

# **EMERGENCY OPERATIONS PLAN FOR**



## **VERNON COLLEGE**

**VERNON / WICHITA FALLS**

Version 2.2324  
BASIC PLAN

## PROMULGATION STATEMENT

Vernon College and its stakeholders expect that college campuses are safe and orderly environments for education. However, the college cannot predict exactly when and where an incident is going to happen. This unpredictability means that every campus, each facility, and all staff must be prepared to respond to an incident efficiently and effectively. Through its emergency management program, the college strives to ensure that Vernon College continues to provide a safe, orderly environment for students, staff, and visitors that also supports the community. The Vernon College emergency preparedness program is comprehensive, multi-hazard, and embraces local, state, and federal standards as well as proven practices including all phases of emergency management.

This plan is known as the Vernon College Emergency Operations Plan (EOP). The plan and its support documents provide a framework that outlines the college's intended approach to managing emergencies and disasters of all types and should be regarded as guidelines rather than performance guarantees. The college's planning process is supported by collaboration, training, and exercise. This plan is designed to allow for integration with local, state, and federal emergency management and continuity of operations plans. The college Emergency Operations Plan and related documents are reviewed at least annually by the College's Emergency Preparedness Team, as set forth in Chapter 37.108 and/or Chapter 51.217 of the Texas Education Code and updated as required by the College.

The College President approves and ensures promulgation of this plan, which supersedes all previous college emergency plans. If any portion of the Multi-Hazard Emergency Operations Plan or support documents are held to be invalid by judicial or administrative review, such ruling shall not affect the validity of the rest of the plan. The College President may designate an individual who assumes the role of college emergency preparedness coordinator (EPC) and is authorized to develop and distribute plan changes and updates. However, all revisions will be approved by the College President.




Vernon College President

## APPROVAL AND IMPLEMENTATION

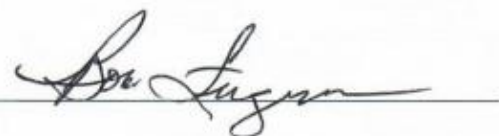
This Emergency Operations Plan (EOP) was prepared by Vernon College to develop, implement, and maintain a practical all hazards response capability and to establish a comprehensive approach to providing effective, and efficient coordination across a spectrum of events. This plan shall apply to all college personnel participating in mitigation, preparedness, response, and recovery efforts. This plan addresses emergency response events at the Vernon College – Vernon Campus, the Vernon College – Century City Campus located in Wichita Falls, and the Vernon College – Skills Training Center, also located in Wichita Falls, Texas. Each campus has established and maintains separate campus criteria and procedures specific to their campus, included in the overall basic plan. The Emergency Preparedness Team shall be responsible for plan oversight and coordination with applicable stakeholders. This Emergency Operations Plan is based on the “all-hazards” concept and plans for natural and man-made disasters and incidents. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by College executive management.

This Emergency Operations Plan and its supporting contents are hereby approved and is effective immediately upon the signing of all signature authorities noted below.

Approved: 

Vernon College President

Date: 8-10-22

Approved: 

Chairman - Vernon College Board of Trustees.

Date: 8-10-22

## RECORD OF CHANGES

When changes are made to the Emergency Operations Plan, the following procedures should be followed:

- The Emergency Management Coordinator will issue changes on copy pages that will be updated in the Emergency Operations Plan. New pages should be inserted as directed. The old pages will be removed and destroyed.
- Plan-holders will be notified of changes by memorandum and/or e-mail, who, in turn, will be responsible for updating their existing Emergency Operations Plan.
- When any change is made, an entry should be noted in the following log.

Change Number	Date Entered	Page(s) or Selections Changed	Entered By
1	07-31-2022	Version 2 of Vernon College Emergency Operations Plan Created	K.C. Boatman
2	08-19-2022	Clarification by adding the word “purpose” and added a Scope Heading to the Active Threat Annex General Information Section (Pg. 2).	K.C. Boatman
3	09-13-2022	Added hazard detection and intervention material to the Active Threat Annex (Pg.4).	K.C. Boatman
4	09-22-2022	Added Incident Command Structure (ICS) chart to the Active Threat Annex (Pg.7).	K.C. Boatman
5	09-22-2022	Removed wording of develop written schedule of inspections to reflect the current annual inspections conducted by Vernon College to the Active Threat Annex (Pg.5).	K.C. Boatman
6	10-03-2022	Updated Security, Safety & Health Committee information in Appendix 4 (Emergency Management Functions Reference) & Appendix 6 (Distribution List)	K.C. Boatman
7	03-20-2023	Added authorizing official information to Concept of Operations (Pg. 11)	K.C. Boatman
8	03-21-2023	Updated and re-organized Phases of Emergency Management and Mission Areas (Pg. 12).	K.C. Boatman
9	03-23-2023	Updated plan with information outlining physical and psychological safety and support (Pg. 13). <a href="#">TEC 37.108(a)</a>	K.C. Boatman
10	03-27-2023	Updated plan with information addressing procedure on emergency purchasing. <a href="#">CPG101v3</a>	K.C. Boatman
11	03-27-2023	Added record of change information to the Development and Maintenance Process (Pg. 26). <a href="#">CPG101v3</a>	K.C. Boatman
12	04-06-2023	Added criminal investigation as a part of recovery function to Active Threat Annex (Pg. 7)	K.C. Boatman



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## INTRODUCTION

### **Purpose**

The procedures outlined in the Emergency Operations Plan are used to enhance the protection of lives and property through the effective use of Vernon College, City of Vernon, City of Wichita Falls, County of Wilbarger and County of Wichita resources, while maintaining the continuation of the academic purpose of the College. This plan is designed to assist the Vernon College community with regard to coping with the anticipated needs generated by an emergency situation, and to assist with the communication of those events and needs. The Emergency Operations Plan addresses various situations which may threaten the physical or personal safety of students, employees and the general public with the following priorities:

- Protect and preserve human life and health with the utmost importance.
- Protect and preserve College property and other resources whenever possible consistent with the primacy of human health and safety.
- Coordinate with and in cooperation with Federal, State or local emergency management and law enforcement agencies.
- Specify functional response protocols needed for staff and/or faculty to respond to emergency situations including medical emergencies.
- Coordinate efforts of appropriate campus/center personnel, department, and/or resources as available and needed.
- Incorporate the Occupational Health and Safety Association's (OSHA) regulations.
- Incorporate the use of the National Incident Management System (NIMS) to facilitate interagency coordination between responding agencies.
- Ensure that faculty and staff continue to provide and maintain an academic learning environment during a time of crisis.
- Provide social, emotional, and behavioral support services to those affected by any such crisis and provide assistance during a reunification process.
- Utilize the College's administration to consult with the College's legal counsel in cases where the legal responsibilities of the College are unclear, either prior to, or after an incident.

### **Scope**

Vernon College maintains a basic plan specifying the procedures to be used in crisis/emergency situations which constitute significant disruptions to the general operations of the College. Examples of potential crisis/emergency situations include, but are not limited to: natural disasters (hurricanes, tornadoes, floods, etc.), industrial accidents, fires, medical emergencies involving illnesses and/or injuries, outbreaks of disease or infections, violent crimes or behaviors, criminal activities, acts of terror, war, political situations, bomb threats, deaths, and all other similar situations that require orderly management of resources and processes to protect life and property.

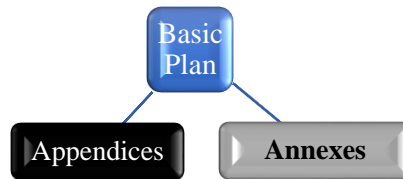
At the minimum the Vernon College Emergency Operations Plan describes what the college will do when conducting emergency operations. This Emergency Operations Plan:

- Identifies the entities designated to perform response and recovery activities and specifies tasks that must be accomplished.
- Outlines the integration of assistance that is available during disaster situations that generate emergency response and recovery needs beyond what Vernon College can satisfy.
- Specifies the direction, control, and communications procedures and systems that will be relied upon to alert and notify emergency response personnel; warn the public; protect students, staff, visitors, and property; and request aid/support from other jurisdictions.
- Provides coordinating instructions and provisions for implementing MAAs / MOUs, as applicable.
- Describes the logistical support for planned operations.



## Concept of the Plan

The Vernon College Emergency Operations Plan is a three-section plan providing general information as well as specific operational roles and responsibilities. This plan includes the basic plan, appendices, and annexes.



### Basic Plan

The basic plan describes the structure and processes designed to integrate the efforts and resources of the federal, state, and local governments, the private sector, and non-governmental organizations (NGOs) in response to and short-term recovery from natural, technological, or human-caused incidents. The basic plan includes planning assumptions, hazard identification and risk assessment, concept of operations, organization of roles and responsibilities, direction of incident management actions, and plan administration and maintenance instructions. The basic plan also describes services provided by governmental agencies; how resources are activated; methods for activating, responding to and carrying out emergency operations, processes, and information regarding resources and mutual aid.

### Annexes

Annexes are the parts of the Emergency Operations Plan (individual chapters) that focuses on mission and begin to provide **specific** information and direction for specific incidents/hazards as well as any special or unique policies or actions required. However, each annex addresses only general strategies used or any emergency, due to the fact that **Vernon College’s Emergency Operations Plan only contains annexes appropriate to the organization and operations.**

### Appendices

The Appendices, are viewed as implementing instructions that provide additional detail to the Emergency Operations Plan (EOP) that empower those with defined roles and responsibilities to fulfill those responsibilities and expected courses of action. While there is no definitive list of appendices required for a high-quality multi-hazard EOP, appendices should be included in all cases where additional information could be beneficial. As such, this plan’s appendices include campus and facility maps, emergency management diagrams, emergency response/management agreements, emergency preparedness team references, college review records, and the emergency operations plan distribution list.

## **Assumptions**

The strategic Multi-Hazard Emergency Operations Plan (EOP) is a framework that provides guidance and structure to support Vernon College's educational mission within a safe and secure environment.

As every incident is different, no single document can outline a specific chronology for response and recovery. Therefore, this plan is intended to reduce the effects of natural, technological, and/or human-caused incidents affecting infrastructure, safety, security, and health.

An incident could occur at any time and at any place. In many cases, dissemination of warning and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.

The College is not an emergency response organization and therefore depends upon local emergency first responders for life safety and protection, including the services of law enforcement, fire, emergency medical and public health. Although outside assistance will be available in most instances, it is essential for the college to be prepared to carry out initial incident response until other emergency responders arrive at the scene. The College shall have a Mutual Aid Agreement or similar contractual agreement with local emergency responders.

Students, staff, and visitors with disabilities and/or access and functional needs will be included in all phases of the college's emergency management program and supported in the response and recovery operations.

Whenever possible, the college will provide public information and instructions prior to and during emergencies and will coordinate response and recovery with local emergency managers and first responders. The Vernon College President will assume the responsibilities as the Public Information Officer and shall coordinate all College communications including those with the media. Any required College notifications or cancellations should be approved by the President of Vernon College. Each College employee is advised to not release information as it may cause a miscommunication during a crisis: an exception would be allowed when the safety of others would be clearly impacted if information was not immediately released. All employees shall refer all communications to their direct supervisor whenever possible and direct inquiries for information to the Vernon College President. Under no circumstances will any representative of the College reveal a victim's name.

The Emergency Management Team will initiate the emergency and/or communication plans of other College departments as required in the event of an emergency.

This plan is intended to provide guidance but does not imply performance guarantees. The College may deviate from the plan as necessary.

### Situations / Hazard Mitigation

Threat/Hazard Assessment Summary:

Vernon College is exposed to multiple hazards, threats, and vulnerabilities with the potential for disrupting learning, causing injury or casualties, and damaging or destroying property. A summary of the major hazards Vernon College can encounter are provided in the chart below.

