	200 Lee Dr. Building 25	Baytown	TX	77522
Main Campus – South Central Plant	200 Lee Dr. Building 26	Baytown	TX	77522
Main Campus – Physical Plant	200 Lee Dr. Building 27	Baytown	TX	77522
Main Campus – Transportation	200 Lee Dr. Building 28	Baytown	TX	77522
Main Campus – Shipping & Receiving	200 Lee Dr. Building 29	Baytown	TX	77522
Main Campus – The Lofts & Materials Warehouse	200 Lee Dr. Building 31	Baytown	TX	77522
Main Campus – The Salon	200 Lee Dr. Building 32	Baytown	TX	77522
Main Campus – Tennis Center	200 Lee Dr. Building 33	Baytown	TX	77522
Main Campus – Warehouses	200 Lee Dr. Building 34	Baytown	TX	77522
Huntsville Center	168 Col Etheredge Blvd	Huntsville	TX	77340
Education Opportunity Center	4804 E. Freeway Ste. B	Baytown	TX	77521

#### 4. Portable Building Safety

Lee College currently has NO portable buildings as defined in Texas Administrative Code 61.1036.

#### 5. Resources

Lee College will use district-owned resources to respond to emergency incidents. If these resources prove to be inadequate or exhausted, Lee College has an informal agreement with local law, fire, and emergency medical service agencies to ensure the district has access to needed resources during an incident impacting the district. Lee College will also coordinate requests for needed local, regional, or state resources through the local Office of Emergency Management.

## B. Assumptions

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

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

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

## **Section 5.0 – Concept of Operations**

### **A. Approach to Emergency Management**

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

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

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

### **B. Emergency Operations Organization**

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

### **C. Emergency Training**

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

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

### Emergency Drill Table

**Definitions are found at [Texas Administration Code 103.1209](#).**

Drill	Definition	Frequency
Lockdown	A response action schools take to secure (close, latch, and lock) school buildings during incidents that pose an immediate threat of violence inside the school. The primary objective is to quickly ensure all school students, staff, and visitors are secured away from immediate danger.	One drill per building per year in coordination with the Building Emergency Coordinator
Evacuation	A response action schools take to quickly move students, faculty, substitutes, and staff from one place to another. The primary objective of an evacuation is to ensure that all individuals can quickly move away from the threat.	One drill per building per year in coordination with the Building Emergency Coordinator
Shelter-in-place (for either severe weather or hazmat)	<p>A response action schools take to quickly move students, staff, and visitors indoors, for an extended period of time, because it is safer inside the building than outside.</p> <p>For severe weather, depending on the type and/or threat level (watch versus warning), affected individuals may be required to move to rooms without windows on the lowest floor possible or to a weather shelter.</p> <p>Examples of a shelter-in-place for a hazmat drill include a train derailment with chemical release or smoke from a nearby fire.</p>	One drill per building per year in coordination with the Building Emergency Coordinator
Fire evacuation	A method of practicing how a building would be vacated in a fire. The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible.	One drill per building per year in coordination with the Building Emergency Coordinator

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

## D. Five Phases of Emergency Management

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

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

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

<b>Prevention Actions Table</b>
<b>Lee College identified the following actions for the prevention phase of emergency management.</b>
Hazing prohibition notice.
Title IX sexual misconduct reporting online.
Suicide prevention program.
Mental health intervention reporting online.
Building access control.
Wearable panic alarm badges for staff and faculty.
Desktop panic alarm buttons.
Firearms notices on campus buildings.
Emergency red phones in campus buildings.
Parking lot emergency call poles.
License plate reader cameras
Complete a Safety and Security Audit for state accountability every three years and present the findings to the board of trustees as required.
Coordinate and execute defensive anti-threat activities, including criminal intelligence, investigation, and protection of facilities.
Upgrade the security camera system.

Upgrade the public announcement system.

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

### Mitigation Actions Table

**Lee College identified the following actions for the mitigation phase of emergency management.**

Implement structural changes to buildings, including shatterproof film at campus entrances and high student-populated assembly areas.

Regular maintenance of emergency equipment in campus buildings

Anonymous Safety Issues/Concern Reporting online

Exterior lighting assessment

Ensure locking of chemicals and lab specimens.

