EMERGENCY OPERATIONS PLAN

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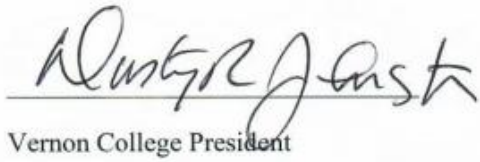
Version 2.2627
BASIC PLAN

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

Date: 8-10-22

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: _____ Date: 8-10-22

Vernon College President

Approved: _____ Date: 8-10-22

Chairman - Vernon College Board of Trustees.

_____ Date: 8/11/22

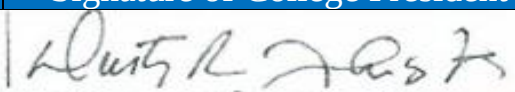
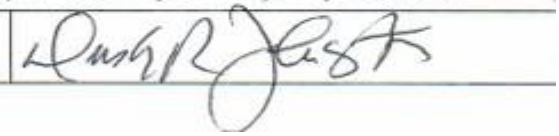
Emergency Management Coordinator – Vernon College

ANNUAL ADOPTION STATEMENT

Vernon College approved and implemented Version 2 of the Emergency Operations Plan in August of 2022. Since then, several updates and/or revisions have been made to the plan's original version as documented in the record of changes section of this plan. The President of Vernon College is responsible for ensuring the acceptance of such, which supersedes and rescinds all previous emergency operations plans and/or previous versions of this particular emergency operations plan. It is designed for use alongside local, regional, state and federal emergency management plans. This emergency operations plan and related appendices as well as annexes, including individual department plans, are reviewed annually by all affected and impacted departments, and updated at least every three years on a schedule consistent with the District Audit Review as set forth in Texas Education Code Chapter 37.108 or as district policy changes dictate.

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

This Basic Plan, on the date reflected below is hereby approved for implementation.

Printed Name of College President	Date	Signature of College President
Dr. Dusty Johnston	9/1/2025	
Dr. Dusty Johnston	8/5/25	

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	KC 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).	KC Boatman
3	09-13-2022	Added hazard detection and intervention material to the Active Threat Annex (Pg.4).	KC Boatman
4	09-22-2022	Added Incident Command Structure (ICS) chart to the Active Threat Annex (Pg.7).	KC 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).	KC Boatman
6	10-03-2022	Updated Security, Safety & Health Committee information in Appendix 4 (Emergency Management Functions Reference) & Appendix 6 (Distribution List)	KC Boatman
7	03-20-2023	Added authorizing official information to Concept of Operations (Pg. 11)	KC Boatman
8	03-21-2023	Updated and re-organized Phases of Emergency Management and Mission Areas (Pg. 12).	KC Boatman
9	03-23-2023	Updated plan with information outlining physical and psychological safety and support (Pg. 13). TEC 37.108(a)	KC Boatman
10	03-27-2023	Updated plan with information addressing procedure on emergency purchasing. CPG101v3	KC Boatman
11	03-27-2023	Added record of change information to the Development and Maintenance Process (Pg. 26). CPG101v3	KC Boatman
12	04-06-2023	Added update to legal authority to include Chapter 37 TEC instead of only Chapter 51 TEC. TEC 37.108(a)	KC Boatman
13	03-01-2024	Added specific positions to ISC organizational chart to the Natural Hazards Annex .	KC Boatman
14	03-01-2024	Added annual review section to Basic Plan (Pg. 5).	KC Boatman
15	03-04-2024	Added external agency notification information to Natural Hazards Annex communication section (Pg.5).	KC Boatman

Change Number	Date Entered	Page(s) or Selections Changed	Entered By
16	03-04-2024	Added specific positions to ISC organizational chart to the Hazardous Materials Annex .	KC Boatman
17	03-34-2025	Clarification of VP Technology/Chief Info. Officer as one position throughout the Cybersecurity Annex	KC Boatman
18	03-24-2025	Clarify the regular testing of the restoration of data Pg. 8 of the Cybersecurity Annex	KC Boatman
19	03-24-2025	Addition to cybersecurity training for all Vernon College Stakeholders now to include students in Cybersecurity Annex.	KC Boatman
20	05-02-2025	Added college overview & structure information Pg. 9 Basic Plan	KC Boatman
21	05-12-2025	Added Emergency Response Map and Walkthrough Certification to Appendix 1	KC Boatman
22	06-10-2025	Clarified roles within the Incident Command Structure in the Active Threat Annex (Pg. 9).	KC Boatman
23	04-01-2026	Changes to reflect updated Hazard Mitigation Plan locator information (Pg. 13 Basic Plan).	KC Boatman
24	04-02-2026	Amended the phases of emergency management throughout entire plan to include the new legal requirement of reunification.	KC Boatman

RECORD OF ANNUAL REVIEW

The previous Record of Changes page of this plan identifies only significant changes made to the Emergency Operations Plan. Since emergency preparedness is an ongoing process at Vernon College, changes usually occur at any given time and are reflected as such. This Record of Annual Review section specifically indicates the date the entire plan was reviewed by the Health, Safety and Security Committee. According to the dates below, this Vernon College Emergency Operations Plan (EOP) has been reviewed.

Review Number	Date of Review	Review Conducted by	Signature Title
1	06-23-2022	Annual EOP Review Conducted by Executive Leadership, Director of Police & Emergency Management	EMC
2	05-31-2023	Annual EOP Review Conducted by Executive Leadership, Director of Police & Emergency Management	EMC
3	07-01-2023 Thru 02-15-2024	Annual EOP Review Conducted by All Vernon College Employees.	EMC
4	07-15-2024	Annual EOP Review Conducted by Executive Leadership, Director of Police, Emergency Management, IT -Director of Student Information System & Chief Information Security Officer.	EMC
5	03-19-2025	Annual EOP Review Conducted by Executive Leadership, Director of Police & Emergency Management	Original Chapman VP of Student Services
6	06-10-2026	Annual EOP Review Conducted by Executive Leadership, Emergency Management and the Director of Police	

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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.

Authority and Guidance

This Basic Plan is developed under the authority of the Texas Education Code Chapter 37.108 states that "each school district or public junior college district shall adopt and implement a multi-hazard emergency operations plan for use in the district's facilities. The plan must address prevention, mitigation, preparedness, response, reunification, and recovery as defined by the Texas School Safety Center in conjunction with the governor's office of homeland security, the commissioner of education, and the commissioner of higher education." It aligns with federal, state, and local guidelines, and provides the framework for coordinating response efforts during an emergency incident. All actions and decisions outlined within this plan are guided by principles set forth in the National Response Framework and the Guide for Developing High-Quality Campus Emergency Operations Plans, ensuring the structured and compliant response to any emergency event.

In addition, the Texas Education Code Chapter 51.217 pertaining to institutions of higher education states that "an institution shall adopt and implement a multi-hazard emergency operation plan for the use at the institution. The plan must address mitigation, preparedness, response and recovery."

In 2005, The governor of the State of Texas issued Executive Order RP 40, which mandates the adoption of the National Incident Management System (NIMS) as the "declared sate standard for incident management."

