



Dallas County Community College District



ESF #13

Public Safety & Security (1.0)

DCCCD Emergency Management

Approval and Implementation

Dallas County Community College District Emergency Support Function #13 – Public Safety & Security Annex

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

Approved: _____ **Date:** _____

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Dallas County Community College District

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Emergency Support Function 3 – Public Works and Engineering

ESF Coordinator

Chief of Police

1601 South Lamar Street
Dallas, TX 75215
Phone: 214-378-1624

Primary Department/Agency

DCCCD Public Safety & Security

1601 South Lamar Street
Dallas, TX 75215
Phone: 214-378-1624

Support and External Agencies

Cedar Hill Police Department

285 Uptown Blvd.
Cedar Hill, TX 75104
Phone: 972-291-5181

Coppell Police Department

130 Town Center Blvd.
Coppell, TX 75019
Phone: 972-304-3600

Dallas Police Department

1400 South Lamar Street
Dallas, TX 75215
Phone: 214-671-3001

DFW Department of Public Safety

2400 Aviation Drive
DFW Airport, TX 76230
Phone: 972-973-3210

Farmers Branch Police Department

3723 Valley View Lane
Farmers Branch, TX 75244
Phone: 972-484-3620

Garland Police Department

1891 Forest Lane
Garland, TX 75042
Phone: 972-485-4840

Support and External Agencies

Lancaster Police Department

1650 North Dallas Ave.

Lancaster, TX 75134

Phone: 972-218-2700

Irving Police Department

305 N. O'Connor Road

Irving, TX 75061

Phone: 972-273-1010

Mesquite Police Department

777 N. Galloway Ave.

Mesquite, TX 75149

Phone: 972-285-6336

Authority

See Emergency Operations Plan, Authority.

Introduction

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

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

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

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

Purpose

The purpose of ESF 13 is to identify the internal and external departments responsible for public safety and security actions that may take place in an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support law enforcement, public safety, security, and evacuation needs during an emergency or disaster.

Scope

Emergency Support Function 13:

- Provides coordination of facility and resource security, security planning, and technical resource assistance, and support to access, traffic, and crowd control.
- Maintains law and order where resources are deployed.
- Performs evacuation planning and executes evacuations as directed by the EOC.
- Provides access control for damaged or contaminated areas.
- Carries out counterterrorism and terrorism consequence operations to protect persons and property.
- Ensures proper notifications are made to state and federal resources in the event of a terrorist incident.
- Secures the EOC and EOC utilized facilities during emergency situations.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation

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

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

Assumptions

The District makes the following planning assumptions:

- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.
- During large-scale emergencies and major disasters, law enforcement agencies may be required to expand their operations and undertake certain tasks that are not performed on a day-to-day basis.
- During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.

[Concept of Operations](#)

General

A common operating procedure within the District and across local jurisdictions provides the framework for public works, engineering, facility maintenance, utility, and debris management capabilities. Interoperable systems make this framework possible. Resources are in existence throughout the college District and the cities in which District properties lie

to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

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

Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 3 requires activation, the EOC Director or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

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

- **Preparedness**
 - Review and update this annex.
 - Participate in any exercises, as appropriate.
 - Develop and maintain a list of possible resources that could be requested in an emergency.
 - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - Develop procedures to document costs for any potential reimbursement.
- **Response**
 - When requested by the EOC Director, immediately respond to EOC.
 - Obtain, prioritize and allocate available resources.
 - Coordinate emergency information for public release through the EOC command structure as defined by NIMS and the District EOP.
- **Recovery**
 - Coordinate assistance as needed by the IC, EOC Director, or EOC Policy Group, as appropriate.
 - Ensure that ESF 13 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

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

ESF Primary Agency

- Serves as the lead agency for ESF 13, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 13 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 on line classes should be completed by assigned personnel. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

ESF Support and External Agencies

- The supporting external agencies in this ESF may assume a primary function status where District resources are not available, with all responsibilities of the primary agency as indicated in this annex.
- Support the District with inter-local agreements, or other functional contracts.
- Support the primary department as needed.

