

Regular Meeting-Board of Trustees
Midland College
December 16, 2025 4:00 pm
Gibson Board Room

AGENDA

Call to Order

Public Comments

Division Presentation – Criminal Justice/Forensic Labs-Shana Hannsz

Consent Agenda

- A. Minutes of the Board Meeting on November 18, 2025
- B. Monthly Statements of Revenues and Expenses through November 30, 2025

Presentation

- A. Board Policies: Structure and Process

Action Items

- A. Annual Financial Report and Independent Auditor's Report
- B. Emergency Operations Plan (with Active Threat Annex)
- C. CMAR Method of Construction for Fire Suppression System
- D. Generator Purchase
- E. Faculty Senate
- F. Faculty Contracts

President's Updates

- A. Monthly Donation Report
- B. Employment of Non-Contractual Full-Time Employees
- C. Resignations and Retirements – Full-Time Non-Contractual and Contractual Employees at the End of the Contract Term
- D. Board Self-Evaluation
- E. Upcoming Events – Next Board Meeting January 20th, 2026

Executive Session

The Board will convene into Executive Session under the provision of Texas Government Code §551.072 (Real Property) and §551.01 (Consultation with Attorney). The Executive Session will not be open to the public.

Adjournment

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551, subchapters D and E or Texas Government code §418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions or decisions will be taken in open meeting.

Regular Meeting-Board of Trustees
Midland College
December 16, 2025 4:00 p.m.
Gibson Board Room-Pevehouse Administration Building

COMMUNICATIONS TO THE BOARD

1. **Call to Order**

2. **Public Comments**

3. **Division Presentation – Criminal Justice/Forensic Labs-Shana Hannsz**

4. **Consent Agenda**

- A. Minutes of the Board Meeting on November 18, 2025
- B. Monthly Statements of Revenues and Expenses through November 30, 2025

5. **Presentation**

- A. Board Policies: Structure and Process

6. **Action Items**

- A. Annual Financial Report and Independent Auditor’s Report
To be presented at the meeting.
- B. Emergency Operations Plan (with Active Threat Annex)
Included in the online packet for review.
- C. CMAR Method of Construction for Fire Suppression System
The administration recommends that the Board of Trustees approve the Construction Manager at Risk (CMAR) method as the approved method for construction services for the Water Suppression System.
- D. Generator Purchase
The administration recommends that the Board of Trustees award a contract to Warren CAT, in the amount of \$134,991.26, to purchase one generator as specified to provide power for the water suppression system. Warren CAR is approved on a BuyBoard cooperative contract. This vendor meets all the required specifications.
- E. Faculty Senate
Enclosed for review is a Resolution Authorizing the Continuation and Ratification of the Faculty Senate in accordance with Senate Bill 37, to include MC Faculty Senate Constitution and Bylaws.
- F. Faculty Contracts
I recommend the Board approve the contract(s) for the faculty member(s) listed below. Notwithstanding said Board action, no contract of employment shall be or become in effect unless and until signed by the President, on behalf of the College, and by said employee(s) and delivered to the President.

Emiliano Carbajal	Faculty-Welding Technology
John Krenik	Faculty-Aviation Maintenance (Temporary)
Makayla Makhanu	Faculty-Organizational Management

7. **President’s Updates**

- A. Monthly Donation Report
Enclosed from November 12, 2025-December 9, 2025
- B. Employment of Non-Contractual Full-Time Employees
For your information, Dr. Kennedy has approved the full-time non-contractual employment of the following individuals in the positions shown.

Daniel Torres	Software/Applications Support Administrator
Apolonia Reyes	Assistant Teacher-Pre-K Academy

For your information, I have approved the full-time non-contractual employment changes of the following individual(s) to the position(s) shown.

Stephanie Shedd Director-Library Services

C. Resignations and Retirements – Full-Time Non-Contractual and Contractual Employees at the End of the Contract Term

For your information, the following resignations have been received and were approved from the following full-time employees who held the positions shown.

Anwar Alrufaye Assistant Teacher-Pre-K Academy
Olivia Falcon Faculty-Health Sciences-WRTTC

For your information, the following retirement(s) have been received and were approved from the following full-time employee(s) who held the position(s) shown.

Robert Garner Groundskeeper I

D. Board Self-Evaluation

E. Upcoming Events – Next Board Meeting January 20, 2026

8. Executive Session

The Board will convene into Executive Session under the provision of Texas Government Code §551.072 (Real Property) and §551.071 (Consultation with Attorney). The Executive Session will not be open to the public.

9. Adjournment

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551, subchapters D and E or Texas Government code §418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions or decisions will be taken in open meeting.

**Regular Meeting Minutes
Board of Trustees
Midland College
November 18, 2025 4:00 pm**

A regular meeting of the Board of Trustees of Midland College was held November 18, 2025, beginning at 4:00 p.m. in the Gibson Board Room at 3600 N. Garfield Midland, TX 79705.

Chair Steve Kiser called the meeting to order at 4:00 p.m. Other members present included Mrs. Charlene McBride, Mr. Mike Oestmann, Ms. Linda Cowden. Mr. Scott Lynch, and Mrs. Christine Foreman.

Those absent included Mr. Scott Kidwell, Mr. Adrian Carrasco, and Mr. Larry Lawrence.

Public Comments

There were no public comments.

Division Presentation – Welding- Pete Avalos and Yesenia Martinez

Program Chair, Ms. Martinez presented and overview of Welding to the Board. Fall '25 enrollment is currently at 316 students. Completions remain steady, as well as job placement. Entry level certificates at 22 hours showcase students' broad training across all essential industry processes. New changes to the program have students mastering 4 industry processes, an improvement from the previous 2 process curriculum, which increases their employability. The advanced certificate is awarded at 45 hours while Associate Degrees are awarded at 60 hours.

The Welding Department has been working to develop strong dual credit partners and recently donated a welding machine to Greenwood ISD. This has allowed class sections to expand not only for Greenwood students but for TLCA, Holy Cross and Midland Christian students as well. Due to this expansion of dual credit, layout changes are needed to accommodate increased enrollment. The current MC shop layout will be modified to optimize space and workflow, supporting both efficiency and capacity.

Consent Agenda

Ms. McBride made a motion to approve the consent agenda. Ms. Cowden seconded the motion and the motion carried 6-0.

- A. Minutes of the Board Meeting on October 14, 2025
- B. Approval to Serve Alcoholic Beverages
- C. Monthly Statements of Revenues and Expenses through October 31, 2025

Action Items

- A. Design of Water Suppression System

Mr. Oestmann made a motion to approve the attached proposal from DLR Group of Texas (DLR) in the amount of \$99,000 to provide additional services for design and construction administration for fire suppression system to serve the Northwest area of the Midland College Campus. This amount includes a not to exceed amount of \$8,000 for reimbursable expenses. Mr. Lynch seconded the motion and all those present were in favor.

All costs associated with these services will be funded from the institution's facility planning budget.

- B. Election of Board of Directors for Midland Central Appraisal District

Mrs. McBride made a motion to cast 65 votes for Wesley Bounds and 64 votes for John Scharbauer. Mr. Oestmann seconded the motion, and all those present were in favor.

President's Updates

- A. Monthly Donation Report

Enclosed from October 10, 2025-November 11, 2025

- B. Employment of Non-Contractual Full-Time Employees

Dr. Kennedy approved the full-time non-contractual employment of the following individuals in the positions shown.