Vernon College Overview

Vernon College is a public institution of higher education established in 1970. It is an accredited, comprehensive community college offering academic, career and technical education programs, as well as community classes to prepare students for employment or for successful transfer to a four-year college or university. Current enrollment is approximately 2,284 students enrolled in credit classes and approximately 4,500 students enrolled in non-credit/person enrichments classes. The college's faculty and staff comprises approximately 217 full time employees, including office staff, faculty, administrators, and support staff, as well as approximately 337 adjunct/part-time/hourly employees. Vernon College's main campus is located in Vernon, Texas. In addition to the main campus, Vernon College has two additional centers located in Wichita Falls, Texas; Century City Center and Skills Training Center. The geographical information for each facility is as follows:

Vernon College Instructional Facilities
(Real property that is used predominantly for education curriculum)
As of 05-02-2025

Name of Facility	Street Address	City	State	Zip Code
Vernon Campus	4400 College Drive	Vernon	TX	76384
Century City Center	4105 Maplewood	Wichita Falls	TX	76308
Sills Training Center	2813 Central Expressway East	Wichita Falls	TX	76302

Vernon College Non- Instructional Facilities
(Real property that is NOT used predominantly for education curriculum)
As of 05-02-2025

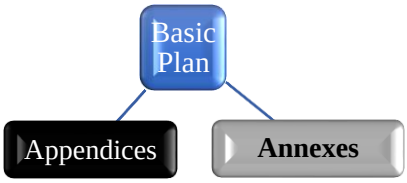
Name of Facility	Street Address	City	State	Zip Code
Osborne Administration Building	4400 College Drive	Vernon	TX	76384
Vernon Maintenance Facility	4400 College Drive	Vernon	TX	76384
Kirk Softball Complex	4400 College Drive	Vernon	TX	76384
Bob & Anna Wright Baseball Complex	4400 College Drive	Vernon	TX	76384
Vernon College Rodeo Arena	4400 College Drive	Vernon	TX	76384
The Farm	8900 Blk, U.S. Hwy 283	Vernon	TX	76384
Vernon College Resident Center	4400 College Drive	Vernon	TX	76384
Colley Student Center	4400 College Drive	Vernon	TX	76384
Vernon Chaparral Center	4400 College Drive	Vernon	TX	76384

Portable Building Safety in Accordance with TEC 37.108(f)(3)

Currently, Vernon College does not possess or use any portable buildings at any of its locations as defined within the Texas Administrative Code 61.1031. There are, however, several buildings on the main campus that can be considered remote and such buildings are incorporated in the college's Multi-hazard Emergency Operations Plan to include emergency incidents, drills and exercise, and ensuring the safety of persons in remote buildings in accordance with Texas Education Code 37.108(f)(3).

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.

Situations and 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 intent of this Emergency Operations Plan is to prevent or mitigate the effects of hazards that may affect Vernon College. Vernon College is an accredited, comprehensive community college offering academic, career, and technical education programs, as well as community classes within the City of Vernon, Texas in Wilbarger County (main campus), and the City of Wichita Falls, Texas within Wichita County (two satellite centers). Campus maps are located in the Campus and Facilities Maps Appendix (Appendix 1).

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 limited English proficiency, 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 and/or college operations, resulting in injury or loss of life, and damaging or destroying property. A summary of the major hazards Vernon College can encounter are provided in the chart below.

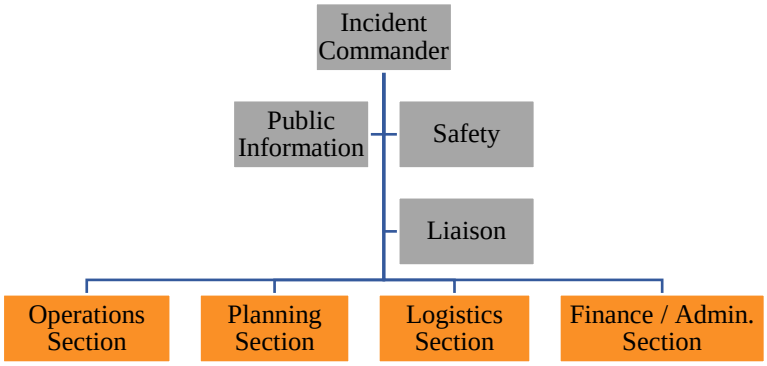
Hazard/Threat	Probability HIGH	Probability LIKELY	Probability POSSIBLE	Probability UNLIKELY	Human Impact Possible	Property Impact Possible	Institutional Impact Possible
Natural Hazards							
Atmospheric (Weather)	X				X	X	X
Earthquake				X	X	X	X
Hydrologic	X				X	X	X
Wildfire				X	X	X	X
Biological Hazard				X	X		X
Technological Hazards							
Chemical				X	X	X	X
Dam Failure				X	X	X	X
Explosion				X	X	X	X
Utility Disruption	X					X	X
Adversarial / Human Caused Hazards							
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 : Wichita-County-HMAP---Public-Copy---07292024---FINAL 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/el361toolkit/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.

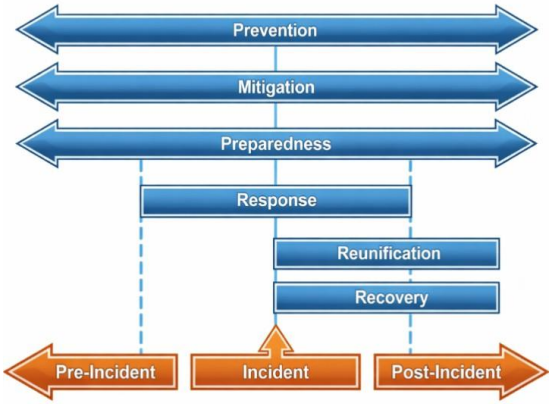
As an incident expands, successful response operations may depend on the involvement of multiple organizations, agencies, and jurisdictions. These larger, nonroutine incidents necessitate effective and efficient coordination across multiple levels of the college and external support agencies. Utilizing 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 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: Anonymous reporting online, pandemic virus and influenza sanitation measures, security systems and cameras, deterring, and/or detecting threats; including illegal activity, conducting intruder training 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, cutting vegetation to reduce wildland fires, checking technological updates, including protected storage of information, 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. Reunification - Actions that establish and implement procedures to ensure the safe and secure reunification of disaster survivors with their parent, legal guardians or primary caregivers following an emergency/disaster. Typical reunification actions may include but are not limited to: Developing and maintaining reunification plans and training materials, establishing dedicated reunification sites that are safe, secure and accessible, and coordinating with government and non-governmental resources to reunite separated individuals, 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 phase activities within this plan applicable to any threat or hazard.

Physical and Psychological Safety:

The physical safety of students, faculty, staff, substitutes, 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, substitutes, 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.

Level 1	• Maximum Readiness (Large-scale disruption of operations will occur).
Level 2	• High Readiness (Regular operations experience some level of disruption).
Level 3	• Increased Readiness (Regular operations are affected slightly).
Level 4	• 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 limed 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.

