Dallas County Community College District

ESF #5

Emergency Management Annex (1.0)

Approval and Implementation

Dallas County Community College District
Emergency Support Function #5 – Emergency Management Annex

This Emergency Operations Plan Annex is hereby approved for the Dallas County Community College District. This plan annex is effective immediately and supersedes all previous editions.

Approved: _____ **Date:** _____

Dr. Joe May

Chancellor
Dallas County Community College District

Approved: _____ **Date:** _____

Robert C. Wendland

General Counsel
Dallas County Community College District

Approved: _____ **Date:** _____

Lauretta Hill

Chief of Police
Dallas County Community College District

Record of Changes

Change #	Date of Change	Change Entered By	Description

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Emergency Support Function 5 – Emergency Management

ESF Coordinator	Support and External Agencies
Emergency Management Coordinator	**Cedar Hill Emergency Management**
4343 IH 30	285 Uptown Blvd.
Mesquite, TX 75150	Cedar Hill, TX 75104
Phone: 214-860-4048	Phone: 972-291-5100

Primary Department/Agency	
DCCCD Public Safety & Security	**Coppell Emergency Management**
1601 South Lamar Street	265 Parkway Blvd.
Dallas, TX 75215	Coppell, TX 75019
Phone: 214-378-1624	Phone: 972-304-3507

Dallas Emergency Management
1500 Marilla Street L2AN
Dallas, TX 75215
Phone: 214-670-4275

DFW Department of Public Safety
2400 Aviation Drive
DFW Airport, TX 76230
Phone: 972-973-3210

Farmers Branch Emergency Management
13333 Hutton Drive
Farmers Branch, TX 75234
Phone: 972-919-2640

Garland Emergency Management
1500 Hwy 66
Garland, TX 75040
Phone: 972-205-2605

Support and External Agencies

Lancaster Emergency Management

1650 North Dallas Ave.

Lancaster, TX 75134

Phone: 972-218-2600

Irving Emergency Management

825 W Irving Blvd

Irving, TX 75060

Phone: 972-721-2100

Mesquite Emergency Management

1515 N. Galloway Ave.

Mesquite, TX 75149

Phone: 972-329-8532

Authority

See Emergency Operations Plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Dallas County Community College District. Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities, and neighboring jurisdictions.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Director in response to activation level 3 or greater emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the District. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire

services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 5 is to identify the internal and external departments responsible for coordinating the emergency management actions that may take place in an emergency.

Scope

Emergency Support Function 5:

- The lead department will be responsible for the management of the Emergency Operation Center to include the EOC activation process.
- ESF-5 includes the development and maintenance of district emergency plans and incident action planning.

Situation

Dallas County Community College District is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents.

See the EOP Hazard Summary for the potential emergencies that may impact DCCCD.

Assumptions

The district makes the following planning assumptions:

- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.

- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

A common operating procedure within the district and across local jurisdictions provides the framework for emergency management coordination and direction. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

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

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.
- The Associate Director of Emergency Management, as the district's Emergency Management Coordinator, will operate during an emergency as the EOC Manager.

Activation

- If ESF 5 requires activation, the EOC Director will contact the appropriate resources to activate the EOC.

- The district emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

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

- All emergency management operations will be coordinated through the EOC using the proper procedures provided by NIMS, the district EOP, its annexes, and departmental SOPs.

Emergency Support Function Operations

The emergency support function will primarily take action in the following phases:

- **Preparedness**
  - Maintain the Emergency Operations Plan (EOP) and the district-wide emergency management program.
  - Conduct and coordinate any exercises.
  - Develop and maintain a list of possible resources that could be requested in an emergency.
  - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
  - Develop procedures to document costs for any potential reimbursement.
- **Response**
  - When necessary, activate and manage the EOC.
  - Obtain, prioritize, and allocate available resources.
  - Activate the necessary equipment and resources to address the emergency.
  - Coordinate all emergency operations through NIMS compliant procedures.

- **Recovery**
  - o Coordinate assistance as needed by the IC or EOC Policy Group, as appropriate.
  - o Ensure that ESF 5 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working inter-local agreements or other functional contracts to bolster the ESF capability.
- Maintain the EOC Handbook to include activation and general operating actions.

ESF Primary Agency

- Serves as the lead agency for ESF 5, supporting all phases of emergency management operations before and after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Maintain plans and procedures for providing timely information and guidance to the campus community or general public in time of emergency
- Test and exercise plans and procedures.
- Conduct outreach/mitigation programs for internal and external stakeholders.
- Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.
- Identify, train, and assign personnel to staff ESF 5 when district EOC is activated.
- Training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies

- Develop, maintain, and update plans and procedures for use during an emergency.

- Identify, train, and assign personnel to staff ESF 5 when district EOC is activated.

- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.

- Support the primary department as needed.

Terms and References

Acronyms	
DCCCD	Dallas County Community College District
EOC	Emergency Operations or Operating Center
ESF	Emergency Support Function
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Internet Protocol
MAA	Mutual Aid Agreement
MOU	Memorandum of Understanding
SOPs	Standard Operating Procedures

Definitions	
Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
Inter-local agreements	Arrangements between 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. Commonly referred to as mutual aid agreements (MAAs) and can include memorandums of understanding (MOUs).
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).