Kayle Baltier	Academic Advisor-Pathways
Mara Bland	Director- Digital Engagement
Edna Garcia	Academic Advisor-Pathways
Dallas McWilliams	Manager-Residence Hall
Gitsy Moron Vasquez	Director-Business and Economic Development (BEDC)
Chase Ross	Academic Success Coach
Luis Sanchez	Director-Cogdell Learning Center
Brendan Saunders	Police Officer
Summer Telck	Academic Advisor-Pathways
Vivian Torres	Assistant Athletic Trainer

For your information, I have approved the full-time non-contractual employment changes of the following individual(s) to the positions shown.

Geneva Duarte-Diaz	Lead Pathways Advisor
Haley McNerlin	Director-Student Engagement & Leadership

C. Resignations and Retirements– Full-Time Non-Contractual and Contractual Employees at the End of the Contract Term

For your information, the following resignations have been received and were approved from the following full-time employees who held the positions shown.

David Bray	Faculty-Aviation Maintenance Technology
Adrianna Chavez	Administrative Assistant-Dean Business & Computer Information Systems
Abigail Mercer	Assistant Teacher-Pre-K Academy
Alejandra Navarrete	Specialist-Accounts Payable

For your information, the following resignation has been received and was not approved from the following full-time employee who held the position shown.

Roberto Garcia	Specialist-Shipping & Receiving
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For your information, the following retirement has been received and was approved from the following full-time employee who held the position shown.

Barbara Fennell	Director-Purchasing & Payables
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D. Enrollment

E. TASB LEGAL Update 50

F. Resolutions by Representative Craddick

G. Upcoming Events – Next Board Meeting December 16th, 2025

Executive Session

The Board convened into Executive Session under the provision of Texas Government Code § 551.072 (Real Property) at 4:27 p.m. The Executive Session was not open to the public.

At 5:40 p.m. the Board convened into open session. No action was taken.

Adjournment

The Board adjourned at 5:41 p.m.

Midland College
Comparative Year-To-Date Operating Revenues
November 30, 2025
(25% of Year Completed) Unaudited

Source of Funds	Fiscal Year 2024-2025			Fiscal Year 2025-2026		
	Total Received	Actual thru October	Percent Received	Original Budget	Actual thru October	Percent Received
State Appropriation	11,731,083	6,196,212	52.82%	10,059,226	5,038,684	50.09%
Ad Valorem Taxes	43,127,550	3,236,049	7.50%	45,748,517	3,655,649	7.99%
Tuition and Fees	10,763,428	6,949,748	64.57%	11,854,813	8,354,266	70.47%
Other Income	6,387,071	1,414,697	22.15%	5,048,275	609,625	12.08%
Auxiliary	1,211,830	859,808	70.95%	1,355,500	567,060	41.83%
Total Unrestricted and Auxiliary	73,220,962	18,656,514	25.48%	74,066,331	18,225,284	24.61%
Restricted Funds	23,263,908	4,732,519	20.34%	14,485,653	5,601,532	38.67%
Total Revenue	96,484,870	23,389,033	24.24%	88,551,984	23,826,816	26.91%

Midland College
Comparative Year-To-Date Operating Expenses
November 30, 2025
(25% of Year Completed) Unaudited

	Fiscal Year 2024-2025			Fiscal Year 2025-2026		
	Total Expended	Actual thru October	Percent Expended	Original Budget	Actual thru October	Percent Expended
Instruction	20,261,148	4,975,942	24.56%	22,001,683	5,028,592	22.86%
Public Service/Extension	4,283,332	759,323	17.73%	4,670,362	1,011,126	21.65%
Academic Support	7,420,744	2,039,567	27.48%	8,351,451	2,151,678	25.76%
Student Services	5,296,080	1,143,171	21.59%	5,819,650	1,072,604	18.43%
Institutional Expense	13,023,339	2,822,284	21.67%	14,789,126	3,671,960	24.83%
Physical Plant	13,427,252	2,737,988	20.39%	11,417,632	4,422,329	38.73%
Auxiliary	5,213,201	1,593,413	30.56%	5,371,177	1,601,778	29.82%
Transfers	3,820,193	686,001	17.96%	1,645,250	545,503	33.16%
Total Unrestricted and Auxiliary	72,745,289	16,757,689	23.04%	74,066,331	19,505,570	26.34%
Restricted Funds	24,182,716	8,680,313	35.89%	14,485,653	8,924,219	61.61%
Total Current Fund Expenses	96,928,005	25,438,002	26.24%	88,551,984	28,429,789	32.11%

Midland College
Comparative Year-To-Date Operating Expenses
By Natural Expense Classification
Unrestricted and Auxiliary Funds Only
November 30, 2025
(25% of Year Completed) Unaudited

	Fiscal Year 2024-2025			Fiscal Year 2025-2026		
	Total Expended	Actual thru October	Percent Expended	Amended Budget	Actual thru October	Percent Expended
Salaries & Benefits						
Non-Faculty Salary-FT	19,200,022	3,778,637	19.68%	21,887,719	4,354,240	19.89%
Non-Faculty Salary-PT	1,171,513	267,489	22.83%	1,655,548	218,077	13.17%
Faculty & Lab Salaries-FT	11,454,248	2,833,366	24.74%	12,954,407	2,789,251	21.53%
Faculty & Lab Salaries-PT	4,304,995	903,543	20.99%	3,832,442	1,216,090	31.73%
Staff Benefits	8,554,036	1,954,157	22.84%	8,779,554	2,039,597	23.23%
Subtotal Salaries & Benefits	44,684,814	9,737,192	21.79%	49,109,670	10,617,255	21.62%
Contracted Services	5,618,388	1,465,341	26.08%	3,851,813	956,470	24.83%
Utilities	1,806,358	240,422	13.31%	1,945,400	284,602	14.63%
Supplies and Consumables	1,805,374	425,735	23.58%	2,047,170	413,628	20.20%
Other Operating	8,443,999	3,358,889	39.78%	12,055,500	3,953,472	32.79%
Travel & Professional Development	610,983	140,558	23.01%	829,727	92,158	11.11%
Equipment and Capital Outlay	4,642,766	59,505	1.28%	1,036,933	2,047,771	197.48%
Scholarships & Financial Aid (Unrestricted)	1,312,414	650,040	49.53%	1,544,868	594,711	38.50%
Debt Covenant and Other Transfers	3,820,193	680,007	17.80%	1,645,250	545,503	33.16%
Total Unrestricted and Auxiliary	72,745,289	16,757,689	23.04%	74,066,331	19,505,570	26.34%



Midland College
Emergency Operations Plan
(EOP)

December 2025

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CONCURRENCE

The following Emergency Planning Committee acknowledge that their Departments and Campuses have designated assignments and emergency management responsibilities in order to protect students, faculty, staff, visitors, College property and the environment as indicated in this document including keeping up to date with any subsequent revisions to the EOP.

Title	Date
Dr. Damon Kennedy	President
Dr. Deana Savage	Chief of Staff
Dr. Michael Dixon	Provost
Jeff Chambers	Vice President of Administrative Services
Dr. Frank De La O	Vice President of Instruction
Tom Glenn	Vice President Strategy & Analytics
Derek Gasch	Vice President of Operations
Joseph Granado	Vice President of Student Services
Justin Bateman	AVP, Instructional Support Services
Curt Pervier	AVP, CTE Planning & Coordination
Karisa Danley	AVP, Marketing Communications & Public Relations
Shelly Haney	AVP, Early Childhood and Dean of Education
Leslie Shoemaker	Executive Assistant to the President and Board of Trustees
Ashley Borgstedte	Chief, Midland College Police Department

The EOP and its supporting annexes and attachments are hereby approved and are effective immediately upon the signing of all signature authorities below.