Vernon College provides persons with access and functional needs equal access to safety during incidents, any required drills, and approved exercises for students and employees. 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 within the ICS structure 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, the Vice President of Administrative Services, and the Vice President of Information Systems and Technology) shall be informed of the situation.

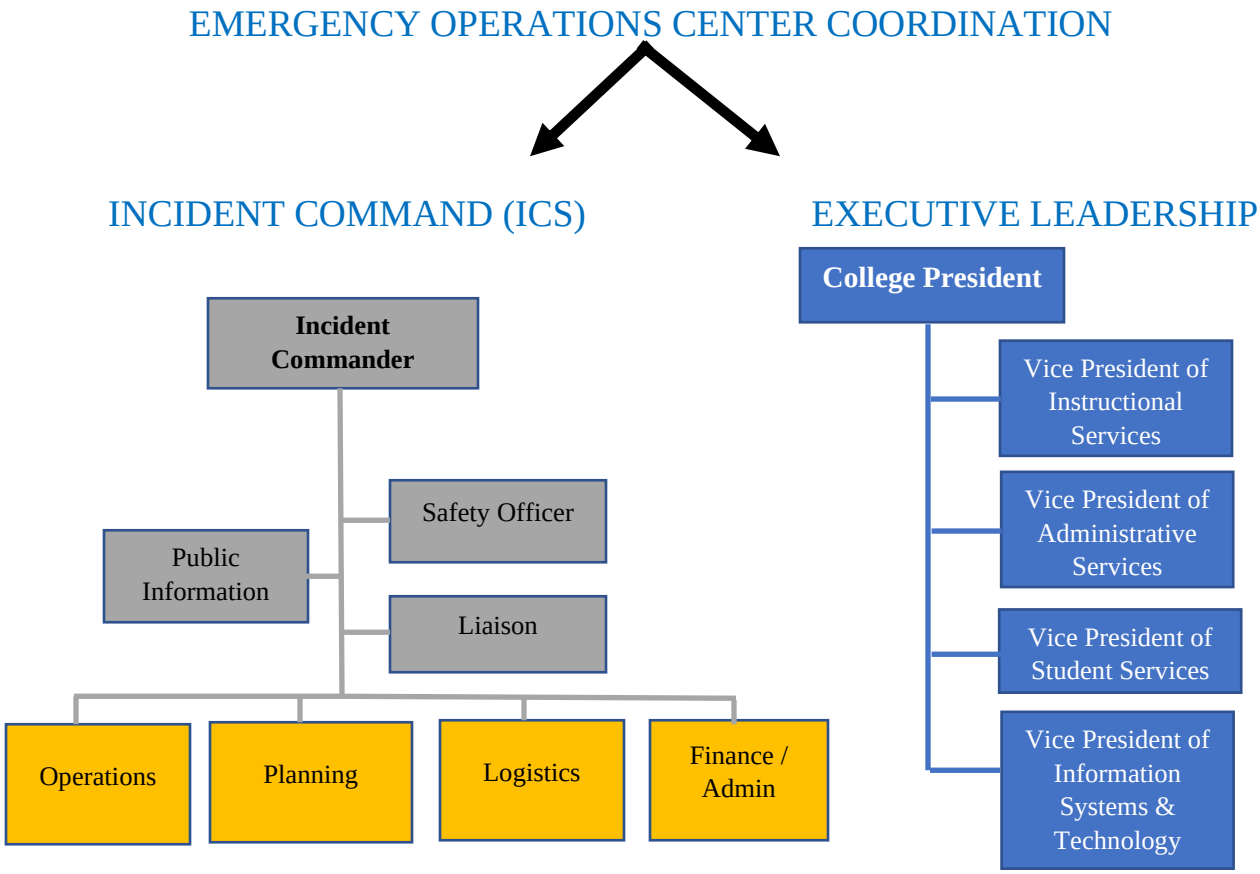
ORGANIZATION, ASSIGNMENTS AND RESPONSIBILITIES

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.



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.

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Executive Leadership In line with established a **succession of executive authority.**	**Responsibility**	**During Which Phase of Emergency Management Fulfilled**
College President	Responsible for emergency management planning, ensuring the process includes each phase of emergency management.	All Phases
	May designate an individual to serve as the emergency management coordinator who oversees the emergency management program.	Preparedness
	May identify individuals whose responsibilities are to support the emergency management program.	All Phases
	Approves and ensures promulgation of the multi-hazard emergency operations plan (EOP).	Preparedness
	Approves all significant changes to this EOP.	Preparedness
	Activates, in part or in whole, this EOP to provide for an effective response to an incident.	Response
	Provides guidance for the direction and control an incident according to NIMS and the district's emergency management program.	All Phases
	Assigns a district representative, with decision-making authority, to the Emergency Operations Center (EOC) to support and coordinate district activities during the community response to an incident.	Response
	Ensures the Emergency Operations Plan is reviewed annually.	Preparedness
	Advises the board of trustees of incidents and provides periodic reports as needed.	Response / Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness / Recovery

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.	All Phases
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.	All Phases
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.	All Phases
5. Vice President of Information Systems and Technology	The Vice-President of Information Systems and Technology, acting under the direction of the president**, serves as the Chief Information Security Officer for Vernon College.** The Vice President of Information Systems and Technology is viewed as a major participant, along with the Vice-President of Administrative Services, the Vice-President of Instructional Services, and the Vice-President of Student Services, in the decision-making and communication processes of the college. The Vice-President of Information Systems and Technology is a key collaborator in the College's strategic planning, and institutional effectiveness.	All Phases

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		
Public Information Serves as the conduit for information to internal and external stakeholders, including the media, stakeholders, and the public.	**Safety** Monitors safety conditions and develops measures for ensuring the safety of all event personnel. Recommend additional actions to ensure safety.	**Liaison** Serves as the primary contact for other agencies assisting.

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

Other Management Functions (General Staff)

General Staff Functions			
Operations **(Resource Direction)**	**Planning** **(Planning Services)**	**Logistics** **(Incident Support)**	**Finance** **(Financial Mananger)**
Campus Safety & Security Campus Health & Medical HazMat Response Fire Fighting Search and Rescue Reunification	Incident Documentation Technical Specialist Situational Awareness Incident Accident Plans	Transportation Campus Works & Engineering Mass Care and Housing Food and Water Communication and Resource Support	Procurement Cost Tracking Time Tracking Claims Compensation

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

Roles and Responsibilities for Committees, Departments and Personnel

While it is expected that members of committees, departments and key personnel will take action to manage and incident until response personnel arrive, there are additional responsibilities that personnel will need to fulfill. Tables signifying roles, responsibilities, functions are located in the Emergency Management Functions Reference Appendix (Appendix 4)

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, as it pertains to Vernon College, is located in the Emergency Management Function(s) Reference Appendix (Appendix 4).

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DIRECTION AND CONTROL

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

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

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. In accordance with the organization, assignments and responsibilities section on page 19, the President will provide guidance for the direction and control of an emergency incident. The College will implement the Incident Command Structure (ICS) to manage the emergency.

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

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.