Ensure bracing and locking of chemical cabinets.

Check technological updates, including protected storage of district information.

Participated in the 2025 Harris County Multi-Hazard Plan update.

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

### Preparedness Actions Table

**Lee College identified the following actions for the preparedness phase of emergency management.**

Conduct drills in coordination with Building Emergency Coordinators

Conduct annual training in coordination with Building Emergency Coordinators

Participate in exercises with local law enforcement, public health authority, and other partner agencies.

Conduct monthly training for all faculty, staff, substitutes, and students regarding emergency operations procedures.

Conduct annual employee and student safety surveys

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

### Response Actions Table

**Lee College identified the following actions for the response phase of emergency management.**

Evacuate buildings.

Provide suicide prevention, grief-informed, and trauma-informed care, CRASE actions, Stop the Bleed, CPR, and AED training.

Campus Security serves as the first responders, employing partner agencies as appropriate.

Incident Management Team, including college leadership, responds to all emergencies and staffs the Emergency Operations Center as needed.

Activate a Family Assistance Center (FAC) as appropriate.

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

### Recovery Actions Table

**Lee College identified the following actions for the recovery phase of emergency management.**

Coordinate with the county government and partner agencies to assess readiness and time frame for recovery efforts.

Account for students and employees after a county evacuation and communicate district updates and plans.

Activate the Comprehensive Counseling Plan, along with outside agency support, for students and staff.

Provide crisis intervention and support with a trained crisis and grief counseling team.
Restore utilities.
Conduct facilities assessment and readiness evaluation.
Reopen the district with communication to local agencies and stakeholders.
Maintain required documentation of restoration and recovery activities, including Federal Emergency Management Agency (FEMA) documentation.
Debrief the emergency response measures and update any needed documentation, procedures, policies, etc..
Ensure campus safety to include debris removal operations.

## **E. Physical and Psychological Safety**

The physical safety of students, faculty, staff, substitutes, and the whole community during an emergency incident is addressed throughout each annex. In addition to physical safety, Lee College EOP ensures provisions for supporting the psychological safety of students, faculty, staff, substitutes, and the whole community during the response and recovery phase following a disaster or emergency. These provisions are aligned with programs and research-based practices in accordance with Texas Education Code 37.108 and in alignment with Texas Education Code 38.351.

This EOP, in compliance with Texas Education Code 37.108(f)(6)(B), includes strategies for ensuring any required professional development training for suicide prevention and grief-informed and trauma-informed care is provided to appropriate school personnel. For additional information regarding physical and psychological safety, refer to the Psychological Resilience Annex.

## SECTION 6.0 – Assignment of Responsibilities

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

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

### Roles and Responsibilities for Emergency Management Phases Table

Prevention Phase	
Responsible Role	Actions and Responsibilities
President	<p>Assume overall responsibility for emergency management planning.</p> <p>Identify individuals whose responsibilities are to support emergency management.</p> <p>Provide guidance for the direction and control of an emergency incident according to NIMS and the district's EOP.</p> <p>Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.</p>
Emergency & Safety Operations	<p>Assume responsibility for the emergency management program on campus.</p> <p>Take steps to ensure the safety of students, faculty, staff, and substitutes.</p>
President's Office & Cabinet	<p>Provide policy and strategic guidance.</p> <p>Ensure adequate resources are available.</p>
Campus Security	Take steps to ensure the safety of students, faculty, staff, and substitutes.

### Mitigation Phase

Responsible Role	Actions and Responsibilities
President	<p>Assume overall responsibility for emergency management planning.</p> <p>Identify individuals whose responsibilities are to support emergency management.</p>

	<p>Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.</p> <p>Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency preparedness.</p>
Emergency & Safety Operations	<p>Assume responsibility for the emergency management program on campus.</p> <p>Take steps to ensure the safety of students, faculty, staff, and substitutes.</p>
President's Office & Cabinet	<p>Provide policy and strategic guidance.</p> <p>Ensure adequate resources are available.</p>
Campus Security	Take steps to ensure the safety of students, faculty, staff, and substitutes.