APPROVAL AND IMPLEMENTATION

This is the Emergency Operations Plan (EOP) for Midland College. This Plan replaces and supersedes all previous EOPs or Emergency Operation Plans implemented by the college. This Plan is intended for the official use of Midland College, employees and agencies that assist the college in preparation, protection, mitigation, response, and recovery from an emergency or disaster.

Please refrain from disseminating this Plan to any agency or individual not affiliated with the college or associated with any of the aforementioned emergency actions without prior approval from the Emergency Planning Committee.

This Plan has been reviewed and approved by the Emergency Planning Committee.

Dr. Damon Kennedy
President

Date

Dr. Deana Savage
Chief of Staff

Date

Dr. Michael Dixon
Provost

Date

Jeff Chambers
Vice President of Administrative Services

Date

Dr. Frank De La O
Vice President of Instruction

Date

Tom Glenn
Vice President of Strategy & Analytics

Date

Shelly Haney
AVP – Early Childhood and
Dean of Education

Justin Bateman
AVP – Instructional Support Services

Date

Curt Pervier
AVP – CTE Planning & Coordination

Date

Derek Gasch
Vice President – Operations

Date

Leslie Shoemaker
Executive Assistant to the President & Board of Trustees

Date

Karisa Danley
AVP - Marketing

Date

Joseph Granado
Vice President Student Services

Date

Ashley Borgstedte
Chief, Midland College Police Department

Date

MIDLAND COLLEGE BOARD OF TRUSTEES

This Plan has been reviewed and approved by the Midland College Board of Trustees.

Steven C. Kiser
Chairperson

Date

Charlene R. McBride
Vice-Chairperson

Date

Adrian Carrasco
Secretary

Date

Linda J. Cowden
Board Member

Date

G. Larry Lawrence
Board Member

Date

Mike Oestmann
Board Member

Date

Christine Foreman
Board Member

Date

Scott Lynch
Board Member

Date

Scott Kidwell
Board Member

Date

PROMULGATION

The Midland College Emergency Operations Plan (EOP) is designed as a multi-hazard mitigation plan to:

- Protect and preserve life.
- Protect and preserve property and the environment.
- Stabilize the emergency incident or disaster.
- Recover to pre-incident operating conditions.

The Plan outlines the roles and responsibilities of individuals, departments, and community partners in the event an incident should affect the normal operations of Midland College. This document further describes the appropriate authorities and best practices for the management of situations ranging from small, isolated incidents to large-scale catastrophic events.

The Plan is built around the framework, Plan for Developing High-Quality School Emergency Operations Plans by the U.S. Department of Education, Office of Safe and Healthy Students, Readiness, Emergency Management for Schools (REMS) Technical Assistance Center and the Texas Division of Emergency Management (TDEM) Preparedness Standards for Emergency Management in Texas.

The Emergency Operations Plan has been reviewed by local emergency response agencies.

INTRODUCTION AND PURPOSE

Midland College strives to provide a safe and secure learning and teaching environment while maintaining an open and welcoming school. The college is exposed to different hazards that have the potential to disrupt normal operations within the college and local community.

This multi-hazard plan addresses emergency incidents that range from a single person, single facility accident/incident through and including catastrophic incidents (involving multiple people, injuries, and/or maintenance) which may require large-scale response including securing or evacuation of the entire campus.

The Emergency Operations Plan is the basis for emergency management of college operations. It contains critical information designed to establish a framework for coordinating an effective and efficient response to any situation that threatens lives and/or property within the Midland College community. This plan is also designed to provide guidelines during an emergency and aid in recovery, including the restoration of essential services should an emergency incident alter or suspend normal business operations.

The effectiveness of the Emergency Operations Plan is the shared responsibility of each and every member of the Midland College community. Every member must know his or her role and responsibility in an emergency, which is reinforced by ongoing training and educational efforts.

SITUATION OVERVIEW

The content of the Midland College EOP will be based on a risk assessment and related background information provided by the college and community statistics, including but not limited to the following:

Midland College is located at 3600 North Garfield, Midland, Texas. Midland College has served as the college of choice for students in Midland County and the Permian Basin since 1972. Midland College offers four- and two-year degree programs and certificate options in a variety of career fields, as well as courses in major fields of study, which will transfer to four-year schools.

Midland College also has eight satellite campus locations. These satellite campus locations include the Advanced Technology Center (located at 3200 West Cuthbert Avenue, Midland, TX, 79701), the Cogdell Learning Center (located at 201 W. Florida Avenue, Midland, TX, 79701), the Transportation Training Program at Christensen Stadium (located at 4300 North Lamesa Road, Midland, TX, 79705), Hangar E (located at 2405 Windecker Street, Midland, TX, 79706), Harris Field Firefighter Training Facility (located at 3215 Farm to Market Rd. 307, Midland, TX, 79705), F. Marie Hall Outpatient Center – West Campus (located at 4214 Andrews Highway, Midland, TX, 79703), Midland College’s downtown office (located at 221 North Main Street) and the Williams Regional Technical Training Center (WRTTC) (located at 1309 West Interstate Hwy 10, Fort Stockton, TX, 79735).

The college also houses and Early College High School (ECHS) at 3600 N. Garfield. Located in the Allison Fine Arts Building, the Early College High School is a four-year high school partnership between the Midland Independent School District and Midland College. Approximately 400 Early College High School students are on campus at any given time.

The Helen L. Greathouse Children’s Center (HLGCC) is also located on the main campus at 3600 N. Garfield. This facility serves children 4 months to five-years-old and houses students Monday through Friday from 7:30 a.m. to 5:30 p.m. At any given time, there are approximately 74 students at the Helen L. Greathouse Children’s Center.

The college also houses a Pre-K Academy and Center for Teaching Excellence located on the main campus at 3600 N. Garfield. This facility serves 3- and 4-years-old students and provides before school, after-school, and non-school day care. The facility is open Monday through Friday from 7:00 a.m. to 5:30 p.m. At any given time, this facility may have 296 enrolled 3- and 4-year-old students.

The College’s continued commitment to student success drives initiatives to assist students in attaining their goals. Partnership programs between the college, community and local industry leaders are steered by the Midland College Foundation to help ensure student success.

School Population

Midland College enrollment is 5,477 students in the fall of 2022. The college is supported by 858 full-time and part-time employees, excluding student workers.

The college is committed to the safe evacuation and transport of students and staff with access and functional needs, which includes students/staff with:

- Limited English proficiency,
- Visual disabilities,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,
- Mobility/physical disabilities (permanent and temporary), and
- Medical health (including asthma and severe allergies).

The school's current enrollment of students with access and functional needs is approximately 550, however, this number will fluctuate. The school's current number of staff with access and functional needs is approximately 20, however, this number may also fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

Threat/Hazard Assessments Summary

Midland College is exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the college community, causing casualties, and damaging or destroying public or private property.

The college planning team completed a thorough site assessment to identify any circumstances in the college or near the campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all college buildings and grounds have been assessed for potential threats/hazards that may impact the site, the staff, and the students. Identified threats/hazards have been assessed by risk and likelihood and ranked accordingly.

As required by Texas Education Code §37.108, every three years Midland College shall conduct a safety and security audit of the College's facilities. To the extent possible, the College will follow safety and security audit procedures developed by the Texas School Safety Center (TxSSC) or a comparable public or private entity. The results of the audit will be reported to the TxSSC via the online Junior College Reporting Tool (JCARtool).