COORDINATION WITH RESPONSE AGENCIES

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

Local Law Enforcement Agencies			
Agency	**Point of Contact**	**Phone Number**	**Email**
Vernon Police Department	Dan Birbeck	940-553-3311	dbirbeck@vernontx.gov
Wilbarger County Sheriff's Office	Brian Fritze	940-552-6205	bfritze@co.wilbarger.tx.us
Wilbarger Co. Constable Pct.1	James Rogers	940-553-2326	jrogers@co.wilbarger.tx.us
Wichita Falls Police Department	Mitch Bates	940-720-5000	mitch.bates@wfpd.net
Wichita County Sheriff's Office	William Rutledge	940-766-8170	william.rutledge@co.wichita.tx.us
Wichita County Constable Pct. 1	Michael Little	940-766-8150	Michael.Little@co.wichita.tx.us
Fire Departments			
Agency	**Point of Contact**	**Phone Number**	**Email**
Vernon Fire / EMS Department	Chris Cook	940-553-1782	ccook@vernontx.gov
Wichita Falls Fire Department	Cody Melton	940-761-7901	cody.melton@wichitafallstx.gov
Health Departments			
Agency	**Point of Contact**	**Phone Number**	**Email**
Department of State Health Services – Vernon	Heidi Honza	940-552-8770	Heidi.Threadgill@dshs.texas.gov
Wichita Falls Health District	Amy Fagan	940-761-7800	amy.fagan@wichitafallstx.gov
Public Health Regional Office 2/3	Aurelia Schmalstieg	817-264-4500	PHR2_3Preparednessand Resonse@dshs.texas.gov
Emergency Management Agencies			
Agency	**Point of Contact**	**Phone Number**	**Email**
Wilbarger County Emergency Management Office	Cody Alexander	940-357-1411	wilbargeremc@co.wilbarger.tx.us
City of Wichita Falls Emergency Management Office	John Henderson	940-761-6870	emergency-management@wichitafalls.gov
Wichita County Emergency Management Office	Dwayne Birkenfeld	940-766-8100	Dwayne.Birkenfeld@wichita.tx.us

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 Warning & 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.

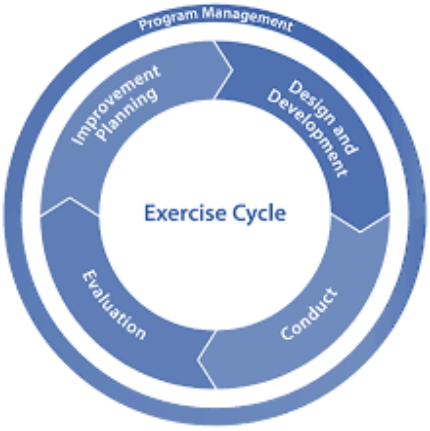
Whenever possible, the college will provide public information and instructions prior to and during emergencies and will coordinate response and recovery with local emergency managers and first responders. **The Vernon College President will assume the responsibilities as the Public Information Officer 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 Public Information Officer's additional responsibilities include, but are limited to:

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

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 aligns with the United States Homeland Security Exercise & Evaluation Program (HSEEP) concept for **capability-based** and **objective-driven** training and exercising.



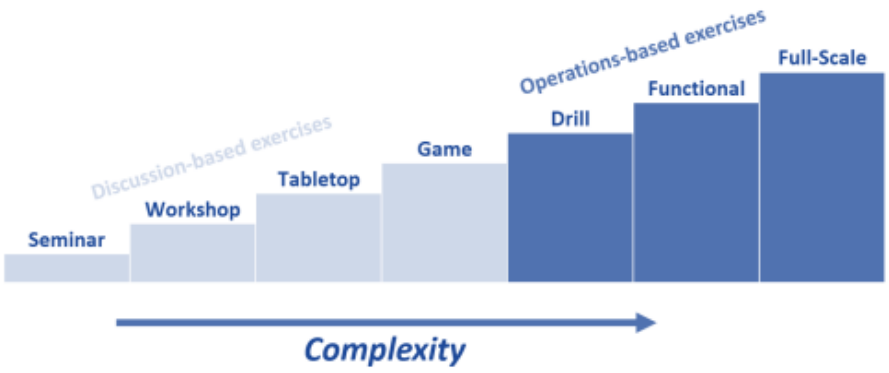
To ensure that college personnel, students and community first responders are aware of their duties and responsibilities under the campus emergency operations plan, the following training, drill, and exercise actions will occur:

The Emergency Preparedness Coordinator will coordinate training at least annually. **Select training and refresher training opportunities and drills that provide awareness of the emergency management program/plan, as well as hazards identified in the Emergency Operations Plan, will be provided and conducted for all faculty, staff (full time, part time, adjunct and/or substitute), and students.**

Emergency Preparedness 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.
- Awareness and protective action trainings and drills to support all faculty, staff, students and stakeholders.

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.



The College's Emergency Management / Emergency Preparedness Coordinator must have successfully completed L-146 Homeland Evaluation & Exercise Program Training conducted by the Texas Division of Emergency Management.

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 trained, 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

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

1. The following records may be kept during an emergency incident and retained in the manner described in the college's record management policy such as:
    - Records related to purchases.
    - Activation, deactivation, or significant changes of emergency incident policies, procedures, resources, services, and personnel.
    - Long-term resources or requests for additional resources through formal agreements or contracts.

2. Records can be easily damaged during an emergency incident. Efforts may be made to protect records to resume daily operations. These records include, but are not limited to:
    - Legal documents 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. Verification documents can be found in the records verification appendix (Appendix 5).

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 Agreements Reference

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

Appendix 5.....College Records Verification

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

LIST OF ANNEXES

Annex Name	Annex Description	Annex Type
Annex 1 Warning and Communications	This annex establishes the college's procedures to manage communications during an emergency affecting operations. This will include Preparedness, Response, and Recovery regarding emergency communications within the college community	Functional / Supporting
Annex 2 Evacuation and Shelter-in-Place	This annex establishes the procedures under which the college will operate if an incident requires evacuation or shelter-in-place operations by addressing planning and operational actions for multiple phases of emergency management. This will include preparedness, response, and recovery regarding evacuation and shelter-in-place operations within the college community.	Functional / Supporting
Annex 3 Recovery / Continuity of Operations	This annex describes how the college will ensure the continuation of essential functions during an emergency and its aftermath.	Functional / Supporting
Annex 4 Mass Care & Reunification	This annex establishes the procedures under which the college will conduct mass care and reunification operations.	Functional / Supporting
Annex 5 Psychological Resilience	This annex establishes the procedures under which the college will conduct psychological safety operations by addressing planning and operational actions for the preparedness, response and recovery phases of emergency management.	Functional / Supporting
Annex 6 Training and Exercising	This annex establishes the procedures under which the college will operate to provide training and exercise support for the college. This annex is strictly a guidance document for the college, and therefore, does not address the five phases of emergency management.	Functional / Supporting
Annex 7 Utilities Loss	This annex establishes the procedures under which the college will respond to potential or actual disruptions in utility services at college facilities by addressing planning and operational actions for the five phases of emergency management.	Functional / Supporting
Annex 8 Natural Hazards (Severe Weather)	This annex establishes the procedures under which the college will operate in the event of a severe weather incident by addressing the planning and operational actions for four of the five phases of emergency management: mitigation, preparedness, response, and recovery. Prevention will not be covered in this annex because severe weather hazards are acts of nature and cannot be prevented; however, they can be planned for.	Threat / Hazard / Incident Specific

