Warning

Annex

A

GRAYSON COLLEGE EMERGENCY

MANAGEMENT

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APPROVAL & IMPLEMENTATION

Grayson College

Support Annex A – Warning

_____   _____

College President   Date

Dr. Jeremy McMillen

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Vice President for Business Services   Date

Mr. Giles Brown

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Emergency Manager   Date

Mr. Andrew MacPherson

NOTE: The signature(s) will be based upon district administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator.   Alternatively, each department head assigned tasks within the annex may sign the annex.

RECORD OF CHANGES

Page and Section # of Change	Date of Change	Entered By	Date Entered
01	November, 2016	Sultan Alsaadi	Creation of new support annex

Authority

 To ensure timeliness of warning, the authority to activate the District's emergency notification systems has been delegated to the Emergency Management Coordinator (EMC) and his or her trained designees.

For additional, see Emergency Operations Plan, Authority.

Introduction

This Support Annex to the Emergency Operations Plan (EOP) provides a comprehensive list of requirements and procedures for the District's emergency operations in providing warning capability for the campus community.

Purpose:

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to disseminate timely and accurate warnings to the public and government officials in the event of an impending emergency situation.

Scope:

The functions of the Warning support annex are applied to emergency incidents, operational notifications, and other situations in which warnings to the campus community might be issued.

Situation:

1. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.

2. Grayson College can expect to experience emergency situations that could threaten public health and safety and both private and public property and necessitate the implementation of protective actions for the public at risk.

3. Emergency situations can occur at any time; therefore, equipment and procedures to warn the public of impending emergency situations must be in place and ready to use at any time.

4. Power outages may disrupt radio and television systems that carry warning messages and provide public instructions.

1. Timely warnings to the public of impending emergencies or those which have occurred may save lives, decrease injuries, and reduce some types of property damage.

2. Electronic news media are the primary sources of emergency information for the general public.

3. Some people directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.

4. Provision must be made to provide warnings to special needs groups such as the hearing and sight-impaired, and institutions (i.e. nursing homes and correctional facilities).

5. Local radio and television stations will broadcast Emergency Alert System (EAS) messages when requested by local government officials. To effectively utilize EAS, local governments and broadcasters must coordinate the procedures used to transmit warning messages and instructions from local government to broadcasters.

6. The local National Oceanic and Atmospheric Administration (NOAA) Weather Radio station will broadcast weather watches and warnings issued by the National Weather Service (NWS). Weather radios are activated when such messages are broadcast.

7. The District's emergency alert system, GC ALERT, is the primary source of information for the campus.

8. GC ALERT broadcast warning may require initial activation with limited information and providing general direction in the case of immediate danger from a no-notice hazard such as active shooter.

Warning Points

The District does not currently operate its own dispatch or public safety answering point. As such, memorandums of understanding and working agreements are established with local city or county dispatch agencies. These agencies operate as 24/7 (24 hours per day, 7 days per week) warning points to receive 9-1-1 calls and emergency messages from the state warning system and relay them to the District's public safety department.

The District-wide Local Warning Point (LWP) is operated virtually by the Emergency Management Coordinator or a designee who may be reached 24/7 by radio, phone, email, text, or

internet messaging. A District LWP shall be maintained to comply with the Hazardous Weather Support Annex Storm Ready **Guideline #1 – Establish a 24-hour Local Warning Point**.

Receiving Warnings

The District may receive warnings of actual emergencies or the threat of such situations from the following:

National and State Provided Warning

National Warning System
The National Warning System (NAWAS) is a 24-hour nationwide, dedicated, multiple line, telephone warning system linking federal agencies and the states. It disseminates civil emergency warnings. NAWAS is a voice communications system operated by the Federal Emergency Management Agency (FEMA) under the Department of Homeland Security, and controlled from the FEMA EOC in Washington, D.C., and the FEMA alternate EOC in Olney, Maryland. NAWAS is used to disseminate three types of civil emergency warnings to state and local governments:

1. Attack warnings
2. Fallout warnings
3. Natural and technological emergency warnings

Warnings from the FEMA operations center are coordinated with the Department of Homeland Security operations center and relayed through the FEMA Regional Communications Center in Denton to the state warning point at the State Operations Center (SOC) in Austin. The state warning point further disseminates the civil emergency warnings through the Texas Warning System. The FEMA national radio system, a network of high frequency radios, serves as a backup for NAWAS.

Texas Warning System
The Texas Warning System (TEWAS) is a state level extension of NAWAS. It consists of a dedicated telephone warning system linking the state warning point at the SOC with area warning centers located in DPS offices around the state and with the seven NWS offices in Texas.

The state warning point relays national emergency warnings received on NAWAS to the area warning center using TEWAS. Area warning centers disseminate warnings they receive to LWPs via teletype messages on the Texas Law Enforcement Telecommunications System (TLETS). The District will receive warnings disseminated by telephone or radio through Memorandums of Understanding (MOUs) with local dispatch centers, as well as through email directly from the SOC to the District EMC.