Hazard/Threat	Probability HIGH	Probability LIKELY	Probability POSSIBLE	Probability UNLIKELY	Human Impact Possible	Property Impact Possible	Institutional Impact Possible
<b>Natural Hazards</b>							
Atmospheric (Weather)	X				X	X	X
Earthquake				X	X	X	X
Hydrologic	X				X	X	X
Wildfire				X	X	X	X
Biological Hazard				X	X		X
<b>Technological Hazards</b>							
Chemical				X	X	X	X
Dam Failure				X	X	X	X
Explosion				X	X	X	X
Utility Disruption	X					X	X
<b>Adversarial / Human Caused Hazards</b>							
Active Threat				X	X	X	X
Bomb Threat				X	X		X
Civil Unrest				X	X	X	X
IT / Communication			X			X	X
Fire				X	X	X	X
Suicide Threat / Event				X	X		X

Vernon College is a signatory on the Wilbarger County Hazard Mitigation Plan for the Vernon College Main Campus and observes and utilizes the Wichita Falls Mitigation Action Plan for its Centers located within the City of Wichita Falls, Texas. County stakeholders in both counties participate in the hazard assessment process, utilizing various methods to calculate threat and risk for natural disasters with the potential to affect the surrounding community. Additional information is available in the Wilbarger County Hazard Mitigation Plan accessible at: <http://www.co.wilbarger.tx.us/upload/page/4147/docs/nrpcwilbargercountyhmappublic.pdf> and the City of Wichita Falls Mitigation Action Plan accessible at :

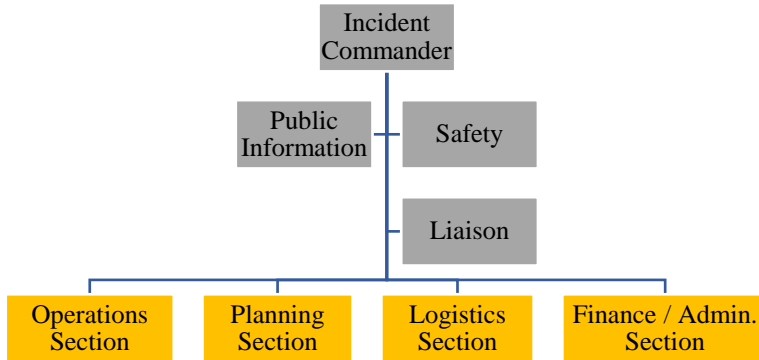
<https://www.wichitafallstx.gov/DocumentCenter/View/24968/Wichita-Falls-Mitigation-Action-Plan?bidId=>

In addition, Vernon College conducts, as required by Chapter 37 of the Texas Education Code, ongoing self-assessments/audits of all instructional and non-instructional facilities in an effort to identify hazards and any conditions on or near each facility that might cause unsafe conditions. Interior and exterior areas of all facilities are assessed for potential hazardous circumstances that impact staff, students, and/or visitors.

## CONCEPT OF OPERATIONS

Vernon College aligns with the National Incident Management System (NIMS) as its emergency response organizational model in accordance with the President’s Homeland Security Directive 5 (HSPD-5), Texas Governor’s Executive Order, and the National Response Framework (NRF). Additional information about NIMS, is accessible at: <https://training.fema.gov/programs/emischool/e1361toolkit/assets/nimsimplementationactivitiesforschools.pdf> Vernon College also supports the employment of the Incident Command System (ICS) concepts and operational concepts. The response to an emergency will be scalable and fit the needs of that particular emergency.

### Incident Command System Structure



This multi-hazard emergency operations plan is based on an all-hazards approach and may be activated in its entirety or in part, based on the incident and decisions of leadership.

This emergency operations plan does not replace the responsibility of each facility/campus to develop and test emergency plans. To the extent possible, college departments involved in emergency management will generally parallel daily functions or operations. During an emergency incident, the efforts that would be normally required for daily functions would be redirected to assist the response and recovery of the college community. Daily routines and activities may cease for the duration of an emergency incident. Incidents are typically managed at the most local organizational and jurisdictional level.

As an incident expands, successful response operations may depend on the involvement of multiple organizations, agencies, and jurisdictions. These larger, nonroutine incidents necessitate effective and efficient coordination across multiple levels of the college and external support agencies. Utilizing the National Incident Management System enables the college to be better prepared to respond to, recover from, and continue services across the full spectrum of potential threats and hazards as part of a comprehensive local, regional, and national approach to emergency management.

The College President is responsible for emergency management planning for the college and may designate an individual to serve as the emergency management coordinator who oversees the emergency management program. The President may also identify individuals whose responsibilities are to support the college’s emergency management program. All personnel assigned responsibilities in this plan are trained on NIMS/ ISC concepts, procedures, and protocols.

**Phases of Emergency Management and Emergency Management Mission Categories :**

In compliance with Education Code 37.108(a), this Emergency Operations Plan 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, and the Commissioner of Higher Education.

**1. Prevention** – Actions to avoid an incident or to intervene to stop an incident from occurring. Examples of activities at Vernon College include but are not limited to actions toward: Pandemic influenza sanitation measures, security systems and cameras, deterring, and/or detecting threats; including illegal activity, etc.

**2. Mitigation** – Includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Examples of activities at Vernon College include but are not limited to actions toward: Structural changes to buildings, elevating utilities, bracing and locking chemical cabinets, properly mounting lighting fixtures, cutting vegetation to reduce wildland fires, etc.

**3. Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Examples of activities at Vernon College include but are not limited to actions toward: Developing plans and procedures, conducting drills, evaluating and taking corrective action to achieve and maintain readiness to respond to emergencies, implementation of continuity of operations plans, etc.

**4. Response** – Activities that address the short-term, direct effects of an incident. Such includes the execution of the emergency operations plan to address the immediate and short-term actions to preserve life, property, and the environment, as well as the social, economic, and governance structure of the college. Examples of campus response actions include but are not limited to: Lockdown, shelter-in-place, evacuations, search and rescue operations, fire suppression, logistics, and other critical services; etc.

**5. Recovery** – Recovery is both a short- and a long-term process. Short-term recovery operations focus on restoration of vital services to the college and provide for the basic needs of students, faculty, and staff. Long-term recovery focuses on the return to normal operations. The recovery period is an opportune time to institute mitigation activities designed to avoid damage from future incidents, particularly those related to the most recent incident. Typical recovery actions may include: Repair and replacement of damaged facilities and infrastructure, debris cleanup and removal, temporary office, academic workspace, and housing for residential students, social, emotional and behavioral support services, re-opening the college to full status, etc.



**In addition**, Vernon College has identified the following mission categories for all phases of emergency management:

- Missions before an emergency
- Missions during an emergency, and
- Missions after an emergency.

These missions serve as an aid in organizing preparedness activities within this plan applicable to any threat or hazard.

### **Physical and Psychological Safety:**

The physical safety of students, faculty, staff, and others in the college community during an incident is addressed throughout every annex.

In addition, to physical safety, this Emergency Operations Plan ensures provisions for supporting the psychological safety of students, faculty, staff, and others in the college community during an incident. These provisions are aligned with best practice-based programs and researched based practices in accordance with Texas Education Code 37.108, and in alignment with Section 161.325 of the Health and Safety Code.

This Emergency Operations Plan, in compliance with Texas Education Code 37.108, includes strategies for ensuring any required professional development training for suicide prevention, grief informed and trauma-informed care, and psychological first aid is provided to appropriate campus personnel. These strategies, and additional information regarding psychological safety, are located in the Psychological Resilience Annex.

### **Readiness Levels:**

Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. Vernon College uses a four-tier system which conforms to the four-tier system of readiness levels of local jurisdictions, and the State of Texas. As the potential severity of the incident or the demand on College resources increases, emergency response and coordination activities will increase to meet the demands. The College President is responsible for determining appropriate readiness levels based on current conditions effecting the College. The following Readiness Levels will be used as a means of increasing the college’s alert posture.

- |                |  |
|----------------|--|
| <b>Level 1</b> | • Maximum Readiness (Large-scale disruption of operations will occur).     |
| <b>Level 2</b> | • High Readiness (Regular operations experience some level of disruption). |
| <b>Level 3</b> | • Increased Readiness (Regular operations are affected slightly).          |
| <b>Level 4</b> | • Normal Conditions (Regular operations are unaffected).                   |

#### Level IV: Normal Readiness

A Level 4 incident describes localized campus incidents that may quickly be resolved with internal resources and/or limited assistance from the external responders. The incident may only affect a single, localized area of the campus, and most normal College operations are not disrupted.

#### Level III: Increased Readiness

A Level 3 incident refers to a situation that presents a greater potential threat than “Level 4”, but poses no immediate threat to life and/or property. A Level 3 may be implemented for planning of large events, gatherings, high-level notable presence; or an incident or situation in which threatening conditions “may” or “may never” cause adverse effects.

#### Level II: High Readiness

A Level 2 incident refers to a situation with a significant potential and possibility of causing adverse effects to life and/or property. This condition will normally require some warning to the public. A Level 2 may be implemented during monitoring of large events, or a situation or event in which threatening conditions (natural or human caused) have developed, but which have not yet caused adverse effects.

#### Level I: Maximum Readiness

A Level 1 incident is an emergency or disaster that is imminent or already impacted a large portion or all of the campus community requiring a broad array of college personnel and/or outside agencies to respond.

#### Health and Medical Safety Readiness

Vernon College takes measures to provide physical and psychological safety and support of students, college personnel, and others in the community during any emergency or disaster including the response and recovery phase. For additional information regarding physical and psychological safety refer to the Health and Medical Annex.

#### **Functional Needs Populations**

“Functional Needs Population”, according to the National Response Framework is defined as *populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to:*

- *Maintaining Independence*
- *Communication*
- *Transportation*
- *Supervision*
- *Medical Care*

This definition seeks to establish a flexible framework that addresses a broad set of common function-based need irrespective of specific, statuses, or labels.

Vernon College acknowledges there are populations within the campus with special requirements that must be considered before, and during an emergency and/or emergency response. These groups include individuals with mobility, hearing, visual, psychological, and developmental disabilities.



In the event an emergency and/or disaster affects persons with known disabilities and/or access and functional needs, all reasonable operational considerations will be made to accommodate the unique requirements of the individual(s).

### **Capability Consideration**

Vernon College operates its own police department with sworn Texas Peace Officers. As stated previously in this plan, Vernon College is not an emergency response organization and does not operate its own emergency medical or fire response agency. For medical emergencies, fire emergencies, or police emergencies of large scale, outside resources will be required. Established mutual aid agreements, and cooperative working relationships with outside agencies, as well as emergency response training provided to the faculty, staff, and students, build college response capability. Vernon College leadership has the capability of utilizing this plan for maintaining continuity and coordinating recovery efforts.

### **Campus Emergency Establishments / Facilities**

Vernon College has the following emergency establishments/facilities to support the college's mission during emergencies:

- Campus Incident Command Post
- Campus Emergency Operations Center
- Local Emergency Operations Center

#### **Campus Incident Command Post(s)**

Most campus incidents do not require the activation of a Campus Incident Command Post. However, in the event of a campus emergency, Incident Command Posts may be established near a specific incident to control the response. The location of the Campus Incident Command Post shall be made known to all emergency responders at all times.

#### **Campus Emergency Operations Center(s)**

Most campus incidents do not require the activation of an Emergency Operations Center (EOC). Considering the college's capabilities, Vernon College does not operate a 24-hour dedicated emergency operations center (EOC). If necessary, ITV (Interactive Television) rooms are available, on all campuses, for use as Emergency Operations Centers in the event of a major emergency. These locations will serve as the site where the coordination of information and resources to manage and support the emergency occurs. Subject matter experts from across all Vernon College campuses who have been pre-identified and trained to work in Operations,

Planning, Logistics, and Finance/Administration can communicate to coordinate operations and recovery efforts.

The general responsibility of the Emergency Operations Center is to provide policy direction, coordination and support to Incident Command. It is not an on-scene incident command post where the focus is on tactics to deal with the immediate situation.



