Approval and Implementation

Dallas County Community College District
Emergency Support Function #14 – Long-Term Community Recovery Annex

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

Approved: ___________________________ Date: _________

Dr. Joe May
Chancellor
Dallas County Community College District

Approved: ___________________________ Date: _________

Robert C. Wendland
General Counsel
Dallas County Community College District

Approved: ___________________________ Date: _________

Lauretta Hill
Chief of Police
Dallas County Community College District
# Record of Changes

<table>
<thead>
<tr>
<th>Change #</th>
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<th>Support and External Agencies</th>
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<tbody>
<tr>
<td>Director of Risk Management</td>
<td>DCCCD Public Safety &amp; Security</td>
</tr>
<tr>
<td>4343 IH30</td>
<td>1601 South Lamar Street</td>
</tr>
<tr>
<td>Mesquite, TX 75150</td>
<td>Dallas, TX 75215</td>
</tr>
<tr>
<td>Phone: 972-860-7793</td>
<td>Phone: 214-378-1624</td>
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<th>Primary Department/Agency</th>
<th>Office of Emergency Management</th>
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<tr>
<td>Risk Management/Information Privacy</td>
<td>4346 IH30</td>
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<tr>
<td>&amp; Security Information</td>
<td>Mesquite, TX 75150</td>
</tr>
<tr>
<td>4343 IH30</td>
<td>Phone: 972-860-4048</td>
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<td>Mesquite, TX 75150</td>
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## 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 14 is to identify the framework required to continue the essential functions of the District in the event of an emergency or disaster. This ESF provides and coordinates resources (personnel, equipment, facilities, materials and supplies) to support Long-Term Recovery during an emergency, disaster, or disruption that may take place at or near any areas in which the District operates.

Scope

Emergency Support Function 14:
• Dallas County Community College District does not have a Long-Term Community Recovery department; therefore, Dallas County Community College District will utilize District and Non-District vendors and contact municipality and county departments/agencies as needed.

• May be activated for incidents that require significant long-term impacts.

• ESF support will vary depending on the magnitude and type of incident.

**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 or the separately published District Hazard Analysis for the potential emergencies that may impact Dallas Community College District.

Facilities owned and operated by the district will be maintained by district personnel. An external third-party company will be utilized when necessary.

**Assumptions**

The District makes the following planning assumptions:

• District resources will be quickly overwhelmed.

• Communication systems may fail during a major incident.

• Shortfalls can be expected in both support personnel and equipment.

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

**Concept of Operations**

**General**

• 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 14 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 act in the following phases:

- **Preparedness**
  - The primary department / agency will conduct pre-incident and post-incident assessments of public works and infrastructure.
  - 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.
• Provides personnel to the EOC when activated and requested.
• Obtain, prioritize and allocate available resources.
• Activate the necessary equipment and resources to address the emergency.
• Requests mutual aid from neighboring jurisdictions, as appropriate.

• **Recovery**
  • Coordinate assistance as needed by the IC, EOC Director, or EOC Policy Group, as appropriate.
  • Ensure that ESF 14 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 department / agency.
• Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

**ESF Primary Agency**

• Serves as the lead agency for ESF 14, 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 14 when district EOC is activated.
• At a minimum, the National Incident Management System ICS-100, IS-700, and IS-800 online classes should be completed by assigned personnel. Additional training requirements may be found in the Training, Testing, and Exercise support annex, published under a separate cover.

**ESF Support and External Agencies**

• Support the primary agency as needed.
• Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.
## Terms and References

### Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>DCCCD</td>
<td>Dallas County Community College District</td>
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<td>EMS</td>
<td>Environmental Management System</td>
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<td>EOC</td>
<td>Emergency Operations or Operating Center</td>
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<td>ESF</td>
<td>Emergency Support Function</td>
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<tr>
<td>HVAC</td>
<td>Heating, Ventilation, and Air Conditioning</td>
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<td>IC</td>
<td>Incident Commander</td>
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<td>ICP</td>
<td>Incident Command Post</td>
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<td>Incident Command System</td>
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<td>MAA</td>
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<td>MOU</td>
<td>Memorandum of Understanding</td>
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<td>SOPs</td>
<td>Standard Operating Procedures</td>
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<td>Definitions</td>
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<td><strong>Emergency Operations Center</strong></td>
<td>Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.</td>
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<tr>
<td><strong>Inter-local agreements</strong></td>
<td>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).</td>
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<tr>
<td><strong>Standard Operating Procedures</strong></td>
<td>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).</td>
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