Annex 9 Active Threat	This annex establishes the procedures under which the college will operate in the event of an active threat incident by addressing planning and operational actions for the five phases of emergency management.	Threat / Hazard / Incident Specific
Annex 10 Cybersecurity	This annex establishes the procedures under which the college will operate in the event of a cybersecurity incident by addressing planning and operational actions for the five phases of emergency management regarding actual or potential cyber-related threats and attacks to the college.	Threat / Hazard / Incident Specific
Annex 11 Biological (Communicable Disease)	This annex establishes the procedures under which the college will operate in the event of a communicable disease incident by addressing planning and operational actions for all five phases of emergency management.	Threat / Hazard / Incident Specific
Annex 12 Hazardous Materials Train Derailment	This annex establishes the procedures under which the college will operate in the event of an incident involving hazardous materials (Hazmat) by addressing planning and operational actions for all five phases of emergency management.	Threat / Hazard / Incident Specific
Annex 13 Facilities Access Management	This annex establishes the procedures under which the college will operate to provide facilities access management support for a hazard or special event by addressing planning and operational actions for the five phases of emergency management.	Specialized

WE ARE  READY

APPENDIX 1

VERNON COLLEGE
CAMPUS & FACILITY
MAPS

VERNON MAIN CAMPUS

WICHITA FALLS CENTURY CITY CENTER

WICHITA FALLS SKILLS TRAINING CENTER

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

Emergency Response Map Certification		
Agency Receiving Map	**Date Provided**	**Receiving Person**
Texas Department of Public Safety	05/12/2025	P-20250512-00017
Wilbarger County Sheriff's Office	02/01/2017	Sheriff Bill Price
City of Vernon Police Department	02/01/2017	Chief Tom Wilson
City of Vernon Fire & EMS (Combined agency)	02/01/2017	J.J. Oznick
Wichita County Sheriff's Office	02/01/2017	Sheriff David Duke
Wichita Falls Police Department	02/01/2017	Chief Manuel Borrego
Wichita Falls Fire Department	02/01/2017	Chief Jon Reese
American Medical Response EMS	05/28/2025	Kenny Hoffman
Wichita County Constable's Office Pct. 1	05/14/2025	Constable Mike Little

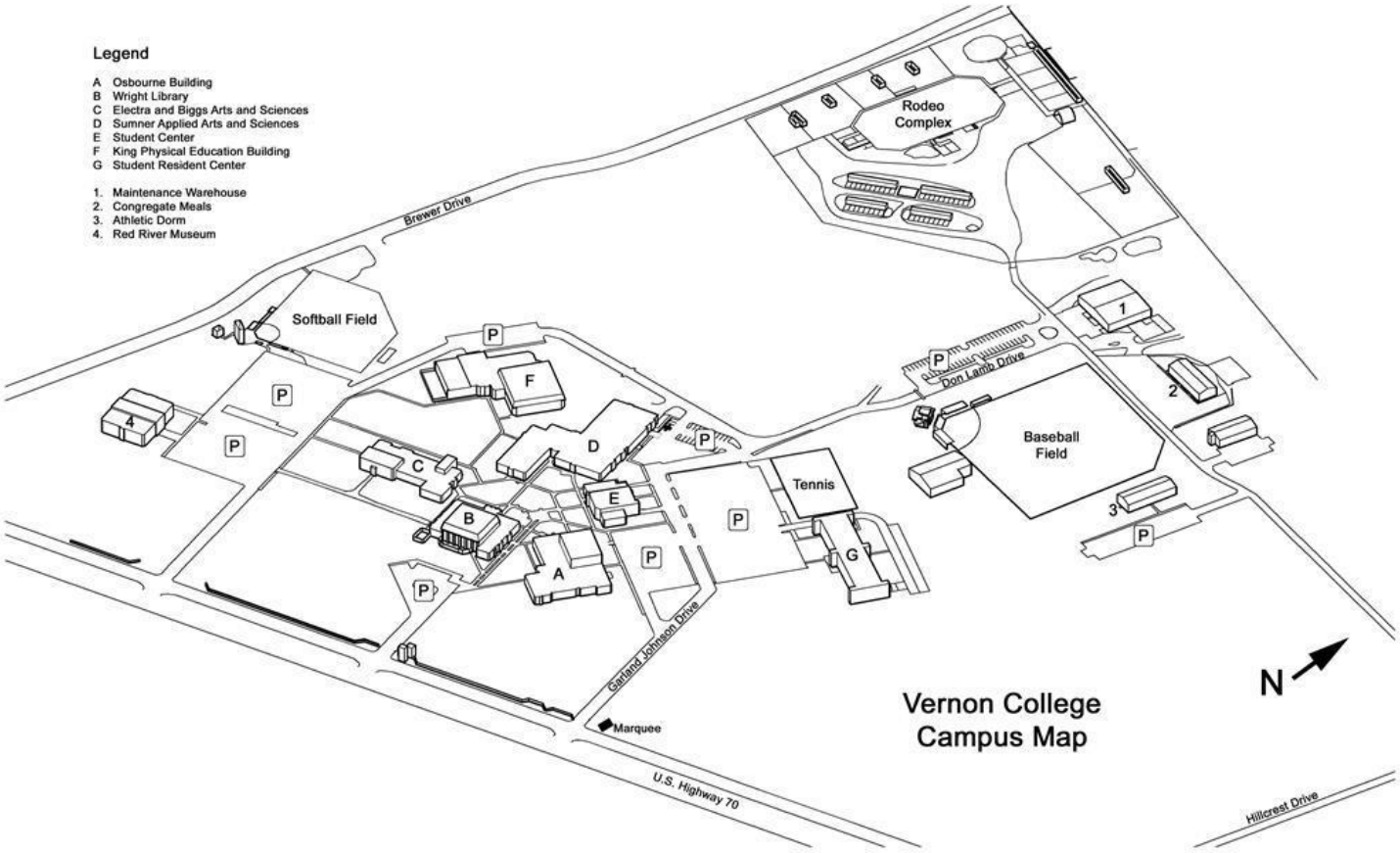
Vernon College has provided an opportunity to conduct a walkthrough of each Vernon College location and all its buildings, facilities and grounds. These opportunities have been provided to the Texas Department of Public Safety and all appropriate local law enforcement agencies and emergency first responders (Police, Fire, EMS) using the provided map(s), in compliance with Texas Education Code 37.108(f)(9) and 37.117(2).