TEWAS may also be used by the SOC to disseminate warning messages from the governor or other key state officials to specific regions of the state.

The Homeland Security Information Network – Critical Infrastructure (HSIN-CI) is an unclassified network that immediately provides the Department of Homeland Security operations center with one-stop 24/7 access to a broad spectrum of industries, agencies, and critical infrastructure across both the public and private sectors. HSIN-CI delivers information sharing, alert notification services to the right people, those that need to know and those that need to act. The District will receive these warnings through the fusion liaison or intelligence officer in the NCTC Department of Public Safety.

National Weather Service Provided Warning

National Weather Service (NWS) weather forecast offices, the NWS river forecast centers, the Storm Prediction Center, and the National Hurricane Center issue weather warning messages.

NWS disseminates weather forecasts, watches, and warnings via the NOAA Weather Wire Service, which is a satellite communications system that broadcasts to specialized receiver terminals. In Texas, NWS weather products, such as watches and warnings, are transmitted by NOAA Weather Wire to the SOC. The SOC, as the state warning point, retransmits these weather messages to appropriate area warning centers and LWPs by TLETS and email.

The District receives alerts directly from the NWS through the NOAA all-hazards radio system and complies with Hazardous Weather Support Annex Storm Ready **Guideline #4 – Provide NWR/SAME receivers for public facilities**. These radios are located in the EOC, Police Department, the office of each campus director, each campus public safety office, and the emergency management office.

Campus Community Provided Warning

The students, faculty, staff, and guests of the Grayson College District may provide warning of emergencies discovered. This may occur in person, by phone, or through the 9-1-1 system. As soon as this information in received by the District, details should be reported to the District LWP through any available means of communications to allow for timely confirmation and warning.

Business and Industry Provided Warning

Companies that experience a major fire, explosion, hazardous materials spill, or other emergencies that may pose a threat to campus health, safety, and property have a general duty to notify local officials of such occurrences. Such notifications are generally made through the 9-1-1 system. Companies reporting emergencies that may pose a risk to the campus are expected to recommend appropriate actions to protect people and property.

Dissemination of Warning to the Public

Warnings will be disseminated for immediate threats to the campus community. In the initial stages of an emergency situation, the Emergency Management Coordinator (EMC) or designee will, with the authority delegated to the position:

- Determine if a warning needs to be issued
- Formulate a warning (using pre-scripted messages if available)
- Disseminate the warning

When the EOC has been activated, it will normally determine who needs to be warned and how. The EOC will normally formulate the warning messages and public instructions. The EMC or designee in the activated EOC staff will execute the warnings by activating the warning system. The EOC may disseminate emergency public information directly to the media.

The systems described in this annex will be used to issue warnings and instructions to the public. To facilitate dissemination of warning and public instructions, a set of pre-scripted warning messages and public information messages suitable for use in likely emergency situations has been developed.

GCALERT

The Grayson College GC ALERT system is used to disseminate mass emergency notifications to all of its users. This service will provide you the opportunity to include multiple phone numbers and email addresses to enhance your awareness during emergency conditions.

GC ALERT is a free service provided to keep you better informed in the event of severe weather and campus emergencies or closings. This program will allow us to reach students directly by sending a text message, email, and text to speech call to your cell phone. All faculty, staff and students should enroll into GC ALERT with their Grayson College email.

EAS Stations.

EAS stations (radio, TV, cable) serving the local area include:

A. Local Primary Radio Station 1
    Call sign: KLAK   Frequency: 97.5 FM
    Contact Name: Scott Corbin
    Address: Denison, TX
    Telephone: 903-463-6800   Fax: 903-463-9816
    E-mail Address: news@9311kmkt.com

B. Local Primary Radio Station 2
    Call sign: KMKT   Frequency: 93.1 FM
    Contact Name: Scott Corbin
    Address: Denison, TX
    Telephone: 903-463-6800   Fax: 903-463-9816
    E-mail Address: news@9311kmkt.com

C. Television and Cable Stations

      Call sign: KXII   Channel:12
      Contact Name: Rick Dean/Matt Brown
      Address: Sherman, TX
      Telephone: 903-892-8123   Fax: 903-893-7858
      E-mail Address: firstnews@kxii.com
      Emergency: 903-892-6397 1700hrs – 2230hrs
                903-891-1212 2230hrs – 0500hrs

      Call sign: KTEN   Channel: 10
      Contact Name:
      Address: Denison, TX
      Telephone: 903-465-5836   Fax: 1-503-214-9555 (e-fax)
      E-mail Address: ajess@kten.com / opickett@kten.com
      Emergency: 903-463-7716 0500hrs – 2300hrs
                903-465-6675 2300hrs – 0500hrs

Text Message and Email Notification Function

Text messaging is a rapid means of notification for the District. Messages sent by this method are District-wide and may only be targeted to all employees, all students, or both. Text messages may be sent during immediate emergencies, for campus delays or closures, to relay critical information to the campus population, or during system tests. External agencies, such as food service and bookstore staff, who are contract services operating on District property are offered external agency enrollment in order to receive messaging.