## **Emergency Assistance Channels**

Vernon College relies on the National Incident Management System (NIMS) for planning, training, exercising for, and responding to campus emergencies. The initial response to campus emergencies is conducted by Vernon College. Should the resources of the campus prove insufficient and/or extend beyond the capabilities of Vernon College at any time during an emergency, assistance will be requested from first responders, other jurisdictions, organized volunteer groups and/or State and Federal resources utilizing the proper Emergency Assistance Channels.

The request process is set forth in the diagram located in Appendix 2.

## **Emergencies During Non-Working Hours**

There is a chance that an emergency or disaster such as the ones envisioned in this plan may occur before or after regular College office hours, on a holiday, or a weekend when the organizational set-up of many departments is somehow out of the ordinary. While the structure of this plan remains precisely the same, its implementation may vary necessarily depending on, e.g. available resources and personnel until proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible the guidelines discussed in this plan, while simultaneously making the effort to notify lead officials of the situation so as to obtain verification or advice of their actions. In any event, The Executive Group (President, Vice President of Instructional Services, Vice President of Student Services and the Vice President of Administrative Services) shall be informed of the situation.

**ORGANIZATION, ASSIGNMENTS AND RESPONSIBILITIES**

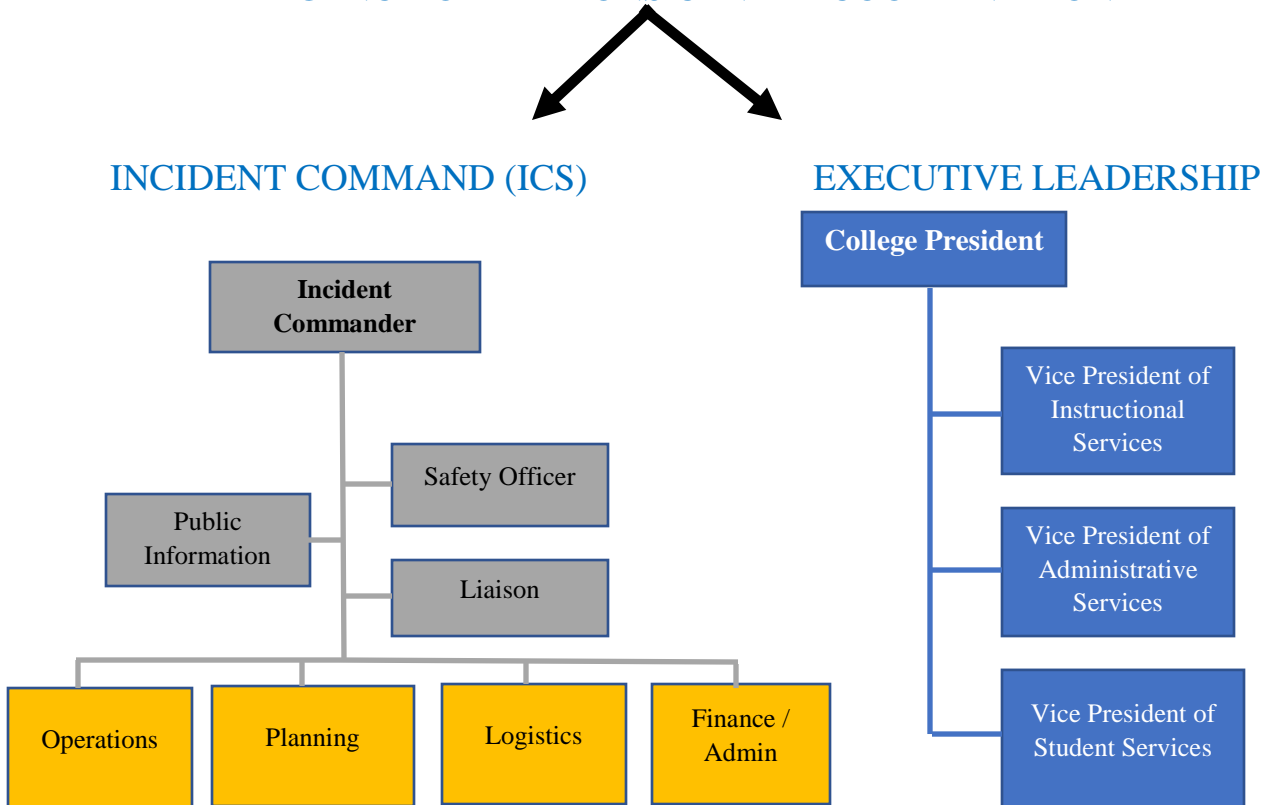
In an emergency or disaster, College personnel are usually first on the scene of an incident in a campus setting. College officials and staff are expected to take charge and manage the incident until it is resolved, or response partners arrive to manage the emergency. Utilizing the Incident Command System (ICS), all activities necessary to manage the incident must be organized and coordinated to ensure the most efficient response.

This section establishes the effective organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization to include, but not limited to college administration, faculty and staff, first responders, and/or emergency management.
- **An overview of who does what.**

Campus emergencies at Vernon College will be addressed utilizing two divisions: The Incident Response Division and the Executive Leadership Division.

**EMERGENCY OPERATIONS CENTER COORDINATION**



NOTE: The organization chart depicted above is only an example of Vernon College’s potential Incident Command Structure to be used during emergency response operations. The flexibility of the Incident Command System allows for expansion or contraction, based on the incident, the conditions encountered and the available resources. As stated previously in this plan, all personnel assigned to any of the above responsibilities in this plan are trained on NIMS/ ISC concepts, procedures, and protocols.

### **Executive Leadership**

Executive Leadership is responsible for making all-encompassing policy decisions and supporting the tactical operations of the Incident Command.

The Office of the President established a **succession of executive authority**. In the event the President is unable to discharge his/her duties, the line of succession to the President shall proceed as follows:

1. President

2. Vice President of Instructional Services- The Vice-President of Instructional Services, acting under the direction of the president, is the chief academic and instructional officer of the College and provides leadership for the overall operation of the academic and instructional units of the College. The Vice President of Instructional Services also provides leadership, critical thinking, problem solving, and oversight for day-to-day functions of all Vernon College locations that will assist all components of the college.

3. Vice President of Administrative Services- The Vice-President of Administrative Services, acting under the direction of the president, is the chief fiscal officer of the College and is responsible for the overall operation of the business and fiscal affairs of the College as well as physical facilities. Working collaboratively with the president and staff of the College, the Vice-President of Administrative Services provides leadership in the planning, development, implementation, and evaluation of the fiscal affairs of the College to support student learning and student success

4. Vice President of Student Services -The Vice-President of Student Services, acting under the direction of the President, is the chief administrative officer for the personal and co-curricular development of all students. As the chief student services officer, the Vice-President of Student Services provides knowledge and effective leadership to staff, and students, and works with other members of the College to provide a campus environment that promotes robust student support services, academic achievement, retention, degree completion and personal and social growth, as well as the development of a diverse and dynamic student population.

### **Incident Command**

Incident Command applies delegated authority to save lives, prevent expansion of the incident, and protect property and the environment. The Incident Command System will be utilized for managing emergencies. However, this plan has been customized to fit the unique needs of the academic environment.

**The only required position is the Incident Commander. This function is generally is assigned to an individual who has similar functional responsibilities under normal operations and/or possesses the most appropriate knowledge and skills, who will manage the incident until it is resolved or command in transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility. The Incident Commander may designate personnel to fill staff positions as the needs of the incident dictate. All functions without designated personnel (section chief or officer) remain the responsibility of the Incident Commander.**

Incident Commander

The Incident Commander is responsible for managing the incident, setting incident objectives and priorities, and has overall responsibility at the incident or event. In that capacity, the Incident Commander may direct personnel, take actions and implement procedures as necessary to resolve the incident.

Command Staff Functions		
<p style="text-align: center;"><b>Public Information</b></p> <p>Serves as the conduit for information to internal and external stakeholders, including the media, stakeholders, and the public.</p>	<p style="text-align: center;"><b>Safety</b></p> <p>Monitors safety conditions and develops measures for ensuring the safety of all event personnel. Recommend additional actions to ensure safety.</p>	<p style="text-align: center;"><b>Liaison</b></p> <p>Serves as the primary contact for other agencies assisting.</p>

Additional information on each command staff function can be found available on the Federal Emergency Management Agency website [https://emilms.fema.gov/is\\_0015b/groups/136.html](https://emilms.fema.gov/is_0015b/groups/136.html)

Other Management Functions (General Staff)

General Staff Functions			
<p style="text-align: center;"><b>Operations</b> (Resource Direction)</p> <p>Campus Safety &amp; Security Campus Health &amp; Medical HazMat Response Fire Fighting Search and Rescue Reunification</p>	<p style="text-align: center;"><b>Planning</b> (Planning Services)</p> <p>Incident Documentation Technical Specialist Situational Awareness Incident Accident Plans</p>	<p style="text-align: center;"><b>Logistics</b> (Incident Support)</p> <p>Transportation Campus Works &amp; Engineering Mass Care and Housing Food and Water Communication and Resource Support</p>	<p style="text-align: center;"><b>Finance</b> (Financial Manager)</p> <p>Procurement Cost Tracking Time Tracking Claims Compensation</p>

Additional information on each general function can be found available on the Federal Emergency Management Agency website [https://emilms.fema.gov/is\\_0011a/groups/185.html](https://emilms.fema.gov/is_0011a/groups/185.html)

**Vernon College Emergency Support Functions**

Emergency Support Functions (ESFs) have proven to be an effective way to organize and manage resources to deliver core capabilities. Vernon College emergency support functions are based on the Emergency Support Functions (ESFs) contained in the Federal Emergency Management Agency’s National Response Framework, but constructed appropriate to the campus location, threats, authorities and/or capabilities, based on the college’s approach to emergency management functions/initiatives as it pertains to mitigation, preparedness, prevention, protections, response and recovery.

A detailed emergency support functions diagram is located in Appendix 4.

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## **DIRECTION AND CONTROL**

In any incident, the President, as the chief executive officer of the college, is the authority to declare a campus state of emergency and also retains final authority and responsibility for response, coordination of resources, personnel, and facilities.

To provide for the effective direction and control of an incident impacting the health and safety of the college, the college emergency operations plan will be activated pursuant to the National Incident Management System (NIMS) and the college's emergency management program. The College will implement the Incident Command Structure (ICS) to manage the emergency.

Primary responsibility for an emergency function generally is assigned to an individual who has similar functional responsibilities under normal operations and/or possesses the most appropriate knowledge and skills, who will manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility.

In a large-scale disaster or an incident effecting the community, the local office of emergency management may activate their Emergency Operation Center (EOC) to manage the initial response actions. A representative from the college may be sent to the local office of emergency management's Emergency Operations Center to support college activities.

## **COMMUNICATONS AND PUBLIC INFORMATION**

Executive leadership and incident managers are often challenged to understand the full scope and nature of an incident due to the complex nature of combining a variety of sources of information. By utilizing the incident command structure, the gathering and sharing of information between all necessary entities will be accomplished by a variety of means.

The Communications Annex of this Emergency Operations Plan (EOP) provides information as to how timely and accurate information is gathered, and provided to the college community, media and the public before, during, and after an emergency. It identifies clear roles, responsibilities, communication channels, and organizational structure that enables Vernon College to provide necessary information to necessary individuals at the necessary point in time.

## TRAINING AND EXERCISING

Vernon College understands the importance of training, drills, and exercises in planning and preparing for an incident. Vernon College’s training and exercise program is based on the United States Homeland Security Exercise & Evaluation Program concept for **capability-based** and **objective-driven** training and exercising.