Preparedness Phase	
Responsible Role	Actions and Responsibilities
President	Assume responsibility for emergency management planning.
	May designate an individual to serve as the emergency management coordinator who oversees emergency management.
	Identify individuals whose responsibilities are to support emergency management.
	Approve and ensure formal adoption of the Multi-Hazard Emergency Operations Plan (EOP).
	Approve all significant changes to this EOP.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.
	Establish a line of succession for decision-making during an emergency incident.
	Ensure this EOP is reviewed annually.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Emergency & Safety Operations	Participate in drills, exercises, and training.
	Develop campus site-specific emergency operation plans.
	Assume responsibility for the emergency management program on campus.

	Take steps to ensure the safety of students, faculty, staff, and substitutes. Participate in drills, exercises, and training.
President's Office & Cabinet	Take steps to ensure the safety of students, faculty, staff, and substitutes. Participate in drills, exercises, and training.
Campus Security	Take steps to ensure the safety of students, faculty, staff, and substitutes. Participate in drills, exercises, and training.
Staff and Faculty	Participate in drills, exercises, and training.
Public Information Officer (PIO)	Create and maintain an updated media roster with contact information for local media outlets listed in the Emergency Communications Annex. Prepare and deliver accurate messages in a timely and professional manner. Participate in drills, exercises, and training.
School Safety and Security Committee	Participate in the development and implementation of emergency plans addressing the specific needs of each facility and campus. Provide information required to complete the safety and security audit, audit report, or other reports submitted to the TxSSC. Ensure a Safety and Security Audit has been conducted for all facilities at least once every three years, in compliance with Texas Education Code 37.108(b). Ensure a Safety and Security Audit Report is submitted to the Board of Regents. Review and update emergency procedures and plans.

## Preparedness Phase

Responsible Role	Actions and Responsibilities
School Safety and Security Committee (continued)	Review reports submitted to the TxSSC to ensure accuracy, completion, and criteria established regarding all district facilities. Lead the development and implementation of a college-wide, comprehensive, all-hazards emergency management program to prepare and direct the actions of the college community in the event of an emergency. Ensure bleeding control stations are present and easily accessible.

	<p>Assess the effectiveness of emergency preparedness, response, and disaster recovery policies, procedures, activities, and organizational structure related to emergency preparedness/responses and provide feedback for continuous improvement.</p>
	<p>Collaborate with numerous departments across campus regarding emergency management policies and procedures (i.e., President's Office, VP of Finance &amp; Administration, Maintenance, Security, Marketing, IT, HR, Instruction, Huntsville Center, employee Assembly groups, etc.).</p>
President's Office & Cabinet	<p>Provide policy and strategic guidance.</p>
	<p>Ensure adequate resources are available.</p>
Facilities	<p>Develop plans for surveys and report on the condition of buildings.</p>
	<p>Participate in drills, exercises, and training.</p>

Response Phase	
Responsible Role	Actions and Responsibilities
President	<p>Activate this EOP, in part or in whole, to provide for an effective response to an emergency incident.</p>
	<p>Provide policy and strategic guidance.</p>
	<p>Ensure adequate resources are available.</p>
	<p>Establish a line of succession for making district decisions during an emergency incident.</p>
	<p>Assign a district representative, with decision-making authority, to the local Emergency Operations Center (EOC) to support and coordinate district activities during the whole community response to an emergency incident.</p>
	<p>Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.</p>
	<p>Advise the Board of Regents on emergency incidents and provide reports as needed.</p>
Emergency & Safety Operations	<p>Take steps to ensure the overall safety of students, faculty, staff, and substitutes.</p>
	<p>Assume responsibility for the emergency management response on their campus.</p>
Campus Security	<p>Take steps to ensure the safety of students, faculty, staff, and substitutes.</p>

	Assist with the Family Assistance Center (FAC) operation.
President's Office & Cabinet	Serves on the Incident Management Team.
Public Information Officer (PIO)	Assume responsibility as the official spokesperson for the district during an emergency incident.
Facilities	Develop plans for surveys and report on the condition of buildings.