Resources

Midland College leadership and planning team realize the importance of having formal/informal agreements in advance in order to access critical resources in the case of an incident. The college has the following agreements in place, with:

- Dual credit and ECHS support services provided by Midland Independent School District.
- Mutual aid police services are provided by the Midland Police Department, Midland Sheriff's Office, Midland Independent School District Police, and Midland Memorial Hospital Police for Midland County locations.
- Mutual aid police services are provided by the Fort Stockton Police Department and the Pecos County Sheriff's Office for Pecos County locations.
- Midland Fire Department provides primary ambulance services to the Midland County campus locations.

- Pecos County EMS provides primary ambulance services to the Pecos County campus location.
- Emergency Transportation Agreement with Midland Independent School District Police Department.
- Reunification Site Agreements with Midland Independent School District and the Midland Community Theater.
- Crime Lab and communication agreements with the Midland Police Department, Midland County Sheriff's Office, and the Texas DPS Crime Lab for Midland County and Pecos County locations.

ADMINISTRATION, FINANCE, AND LOGISTICS

Midland College is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be implemented in accordance with the established fiscal policies and standard cost accounting procedures.

Staff assigned to the Emergency Planning Committee will maintain accurate logs recording key incident management activities including:

- Significant changes in the incident situation;
- Major commitments of resource or requests for additional resources from external sources;
- Issuance of protective action recommendations to the staff and students;
- Evacuations;
- Casualties among students, faculty, staff, or visitors;
- Containment or termination of the incident.

If Midland College resources prove to be inadequate during an incident, the college will request assistance from local emergency services, other agencies, and business in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements entered into must be in writing. Agreements and contracts will identify the administrators who are authorized to request assistance pursuant to those documents.

INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The Midland College Emergency Planning Committee develops and oversees the emergency planning efforts. All emergency responses outlined in this plan will be applicable to all Midland College campus locations to include the Advanced Technology Center, the Cogdell Learning Center, the Transportation Training Program at Christensen Stadium, Hangar E, Harris Field Firefighter Training Facility, F. Marie Hall Outpatient Center– West Campus, Williams Regional Training Center, and Midland College’s downtown location at 221 N. Main Street. Shelter-in-place, evacuation routes, and building marshals will differ from location to location. Personnel should also be prepared to defer to the first responding law enforcement officers on scene, even if it is not Midland College Police Department officers.

- Midland College Chief of Police and Midland College Police Personnel: Responsible for carrying out the priorities of the school plan and leading the planning committee. During incident response, will typically oversee safety of students and staff.
- Midland College Police Department Personnel and Executive Director of Facilities: Analyzes life safety, building, grounds and transportation risks as they relate to OSHA and other local, state and federal regulations or guidelines throughout the school year.
- Midland College Chief of Police and Midland College Police Department: Coordinates advance procedures with EMS, and other local emergency responders. During incident response, they typically serve as medical point person. Coordinates and schedules all safety drills and trainings.
- Vice President of Instruction, Vice President of Student Services, and Deans of Instruction, Student Services, and School and College Partnerships: Provide information about how plans will work in the classroom. During incident response, responsibilities typically include supervision for the safety of students, assisting other staff as needed, managing student communication per local College Board policy, and reporting any missing/injured students.

Depending upon the threat, the college’s response will begin with an inquiry but could also evolve to an investigation.

“Emergency Response Placards” are posted in every classroom, common areas and major use area for faculty and staff. These placards are intended to be used as quick reference document providing a quick plan of responses to identify select threats or hazards.

CONCEPT OF OPERATIONS

The Emergency Operations Plan, based on input from many internal and external stakeholders, is built around the five mission areas of emergency management:

Prevention: Avoid, deter or stop an imminent crime or threatened or actual incident.

Preparedness: Plan, train, and exercise capabilities to ensure personnel, equipment, and policies are effective to respond to, recover from, and mitigate against hazards.

Mitigation: Eliminate or reduce the loss of life and property damage by lessening impact of an event or emergency.

Response: Stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery: Assist the college affected by an event or emergency in restoring the learning environment as well as business continuity.

EDUCATION, TRAINING, AND EXERCISES

The Midland College Chief of Police and Emergency Planning Committee develop and implement a competency-based training and educational curriculum that supports all employees. The curriculum will comply with applicable regulatory and program requirements. The goal is to create awareness and enhance the knowledge, skills, and abilities of all employees required to mitigate, prevent and protect against hazards and to respond and recover in the event of an incident.

Before the opening of the school year, employees and students are trained in the following:

Employee Training

- Safety/Security review of the college's emergency plans
- Safety review for all administration, faculty, and staff
- Situational awareness
- CPR/AED first aid
- Responses to active threats

Student Training

- Personal Safety
- Situational Awareness
- Active Threat Response

The Midland College Chief of Police will present a yearly drill and exercise schedule to be approved by the President's Cabinet and the Emergency Planning Committee.

Drills are small practice sessions of specific elements in emergencies. Testing the emergency lighting, holding Evacuation, Shelter in Place and Lockdown drills, practicing Cardio Pulmonary Resuscitation (CPR), and testing back-up generators are all examples of drill applications.

Exercises are larger events that may be low key discussions using a scenario around a table of key policy makers (tabletop exercise), a functional exercise (where the Emergency Planning Committee actually meets and plays out a realistic scenario activated in their Emergency Operations Center), or a field exercise where actual events are played out with movement within and outside the College, sometimes including outside agencies. This might happen in a big exercise with the City of Midland or Midland County for threats such as a terrorist attack, plane crash, or major flooding.

Drills and exercises require various levels of performance, but the capabilities of college personnel will improve during actual response and recovery when personnel have both training and exercise experiences. An annual drill and exercise calendar will be presented to the Emergency Planning Committee by the Midland College Chief of Police in July of every year.

After Action Report

The after action report results in feedback and improvement opportunities. An after action report will provide for the appraisal of drill, exercise, and post-event efficiencies by participants,

observers, and evaluators. The comments provided by participants, observers, and evaluators will be incorporated into a written report summarizing strengths and opportunities for improvement. After action reports are intended to be examinations of the emergency response and post-incident recovery efforts.

After action reviews are intended to be examinations of the emergency response effort and/or ensuing recovery efforts. Investigations into the root cause of an incident are not the focus of this section. Input for the after action report may come from after action debriefings or follow-up meetings or from written comments provided by any person involved in or observing the emergency response action.

The after action report should be written, and at a minimum, provide the information to include a summary of the incident, participating response organizations, and major strengths and areas for improvement regarding the response. A copy of the report should be provided to involved responders, the administrator(s) of the responding departments, and the Emergency Planning Committee. The MCPD Chief of Police will retain a copy of the report, including any recommendations for corrections or improvements.

The after action report will include:

- A timeline of major events that involved the college, from the beginning of the incident through the stage of recovery at the time of the after action report—this includes major decisions by the college.
- Losses to the college—including injuries and death, infrastructure damage, loss of funding due to cancellation of classes, loss of other valuable assets.
- Impacts on the community from interruption or loss of the college, including lost wages, taxes, educational opportunity, and any chemical releases that affected the environment.
- Total estimated financial losses—including losses of enrollment, staff income, and inability to complete graduations.
- Actions the college management and staff took through Emergency Operations Plan/Emergency Planning Committee.
- Support received by government, non-profits, other organizations to assist the college.
- Lessons learned in the event (what worked well and what needs improvement).
- Gaps that occurred in the capability to respond and recover—these should be very specific regarding resources, planning, training, communications, coordination with other organizations, etc.
- Course of Action—what the college plans to do in the future, including updating plans and procedures, training, prevention, mitigation, and any final recovery efforts, and proposed resolutions of identified gaps should be included.
- Photos of the damage, and the recovery, as well as names of people and agencies who supported the after action report critique.