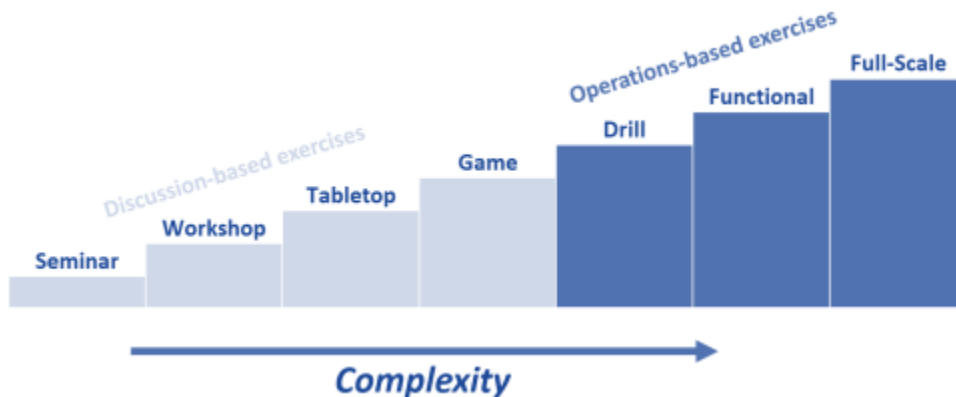
To ensure that college personnel and community first responders are aware of their duties and responsibilities under the campus emergency operations plan, the following training drill, and exercise actions will occur:

Basic training and refresher training sessions will be provided and conducted.

Emergency Operations Training will include but not limited to:

- Orientation of the college’s Emergency Operations Plan.
- First aid and CPR training.
- Team trainings to address specific response or recovery activities such as active threats, reunification, relocation, and special needs.
- Two online Federal Emergency Management Agency Courses: ICS-100 and IS-700. Both courses are available for free on the Federal Emergency Management Agency Website.

Additional training will include discussion-based exercise as well as operations-based exercises, all based on the college’s approach to emergency management functions/initiatives as it pertains to mitigation, preparedness, prevention, protection, response and recovery.



Vernon College will also take advantage of outside professional development training opportunities as it pertains to the infrastructure, health, wellness, and safety of the college.

All Vernon College faculty and staff members are encouraged to develop personal and family emergency plans. Each family member should anticipate that a staff member may be required to remain on campus following a catastrophic event. Knowing that a family member is prepared and can handle the situation will enable college staff to be more effective and efficient.



## **ADMINISTRATION AND SUPPORT**

An incident of any kind requires documentation such as reports, logs, safety accountability, damage assessment, assistance requests, resource usage, expenditures, timekeeping and related notes, paperwork, and any additional forms generated as a part of the incident. The extent of the documentation is contingent upon the size and scope of the incident.

### **Documentation**

It is the responsibility of each campus/center, facility, or college department to compile, maintain and submit documentation and reports in a timely fashion and to assist with the preparation of documentation needed to ensure compliance with records management and open records.

The college will maintain an incident log and collect documentation for any incident. Individual departments, facilities, and campuses/centers will maintain logs of decisions, timelines, logistical information, and other actions related to their areas of responsibility and accountability.

In addition, after each emergency incident, disaster response, drill or exercise, the College will ensure that After Action Reviews are conducted and the results captured in a written format that may include a corrective action plan designed to ensure that plans, guidance, and policies are up to date and reflective of the requirements of the College to provide a safe and secure learning environment.

### **Agreements**

The College recognizes that during an emergency, additional resources not reflected within existing agreements may be needed by the College. In these cases, execution of agreements will be managed by individuals within Executive Leadership, and as described in the Organization and Assignments of Responsibilities section of this plan. It is understood that implementation of agreements, either to access college resources or to supplement the College's emergency response, shall be coordinated through the Executive Leadership Group. A list of existing agreements is contained in the Emergency Response/Management Agreements Appendix. Each agreement is executed by individuals empowered to do so, and approved by the College President or their designee and in accordance with board policy.

### **Purchasing**

1. Vernon College follows established procedure while:
  - Overseeing all financials activities during an incident including purchasing resources.
  - Arranging contracts for services.
  - Tracking incident costs
  - Timekeeping for personnel
  - Verifying compliance with applicable laws and policies for financial coding.
  - Submitting forms for reimbursement
  - Preserving all incident-related documentation.

2. Vernon College is a political subdivision of the State of Texas and operates under specific legal requirements for the procurement of goods and services. The College is a tax-exempt entity and will supply tax-exempt verification upon request. The purchasing process is outlined in a separate document titled EMERGENCY PROCUREMENTS.

**Vital Record Preservation**

Normal College operations will continue following an emergency or disaster. It is important that vital records are protected. These include:

- Legal documents including plans and contracts
- Financial accountability
- Student accountability
- Other documents deemed essential to College operations

These records should be stored and kept in accordance with legal requirements, accreditation requirements and/or document retention.

## **PLAN DEVELOPMENT AND MAINTENANCE**

The College President is responsible for approving and promulgating this plan.

### **Distribution**

The College President shall determine the distribution of the plan and its support documents. Plan copies, both electronic and hard-copy, shall be distributed to individuals, departments, campuses/centers, facilities, and organizations tasked in this document. Copies are also made available to other key partners as appropriate. Some individuals may only receive portions of this plan and/or supporting documents as appropriate. Appendix 6 identifies the distribution of the Emergency Operations Plan and its supporting documents.

### **Review**

The College Emergency Management Coordinator is responsible for ensuring the development, implementation, and revision of this plan in conjunction with internal stakeholders, as well as local, state, regional and federal emergency management partners.

Prior to each start of the college's fall semester, the College will complete a review of the Vernon College Multi-hazard Emergency Operations Plan (EOP) as well as support documents. This includes updates to organizational and contact information, ongoing self-assessment results, drill and exercise explanations, and revisions identified as a result of the corrective action plan tasks, as well as policy and procedure reviews and applicable updates.

Once the annual review has been completed, minor edits (such as grammar or spelling changes) required no notification to stakeholders. Significant changes (such as changes in guidelines, roles, or responsibilities) will be tracked in an updated version of this Emergency Operations Plan. Such changes will be noted in the Record of Changes section of this Emergency Operations plan and distributed to all relevant stakeholders.

In addition, the entire College emergency management/preparedness program undergoes an audit once every three years as prescribed by Chapter 37 of the Texas Education Code and reported to the Vernon College Board of Trustees and the Texas School Safety Center.

## **AUTHORITIES, REFERENCES & ACKNOWLEDGEMENTS**

Emergency Operations Plan documents and reference material of the following institutions served as valuable resources in the development of Vernon Colleges Emergency Operations Plan.

### **Federal**

- Homeland Security Act 2002
- Homeland Security Presidential Directive 5 (HSPD-5)
- Homeland Security Exercise and Evaluation Program
- Presidential Policy Directive 8 – National Preparedness
- Federal Emergency Management Agency
- National Incident Management System
- National Response Framework
- US Department of Justice
- Jeanne Clery Act, 34 C.F.R. 668.46

### **State**

- Texas Education Code, Chapter 37
- Texas Education Code, Chapter 51
- Texas Government Code 2054, Subchapter M
- Executive Order of the Governor Relating to Emergency Management (RP40 - 02/23/2005)
- Texas Department of Public Safety, Division of Emergency Management.
- Texas School Safety Center (TxSSC)- Texas State University

### **Local**

- Board of Trustees College Policy CG (Safety Program)
- Interlocal Agreements & Contracts. Refer to summary in Appendix 3

**LIST OF APPENDICES**

Appendix 1.....Campus and Facility Maps

Appendix 2.....Emergency Management Diagrams

Appendix 3.....Emergency Response / Management Agreement Reference

Appendix 4.....Emergency Management Function(s) Reference

Appendix 5.....College Review Records

Appendix 6 .....Emergency Operations Plan Distribution List

**LIST OF ANNEXES**

Warning and Communications Annex ..... Functional

Evacuation and Shelter-in-Place Annex ..... Functional

Recovery / Continuity of Operations Annex ..... Functional

Mass Care & Reunification Annex ..... Functional

Psychological Resilience Annex ..... Functional

Facilities Access Management Annex ..... Functional

Training and Exercising Annex ..... Functional

Utilities Loss Annex ..... Functional

Natural Hazards (Severe Weather) Annex..... Hazard Specific

Active Threat Annex..... Hazard Specific

Cybersecurity Annex ..... Hazard Specific

Biological (Communicable Disease) Annex ..... Hazard Specific

Hazardous Materials Annex and Train Derailment Annex..... Hazard Specific

Catastrophic Building Damage Annex ..... Hazard Specific

**WE ARE  READY**



## **APPENDIX 1**

# **VERNON COLLEGE CAMPUS & FACILITY MAPS**



**VERNON MAIN CAMPUS**

**WICHITA FALLS CENTURY CENTER**

**WICHITA FALLS SKILLS TRAINING CENTER**

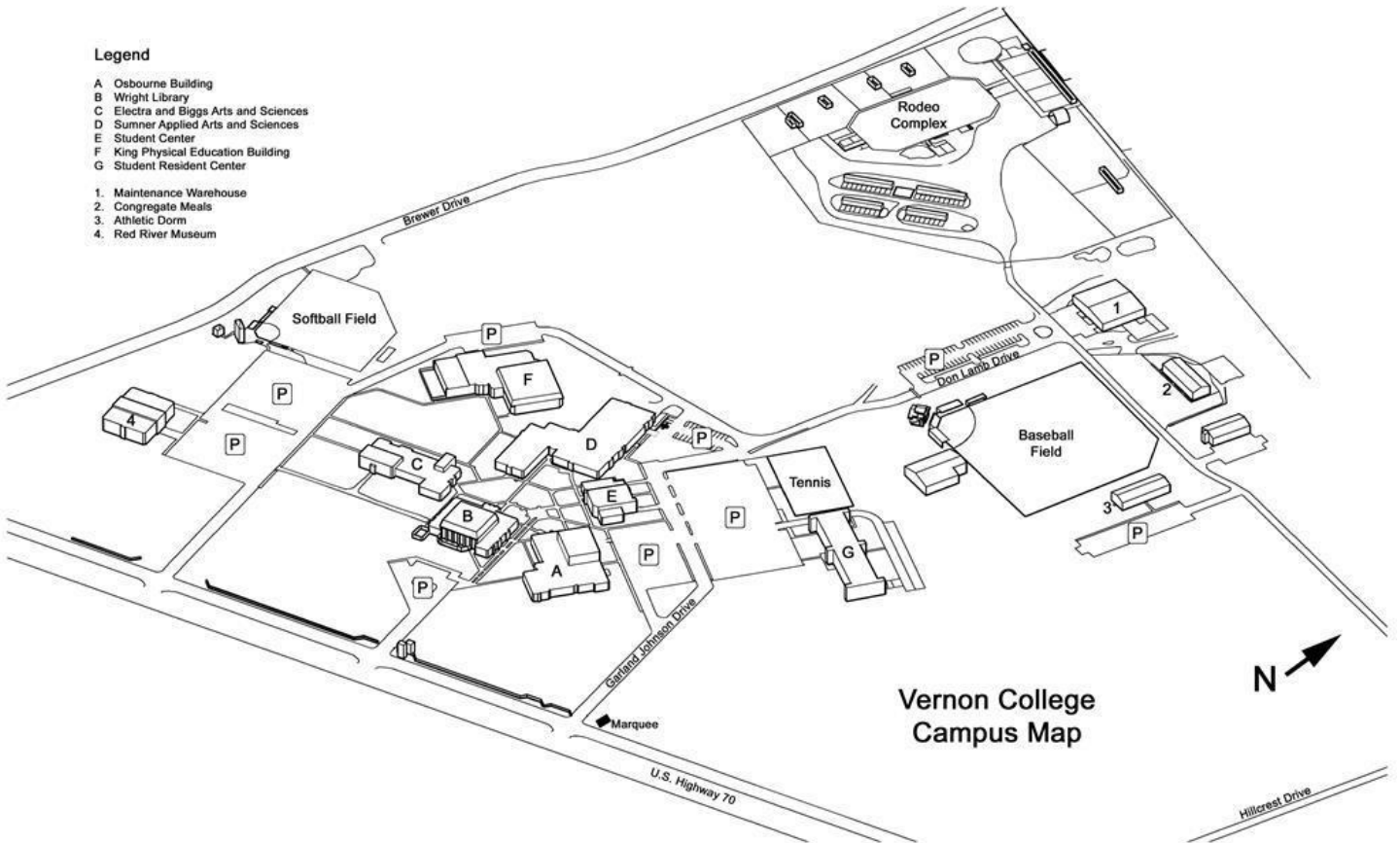


**Vernon College- Vernon Campus (Main)**  
**4400 College Drive**  
**Vernon, Texas 76384**

The Vernon campus in Vernon, Texas is Vernon College's "home campus". The Vernon campus is home to most administrative offices, athletic teams, student housing and a student center.