Recovery Phase	
Responsible Role	Actions and Responsibilities
President	Advise the board of trustees on emergency incidents and provide reports as needed.
	Participate in after-action reviews.
Emergency & Safety Operations	Take steps to ensure overall safety of students, faculty, staff, and substitutes.
	Assume responsibility for the emergency management response on their campus.
	Participate in after-action reviews.
Campus Security	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Public Information Officer (PIO)	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in after-action reviews.
Maintenance Department	Develop plans for surveys, and report on the condition of buildings.
	Participate in after-action reviews.

## SECTION 7.0 – Direction and Control

### A. General Information

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

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

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

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

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

## B. Chain of Command

In accordance with Texas Education Code 37.108(f)(1), the district has established the following line of succession for making district decisions during an emergency incident for all campus locations.

1. Primary – President
2. Secondary – Vice President, Chief Financial Officer
3. Tertiary – Vice President, Strategic Initiatives/Chief of Staff
4. Quaternary – Provost/Vice President, Academic & Student Affairs

## C. Agency Coordination

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

Response Agencies		
Agency	Agency Point of Contact	Phone Number
Texas Department of State Health Services (DSHS)	Greta Etnyre, Deputy Regional Director, Public Health Region 6/5 South – Houston	512-776-7111, 713-767-3000
	Liberty County, Lead Epidemiologist, Najmus Abdullah	713-767-3232
Local Health Department	Harris County Public Health Department, Main Switchboard	713-439-6000
	Walker County Public Health Department, Nurse Manager, Danielle Acuff	706-638-5577
Law Enforcement Agency(s)	Lee College Campus Security	281-425-6888
	City of Baytown Police Department, Chief John Stringer	281-422-8371

	Harris County Constable Precinct 3, Sherman Eagleton  City of Liberty Police, Chief Richard Ashe  City of Huntsville Police, Chief Darryle Slaven	281-427-4792  936-336-5666  936-291-5480
Local Fire Department (City or County)	City of Baytown Fire Department, Chief Kenneth Dobson  City of Liberty Fire Department, Chief Brian Hurst  City of Huntsville Fire Department, Chief Greg Mathis	281-422-2311  936-336-3922  936-291-3047
Local Office of Emergency Management (OEM)	City of Baytown Office of Emergency Management, EMC David Alamia  Harris County Office of Homeland Security & Emergency Management, EMC Mark Sloan  Liberty County Office of Emergency Management, EMC Antwyn Johnson  Huntsville Office of Emergency Management, EMC Adam Winningham	281-422-2311  713-881-3100  936-334-3219  936-291-5945

## **SECTION 8.0 – Public Information Officer**

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

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

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

## **SECTION 9.0 – Administration and Support**

### **A. Purchasing**

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

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

Lee College is a political subdivision of the State of Texas and operates under specific legal requirements for the procurement of goods and services. The district is a tax-exempt entity and will supply tax-exempt verification upon request. The purchasing process is outlined in a separate district document titled Board Policy Manual, CF-Purchasing and Acquisition (page 12).

### **B. Reporting**

Situational reports will be completed daily and distributed by members of the Incident Command Post (ICP) and, as requested, by the Incident Commander (IC) during the emergency incident

<https://training.fema.gov/emiweb/is/icsresource/icsforms/>.

<b>Federal Emergency Management Agency Incident Command System (ICS) Form Table</b>		
<b>Form Number</b>	<b>Type</b>	<b>Description</b>
ICS Form 213	General Message	The ICS structure ensures that communication is streamlined and that important messages are easily tracked and recorded during emergency incident response efforts.
ICS Form 214	Activity Log	Incident personnel ensure that every action is documented, helping maintain a clear, accurate record of the response and supporting overall emergency incident management.

## **C. Recordkeeping**

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

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

## SECTION 10.0 – Development and Maintenance Process

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

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

## SECTION 11.0 – Explanation of Terms

### A. Acronyms

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

### B. Definitions

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

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

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

**Chain of Command:** The line of authority and responsibility.

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

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

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

**Family Assistance Center:** is a designated, secure location established after a critical incident—such as an active shooter, natural disaster, mass casualty, or campus emergency—to support the emotional, informational, and logistical needs of families, loved ones, and survivors.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **SECTION 12.0 – Attachments**