Emergency Responders Walkthrough Certification		
Agency Invited	**Date Invited**	**Receiving Person**
Texas Department of Public Safety	06/09/2025	Sgt. Juan Gutierrez
Wilbarger County Sheriff's Office	05/27/2025	Sheriff Brian Fritz
City of Vernon Police Department	05/27/2025	Levi Edmonds
City of Vernon Fire & EMS (Combined agency)	05/27/2025	Chief Chris Cook
Wichita County Sheriff's Office	05/28/2025	Sheriff David Duke
Wichita Falls Police Department	05/28/2025	Chief Manuel Borrego
Wichita Falls Fire Department	05/28/2025	Chief Cody Melton
American Medical Response EMS	05/28/2025	Kenny Hoffman
Wichita County Constable's Office Pct. 1	05/27/2025	Constable Mike Little
Wilbarger County Emergency Management	05/27/2025	Cody Alexander
Wichita County Emergency Management	05/28/2025	Dwayne Birkenfeld
Wichita Falls Emergency Management	05/28/2025	John Henderson

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.





BUILDING SPECIFIC MAPS 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.



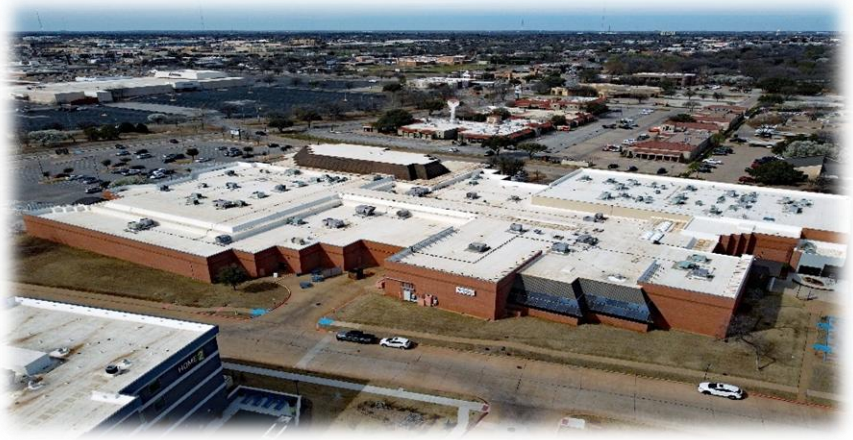
Front Entrance (West Entrance)



Rear Entrance (East Entrance)



North Entrance



South Entrance

BUILDING SPECIFIC MAPS 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.



BUILDING SPECIFIC MAPS REDACTED

APPENDIX 2

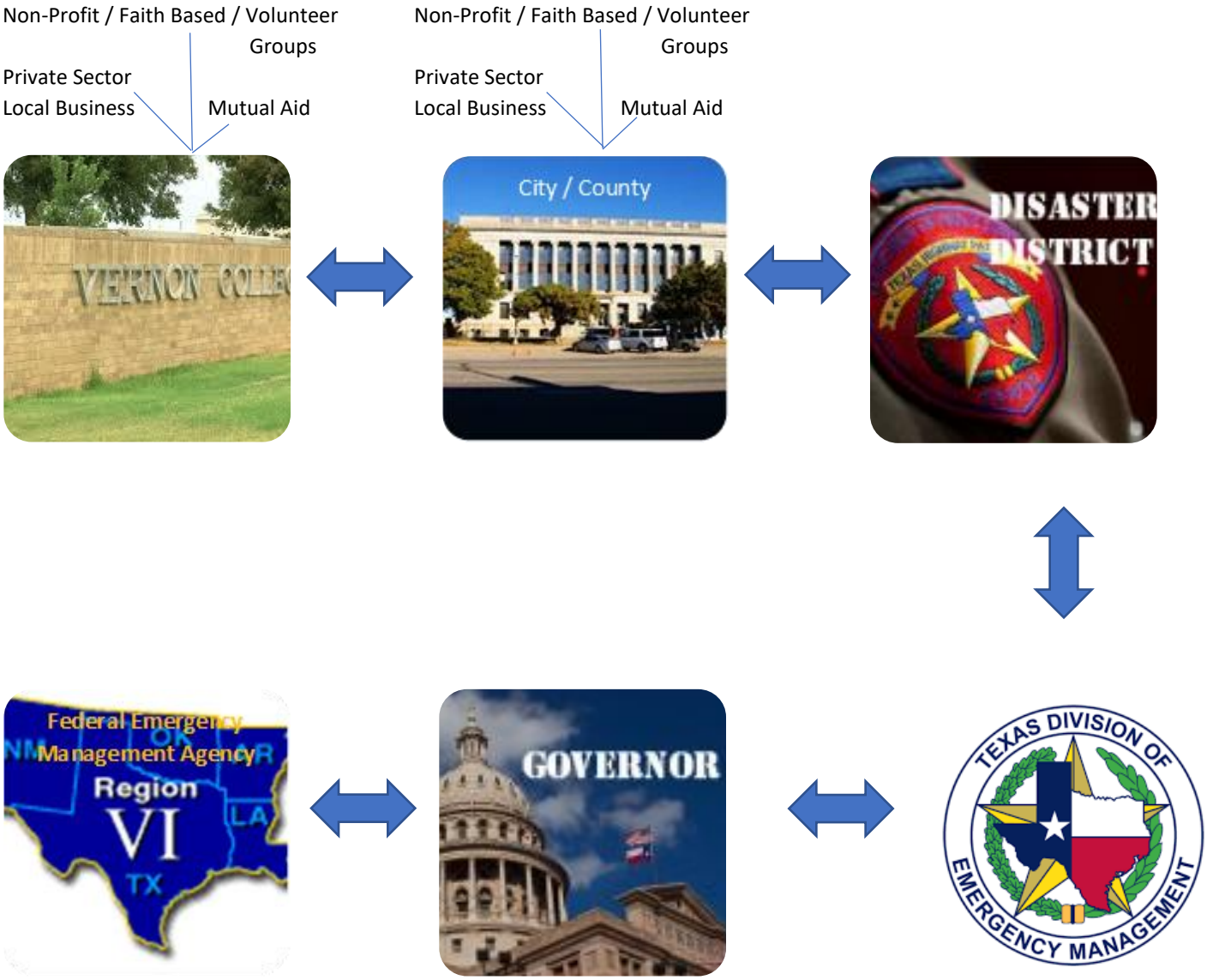
VERNON COLLEGE
Emergency Management
Diagrams