Evacuations

Evacuation may be expedient or preplanned. Evacuation preplanning should be performed for those geographic areas known to be at risk from specific hazards. Such risk areas include areas subject to recurrent flooding and areas at risk from a release of hazardous materials from facilities that make, use, or store such materials.

- **Expedient evacuations** are evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander at the scene
- **Preplanned evacuations** for known risk areas will be conducted and primary and alternate evacuation routes will be identified by the ESF. Such evacuation preplanning should involve the emergency management staff and other emergency services. Known hazardous materials risk areas and the evacuation routes from those areas shall be described in ESF 10, or its supporting documents, published under a separate cover.

Emergency Support Function Actions for Evacuation

During evacuations, the primary agency will:

- Determine preferred evacuation routes, based on the status of preplanned primary and alternate routes and the current situation.
- Coordinate with ESF 1 and the EOC for transportation support.
- Provide information on evacuation routes to the Public Information Officer (PIO) for dissemination to the public through the media.
- Alert those in the affected area who have not been warned by other means.
- Deploy units to direct and control traffic.
- If time permits, request that Facilities deploy signs and other traffic control devices to expedite the flow of traffic.
- Notify adjacent jurisdictions that may be affected by the evacuation, preferably before the evacuation commences.

- Monitor traffic flow and resolve problems; report evacuation progress to the EOC.
- Provide appropriate road condition information and travel recommendations to the public through the PIO.
- For large-scale evacuations, ensure that there are provisions to remove disabled or abandoned vehicles from impeding evacuation routes in a timely manner.
- Provide access control and security for damaged areas

Evacuation Decisions

The Incident Commander or, for large-scale evacuations, the Emergency Operations Center (EOC) shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:

- What areas or facilities are at risk and should be evacuated?
- How will those in the evacuated area be advised of what to do?
- What do evacuees need to take with them?
- What travel routes should be used by evacuees?
- What transportation support is needed?
- What assistance will populations with access and functional needs require?
- What traffic control is needed?
- Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
- How will evacuated areas be secured?

Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.

The decision to recommend an evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing the incident. In general, the local authority of the city or county will issue the order for large-scale evacuations that may affect

District campuses. District personnel will coordinate the localized campus evacuation in an effort to integrate with the wider evacuation.

Access Control to Evacuated or Damaged Areas

In areas that have suffered damage, access must be controlled to protect health and safety, as well as to protect property. When a county judge or mayor has issued a local disaster declaration, he or she may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area. The college District Chief of Police, or designee may issue an order for restricted access to areas or the entirety of District property. Law enforcement agencies will control access to such areas with barrier tape, roadblocks and, where appropriate, barricades. Access controls should be supplemented by stationed personnel or periodic roving patrols, particularly within areas that are readily accessible by persons on foot. Re-entry to damaged areas will generally be conducted in the three phases outlined below:

- **Phase One – Emergency Workers.** Admit police, fire, emergency medical, utility crews, emergency management personnel, building inspectors, facilities personnel, limited media on approval by the EOC, state and federal response agencies.
- **Phase Two – Concerned Parties.** Admit insurance agents, media, and contractors making temporary repairs. Students, faculty, and staff may be admitted to buildings to collect personal property. The following conditions should prevail before these individuals are authorized to enter the damaged area:
 - The threat that caused the evacuation has been resolved.
 - Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired or rendered safe; and other significant safety hazards have been eliminated.
 - Structures have been inspected and those unsafe to enter are so marked.

- Some means of fire protection is available.
- **Phase Three – General Public.**

Guidance for Personnel Staffing Access Control Points

- To ensure consistent treatment, personnel staffing access control points shall be provided with clear written guidance on who may be admitted to damaged areas in each phase or reentry. This guidance should be formulated by the law enforcement staff and coordinated for approval through the EOC.
- A pass or permit system may be implemented to simplify regular ingress and egress. If a pass or permit system is used, passes or permits and appropriate written instructions for their use should be developed by the law enforcement staff and coordinated for approval through the EOC. Copies should be provided to all personnel staffing access control points. Common sense suggests that identification cards issued by government, utilities, insurance companies, and the media to their employees be honored as passes or permits for those individuals, unless questions arise regarding their authenticity.