### **Attachment 1: District Hazard Analysis**

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

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

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

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

## Main Campus

Natural Hazards (acts of nature)	Readiness Time	Probability	Health and Life Safety	Impact to Property	Impact Duration to District Continuity	Final Score
	(0-4)	(0-4)	(1-5)	(0-4)	(0-4)	
Drought	1	2	2	2	3	10
Earthquake	4	1	2	3	4	14
Extreme Temperatures (Hot or Cold)	1	4	3	2	3	13
Flooding (river or tidal)	3	4	4	3	3	17
Hailstorms	4	4	4	2	3	17
Hurricane/Tropical Storm	1	4	5	3	4	17
Lightning	3	4	4	3	3	17
Pandemic	1	3	5	1	4	14
Severe Winds (Storm /High Winds)	4	4	4	3	3	18
Sinkholes / Landslides / Expansive Soils (Subsidence)	4	1	4	2	3	14
Tornadoes	4	3	5	3	4	19
Wildfire (WUI)	1	2	2	3	4	12
Winter Weather (Storm/Ice Storm)	2	4	4	3	4	17

Technological Hazards (accidents or the failures of systems and structures)	Readiness Time	Probability	Health and Life Safety	Impact to Property	Impact Duration to District Continuity	Final Score
	(0-4)	(0-4)	(1-5)	(0-4)	(0-4)	
Dam Failure	2	2	3	3	3	13
Fire	4	2	4	3	3	16
Hazard Release - Chemical	4	4	4	2	4	18
Information Technology Disruption	3	3	1	1	4	12
Pipeline Explosion / Release	4	2	3	3	3	15
Power Failure (Outage)	3	3	2	2	3	13
Train Derailment	4	2	4	3	4	17
Transportation Accident	4	2	2	1	3	12
Utility Interruption (school infrastructure)	3	3	2	2	3	13

Human Caused Hazards (adversarial)	Readiness Time	Probability	Health and Life Safety	Impact to Property	Impact Duration to District Continuity	Final Score
	(0-4)	(0-4)	(1-5)	(0-4)	(0-4)	
Active Shooter / Assailant	4	2	5	2	4	17
Arsonist Attack	4	2	3	3	4	16
Biological Attack	4	1	5	1	4	15
Blunt Force Attack	4	2	4	0	3	13
Bomb or Explosive Device	3	2	5	3	4	17
Civil Disturbance	3	2	2	1	3	11
Chemical Attack	4	1	5	1	4	15
Cyber Attack	4	2	2	3	4	15
Diversionary Attack	4	2	5	1	4	16
Radiological Attack	4	1	5	1	4	15
Sharp Object Attack (stabbing, slashing)	4	2	4	1	4	15
Vehicle Ramming	4	2	4	1	4	15

## McNair Center & Education Opportunity Center

Natural Hazards (acts of nature)	Readiness Time	Probability	Health and Life Safety	Impact to Property	Impact Duration to District Continuity	Final Score
	(0-4)	(0-4)	(1-5)	(0-4)	(0-4)	
Drought	1	2	2	2	3	10
Earthquake	4	1	2	3	4	14
Extreme Temperatures (Hot or Cold)	1	4	3	2	3	13
Flooding (river or tidal)	3	4	4	3	3	17
Hailstorms	4	4	4	2	3	17
Hurricane/Tropical Storm	1	4	5	3	4	17
Lightning	3	4	4	3	3	17
Pandemic	1	3	5	1	4	14
Severe Winds (Storm /High Winds)	4	4	4	3	3	18
Sinkholes / Landslides / Expansive Soils (Subsidence)	4	1	4	2	3	14
Tornadoes	4	3	5	3	4	19
Wildfire (WUI)	1	2	2	3	4	12
Winter Weather (Storm/Ice Storm)	2	4	4	3	4	17

Technological Hazards (accidents or the failures of systems and structures)	Readiness Time	Probability	Health and Life Safety	Impact to Property	Impact Duration to District Continuity	Final Score
	(0-4)	(0-4)	(1-5)	(0-4)	(0-4)	
Dam Failure	2	2	3	3	3	13
Fire	4	2	4	3	3	16
Hazard Release - Chemical	4	3	4	2	3	16
Information Technology Disruption	3	3	1	1	4	12
Pipeline Explosion / Release	4	2	2	1	3	12
Power Failure (Outage)	3	3	2	2	3	13
Train Derailment	4	3	3	1	3	14
Transportation Accident	4	3	4	1	3	15
Utility Interruption (school infrastructure)	3	3	2	2	3	13