WARNING, TIMELY NOTIFICATIONS, AND COMMUNICATIONS

In the event a situation arises on and/or off college grounds, it is the judgment of the Chief of Police or members of the Midland College Police Department, if the situation constitutes an ongoing or continuing threat, and whether a college-wide timely warning will be issued. Decisions to make timely warnings will be made on a case-by-case basis in light of all the facts surrounding a crime or other emergency situation. In the event of a college crisis, the Chief of Police and/or designee will coordinate with the Emergency Planning Committee to develop an appropriate action plan.

The Chief of Police and/or Emergency Planning Committee designee is responsible for determining the content, timing and tool(s) used for the different audiences depending upon the timing, cause, size, location and complexity of the emergency. Chief of Police and/or Emergency Planning Committee designee will write the message that is conveyed for the emergency. Any time the buildings are evacuated, the faculty/staff should take their cellular phone with them. Depending upon the situation, faculty, staff, students, and the broader college community will be informed of a college emergency via the colleges emergency notification system (Chap Alert & RAVE Alert), which includes the phone calls, email, as well as text messages.

COMMAND AND CONTROL

The President has ultimate authority unless authority is delegated to another administrator in his/her absence.

CONTINUITY OF OPERATIONS

In the absence of the President the delegation of authority for Midland College closings and all emergency situations progresses in the following order:

1. Provost
2. Chief of Staff
3. Chief of Staff
4. Vice President of Administrative Services
5. Vice President of Strategy & Analytics
6. Vice President of Facilities and I.T.
7. Vice President of Instruction
8. Vice President of Student Services

MEDIA, PRESS RELEASES, PUBLIC DISCLOSURE

In the event of a serious accident or emergency, communication with television, radio, newspapers, public and parents will be handled by the following personnel:

1. President
2. AVP of Marketing, Communications, and Public Relations

If approached, all personnel must direct questions to those personnel identified above who will manage all media and public disclosures.

Persons with intimate knowledge of serious situations must promptly share the information with the public information officer, who are often the first people contacted by the media and/or the public. The public information officer will work with all appropriate personnel (and emergency first response agencies if appropriate) to share consistent and strategic messaging. Only designated officials are authorized to speak to the media.

DIRECTION, CONTROL, AND COORDINATION

The college uses a two-tier system to manage emergency incidents. The President's Cabinet consists of executive college leadership that make major policy decisions. The Emergency Planning Committee (EPC) consists of representatives from college departments who are generally expected to perform their "normal" roles when activated during an emergency. However, they may have to act under significant time and resource constraints during such situations.

President's Cabinet

The President's Cabinet is a separate element of the organizational structure where college administration come together to make major policy decisions. They also serve to insulate the Emergency Planning Committee from inquiries into the incident from high-level entities, such as local community leaders, government officials, or board of regents.

The President's Cabinet serves on the Emergency Planning Committee and should be in regular communication with the emergency operations center when established.

The policy group may include the president or may report to the president. The group liaison may be the point of contact between both the President's Cabinet and the Emergency Management Team. The President's Cabinet group membership consists of the following:

- President
- Chief of Staff
- Provost
- Vice President, Administrative Services
- Vice President, Strategy and Analytics
- Vice President, Facilities and I.T.
- Vice President, Instruction
- Vice President, Student Services
- Vice President, Institutional Advancement
- Associate VP Workforce Education
- Associate VP Instructional Support Services
- Associate VP CTE Planning & Coordination
- Associate VP Technology Services
- Associate VP Early Childhood and Dean of Education
- Associate VP Marketing communications & Public Relations
- Associate VP Organizations Learning & Engagement Office
- Associate VP Institutional Planning, Effectiveness & Research
- Associate VP Instructional Support
- Associate VP Marketing Communications & Public Relations
- Executive Director of Career & College Connections
- Executive Director of Development & Operations
- Executive Director of I.T. Infrastructure
- Chief of Police

Outside Agency Cooperation

- Department of State Health Services
- Midland County Health Department
- Midland Police Department
- Midland Fire Department
- Midland County Emergency Management

Emergency Planning Committee (EPC)

The committee has overall responsibility for ensuring this plan is kept up to date. In addition, it is responsible for supporting the coordination of training and exercises on campus as it relates to emergency management.

The EPC is tasked with coordinating operational, resource, and planning activities. The main focus during an emergency is managing the “impact” of the event, not the resolution of the specific incident. Secondly, the EPC is to provide support and guidance to the scene-based incident command, not micro-manage their activities. The EPC is also essential for managing short and long-term management of essential operations and long-term recovery efforts.

The EPC will bring together all of the elements necessary to support the incident. In addition to the above, maintaining critical organizational functions (continuity of operations) is a major focus of the EPC.

The EPC Lead, or backups, will activate functional areas based on the needs of the incident. When a function is activated, the director of the responsible department, or the director’s designee, will be assigned to the EPC and is responsible for coordinating the function. When more than one department has responsibilities for a given function, one department will be designated the lead.

The EPC is intended to be a flexible group based on the type and complexity of the emergency. Additional personnel not listed above may be used, if necessary. When both the EPC and President’s Cabinet are activated, several members of the EPC will assume their President’s Cabinet roles as described in the next section and the EPC will become a separate organizational element that will manage as described above.

Emergency Operations Center (EOC)

Depending upon the location and scope of the incident, Midland College has identified the following locations for an Emergency Operations Center:

- Midland College Main Campus Location:
 - Primary: Aaron Medical Science Building, Room 24
 - Secondary: Marie Hall Academic Building, Room 110
- Off-Campus Location:
 - Primary: Advanced Technology Center, 3200 W. Cuthbert Avenue, Conference Room
 - Secondary: Cogdell Learning Center, 201 W. Florida Avenue, Conference Room

- Digital EOC:
 - In the event that an emergency situation precludes meeting at a physical location, the Emergency Planning Committee will meet at the following digital muster point:

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section provides an overview of the broad roles and responsibilities of college faculty and staff during an emergency.

Instructional & Student Services

- Provide recommendations for alternate academic schedules in coordination with faculty.
- Identify alternate locations for academic activities both on and off-campus.
- Inform students of emergency and actions to be taken or avoided.
- Encourage students to inform their parents, family members, or significant others, of their plans, including destination and mode of travel. The College may provide limited transportation off-campus when appropriate and assuming the availability of resources.
- Assist students in notifying their nearest relative or guardian of their whereabouts.
- Develop and maintain an intra-departmental emergency call-out list of vital personnel. This may include existing staff, student staff, student volunteers, or other campus staff members.
- Explore methods that will assist students to return, including financial incentives (loans, grants, partial tuition waiver), housing assistance for those who may have lost their homes, tutors or other educational support to help them through a particular situation.

Police and Campus Safety

- Preserve law and order and maintain public safety;
- Provide for crowd control and movement of personnel;
- Control affected areas until relieved by proper authority;
- Control vehicular traffic at evacuation routes as well as ingress/egress to emergency location;
- Conduct any necessary searches of area;
- Collect and disseminate intelligence information;
- Preserve emergency scene and evidentiary materials;
- Maintain up-to-date lists of emergency response agencies and personnel;
- Manage available parking and assign space for media and other non-essential personnel;
- Provide continuous updates of emergency conditions as situations escalate or de-escalate;
- Report localized hazardous conditions as they develop in order to limit further damage/injury;
- Determine tactical response criteria;
- Provide initial first aid to injury victims;
- Develop and maintain an intra-departmental emergency plan and call-out list of vital personnel;
- Develop and maintain list of equipment and supplies on hand and those needed for particular emergencies;
- Make immediate notifications and other mass notifications.