VERNON MAIN CAMPUS

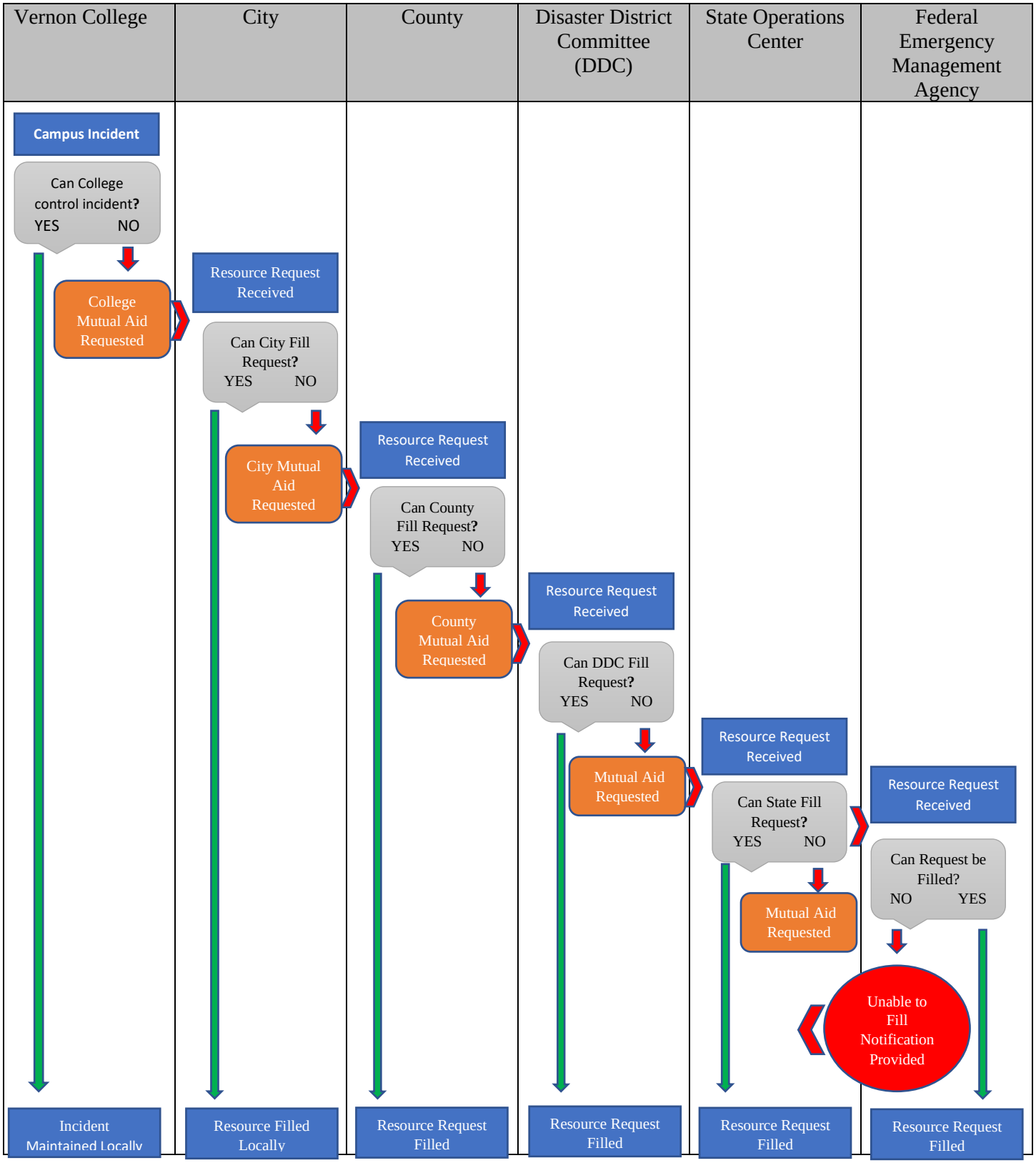
WICHITA FALLS CENTURY CITY CENTER

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


Vernon College
City
County
Disaster District Committee (DDC)
State Operations Center
Federal Emergency Management Agency
Campus Incident
Can College control incident? YES NO
College Mutual Aid Requested
Resource Request Received
Can City Fill Request? YES NO
City Mutual Aid Requested
Resource Request Received
Can County Fill Request? YES NO
County Mutual Aid Requested
Resource Request Received
Can DDC Fill Request? YES NO
Mutual Aid Requested
Resource Request Received
Can State Fill Request? YES NO
Mutual Aid Requested
Resource Request Received
Can Request be Filled? NO YES
Unable to Fill Notification Provided
Incident Maintained Locally
Resource Filled Locally
Resource Request Filled
Resource Request Filled
Resource Request Filled
Resource Request Filled

APPENDIX 3

VERNON COLLEGE

Emergency Response / Management

Agreements

VERNON MAIN CAMPUS

WICHITA FALLS CENTURY CITY 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 agreements, with agencies and community organizations to ensure the college has access to needed resources during an incident impacting the college.

RESOURCES NEEDED BY THE COLLEGE PROVIDED THROUGH FORMAL AGREEMENTS WITH AGENCIES AND COMMUNITY ORGANIZATIONS

Agency	Type of Agreement	Resource(s)
City of Vernon Police Department	Mutual Aid Agreement	Law Enforcement Services
Wilbarger County Sheriff's Office	Memo of Understanding	Law Enforcement Services
City of Wichita Falls Police Department	Interlocal Cooperation Agreement	Law Enforcement Services
Wichita County Sheriff's Office	Memo of Understanding	Law Enforcement Services
Wilbarger County	Agency Agreement	Telecommunications Systems Agreement
Vernon Independent School District	Memorandum of Understanding	Evacuation / Reunification Site
Vernon Independent School District	Memorandum of Understanding	Specialized Buses for the Evacuation of Persons with Access and Functional Needs

RESOURCES NEEDED BY AGENCIES AND COMMUNITY ORGANIZATIONS PROVIDED THROUGH FORMAL AGREEMENTS WITH THE COLLEGE		
Agency	**Type of Agreement**	**Resource(s)**
Vernon Independent School District	Memorandum of Understanding	Evacuation / Reunification Site

APPENDIX 4

VERNON COLLEGE

Emergency Management Function(s)

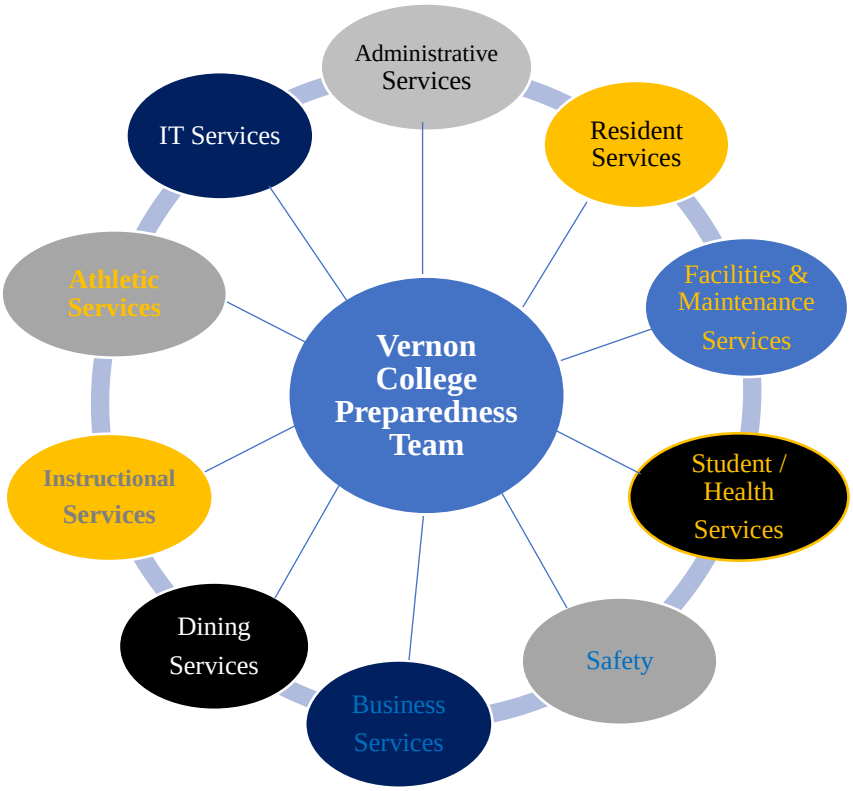
Reference

VERNON MAIN CAMPUS

WICHITA FALLS CENTURY CITY 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 Support Matrix
(Aligned with the National Response Framework)