Human Caused Hazards (adversarial)	Readiness Time	Probability	Health and Life Safety	Impact to Property	Impact Duration to District Continuity	Final Score
	(0-4)	(0-4)	(1-5)	(0-4)	(0-4)	
Active Shooter / Assailant	4	2	5	2	4	17
Arsonist Attack	4	2	3	3	4	16
Biological Attack	4	1	5	1	4	15
Blunt Force Attack	4	2	4	0	3	13
Bomb or Explosive Device	3	2	5	3	4	17
Civil Disturbance	3	2	2	1	3	11
Chemical Attack	4	1	5	1	4	15
Cyber Attack	4	2	2	3	4	15
Diversionary Attack	4	2	5	1	4	16
Radiological Attack	4	1	5	1	4	15
Sharp Object Attack (stabbing, slashing)	4	2	4	1	4	15
Vehicle Ramming	4	2	4	1	4	15

## Lee College Education Center at South Liberty County

Natural Hazards (acts of nature)	Readiness Time (0-4)	Probability (0-4)	Health and Life Safety (1-5)	Impact to Property (0-4)	Impact Duration to District Continuity (0-4)	Final Score
Drought	1	2	2	2	3	10
Earthquake	4	1	2	3	4	14
Extreme Temperatures (Hot or Cold)	1	4	3	2	3	13
Flooding (river or tidal)	3	4	4	3	3	17
Hailstorms	4	4	4	2	3	17
Hurricane/Tropical Storm	1	4	5	3	4	17
Lightning	3	4	4	3	3	17
Pandemic	1	3	5	1	4	14
Severe Winds (Storm /High Winds)	4	4	4	3	3	18
Sinkholes / Landslides / Expansive Soils (Subsidence)	4	1	4	2	3	14
Tornadoes	4	3	5	3	4	19
Wildfire (WUI)	1	3	4	3	4	15
Winter Weather (Storm/Ice Storm)	2	4	4	3	4	17

Technological Hazards (accidents or the failures of systems and structures)	Readiness Time (0-4)	Probability (0-4)	Health and Life Safety (1-5)	Impact to Property (0-4)	Impact Duration to District Continuity (0-4)	Final Score
Dam Failure	2	2	3	3	3	13
Fire	4	2	4	3	3	16
Hazard Release - Chemical	3	2	3	1	3	12
Information Technology Disruption	3	3	1	1	4	12
Pipeline Explosion / Release	3	2	3	2	3	13
Power Failure (Outage)	3	3	2	2	3	13
Train Derailment	3	2	3	2	3	13
Transportation Accident	4	2	2	1	3	12
Utility Interruption (school infrastructure)	3	3	2	2	3	13

Human Caused Hazards (adversarial)	Readiness Time (0-4)	Probability (0-4)	Health and Life Safety (1-5)	Impact to Property (0-4)	Impact Duration to District Continuity (0-4)	Final Score
Active Shooter / Assailant	4	2	5	2	4	17
Arsonist Attack	4	2	3	3	4	16
Biological Attack	4	1	5	1	4	15
Blunt Force Attack	4	2	4	0	3	13
Bomb or Explosive Device	3	2	5	3	4	17
Civil Disturbance	3	2	2	1	3	11
Chemical Attack	4	1	5	1	4	15
Cyber Attack	4	2	2	3	4	15
Diversionary Attack	4	2	5	1	4	16
Radiological Attack	4	1	5	1	4	15
Sharp Object Attack (stabbing, slashing)	4	2	4	1	4	15
Vehicle Ramming	4	2	4	1	4	15