# VERNON COLLEGE EMERGENCY OPERATIONS PLAN



**SPECIFIC MAPS HAVE BEEN  
REDACTED**



**Vernon College- Century City Center  
4105 Maplewood Avenue  
Wichita Falls, Texas 76308**

The Century City Center located in Wichita Falls, Texas is Vernon College's largest campus in terms of student body population.



Front Entrance (West Entrance)





Rear Entrance (East Entrance)



North Entrance



South Entrance

**SPECIFIC MAPS HAVE BEEN  
REDACTED**



**Vernon College- Skills Training Center  
2813 Central Expressway East  
Wichita Falls, Texas 76302**

The Vernon College Skills Training Center houses career and technical education training programs.



**SPECIFIC MAPS HAVE BEEN  
REDACTED**





APPENDIX 2

**VERNON COLLEGE**  
**Emergency Management**  
**Diagrams**



VERNON MAIN CAMPUS

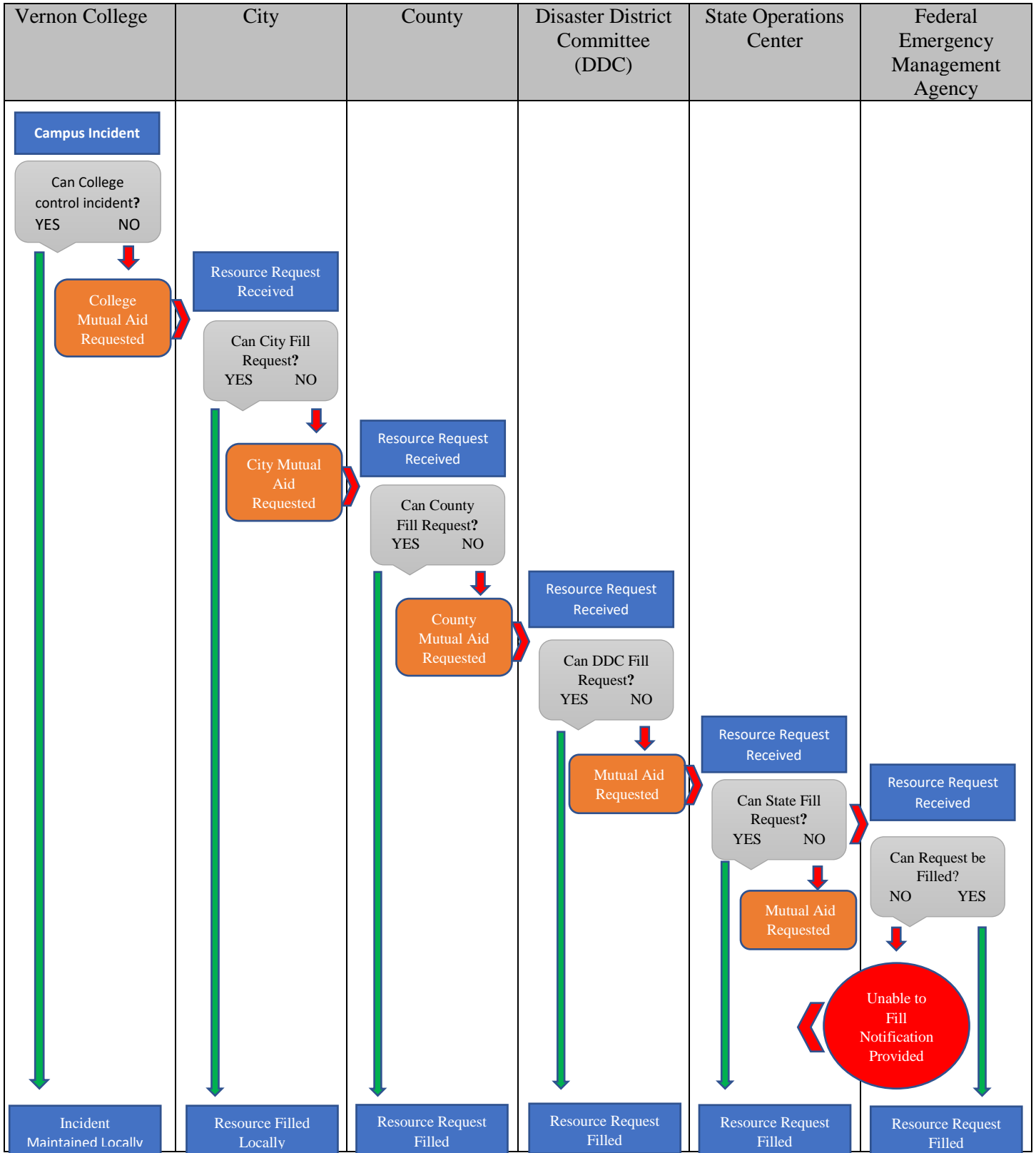
WICHITA FALLS CENTURY CENTER

WICHITA FALLS SKILLS TRAINING CENTER

Vernon College relies on the National Incident Management System (NIMS) for planning, training, exercising for, and responding to campus emergencies. The initial response to campus emergencies is conducted by Vernon College. Should the resources of the campus prove insufficient and/or extend beyond the capabilities of Vernon College at any time during an emergency, assistance will be requested from first responders, other jurisdictions, organized volunteer groups and/or State and Federal resources utilizing the proper Emergency Assistance Channels as depicted below.



### Vernon College Emergency Assistance Channels Matrix





APPENDIX 3

**VERNON COLLEGE**  
**Emergency Response / Management**  
**Agreements**



VERNON MAIN CAMPUS

WICHITA FALLS CENTURY CENTER

WICHITA FALLS SKILLS TRAINING CENTER

Emergency Response / Management Agreements (Mutual aid Agreements and Assistance Agreements) are agreements between agencies, organizations, and jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and after an incident. A signed agreement does not obligate the provision or receipt of aid, but rather provides a tool for use should the incident dictate a need.

Vernon College has entered into a number of mutual aid agreements that can provide specific resources if needed. The agreements are listed as follows:

- City of Vernon Police Department Mutual Aid /Law Enforcement (Wilbarger County)
- Wilbarger County Sheriff's Office Memorandum of Understanding (Wilbarger County)
- City of Wichita Falls Police Department Interlocal Cooperation Agreement (Wichita County)
- Wichita County Sheriff's Office Memorandum of Understanding (Wichita County)
- Texas Law Enforcement Telecommunication System (TLETS) Terminal Agency Agreement (Wilbarger County)

## City of Vernon Police Department

### MUTUAL AID LAW ENFORCEMENT AGREEMENT

THE STATE OF TEXAS

CITY OF VERNON

**THIS AGREEMENT** is made and entered into by and between the City of Vernon and the Vernon College and includes any city or other government law enforcement agency which shall hereafter by and through their respective Mayors or other duly authorized officials enter into this agreement:

#### WITNESSETH:

**WHEREAS**, Chapter 362, Sec 362.001 et seq., Texas Local Government Code, authorizes a county or municipality by resolution of its governing body to enter into an agreement with any neighboring municipality or contiguous county for the formation of a mutual aid law enforcement agency to cooperate in the investigation of criminal activity and enforcement of the laws of this State;

**NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:** that in consideration of the mutual covenants, agreements and benefits to the parties, it is **AGREED** as follows:

#### Article I

During the term of this Agreement, the parties agree to provide upon request of one party (requesting party) to the other (providing party) such law enforcement personnel, including available equipment and facilities, as may be requested for the investigation or suppression of crime within the jurisdictional area of the requesting party; provided that the personnel, equipment, and facilities requested or not otherwise required by the providing party as determined by the Chief Law Enforcement Officer of the providing agency, or designee. Requests for mutual aid made pursuant to the Agreement shall be made by and the respective Chief Law Enforcement Officer or their designated representatives.

#### Article II

While any peace officer regularly employed by the providing party is in the service of a requesting party pursuant to the Agreement. He shall be under the command of the requesting party's law enforcement officer who is in charge, and said peace officer shall have all the powers of a regular peace officer of the requesting party as though he were within the jurisdiction where he is regularly employed; and his qualification for office with the providing party shall constitute his qualification for officer with the requesting party; and no oath, bond or compensation need be made.

In the performance of work or services hereunder, each peace officer is deemed solely as an employee of his hiring agency, which shall assume sole and exclusive responsibility for the payment of wages to the employee for services performed under this Agreement.



**Article III**

A peace officer employed by a providing party covered by this Agreement may make arrests outside the jurisdiction in which he is employed, but within the area covered by the Agreement; provided, however, that the law enforcement agency within the requesting jurisdiction shall be notified of such arrest without delay. The notified agency shall make available the notice of such arrest in the same manner as if said arrest were made by a member of the law enforcement agency of said requesting jurisdiction.

**Article IV**

Peace Officers employed by the parties to this Agreement shall have such investigative and other law enforcement authority in the jurisdictional area encompassed by this Agreement as is reasonable and proper to accomplish the purpose for which a request for mutual assistance is made.

**Article V**

The Chief Law Enforcement Officer of the requesting agency or designee shall be the final authority in deciding whether deadly force is required to bring a critical incident to an end; provided, however, that the is authority shall not limit the authority of a peace officer, confronted with an immediate threat and no alternative, to use such force as may be required to preserve his life of or the life of another. To the maximum feasible extent, time and negotiation shall be used to bring a critical incident to a close without the loss of life or injury to any party.

**Article VI**

To the extent allowed by law, each party agrees to indemnify the remaining parties all demands, suits, actions, legal or administrative proceedings, claims, damages and reasonable attorney's fees relating to the performance of the Agreement and arising directly or indirectly from those matters to which it is finally adjudged that the party is solely guilty of negligence or misconduct.

**Article VII**

The term of this Agreement shall commence on the date the last party signs the Agreement and shall continue for one year. This Agreement will automatically renew annually unless a party to this Agreement provides thirty days written notice of its intent to terminate or withdraw from this Agreement to the remaining parties in the Agreement.

**Article VIII**

The parties shall observe and comply with all Federal, State, County, and City laws, rules, ordinances, and regulations in any manner affecting the conduct of services herein provided and performance of all obligations undertaken by this Agreement.

Article IX

The parties agree that any other law enforcement agency acting by and through its duly constituted governing body may become a party to this Agreement by executing an appropriate amendment to this Agreement signifying its Agreement to all of the terms and provisions hereof, executed by all of the then existing parties hereto.

ATTEST

By: Linda Byers  
City Secretary

Date: 7-26-2016



FOR THE CITY OF VERNON TEXAS

[Signature]  
Mayor

ATTEST

By: Todd S. [Signature]  
College Designee

Date: \_\_\_\_\_

FOR VERNON COLLEGE

[Signature]  
College President



## Wilbarger County Sheriff's Office

### MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING made and entered into on this 17 day of October the year of 2017, by and between the Wilbarger County Sheriff Department (hereinafter "WCSO"), and Vernon College Police Department (hereinafter "VCPD").

#### PURPOSE

Whereas, the parties are each charged with enforcement of the laws of the State of Texas; and whereas responsibilities of the two agencies often overlap; and whereas, in order to clarify the role and duties of each agency, the parties enter into this MEMORANDUM OF UNDERSTANDING.

From and after execution of this document, the WCSO and VCPD will follow the guidelines set forth in the MEMORANDUM OF UNDERSTANDING.