[Active Shooter and Terrorist Incident Response](#)

During an active shooter or terrorist event, a multi-agency coordination system may be advisable. Central to this system is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. The IC should manage and direct the on-scene response from the Incident Command Post (ICP). The EOC should mobilize and deploy resources for use by IC, coordinate external resources and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

Preparedness and Response

Pre-incident preparedness and response activities include efforts to define the threat, identify terrorists or hostile parties, and prevent acts of violence or terrorism. Post incident

consequence management activities include efforts to resolve the incident, conduct an investigation, collect evidence, and apprehend those responsible. The Dallas County Community College District Police Department, having jurisdictional authority, should collaborate with local, state and federal agencies in criminal investigations and intelligence collection activities.

Response and recovery activities undertaken to deal with effects of an active shooter or terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command.

Crisis Management

This ESF has the lead in active shooter and terrorism crisis management activities. Post incident crisis management activities include efforts to resolve the active shooter or terrorist incident, investigate it, and apprehend those responsible.

The DCCCD Police Department, as the primary agency of this ESF, has the lead role in crisis management on college District property and will coordinate its efforts with local, state, and federal law enforcement agencies as appropriate. The requirements of crisis management and consequence management are combined in the National Response Plan.

Consequence Management

Consequence management activities undertaken to deal with effects of an active shooter or terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management.

The lead agencies for crisis management and consequence management should mutually determine when crisis management activities are complete. The lead role in consequence management may be assigned to one of several local, state, or federal departments or agencies, depending on the type of incident that has occurred. Law enforcement agencies will typically play a significant supporting role in the conduct of consequence management activities. The requirements of crisis management and consequence management are combined in the National Response Plan.

Coordinated activities in consequence management include:

- Law enforcement agencies involved in consequence management should keep those agencies and/or departments responsible for response and recovery efforts informed of decisions made that may have implications on the placement of resources for response and recovery. Because of the sensitivity of law enforcement sources and methods and certain crisis management activities, it may be necessary to restrict dissemination of some information to selected emergency management and public health officials who have a need to know. Those individuals may have to carry out some preparedness activities surreptitiously.
- Until such time as primary agency and emergency management personnel agree that crisis management activities have been concluded, the primary agency should participate in IC or EOC operations to advise those carrying out consequence management operations with respect to protection of the crime scene, evidence collection, and investigative results that may have bearing on emergency operations. DPS and the FBI should normally provide personnel to participate in a Unified Command (UC) operation to coordinate state and federal law enforcement assistance.
- A joint information center, staffed by college District, local, state, and federal public affairs personnel, may be established as part of the UC organization to collect, process, and disseminate information to the public.

Terms and References

Acronyms	
DCCCD	Dallas County Community College District
DPS	Department of Public Safety (Texas)
EOC	Emergency Operations or Operating Center
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
MAA	Mutual Aid Agreement
MACS	Multi-Agency Coordination System
MOU	Memorandum of Understanding
NRF	National Response Framework
SOPs	Standard Operating Procedures
UC	Unified Command

Definitions	
Active Shooter Incident	An active shooter is a person(s) who appears to be actively engaging in killing or attempting to kill people in a populated area; in most cases, active shooters use firearms, and there is no apparent pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, with immediate deployment of law enforcement to stop the shooting and mitigate harm to innocent victims.
Consequence Management	The requirements of crisis management and consequence management have been combined. They combine the law enforcement function of identification and prevention of terrorist activities with the emergency

	management function of protection of public health and safety and emergency relief from the consequences of acts of terrorism.
Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
Evacuation	The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
Incident Action Plan (IAP)	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
Individuals with Access and Functional Needs	Persons who may have additional needs before, during and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; live in institutional settings; are older; are children; are from diverse cultures; have limited English proficiency or are non-English speaking; or are transportation disadvantaged.
Inter-local agreements	Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual

	aid agreements (MAAs) and can include memorandums of understanding (MOUs).
National Incident Management System (NIMS)	The NIMS provides a consistent nationwide approach for federal, state, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
National Response Framework (NRF)	An all-discipline, all-hazards plan that established a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of federal support to state and local and tribal incident managers and for exercising direct federal authorities and responsibilities.
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).
Terrorist Incident	A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political and social objectives