**Huntsville Center**

Natural Hazards (acts of nature)	Readiness Time	Probability	Health and Life Safety	Impact to Property	Impact Duration to District Continuity	Final Score
	(0-4)	(0-4)	(1-5)	(0-4)	(0-4)	
Drought	1	2	2	2	3	10
Earthquake	4	1	2	3	4	14
Extreme Temperatures (Hot or Cold)	1	4	3	2	3	13
Flooding (river or tidal)	3	4	4	3	3	17
Hailstorms	4	4	4	2	3	17
Hurricane/Tropical Storm	1	4	5	3	4	17
Lightning	3	4	4	3	3	17
Pandemic	1	3	5	1	4	14
Severe Winds (Storm /High Winds)	4	4	4	3	3	18
Sinkholes / Landslides / Expansive Soils (Subsidence)	4	1	4	2	3	14
Tornadoes	4	3	5	3	4	19
Wildfire (WUI)	1	2	2	3	4	12
Winter Weather (Storm/Ice Storm)	2	4	4	3	4	17

Technological Hazards (accidents or the failures of systems and structures)	Readiness Time	Probability	Health and Life Safety	Impact to Property	Impact Duration to District Continuity	Final Score
	(0-4)	(0-4)	(1-5)	(0-4)	(0-4)	
Dam Failure	2	2	3	3	3	13
Fire	4	2	4	3	3	16
Hazard Release - Chemical	3	2	3	1	3	12
Information Technology Disruption	3	3	1	1	4	12
Pipeline Explosion / Release	3	2	3	2	3	13
Power Failure (Outage)	3	3	2	2	3	13
Train Derailment	3	2	3	2	3	13
Transportation Accident	4	2	2	1	3	12
Utility Interruption (school infrastructure)	3	3	2	2	3	13

Human Caused Hazards (adversarial)	Readiness Time	Probability	Health and Life Safety	Impact to Property	Impact Duration to District Continuity	Final Score
	(0-4)	(0-4)	(1-5)	(0-4)	(0-4)	
Active Shooter / Assailant	4	2	5	2	4	17
Arsonist Attack	4	2	3	3	4	16
Biological Attack	4	1	5	1	4	15
Blunt Force Attack	4	2	4	0	3	13
Bomb or Explosive Device	3	2	5	3	4	17
Civil Disturbance	3	2	2	1	3	11
Chemical Attack	4	1	5	1	4	15
Cyber Attack	4	2	2	3	4	15
Diversionary Attack	4	2	5	1	4	16
Radiological Attack	4	1	5	1	4	15
Sharp Object Attack (stabbing, slashing)	4	2	4	1	4	15
Vehicle Ramming	4	2	4	1	4	15

## Attachment 2: School Safety and Security Committee

Although public junior colleges are not mandated to have a School Safety and Security Committee, Lee College has established an internal Safety and Security Committee that consists of executive, staff, faculty, and student representatives. The committee members virtually meet monthly and discuss safety and security-related issues on campus.

The Lee College Safety Committee consists of:

- President
- Vice President, Strategic Operations/Chief of Staff
- Vice President, Finance & Administration
- Provost/Vice President, Academic and Student Affairs
- Executive Director, Human Resources
- Executive Director, Industrial & Construction Technologies (McNair Campus)
- Executive Director, Maintenance
- Executive Director, Marketing & Public Affairs
- Executive Director, Student Success & Wellbeing
- Chief Information Officer
- Director, Liberty Center
- Public Information Officer
- Security Chief
- Title IX Coordinator
- Coordinator of Strategic Initiatives & Administrative Services
- Faculty Assembly Representative
- Administrative Assembly Representative
- Staff Assembly Representative
- Student Representative

## Attachment 3: Safety and Security Audits

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

**Safety and Security Audits Table**

Date Audit Conducted (mm/dd/yyyy)	Agency or Consultant Conducting the Audit	Name of Person Conducting the Audit	Date Audit Report Submitted to the Board of Trustees (mm/dd/yyyy)	Place an "X" if the same Agency or Consultant Conducted the Audit and developed the district's EOP
08/12/2024	Lee College	Thomas Quinn, Amanda Summers, Woody Crawford	08/22/2024	X

## Attachment 4: Distribution of Emergency Maps and First Responders Walkthroughs

Accurate emergency response maps of each district campus and school building that were developed and documented in accordance with the standards related to developing site and floor plans, access control, and exterior door numbering have been provided to the Texas Department of Public Safety (TxDPS) and all appropriate local law enforcement agencies and emergency first responders (Police, Fire, EMS) in compliance with Texas Education Code 37.108(f)(9) and 37.117(1).