1. **Parking Citations:** VCPD will issue parking violations within the "College area". The term "College area" shall have the following boundaries whenever used herein: North of Highway 70, East of Brewer Drive, West of Hillcrest Drive, South of Hillcrest Country Club Road; not to include apartments or houses located on Augusta Drive.
2. **Traffic Regulations:** WCSO will enforce traffic regulations in the area immediately surrounding off-campus areas and housing units; VCPD will take an active role as back up in areas of close proximity to the college until additional WCSO units arrive. VCPD will cooperate with WCSO in an effort to enhance its overall highway safety plan.
3. **DUI Arrests:** VCPD will call VPD for assistance on all DUI stops; as VPD has the equipment and field training needed to make the DUI arrests valid.
4. **Traffic Accidents on Vernon College Property:** VCPD will investigate all vehicular accidents on campus property. VPD will investigate all vehicular accidents involving fatalities or accidents likely to result in death.
5. **Emergency Calls:** When VCPD receives an emergency call on Vernon College campus, VCPD will respond to the call. VCPD may call for backup from WCSO, if needs warrant such assistance. If VPD should receive a 911 call from the Vernon College campus, VPD should notify the VCPD of the call and both departments will assist in the investigation. If a 911 call is of a heinous nature, VPD will handle the investigation with VCPD assisting.
6. **Crimes Against Persons:** VCPD will respond to all emergency calls on campus. However, if the incident involves crimes listed below, VPD will have primary responsibility to investigate such crimes:
  - a) Racketeering
  - b) Aggravated assault and vehicular assault

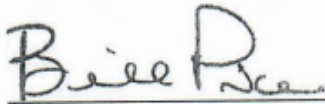
- c) Criminal homicide, 1<sup>st</sup> degree murder, 2<sup>nd</sup> degree murder, voluntary manslaughter, criminally negligent homicide, vehicular homicide, and viable fetus as a victim
  - d) Kidnapping, Aggravated Kidnapping
  - e) Robbery, Aggravated Robbery
  - f) Arson, Aggravated Arson and/or related crime
  - g) Aggravated Burglary
  - h) Suicide/Attempted Suicide
7. Crime Investigation: VCPD will help investigate all crimes. Any crimes resulting in serious bodily injury or requiring hospitalization will be reported to VPD, and upon request from VCPD, VPD will provide technical assistance (i.e. crime lab, breathalyzer, etc.). VCPD and VPD shall share any investigations of any aggravated rape, rape, aggravated sexual battery, sexual battery, statutory rape. Additional services may include the creation of a joint task force to assist in any of the above mentioned cases.
8. Maintaining Order: VCPD will have primary responsibility for maintaining order on Vernon College campus and property, and when requested, WCSO will assist.
9. Crisis Intervention: VCPD will handle all crisis intervention on Vernon College campus with assistance to be provided by WCSO, as requested.
10. Investigative Intelligence: Investigative information on matters of mutual concern will be delivered by the department receiving such information to the other departments (i.e., hate crimes/groups, cults, gangs, narcotics, etc.).
11. Reliability of Response: Adherence to the guidelines set out in this MEMORANDUM OF UNDERSTANDING will allow each agency (VCPD/WCSO) to rely on the other for assurance that all calls receive appropriate and reliable response.
12. Prosecution of Cases: All cases involving prosecution will be the primary responsibility of the agency conducting the investigation, and if the other agency is involved, such agency cooperation and assistance will be given.
13. Evidence Control: The agency responsible for the investigation of any incident will have the responsibility of maintaining the integrity of all evidence.
14. Campus Crime Prevention: VCPD will be responsible for crime prevention programs and may call upon outside agencies for additional programs.
15. Vehicle Impoundment: VCPD shall use the same facilities and wrecker services that WCSO use. All impounded vehicles shall be processed in the same manner as vehicles impounded by WCSO.

16. Amendment or Termination: This MEMORANDUM OF UNDERSTANDING may be amended at any time by written agreement of both parties. It may be terminated by either party (VCPD/WCSO) upon 30 days written notice to the other party.

This MEMORANDUM OF UNDERSTANDING is executed on the day and date first above written by the respective agencies.

APPROVED AS TO FROM:

Wilbarger County



\_\_\_\_\_  
Sheriff, Wilbarger County Sheriff Department

VERNON COLLEGE

\_\_\_\_\_  
President

\_\_\_\_\_  
Dean of Student Services/A.D.



\_\_\_\_\_  
Chief of Police



**City of Wichita Falls Police Department**

STATE OF TEXAS

INTERLOCAL COOPERATION AGREEMENT

COUNTY OF WICHITA

This Agreement ("Agreement") entered into by and between the City of Wichita Falls, Texas ("City"), a Texas municipal corporation, and Vernon College at Century City, a coeducational institution of higher education organized under the laws of the State of Texas and located in Wichita Falls, Wichita County, Texas.

**WHEREAS**, the City and Vernon College desire to maximize the efficiency and effectiveness of police, fire and emergency medical services; and

**WHEREAS**, this Interlocal Cooperation Agreement has been authorized by the governing bodies of the City and Vernon College; and

**WHEREAS**, the Interlocal Cooperation Act (Texas Government Code, Chapter 791) authorizes units of local government to contract with one or more units of local government to perform governmental functions and services; and

**WHEREAS**, each party required to make any payments hereunder shall do so from current available revenue; and

**WHEREAS**, the parties have previously entered into an Interlocal Cooperation Agreement that has been amended from time to time; and

**WHEREAS**, the parties desire to enter into a new Interlocal Cooperation Agreement for public safety and municipal court services,

**NOW, THEREFORE**, in consideration of the terms and conditions contained herein and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Term:** The term of this Agreement shall be for one (1) year beginning on the last date all parties have executed this Agreement ("Effective Date") and shall automatically renew annually on the anniversary of the Effective Date for additional one (1) year terms unless either party gives written notice of termination thirty (30) calendar days prior to the expiration of the then current term.
2. **Jurisdictional Agreements:** The City and Vernon College agree to exchange and provide certain governmental functions and services in the following manner:
  - A. Vernon College Police Department ("VC PD") will exercise non-exclusive jurisdiction over the property depicted in Exhibit "A" (Vernon College map) attached hereto.
  - B. Vernon College PD's exercise of jurisdiction over the property depicted in Exhibit "A" will consist of preventative patrol, response to routine/emergency calls for

service; preliminary investigation of alleged offenses, traffic enforcement, accident investigation, follow-up investigation of all confirmed offenses, and the filing of case reports with the Office of the Wichita County Criminal District Attorney, as applicable.

- C. In accordance with Section 51.203 (Campus Peace Officers) of the Texas Education Code, the primary jurisdiction of V.C. campus peace officers includes Wichita County, Texas and within such jurisdiction such officers: (1) are vested with all the powers, privileges and immunities of peace officers; (2) may, in accordance with Chapter 14, Texas Code of Criminal Procedure, arrest without a warrant any person who violates a law of the state, and (3) may enforce all traffic laws on streets and highways (which includes the property depicted in Exhibit "A" and those public streets within the city limits of the City of Wichita Falls which are contiguous to the Vernon College campus; specifically Maplewood, 2600 and 2700 blocks of Plaza Parkway).
- D. In the event V.C. PD requests assistance from the Wichita Falls Police Department ("WFPD") such as SWAT (for the purpose of crowd control, barricaded suspect, hostage incidents, etc.), to assist with any incident occurring on the V.C. owned property, the command of any such unit will remain with the WFPD chain of command.
- E. Service of Arrest and Search Warrants: Unless otherwise required to respond to an emergency situation, V.C. and WFPD will generally attempt to comply with the following guidelines:
  - (1) WFPD officers attempting to serve felony or misdemeanor arrest warrants on V.C. property will first contact the Chief of Police of the V.C. PD or the appropriate designee. Service of felony and misdemeanor arrest warrants will occur outside the classroom and in the presence of a V.C. PD officer.
  - (2) One or more V.C. PD officers will accompany WFPD officers during the execution of all search warrants occurring on V.C. property.
  - (3) V.C. PD officers attempting to serve felony or misdemeanor arrest warrants within the City Limits of the City, but off V.C. property, will first contact the Chief of Police of the WFPD or the appropriate designee. Service of felony and misdemeanor arrest warrants will occur in the presence of a WFPD officer.
  - (4) One or more WFPD officers will accompany V.C. PD officers during the execution of all search warrants occurring within the City Limits of the City, but off V.C. property.

### **3. Communications:**

- A. The WFPD will assign to the V.C. PD a college cell phone number to be used when authorized to communicate on.



- B. The Communications Division of the WFPD shall serve as the primary Public Safety Answer point ("PSAP") for 9-1-1 calls original from residential properties within the City, including V.C. properties.
- C. The City shall be responsible for the placement of orders for all 9-1-1 equipment and services for WFPD and AT&T or other applicable telecommunications company.
- D. The City shall provide primary call and dispatch service for all Fire and Emergency Medical service calls.
- E. The City shall forward all police related calls for service originating from residential or academic properties on V.C. property to the MSU secondary PSAP.

4. Court Service:

- A. The City shall provide full municipal court services including municipal court prosecution for V.C. for criminal case consisting of moving traffic offenses which are:
  - (1) violations of Subchapter E of Chapter 51 of the Texas Education Code or
  - (2) rules and regulations promulgated under said subchapter.

If requested by V.C., the Wichita Falls Municipal Court shall separately account for all fines, cost, bonds, or other funds pertaining to said violations.

- B. The City shall provide the municipal court prosecution services including the preparation and filing of all complaints or other documents necessary for the municipal court prosecution of any moving traffic offense which is a violation of Subchapter E of Chapter 51 of the Texas Education Code, or any rules or regulation promulgated thereunder.
- C. The Wichita Falls Municipal Court shall notify the V.C. offices through a mutually agreeable procedure of any cases scheduled before the municipal court.
- D. V.C. shall provide the Wichita Falls Municipal Court with certified/authenticated copies of the rules and regulations adopted by the governing board of V.C. pursuant to Subchapter E of Chapter 51 of the Texas Education Code, and any amendments thereto. V.C. will cooperate in providing availability of its employees for Wichita Falls Municipal Court testimony who are witnesses in cases brought pursuant to this agreement. The Wichita Falls Municipal Court will send notices for required testimony to the Chief of Police of the V.C. Police Department. The Chief of Police will coordinate distribution of the notices to appear to the relevant V.C. employees.
- E. V.C. shall comply with the Wichita Falls municipal Court policies and procedures for the filing of citations and/or criminal cases pertaining to moving traffic offenses which are violation of Subchapter E of chapter 51 of the Texas Education Code or any rules or regulations promulgated thereunder.

- F. As payment for the services to be provided by City to V.C. under this Agreement, V.C. agrees, to the extent allowed by law, that all fines and costs assessed and collected by the Wichita Falls Municipal Court shall be forfeited to the City in payment for said services.

5. **Notice:**

All notices required or permitted by this Agreement shall be in writing and be deemed received when deposited in the United States mail, postage prepaid, addressed to the following or such other person or address as the parties may designate in writing or by hand delivery or facsimile transmission to the address set forth below:

If intended for the City: Mr. Darron Leiker  
City Manager  
City of Wichita Falls  
1300 7<sup>th</sup> Street, Wichita Falls, Texas, 76301

With copy to: Wichita Falls City Attorney,  
1300 7<sup>th</sup> Street,  
Wichita Falls, Texas 76301

If intended for VCPD: Chief of Police  
Vernon College  
4400 College Dr.  
Vernon, TX 76384

With copy to: Dean John Hardin III  
Vernon College  
4400 College Dr.  
Vernon, TX 76384

6. **Amendment:** This Agreement may be amended by the mutual agreement of the parties in writing and attached to and incorporated in this Agreement.
7. **Law Governing:** The validity of the Agreement and any of its terms or provisions, as well as the rights and duties of the parties, shall be governed by the laws of the State of Texas; and venue for any action concerning this Agreement shall be in Wichita County, Texas.
8. **Enforceability:** In the event that one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable, in any respect, such invalidity, illegality, or unenforceability shall not affect other provisions, and the Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.
9. **Headings:** Paragraph headings are for convenience only and are not intended to expand or restrict the scope or substance of the provisions of this Agreement.