Marketing and Communications

- Develop and maintain an intra-departmental plan to meet emergencies as well as a call out list of vital personnel.

- Develop and maintain a list of equipment and supplies on hand and those needed to meet emergency situations.
- Inform College and community-at-large of information pertaining to particular emergency.
- Release information to media pertaining to opening/closure of the College or College academics and activities, recall of essential personnel, and other information as necessary.
- Establish liaison with the news media for dissemination of information as requested by the President
- Advise President's Cabinet of all news concerning the extent of crisis affecting the campus.
- Prepare news release for approval and release to media.
- Serve as the College spokesperson designated to make statements on behalf of the College. No other units or individuals should deal with or respond to the media without the prior approval of the President's Cabinet. This does not prohibit individuals from contact with the media; however, such contact must be on their own behalf and not on behalf of the College.
- Provide media updates as often as needed. A regular time will be set to release updated information.

Facilities Services

- Develop and maintain an intra-departmental plan to meet emergencies as well as a call-out list of vital and key personnel.
- Dependent on conditions, designate and identify key personnel, including trade/skill sets who must remain on campus to maintain facilities.
- Develop and maintain a list of equipment, supplies, tools and machinery on hand as well as those needed to meet particular emergencies.
- Mobilize forces to assist in coping with preparation, response, and securing from an emergency.
- Coordinate requests for gathering and delivery of personnel and supplies.
- Provide roll plastic and plastic bags to departments to cover computers and electronics.
- Assure isolation of emergency area via control of gas, water, power, and sanitation.
- Clear and maintain access routes as required.
- Prepare shelter for opening upon request including securing/connecting generator.
- Have access to building floor plans, schematics and mechanical drawings of buildings.
- Provide for emergency power to areas requiring such to maintain operation during an emergency.
- Determine extent of damages.
- Provide cost estimates of damage.
- Assist in preparing and securing buildings; remove outside items and banners.
- Provide for clean-up efforts after emergency.
- Care for utility emergencies (e.g., downed power lines).
- Provide custodial services to shelters and buildings maintaining operations during emergency event.
- Assist in barricading and physically isolating designated areas.
- Provide additional vehicles and vehicle maintenance as required.

- Provide training for building/facility coordinators.
- Make temporary emergency repairs to facilities to prevent additional damage and secure buildings. Maintain detailed building documentation, including photographs and itemized materials lists, on all temporary emergency repairs.
- Provide documentation (photographs) of damage prior to making temporary or permanent repairs for insurance and FEMA reimbursement.
- Maintain detailed documentation of all purchases on a “per building basis” for insurance and FEMA reimbursements.

Human Resources

- Provide guidance on human resource policy issues that arise as a consequence of emergencies.
- Ensure that employee data is current and made accessible during emergencies.
- Provide employee assistance services to employees requiring such services as a consequence of the emergency situation.
- Maintain non-exempt employee time records to indicate regular and overtime worked during time of crisis so as to provide adequate documentation to FEMA for potential reimbursement.
- Provide for processing payroll on the established schedule utilizing off site alternatives and necessary.
- Depending on the crisis, some employees may be in serious financial or personal stress and unable to return to work immediately or able to get to work. Evaluate methods in which employees may continue to get paid, or receive grants from the College until they are able to fully return to work.

Information Technology

- Recommend/provide alternative remote locations from which essential business functions such as payroll, student registration data, accounts payable and purchasing can be conducted in the event the data and telephone infrastructure at the main campus is rendered inoperable.
- Assist in recovering data lost or damaged as a result of a disaster, to the extent possible.
- Maintain, to the extent possible, voice and data communications throughout an event to designated buildings.
- Recommend/provide alternative and redundant communication methods.
- Consider the use of contractual voice and data services to facilitate the College through the recovery period until permanent systems can be restored.

Financial Services

- Provide the appropriate accounting structure to ensure that expenditures are properly documented.
- Ensure the appropriate fiscal reports are prepared and submitted as required.
- Ensure necessary accounting data is captured and submitted to the appropriate agencies, including but not limited to the Federal Emergency Management Agency (FEMA).
- Will coordinate with other Administrative Council members for the procurement of materials and supplies.

Student Health and Counseling Services

- Provide services to aid in the resolution of human problems and emergency situations as they arise (i.e., suicide and homicide threats; demonstrations of irrational behavior).
- Establish counseling services and short-term interventions for individuals
- Provide for assessment and referral to appropriate resources for problem resolution and psychological services.
- If appropriate, contact community resources related to dealing with the emotional consequences of suffering crisis and trauma.
- Act as a liaison between the EPC and local community to identify unmet needs and resource requests.

Faculty and Staff

- Knowing the emergency operations documents.
- Directing students to inside or outside lockdown/shelter/assembly/evacuation locations according to college guidelines and/or instruction provided by the EPC.
- Obtaining first-aid services for injured students and staff

AUTHORITIES AND REFERENCES

Ultimate authority rests with the Chief of Police and Emergency Planning Committee. Midland College EOP was established in accordance with the following laws and authorities:

Federal

- Americans with Disabilities Act
- Education for Homeless Children and Youth Program Title VII-B of the McKinney-Vento Homeless Assistance Act (as amended by the No Child Left Behind Act of 2001 Non-Regulatory Guidance)
- Emergency Management and Assistance, 44 CFR
- Emergency Management Institute (EMI), Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS) E-361, Multi-Hazard Emergency Planning for Schools, E-362, Multi-Hazard Emergency Planning for Schools, Train-the-Trainer, G-364, Multi-Hazard Emergency Planning for Schools
- Emergency Management Institute (EMI), Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS) IS-362A, Multi-Hazard Emergency Planning for Schools
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Family Educational Rights and Privacy Act (FERPA), Title 34, Part 99 CFR
- Federal Emergency Management Agency (FEMA), Continuity Guidance Circular (CGC) 1, July 2013
- Federal Emergency Management Agency (FEMA), Continuity Guidance Circular (CGC) 2, October 2013
- Federal Emergency Management Agency (FEMA), Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education and
- Federal Emergency Management Agency (FEMA), Guide for Developing High-Quality School Emergency Operations Plans
- Federal Emergency Management Agency (FEMA), Local Mitigation Planning Handbook, March 2013
- Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS), A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action 2011
- Health Insurance Portability and Accountability Act (HIPAA) of 1996, as amended. (42 U.S.C.)
- Homeland Security Act of 2002
- Homeland Security Exercise and Evaluation Program (HSEEP), Department of Homeland Security, April 2013
- Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- Homeland Security Presidential Directive, HSPD-7, Critical Infrastructure Identification, Prioritization, and Protection
- Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime of 1990
- Statistics Ac Robert T. Stafford Disaster Relief and Emergency Assistance Act, (as amended), 42 U.S.C. 5121
- The Disaster Mitigation Act of 2000, PUBLIC LAW 106–390

- The National Disaster Recovery Framework
- The National Incident Management System
- The National Mitigation Framework
- The National Preparedness Goal
- The National Preparedness System
- The National Prevention Framework
- The National Response Framework
- NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs
- U.S. Department of Education Grants to States for School Emergency Management Program CFDA 84.184Q
- U.S. Department of Education Guide to School Vulnerability Assessment: Key Principles for Safe Schools, 2008
- U.S. Department of Education NIMS Implementation for Schools and Institutions of Higher Education (IHEs)
- U.S. Department of Education, National Center for Education Statistics, Digest of Education Statistics, 2011.
- U.S. Department of Homeland Security (DHS), Comprehensive Preparedness Guide 101 (CPG 101): Developing and Maintaining Emergency Operations Plans, Version 2, 2010
- U.S. Department of Homeland Security (DHS), Comprehensive Preparedness Guide 201 (CPG 201): Threat and Hazard Identification, and Risk Assessment Guide National Infrastructure Protection Plan, Education Facilities Subsector, April 2012
- White House, Empowering Local Partners to Prevent Violent Extremism in The United States, 2012