Emergency Response Map Certification		
Date Provided Map (mm/dd/yyyy)	Agency Receiving Map	Agency Staff Name Receiving Map
09/09/2025	Texas Department of Public Safety	Texas DPS Submission Page
09/11/2025	Baytown PSAP	Asst Chief David Alford
09/11/2025	Harris County PSAP	David Klozik
09/11/2025	Liberty PSAP	Sherry Walton
09/11/2025	Huntsville PSAP	Anthony Pryon

Lee College has provided an opportunity to conduct a walkthrough of each district campus and school building to the Texas Department of Public Safety and all appropriate local law enforcement agencies and emergency first responders (Police, Fire, EMS) using the district-provided map, in compliance with Texas Education Code 37.108(f)(9) and 37.117(2).

Walkthrough Certification Statement		
Date Walkthrough Offered (mm/dd/yyyy)	Agency Contacted	Agency Staff Name Contacted
09/11/2025	Baytown Police Department	Asst Chief David Alford
09/11/2025	Baytown Fire Department	Asst Chief Derrick Gaskin

## SECTION 13.0 – Annexes

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

**Annex Table**

Name	Description	Date of Change (mm/dd/yyyy)	Page
Active Threat for Schools	This annex establishes the policies and procedures under which the district will operate in the event of an active threat incident by addressing planning and operational actions for the five phases of emergency management.	Sept 2025	-
Communicable Disease	This annex establishes the policies and procedures under which the district will operate in the event of a communicable disease incident by addressing planning and operational actions for all five phases of emergency management.	Sept 2025	-
Continuity of Operations Plan (COOP)	This annex describes how a district will ensure the continuation of essential functions during an emergency and its aftermath.	Sept 2025	-
Cybersecurity	This annex establishes the policies and procedures under which the district will operate in the event of a cybersecurity incident by addressing planning and operational actions for the five phases of emergency management regarding actual or potential cyber-related threats and attacks to the district.	Oct 2024	-
Emergency Communications	This annex establishes the district's policies and procedures to manage communications during an emergency affecting operations. This will include Preparedness, Response, and Recovery regarding emergency communications within the school district.	Apr 2025	-
Evacuation and Shelter-in-Place	This annex establishes the policies and procedures under which the district will operate if an incident requires evacuation or shelter-in-place operations by addressing planning and operational actions for multiple phases of emergency management. This will include preparedness, response, and recovery regarding evacuation and shelter-in-place operations within the school district.	Jul 2024	-

Facilities Access Management	This annex establishes the policies and procedures under which the district will operate to provide facilities access management support for a hazard or special event by addressing planning and operational actions for the five phases of emergency.	Sept 2025	-
Hazardous Materials	This annex establishes the policies and procedures under which the district will operate in the event of an incident involving hazardous materials (Hazmat) by addressing planning and operational actions for all five phases of emergency management.	July 2024	-
Psychological Resilience	This annex establishes the policies and procedures under which the district will conduct psychological safety operations by addressing planning and operational actions for the preparedness, response and recovery phases of emergency management.	Sept 2025	-
Reunification (Family Assistance Center)	This annex establishes the policies and procedures under which the district will conduct reunification & Family Assistance Center (FAC) operations for the rejoining of students with their respective parents or guardians after an incident.	Sept 2025	-
Severe Weather	This annex establishes the policies and procedures under which the district will operate in the event of a severe weather incident by addressing the planning and operational actions for four of the five phases of emergency management: mitigation, preparedness, response, and recovery. Prevention will not be covered in this annex because severe weather hazards are acts of nature and cannot be prevented; however, they can be planned for.	Jul 2024	-
Training and Exercise	This annex establishes the policies and procedures under which the district will operate to provide training and exercise support for the district. This annex is strictly a policy and guidance document for the district, and therefore, does not address the five phases of emergency management.	Sept 2025	-
Utilities	This annex establishes the policies and procedures under which the district will respond to potential or actual disruptions in utility services at district facilities by addressing planning and operational actions for the five phases of emergency management.	Jul 2024	-