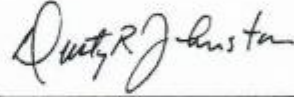
10. **No Third Party Beneficiaries:** Nothing herein shall be construed to give any rights or benefits to anyone other than the City and V.C. Failure to comply with any of the provisions of this agreement shall not invalidate any action taken pursuant to this agreement or grant any rights to any person suspected or charged with a crime.
11. **Entire Agreement:** This Agreement embodies the complete understanding of the parties hereto superseding all oral or written previous and contemporaneous agreements between the parties and relating to the matters in this Agreement.
12. **Authorization:** By executing this Agreement, each party represents that they have full capacity and authority to grant all rights and assume all obligations that they have granted and assumed under this Agreement, and that this Agreement has been authorized by the governing body of the respective party.
13. **Counterpart:** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and constitute one and the same instrument.

EXECUTED this 24 day of September, 2014.

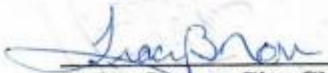
CITY OF WHICHITA, TEXAS

  
\_\_\_\_\_  
Darron Leiker, City Manager


VERNON COLLEGE

  
\_\_\_\_\_  
Dusty R. Johnston, President

ATTEST:

  
\_\_\_\_\_  
~~Lydia Ozuna, City Clerk~~  
Tracy Norr

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Julia Vasquez, Acting City Attorney



## Wichita County Sheriff's Office

### MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_ the year of \_\_\_\_\_, by and between the Wichita County Sheriffs Office (hereinafter "W.C.S.O."), and Vernon College Police Department (hereinafter "VCPD").

#### PURPOSE

Whereas, the parties are each charged with enforcement of the laws of the State of Texas; and whereas responsibilities of the two agencies often overlap; and whereas, in order to clarify the role and duties of each agency, the parties enter into this MEMORANDUM OF UNDERSTANDING.


From and after execution of this document, the VPD and WFPD will follow the guidelines set forth in the MEMORANDUM OF UNDERSTANDING.

1. **Parking Citations:** VCPD will issue parking violations within the "College area". The term "College area" shall have the following boundaries whenever used herein: Skills Center parking lot.
2. **Traffic Regulations:** VPD will enforce traffic regulations in the parking lot at Skills Center, if needed.
3. **DUI Arrests:** VCPD will call WCSO for assistance on all DUI stops; as has the equipment and field training needed to make the DUI arrests valid.
4. **Traffic Accidents on Vernon College Property:** VCPD will investigate all vehicular accidents on campus property. WCSO will investigate all vehicular accidents involving fatalities or accidents likely to result in death.
5. **Emergency Calls:** When VCPD receives an emergency call FOR THE Skills Center campus, VCPD will respond to the call. VCPD may call for backup from WCSO, if needs warrant such assistance. If WCSO should receive a 911 call from the Vernon College campus, WFPD should notify the VCPD of the call and both departments will assist in the investigation. If a 911 call is of a heinous nature, WCSO will handle the investigation with VCPD assisting.
6. **Crimes Against Persons:** VCPD will respond to all emergency calls on campus. However, if the incident involves crimes listed below, wcco will have primary responsibility to investigate such crimes:
  - a) Racketeering
  - b) Aggravated assault and vehicular assault
  - c) Criminal homicide, 1<sup>st</sup> degree murder, 2<sup>nd</sup> degree murder, voluntary manslaughter, criminally negligent homicide, vehicular homicide, and viable fetus as a victim
  - d) Kidnapping, aggravated kidnapping
  - e) Aggravated robbery


- f) Arson, aggravated arson and/or related crime
  - g) Aggravated burglary
7. Crime Investigation: VCPD will help investigate all crimes. Any crimes resulting in serious bodily injury or requiring hospitalization will be reported to wcco, and upon request from VCPD, wcco will provide technical assistance (i.e. crime lab, breathalyzer, etc.). VCPD and VPD shall share any investigations of any aggravated rape, rape, aggravated sexual battery, sexual battery, statutory rape. Additional services may include the creation of a joint task force to assist in any of the above mentioned cases.
  8. Maintaining Order: VCPD will have primary responsibility for maintaining order on Skills Center campus and property, and when requested, WCCO will assist.
  9. Crisis Intervention: VCPD will handle all crisis intervention on Vernon College campus with assistance to be provided by WCCO, as requested.
  10. Investigative Intelligence: Investigative information on matters of mutual concern will be delivered by the department receiving such information to the other departments (i.e., hate crimes/groups, cults, gangs, narcotics, etc.).
  11. Reliability of Response: Adherence to the guidelines set out in this MEMORANDUM OF UNDERSTANDING will allow each agency (VCPD/WCCO) to rely on the other for assurance that all calls receive appropriate and reliable response.
  12. Prosecution of Cases: All cases involving prosecution will be the primary responsibility of the agency conducting the investigation, and if the other agency is involved, such agency cooperation and assistance will be given.
  13. Evidence Control: The agency responsible for the investigation of any incident will have the responsibility of maintaining the integrity of all evidence.
  14. Campus Crime Prevention: VCPD will be responsible for crime prevention programs and may call upon outside agencies for additional programs.
  15. Vehicle Impoundment: VCPD shall use the same facilities and wrecker services that WCCO use. All impounded vehicles shall be processed in the same manner as vehicles impounded by WCCO.
  16. Amendment or Termination: This MEMORANDUM OF UNDERSTANDING may be amended at any time by written agreement of both parties. It may be terminated by either party (VCPD/WCCO) upon 30 days written notice to the other party.

This MEMORANDUM OF UNDERSTANDING is executed on the day and date first above written by the respective agencies.

APPROVED AS TO FROM:

  
Wichita County Sheriff, David Duke

VERNON COLLEGE

  
President

  
Dean of Student Services/A.D.

  
Chief of Police



## Telecommunication Agreement

### TEXAS LAW ENFORCEMENT TELECOMMUNICATION SYSTEM (TLETS)

### NON-TWENTY-FOUR HOUR TERMINAL AGENCY AGREEMENT 2016-17

Twenty-Four Terminal Agency City of Vernon Police Department

Non Twenty-Four Hour Terminal Agency Vernon College Police Department

This document constitutes an agreement between the following parties:

The twenty-Four Hour Terminal Agency agrees to make entries into the Texas Crime Information Center (TCIC) And the National Crime Information Center (NCIC) computers for the Non twenty-Four Hour terminal Agency.

All records must be entered with the Twenty-Four Hour Agency's ORI, and all case reports and original warrants must be held at the Twenty-Four Hour Agency for hit confirmations.

The Non twenty-Four Hour Agency agrees to abide by all laws of the United States and the State of Texas and All present or hereafter approved rules, policies and procedures of TLETS, NLETS, TCIC, NCIC and any other System now or in the future associated with TLETS concerning the collection, storage, processing, retrieval, Dissemination and exchange of information for criminal justice purposes.

The twenty-Four Hour Agency reserves the right to suspend service to the Non twenty-Four Hour Agency which may include canceling of records entered for the Non Twenty-Four Hour Agency when applicable policies are violated. The Twenty-Four Hour Agency may reinstate service following such instances upon receipt of satisfactory assurances that such violations have been corrected.

In order to comply with NCIC policies established by the NCIC Advisory Policy Board, the Non Twenty -Four Hour Agency agrees to maintain accurate records of all TCIC/NCIC entries made through the Twenty-Four Hour Agency and to immediately notify the Twenty-Four Agency of any changes in the status of those reports to include the need of cancellation, addition, deletion or modification of information. The Twenty-Four Hour Agency agrees to enter, update and remove all records for the Non Twenty-Four Hour Agency on a timely basis, as defined by NCIC.

In order to comply with NCIC Validation requirements, the Non twenty-Four Hour Agency agrees to perform all validation procedures as required by NCIC on all records entered through the Twenty-Four Hour Agency.

Either the twenty-Four Hour Agency of the Non Twenty- Four Hour Agency may, upon thirty days written notice, discontinue this agreement.

To the extent allowed by the laws of the State of Texas, the Non Twenty-Four Hour Agency agrees to indemnify and save harmless the Twenty-Four Hour Agency as well as the DPS, its Director and employees form and against all claims, demands, actions and suits, including but not limited to any liability for damages by reason of or arising out of any false arrests or imprisonment or any cause of the Non Twenty-Four Hour Agency or its employees in the exercise of the enjoyment of this Agreement.

In witness whereof, the parties hereto caused this agreement to be executed by the proper officers and officials.

**Twenty-Four Hour Terminal Agency**  
**Vernon Police Department**

By: William T. Wilson  
Title: Chief Of Vernon Police Department  
Date: William T. Wilson

**Non Twenty-Four Hour Terminal Agency**  
**Vernon College Police Department**

By: Kevin Holland Kevin Holland  
Title: Chief of Vernon College Police  
Date: 6-28-16



APPENDIX 4

**VERNON COLLEGE**  
**Emergency Management Function(s)**  
**Reference**



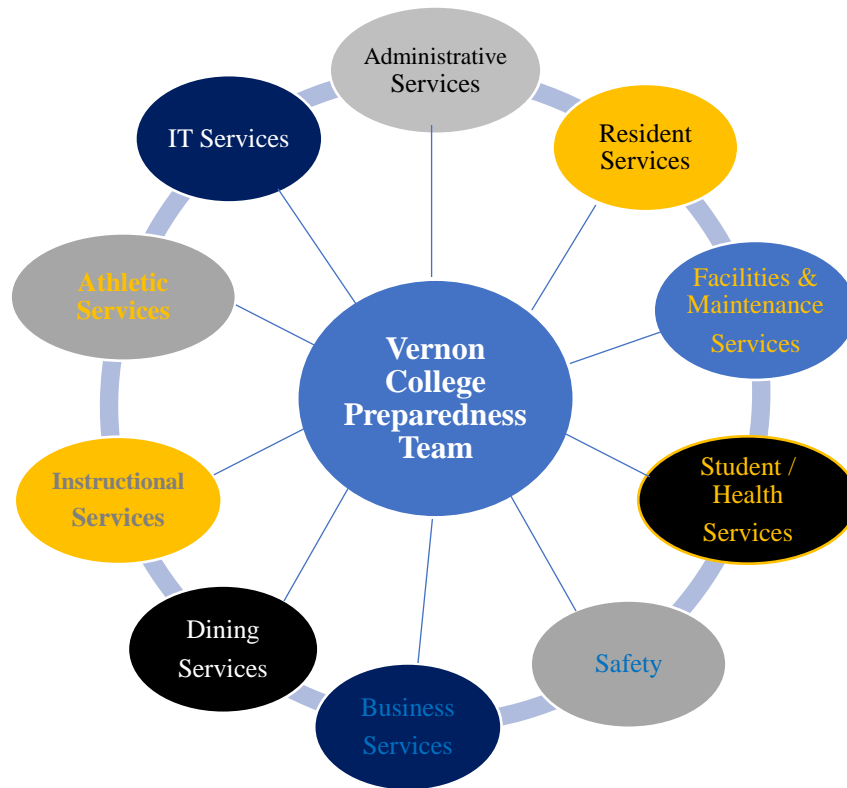
VERNON MAIN CAMPUS

WICHITA FALLS CENTURY CENTER

WICHITA FALLS SKILLS TRAINING CENTER

In an emergency or disaster, College personnel are usually first on the scene of an incident in a campus setting. This implies that any faculty or staff member, at any time, must be prepared to take charge and manage an incident until it is resolved, or response partners arrive to manage the emergency.

Therefore, Vernon College has developed a holistic approach to emergency management, involving a wide spectrum of services and personnel who work collaboratively to support emergency management functions/initiatives as it pertains to mitigation, preparedness, prevention, protection, response and recovery.