ESF No.	Function Type	Function(s)	Coordinating Department(s)	Responsible Role
1	Transportation	-Transportation Safety -Movement Restrictions -Area / Road Closures -Transportation needs and services during campus evacuation -Other Incident Command Assistance	Safety Services Facilities & Maintenance Services Administrative Services	Director of Police
2	Communications	-Ensure communication systems are functional -Assist with Incident Command communication -Restoration and repair of communication structure	Administrative Services Information Technology	Vice President of Information Technology Systems
3	Public Works & Engineering	-Infrastructure Safety & Protection -Emergency Repair & Restoration -Incident Command Assistance	Administrative Services Facilities & Maintenance Services	Director of Maintenance
4	Firefighting	Fire Prevention Activities / Safety Inspections Fire detection and control Evacuation Support	Emergency Management City Fire Departments	Emergency Management Coordinator
5	Emergency Management	Incident Planning Coordination of Operations Initial Emergency Response Deployment	Administrative Services Emergency Preparedness Coordinator Safety Services	Emergency Management Coordinator
6	Mass Care, Housing & Human Services	Manages temporary sheltering Mass feedings Distribution of essential supplies for victims and animals Capable Mass Care Reunification Assistance	Residential Services Dining Services Administrative Services Student / Health Services	Vice President of Student Services
7	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	Vice President of Administrative Services
8	Health and Medical Services	Medical Support Social, emotional, and behavioral support services	Student / Health Services	Vice President of Student Services
9	Search & Rescue	Assist post-disaster emergency response to conduct search and rescue with priority to lifesaving operations	Safety Services	Director of Police
10	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.)	Safety Services	Director of Police

		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		
11	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	Vice President of Administrative Services
12	Energy	Response and recovery from shortages and disruptions	Facilities & Maintenance Services	Director of Maintenance
13	Public Safety & Security	Site security Access control Crowd control Evacuation Routes	Safety Services	Director of Police
14	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	Vice President of Administrative Services
15	External Affairs	Public Information Media and community relations	Administrative Services	College President

Vernon College Subject Matter Support Matrix

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

VERNON MAIN CAMPUS

WICHITA FALLS CENTURY CITY CENTER

WICHITA FALLS SKILLS TRAINING CENTER

This Record of Annual Review section specifically indicates the date the entire plan was reviewed by the Health, Safety and Security Committee. According to the dates below, this Vernon College Emergency Operations Plan (EOP) has been reviewed.

Review Number	Date of Review	Review Conducted by	Signature Title
1	06-23-2022	Annual EOP Review Conducted by Executive Leadership, Director of Police & Emergency Management	EMC
2	05-31-2023	Annual EOP Review Conducted by Executive Leadership, Director of Police & Emergency Management	EMC
3	07-01-2023 Thru 02-15-2024	Annual EOP Review Conducted by All Vernon College Employees.	EMC
4	07-15-2024	Annual EOP Review Conducted by Executive Leadership, Director of Police, Emergency Management, IT -Director of Student Information System & Chief Information Security Officer.	EMC
5	03-19-2025	Annual EOP Review Conducted by Executive Leadership, Director of Police & Emergency Management	Virginia Chapman VP of Student Services

A Safety and Security Audit has been conducted for all facilities at least once every three years in compliance with Texas Education Code 37.108(b) and (c). Vernon College followed the Safety and Security Audit procedures developed by the Texas School Safety Center in coordination with the commissioner of higher education. A Safety and Security Audit Report has been submitted to the board of trustees and signed by the President of the Junior College District in compliance with Texas Education Code 37.108(c)(2).

Campus Safety and Security Survey
Completion Certificate

The Campus Safety and Security data for

Vernon College

(229504)

were completed and locked on **September 13, 2024**.

Campus Name (ID)	Date of Completion
Vernon Campus (229504001)	September 13, 2024
Skills Training Center (229504002)	September 13, 2024
Century City Center (229504003)	September 13, 2024

Thank you for your participation in the 2024 data collection.

This certificate was prepared on **September 13, 2024**

Vernon College Campus Safety & Security Audit Reporting Certification

Texas Education Code 37.108 requires public junior college districts to conduct safety and security audits overseen by the Texas School Safety Center (TXSSC) at least once every three years. The current audit cycle runs from Sept. 1, 2021, to Aug. 31, 2024.
Junior College Audit Report (JCAR) results must be consolidated and presented to the board of trustees by **August 31**, when the audit cycle ends.

The Campus Safety and Security Audit for Vernon College was completed in accordance with the audit procedures developed by the Texas School Safety Center in coordination with the Commissioner of Higher Education on September 1, 2024, and presented to the Vernon College Board of Trustees on
September 11, 2024.

President – Vernon College — 9-11-24 Date

Chairman- Vernon College Board of Trustees — 9-11-24 Date

Audit Conductor — 9-11-24 Date

APPENDIX 6

VERNON COLLEGE
Emergency Operations Plan
Distribution List

VERNON MAIN CAMPUS

WICHITA FALLS CENTURY CITY CENTER

WICHITA FALLS SKILLS TRAINING CENTER

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
*Roxanne Hill	Vice President – Information Systems & Technology	Technology	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	09-01-23	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
Casey Potter	Coordinator of Emergency Medical Services	Emergency Medical Services	09-01-24	1
*Stephanie Mescher	Office for Students with Disabilities	PASS Department	09-01-25	1
Michael Hernandez	Food Service Manager	Great Western Dining	09-01-22	1
*Cynthia Chavez	Administrative Assistant – PBX Operator	Athletics	09-01-24	1
*Jacqueline Bone	Student Advisor	Student Success	09-01-24	1
*Karla Wooten	Admissions Clerk- Admissions & Records	Admissions & Records	09-01-25	1
*Roger Blackman	Automotive Instructor	Instructional Services	09-01-22	1
*Elisha Wehrwein	Cosmetology Instructor	Cosmetology	09-01-22	1
*Andrea Mirasol	Cord. Community & Recreational Services	Continuing Education	09-01-25	1
*Jeff Hass	Police Officer	VC-Police Department	09-01-22	1
*Zachary Ward	Police Officer	VC- Police Department	09-01-24	1
*Tina Duke	Coordinator of Business and Industry Services	Continuing Education	09-01-22	1
Jason Scheller	Division Chair- Behavior & Social Sciences	Instructional Services	09-01-24	1
*David Tepfer	Welding Instructor	Business & Industry	10-03-22	1
*KC Boatman	VC -Emergency Preparedness Coordinator	Emergency Management	09-01-22	1
VC Webpage	Digital Copy of Basic Plan	Vernon College	09-01-22	1

*Denotes Security, Safety and Health Committee Member