State

- Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- Chapter 81 - Disease Control Act
- Executive Order of the Governor Relating to Emergency Management
- Executive Order of the Governor Relating to the National Incident Management System
- Executive Order of the Governor Relating to the Regional Unified Command Structure
- Government Code, Chapter 418 (Emergency Management)
- Government Code, Chapter 421 (Homeland Security)
- Government Code, Chapter 433 (State of Emergency)
- Government Code, Chapter 552 (Public Information)
- Government Code, Chapter 791 (Inter-Local Cooperation Contracts)
- HSC Chapter 121, Subchapter B, Section(s) 121.021-121.025 - Health Authorities
- Local Emergency Management Planning Guide (TDEM-10) Revision 4/ Emergency Management Planner's Guide The Planner's Toolkit 2014
- State of Texas Emergency Management Plan, May 2012
- Texas Community Right-to-Know Acts, Health and Safety Code, Chapters 505-507
- Texas Education Agency Government Code 61.1036 Section 3, F (F)
- Texas Education Code Chapter 26
- Texas Education Code Chapters 37

- Texas Education Code Chapters 38
- Texas Education Code Chapters 42
- Texas State Agency Continuity Planning Policy Guidance Letter (PDF)
- Texas Unified School Safety and Security Standards, Revised May 2014
- The Texas Homeland Security Strategic Plan, 2010-2015, Section 3.2.4 Objective 2.4:
Enhance the Safety of Schools in Texas

HAZARD-THREAT ANALYSIS FOR MIDLAND COLLEGE

HAZARD TYPE	LIKELIHOOD OF OCCURRENCE* (Unlikely, Occasional, Likely)	ESTIMATED IMPACT ON PUBLIC HEALTH (Limited, Moderate, Major)	ESTMATED IMPACT ON PROPERTY (Limited, Moderate, Major)	OVERALL THREAT VALUE 1 – High 4 – Low
FIRE	Occasional	Moderate	Major	2
WEATHER-RELATED EMERGENCIES	Likely	Limited	Moderate	2
BOMB THREATS	Unlikely	Major	Major	1
VIOLENT ACTS	Likely	Moderate	Limited	2
HAZARDOUS MATERIALS	Occasional	Moderate	Moderate	2
BUILDING EVACUATION	Occasional	Limited	Limited	2
ACTIVE SHOOTER	Unlikely	Major	Limited	1
PUBLIC HEALTH AND MENTAL HEALTH	Occasional	Moderate	Moderate	2
CYBER ATTACK	Occasional	Limited	Major	3
MISSING PERSON	Occasional	Limited	Limited	3
UTILITY INTERRUPTION	Occasional	Limited	Moderate	2
MAJOR TRANSIT ACCIDENTS	Unlikely	Major	Major	4
PRE-K, HLGCC, AND ECHS	Occasional	Limited	Moderate	3

Safety and Security Audits

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). Preparedness ISD, or a person included in the registry established by the Texas School Safety Center (TxSSC) under Texas Education Code 37.2091, who was engaged by the district to conduct a Safety and Security Audit, followed the Safety and Security Audit procedures developed by the Texas School Safety Center in coordination with the commissioner of education. A Safety and Security Audit Report has been submitted to the board of trustees and signed by the Superintendent and the board of trustees in compliance with Texas Education Code 37.108(c)(1).

Safety and Security Audits Table

Date Audit Conducted (mm/dd/yyyy)	Agency or Consultant Conducting the Audit	Name of Person Conducting the Audit	Date Audit Report Submitted to the Board of Trustees (mm/dd/yyyy)	Place an "X" if the same Agency or Consultant Conducted the Audit and developed the district's EOP
9-23-2018	Midland College PD	Ashley Borgstedte	UNK	X
8-5-2021	Midland College PD	Ashley Borgstedte	8-17-2021	X
9-12-2024	Midland College PD	Ashley Borgstedte	9-17-2024	X

ANNEX A – FIRE

Learn the location of Fire Exits and Fire Extinguishers in your area and how to use them (See Appendix 1. The red dots on each map indicate locations of fire extinguishers in each building).

Emergency exits are clearly identified with red exit markers overhead. Learn the closest exit including alternative exits in the event of fire and become familiar with posted evacuation floor plan charts in your area. College personnel are responsible for pointing out exit signs and evacuation routes to students in their classes or employees under their supervision. Should a fire condition occur, an audible alarm will sound and/or a flashing strobe light will activate. In the event of a flashing strobe light with no sound, it should be treated the same as an audible alarm.

There are over 101 fire extinguishers on campus. Each classroom, administrative office area, and mechanical room has fire extinguishers. Know the location of the fire extinguishers near your office or classroom.

In the event of a fire, follow these steps:

- Act quickly. Get everyone to safety before trying to fight a fire.
- Immediately contact 911 or contact Campus Police (432-685-4734). The Campus Police will contact the fire department.
- Contact Campus Police at 432-685-4734 and inform them if there is a disabled person in need of assistance to exit a building and provide a location.
- College personnel should be familiar with fire alarm pull stations and activate an alarm if possible.
- Campus police will work with campus personnel to initiate a RAVE Alert that will ‘alert’ students and employees of an emergency via text and email to cell phones, desktop phones, and desktop computers.

USE THE STAIRS – DO NOT USE THE ELEVATORS.

If the fire is minor and appears controllable, and you are comfortable with the operation of a fire extinguisher, use one to put the fire out. Faculty and staff members should familiarize themselves with operation of the fire extinguishers.

- Utilize the basics of fire extinguisher operation (PASS):
 - P...Pull the pin.
 - A...Aim extinguisher nozzle at the base of the flame.
 - S...Squeeze trigger while holding the extinguisher upright.
 - S...Sweep the extinguisher from side to side, covering the area of the fire.

Remember to:

- Test the extinguisher before approaching the fire.
- Keep low and approach with the wind at your back.
- Back away, watching for rekindle.

If the fire is large and uncontrollable, DO NOT attempt to extinguish it. Evacuate all rooms and close all doors to confine the fire and reduce oxygen.

DO NOT LOCK DOORS

Once outside, move to the evacuation zones identified in Annex F. Keep streets, hydrants and walkways clear for emergency vehicles and first responders.

ANNEX B – WEATHER-RELATED EMERGENCIES

Hail/Heavy Rain/Flood/Snow/Ice/Tornado

It is the policy of Midland College to follow National Weather Service and Midland County Emergency Management regarding evacuation of the area in case of severe weather conditions. Employees shall ensure that supervisors know how they may be contacted during an evacuation period. If unable to communicate with your supervisor, check the College website (www.midland.edu) for additional storm-related information.

In the event inclement weather threatens the Midland area, the President or designee will monitor conditions and decide whether to close the campus. Should Midland College be scheduled for closing, this announcement will be provided by the President or the designated administrative representative. A RAVE Alert that will ‘alert’ students and employees of a weather-related closure/evacuation via text and email to cell phones, desktop phones, and desktop computers.

After the danger has passed, this will permit all employees to return to the area. All employees are to contact their immediate supervisor within 24 hours regarding instructions for returning to work. If unable to reach immediate supervisors, employees should check the college website and/or contact their up-line supervisors for instructions.