At any given time, select department services and/or all departmental services may be necessary to support an incident. Each department/area is responsible for support functions that provide structure for successful coordination of efforts. However, Vernon College, being an academic environment, is unique with needs not generally found in a local or state government setting. Therefore, Vernon College addresses these needs through the use of both the National Response Framework Support Functions and Vernon College Subject Matter Support Functions. **For consistency between the National Response Framework and the Vernon College Emergency Operations Plan, Vernon College utilizes the 15 emergency support functions found in the National Response Framework that are appropriate to the campus location, threats, authorities and/or capabilities.** Not every campus will have each of these functions and not every function would be needed during an incident. Vernon College's Support Function Matrix details the specific tasks that can and/or may be performed by college personnel. **Other support function and/or tasks within the same function that extend beyond Vernon College's capabilities will be handled through mutual aid requests and/or those response agencies designed to handle specific incidents (e.g., fire departments for fires).**

VERNON COLLEGE EMERGENCY OPERATIONS PLAN

<b>Vernon College Support Matrix</b> (Aligned with the National Response Framework)			
<b>ESF No.</b>	<b>Function Type</b>	<b>Function(s)</b>	<b>Coordinating Department(s)</b>
<b>1</b>	Transportation	-Transportation Safety -Movement Restrictions -Area / Road Closures -Transportation needs and services during campus evacuation -Other Incident Command Assistance	VC Police  Facilities & Maintenance Services  Administrative Services
<b>2</b>	Communications	-Ensure communication systems are functional -Assist with Incident Command communication -Restoration and repair of communication structure	Administrative Services  Information Technology
<b>3</b>	Public Works & Engineering	-Infrastructure Safety & Protection -Emergency Repair & Restoration -Incident Command Assistance	Administrative Services  Facilities & Maintenance Services
<b>4</b>	Firefighting	Fire Prevention Activities / Safety Inspections Fire detection and control Evacuation Support	Emergency Management
<b>5</b>	Emergency Management	Incident Planning Coordination of Operations Initial Emergency Response Deployment	Administrative Services Emergency Preparedness Coordinator VC Police
<b>6</b>	Mass Care, Housing & Human Services	Manages temporary sheltering Mass feedings Distribution of essential supplies for victims Capable Mass Care Reunification Assistance	Residential Services Dining Services Administrative Services Student / Health Services
<b>7</b>	Logistics Management & Resource Support	Resource Support for the identification, distribution, and management of critical equipment, facilities and resources that are directed toward life safety and property protection	Administrative Services Business Services
<b>8</b>	Health and Medical Services	Medical Support Social, emotional, and behavioral support services	Student / Health Services
<b>9</b>	Search & Rescue	Assist post-disaster emergency response to conduct search and rescue with priority to lifesaving operations	VC Police
<b>10</b>	Oil & Hazardous Materials Response	Establish ICS to manage the response to Hazmat incidents. Initiate life preservation activities Establish the Hazmat incident functional areas for campus safety (e.g., hot zone, warm zone, cold zone, etc.) Determine and implement requirements for personal protective equipment for emergency responders. Initiate appropriate actions to control the hazard in accordance with established Hazmat response guidance and best practice guidelines. Make notification concerning radiological incidents to state and federal authorities	VC Police
<b>11</b>	Agricultural & Natural Resources	Nutrition assistance Food safety and security Animal and plant disease response Well-being of animals	Dining Services Administrative Services Agriculture Faculty Rodeo Personnel

VERNON COLLEGE EMERGENCY OPERATIONS PLAN

<b>12</b>	Energy	Response and recovery from shortages and disruptions	Facilities & Maintenance Services
<b>13</b>	Public Safety & Security	Site security Access control Crowd control Evacuation Routes	VC Police
<b>14</b>	Long Term Community Recovery	Conduct impact assessment Seek long term disaster recovery assistance Transition from continuity operations to regular operations	Administrative Services Facilities & Maintenance Services
<b>15</b>	External Affairs	Public Information Media and community relations	Administrative Services

**Vernon College Subject Matter Support Matrix**

<b>Function Type</b>	<b>Description</b>	<b>Department</b>
<b>Instructional</b>	Coordinates the academic calendar, including faculty and staff resources, for the emergency management response.	Instructional Services
<b>Athletics</b>	Ensures the safety of all persons attending athletic events by coordinating with other emergency support functions during disasters	Athletic Services
<b>Human Resources</b>	Manage emergency human resource operations	Human Resources
<b>Student Affairs</b>	Ensures student needs are addressed	Student / Health Services Dining Services Resident Services Administrative Services
<b>Volunteer &amp; Donations</b>	Coordinates utilization and distribution of donated goods and services	Business Services



## **Vernon College Security, Safety and Health Committee**

Vernon College involves College personnel in the governance of the College through the organizational structure and College unit operational structures. To ensure on-going and continuous involvement in governance, several areas have been identified for standing committee involvement. Committees are organized for each academic year. Standing committees have defined on-going responsibilities, are expected to meet two times per semester, and are expected to produce an agenda and recorded minutes which are to be uploaded to the College Effectiveness webpage.

### **Committee Membership Responsibilities**

1. Review the committee description, defined responsibilities or goals, and/or group charge. Each committee shall organize and direct its meetings toward the effective accomplishments of the responsibilities, goals, and/or charge.
2. Attend meetings, participate, and contribute.
3. Be proactive and base decisions upon the institutional value of continuous development and improvement.
4. Consider the institutional commitment to learning and being a learning institution committed to helping students and maintaining a work environment that supports each other in the decision-making process.
5. Keep notes (minutes) of each meeting. Notes should be forwarded to committee members and all college personnel by e-mail. This promotes communication and encourages broad input to and from committee members. Agendas, minutes, reports, etc. should be posted to the College Effectiveness webpage.
6. Seek input from colleagues and appropriate offices as committee responsibilities/charges are reviewed and addressed.
7. Prepare a mid-year report and forward to all College personnel via e-mail. The mid-year report should also be posted to the College Effectiveness webpage. The Director of Institutional Effectiveness will monitor posting of reports.
8. Prepare an end-of-year/charge report and forward to all College personnel via e-mail. The end-of-year report should be posted to the College Effectiveness webpage. The Director of Institutional Effectiveness office will monitor the webpage to ensure timely completion of all necessary postings.

The purpose of the Vernon College Security, Safety and Health Committee is to review and make recommendations concerning College activities that will enhance the safety, security and health of employees, students and visitors.

Members include:

Chair: Vice President of Student Services  
Behavioral and Social Sciences Division Chair  
Director of Police  
Director of Housing  
Director of Human Resources  
Dean of Students  
Director of Physical Plant  
Director of Facilities  
Director of Nursing  
Director ERP / Student Information Systems  
Coordinator of Protective Services  
Coordinator of Business and Industry Services  
Vernon College Police Supervisors  
Vernon College Police Officers  
Student Success Specialist  
Faculty - Instructor of Physics /Chemistry/Math  
Faculty- Instructor of Cosmetology  
Faculty- Welding Instructor  
Faculty- Automotive Instructor  
Staff- Admissions & Records Clerk  
Staff- Administrative Assistant Nursing  
Coach-Rodeo  
Director of PASS / ADA Services (Office for Students with Disabilities Coordinator)  
Emergency Management  
Student Government Association and/or Student Forum Representative



APPENDIX 5

**VERNON COLLEGE**  
**Review**  
**Records**




VERNON MAIN CAMPUS

WICHITA FALLS CENTURY CENTER

WICHITA FALLS SKILLS TRAINING CENTER

## Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for  
**Vernon College**  
**(229504)**  
were completed and locked on **August 27, 2021**.



<u>Campus Name (ID)</u>	<u>Date of Completion</u>
Vernon Campus (229504001)	August 27, 2021
Skills Training Center (229504002)	August 27, 2021
Century City Center (229504003)	August 27, 2021
Sheppard Learning Center (229504004)	August 27, 2021

Thank you for your participation in the 2021 data collection.  
This certificate was prepared on **August 27, 2021**


## Campus Safety and Security Survey

### Completion Certificate

The Campus Safety and Security data for  
**Vernon College**

**(229504)**

were completed and locked on **August 26, 2022**.



<u>Campus Name (ID)</u>	<u>Date of Completion</u>
Vernon Campus (229504001)	August 26, 2022
Skills Training Center (229504002)	August 26, 2022
Century City Center (229504003)	August 26, 2022
Sheppard Learning Center (229504004)	August 26, 2022

Thank you for your participation in the 2022 data collection.



APPENDIX 6

**VERNON COLLEGE**  
**Emergency Operations Plan**  
**Distribution List**



VERNON MAIN CAMPUS

WICHITA FALLS CENTURY CENTER

WICHITA FALLS SKILLS TRAINING CENTER



VERNON COLLEGE EMERGENCY OPERATIONS PLAN

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Record of Distribution

Name of Person	Title	Agency / Office	Date	Number of Copies
Dusty Johnston	President	Office of the President	09-01-22	1
Shana Drury	Vice President-Instructional Services	Instructional Services	09-01-22	1
*Criquett Chapman	Vice President- Student Services	Student Services	09-01-22	1
Mindi Flynn	Vice President- Administrative Services	Business Office	09-01-22	1
Paula Whitman	Division Chair Math & Science	Instructional Services	09-01-22	1
Joe Johnston	Division Chair Communications	Instructional Services	09-01-22	1
*Kevin Holland	Director of Police	VC -Police Department	09-01-22	1
Bettye Hutchins	Dean of Instructional Services	Instructional Services	09-01-22	1
*Kristin Harris	Dean of Student Services	Student Services	09-01-22	1
*Ken Terry	Sergeant of Police – Century City Center	VC-Police Department	09-01-22	1
*Mike Hopper	Coordinator of Protective Services	Protective Services	09-01-22	1
Mark Holcomb	Division Chair-Information & Technology	Information & Tech.	09-01-22	1
*Lyle Bonner	Director of Physical Plant- Vernon	Physical Plant	09-01-22	1
*Brett Wilson	Director of Facilities – CCC & STC	Physical Plant	09-01-22	1
Holly Scheller	Coord. Of Mktg & Community Relations	Office of the President	09-01-22	1
Jason Jenkins	Director of Athletics	Athletics	09-01-22	1
*Jesse Dominguez	Director of Housing	Student Services	09-01-22	1
*Jackie Polk	Director of Human Resources	Human Resources	09-01-22	1
Ann Schultz	Business Office Facilities Coordinator	Business Office	09-01-22	1
*Mary Rivard	Director of Nursing	Nursing Department	09-01-22	1
Nick Long	Coordinator of Emergency Medical Services	Emergency Medical Services	09-01-22	1
Rachel White	Office for Students with Disabilities Coordinator	PASS Department	09-01-22	1
*Roxanne Hill	Chief Information Security Officer	Student Info. System	09-01-22	1
Michael Hernandez	Food Service Manager	Great Western Dining	09-01-22	1
*Swaize Lee	Rodeo Coach	Athletics	09-01-22	1
*Karla Monson	Administrative Assistant- Nursing	Nursing	09-01-22	1
*Karla Wooten	Admissions Clerk- Admissions & Records	Admissions & Records	09-01-22	1
*Roger Blackman	Automotive Instructor	Instructional Services	09-01-22	1
*Elisha Wehrwein	Cosmetology Instructor	Cosmetology	09-01-22	1
*Mark Roberson	Physics & Chemistry Instructor	Instructional Services	09-01-22	1
*Jeff Hass	Police Officer	VC-Police Department	09-01-22	1
*Tina Duke	Coordinator of Business and Industry Services	Continuing Education	09-01-22	1
*Greg Fowler	Division Chair- Behavior & Social Sciences	Instructional Services	09-01-22	1
*David Tepfer	Welding Instructor	Business & Industry	10-03-22	1
*K.C. Boatman	VC -Emergency Management Coordinator	VC-Police Department	09-01-22	1
VC Webpage	Digital Copy of Basic Plan	Vernon College	09-01-22	1

\*Denotes Security, Safety and Health Committee Member.