The email functionality of the GCALERT system is designed to be supplemental to the immediate notification of text messaging. Email may be used for supplementing immediate alerts, notification of upcoming system testing by other means, campus delays or closures, to relay critical information to the campus population, or during system tests. Notification by email may experience significant delays as large numbers of emails may take systems time to process and deliver.

Social Media Notification Function

Social media notifications are supplementary functions of the alert system. Utilizing social media messaging, the District may reach beyond the student and employee population to include guests on campus, the public, and the media. The Texas State Operations Center also follows the GCALERT Twitter feed for emergency information. Notification by social media may be made for immediate alerts, notification of upcoming system testing, campus delays or closures, to relay critical information to the campus population, or during system tests.

Facility Notification Function

The facility notification functions of the GCALERT system are targeted notifications based on location. For emergencies, disasters, or threats thereof, that may impact a campus or within the immediate vicinity of a campus, the District may activate facility notification components of the GCALERT system. These include alert beacons, amplified speaker broadcasts, public address systems, network computer screen override, and digital signage override. Facility notifications may be used for immediate alerts, to relay critical information to the campus population, or during system tests.

Outdoor Warning

Any outdoor warning systems in place on or near District facilities are outdoor sirens operated by local city or county officials respective to their location. The college District is responsible for the activation, maintenance, and testing of these systems.

Route Alerting & Door-to-Door Warning

The campus community may be warned by route alerting using vehicles equipped with sirens and public address systems. Route alerting may not work well in some areas, including remote areas where there is some distance from the road or for large buildings with few external windows. Response personnel going door-to-door may also deliver warnings. Both of these methods are effective in delivering warnings, but they are labor-intensive and time-consuming and may be infeasible for large areas. The route alerting method may be required for those with impairments of vision or hearing.

Warning Special Facilities and Populations

Special populations and facilities will be warned of emergency situations by available methods to include:

- **Visually-impaired**: GCALERT beacons, text-to-speech broadcast, route alerting, door-to-door notification.
- **Hearing-impaired**: GCALERT beacons, SMS text message, computer desktop override, digital signage override, route alerting, door-to-door notification
- **Non-English speaking**: Route alerting, door-to-door notification.

Clery Compliance in Warning

Grayson College will establish and maintain its emergency notification system in compliance with Texas Education Code Sec. 51.218 and the Jeanne Clery Act 20 U.S.C. § 1092(f).

Decisions for timely warning notifications of Clery defined crimes will be made by the Chief of Police by utilizing the Timely Warning Notice Determination form as directed by the Grayson Department of Public Safety's SOPs.

Timely warnings for imminent threats to campus safety for all other situations will be made by the EMC or trained designee. Notification method and scope may be determined by the following decision criteria:

Hazard Type
- What is the hazard? (Building fire, tornado, hazardous materials incident)
- What is the impact to Grayson College? (Minor, major, catastrophic)
- What is the potential for the situation to worsen?
- Is the situation under control?

Life Safety and Property Protection
- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for minor injury?
- What is the potential for damage to property?
- What is the potential for disruption to normal course of business?

Urgency

- How soon does the message need to go out? (Seconds, hours, days)

Audience
- Who needs to be warned? (Administration, faculty, staff, students, guests)
- How many people need to be warned? (Dozens, hundreds, thousands)

System(s) Capabilities
- What are the limitations of each system? (Limited audience, lengthy delivery time)
- How quickly can the messages be sent? (Immediately, minutes, hours)

Responsibilities

The EMC has primary responsibility for compliance with provisions of the college District's Emergency Operations Plan along with the operation of the EOC, therefore, they have the primary responsibility for ensuring an adequately trained and tested operational capability as outlined in this annex.

All individuals or departments responsible for staffing a position at the EOC during an emergency, operating within an ESF, or providing support to EOC operations, therefore, they are responsible for cooperating and assisting the EMC by making staff available to participate to the fullest extent possible in testing, training, and exercise activities.

Terms and References:

Acronyms

GC	Grayson College
EOC	Emergency Operation Center
ICS	Incident Command System
ICP	Incident Command Post
IP	Internet Protocol
IC	Incident Command

Definition:

Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
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).

Distribution list:

This Emergency Support Function annex is distributed to the positions or locations indicated in the table below.

Distribution Area/ Position	Copies
President	1
Emergency management coordinator	1
Public Information Office	1
GC Information Technology Services	1
GC Police Department	1
Campus Dean- Van Alstyne	1
Vice President for Business Services	1