If the determination is made to close the campus, employees should do the following:

- All electrical equipment should be unplugged with the exception of telephones.
- Where feasible, move computers and electronic equipment away from windows and outside doors, and away from areas that have leaked in the past.
- When a weather watch or warning is issued, the Director of Facilities will be responsible for securing loose materials outside the buildings.
- The Director of Facilities will be responsible for shutting down air conditioning, gas, electrical, water systems and for moving equipment to the safest location if the college must be evacuated.
- Staff members are responsible for moving equipment and records in their areas to the locations designated in department plans. If assistance is needed, supervisors should contact the Director of Facilities.
- Campus police and security personnel will take steps necessary to protect property from theft or vandalism.
- Listen to local radio and TV stations for updates regarding weather conditions.

Public announcement of the campus reopening will be made over local radio and TV stations. If you are out of the area, please consult the college emergency website: www.midland.edu.

Shelter-in-Place Due to Inclement Weather

Since some incidences of inclement weather (i.e., tornadoes) occur without time to prepare, there is little to be done other than protecting yourself and others. As a precaution and to ensure the safety of building occupants in response to a tornado or severe thunderstorm activity, it may become necessary to initiate procedures for a shelter-in-place. Safe shelter locations have been

identified by signage in buildings. Faculty and staff should become familiar with shelter locations and direct others to those locations in the event of a tornado warning or other inclement weather. Assigned college personnel will notify students and staff if a tornado threatens the campus. Campus police will work with campus personnel to initiate a RAVE Alert that will ‘alert’ students and employees of a shelter-in-place due to inclement weather via text and email to cell phones, desktop phones, and desktop computers.

Remember that you are safer inside the building. Follow instructions and refer to safe shelter locations in each building as directed by signage.

If radios or televisions are available, turn them on to receive updates on the conditions outside.

IF AT ALL POSSIBLE, MOVE TO AN INTERIOR ROOM AND AWAY FROM WINDOWS AND OTHER GLASS.

STAY AWAY FROM WINDOWS AND STAY CLOSE TO STRUCTURAL SUPPORTS.

Earthquake

This annex is based on a no-notice, significant earthquake--either a localized incident or a larger regional event. The impact and associated effects will be determined by a number of variables including the magnitude, location, shaking intensity, duration and time of the event. Though the likelihood of a significant and severe earthquake in this area is remote, the following guidelines will be followed during a major earthquake event:

- Campus police will work with campus personnel to initiate a RAVE Alert that will ‘alert’ students and employees of an earthquake incident via text and email to cell phones, desktop phones, and desktop computers.
- Initial Safety Assessment
 - Initial safety assessments will take place immediately following a significant seismic event.
 - This includes such information as injured and deceased persons, collapsed or damaged buildings and infrastructure, fires, power outages, flooding, looting, and other life/safety issues.
- Local law enforcement agencies will conduct any search and rescue efforts on behalf of the college, should such efforts be required.
- Significant earthquakes could require the evacuation of the public in order to preserve public safety. Should evacuation become necessary, campus police will work with other local law enforcement agencies to conduct evacuations with directions to locations that the Midland County Emergency Management team has deemed safe from earthquake damage.

During an earthquake:

- Drop to the ground; take COVER by getting under a sturdy table or other piece of furniture; HOLD ON until the shaking stops. If there isn’t a table or desk near you, cover
- your face and head with your arms and crouch in an inside corner of the building.

- Stay away from glass, windows, outside doors and walls, and anything that could fall (such as light fixtures or furniture).
- Do not use doorways unless you know it is a strongly supported, load-bearing doorway and it is close to you.
- Stay inside until the shaking stops and it is safe to go outside.
- Do not exit the building during the shaking.
- DO NOT use the elevators.
- Be aware that the electricity may go out or the sprinkler systems and/or fire alarms may turn on.

After an earthquake:

- When the shaking stops, look around to make sure it is safe to move, then exit the building.
- Expect aftershocks.
- Help injured or trapped persons. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake.
- Stay away from damaged areas unless your assistance has been specifically requested by law enforcement, emergency agencies, or relief organizations.

Wildfire

Wildfires are unplanned fires that burn in natural areas like forests, grasslands, and prairies. These dangerous fires spread quickly and may require evacuation of buildings on campus. In the event that a wildfire threatens the Midland College campus, follow these steps:

- Campus police will work with campus personnel to initiate a RAVE Alert that will ‘alert’ students and employees of an emergency via text and email to cell phones, desktop phones, and desktop computers.
- Evacuate immediately if authorities tell you to do so. See Annex F for the designated evacuation route for your building.
- Follow directions of local law enforcement and campus police to learn the safest route to immediately evacuate the campus.

ANNEX C – BOMB THREATS

IMPORTANT REMINDER: Two-way radios, pagers, and cellular telephones should **NOT** be used **AT ANY TIME** during a bomb threat!

Bomb threats are occasionally made against public institutions. Access to the campus cannot be controlled because the college is an open campus.

- The welfare of the students and employees of the college is most important. If you receive a threat, try to have the caller agree for the call to be transferred to the President or a Vice President.
- If that fails, attempt to gather as much information as possible. Try to learn the following:
 - When is the bomb set to go off?
 - What does the bomb look like and where is it placed?
 - Why was the bomb set?
 - What does the caller's voice sound like?
 - Were there any identifiable sounds in the background?
 - What was the exact wording of the threat?
- If possible, have another individual contact campus police (432-685-4734) or 911 to alert authorities to the bomb threat.

DO NOT HANG UP ON PHONE THREATS. TRY TO KEEP THE CALLER TALKING AND GET AS MUCH INFORMATION AS POSSIBLE.

UTILIZE THE BOMB THREAT CHECKLIST IN APPENDIX 2 TO NOTE VITAL INFORMATION FROM THE CALLER.

- Immediately notify the Midland College Police Department (432-685-4734) that you have received a threatening phone call and relay as much information as possible. You should be prepared to answer their questions to the best of your knowledge.

NOTE: The President, in consultation with the Midland College Police, will make a decision regarding any action to be taken.

- If an evacuation is ordered, scan your area of the building for any suspicious articles or packages. If suspicious items are identified, **DO NOT** attempt to remove them. Report them to the Midland College Police Department at 432-685-4734.
- Signs of a Suspicious Package could include:
 - No return address
 - Excessive Postage
 - Stains
 - Strange odor
 - Unexpected delivery
 - Poorly handwritten
 - Misspelled words
 - Incorrect titles
 - Foreign postage

- Restrictive Notes (e.g., Confidential or “For your eyes only”)
- If a building evacuation is ordered, see Annex F for the evacuation route for your building. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.
- Radio transmissions, including cellular transmissions should be restricted at a bomb scene. No radio traffic, transmitting or receiving, or cellular phone calls within 300 feet of a suspected explosive device are permitted.
- In cases of a bomb threat where the location of the bomb has not been determined, the local authorities will conduct the bomb search. The college president or designee will make the decision to activate the Emergency Operations Center.

DO NOT RETURN TO THE BUILDING UNTIL NOTIFIED TO RETURN BY THE ADMINISTRATOR ON DUTY OR CAMPUS SAFETY PERSONNEL.

ANNEX D – VIOLENT ACTS

This section describes procedures for intervention in the event of terrorism, a hostage situation, a person carrying a weapon on campus, civil disorder, or other potentially violent acts. The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to ensure their safety and the safety of others. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

- Once an administrator, instructor or staff member is aware of an individual who is making an attempt on his/her life or the lives of others or is threatening such an attempt, the employee should, as much as possible, assess the level of the crisis and respond using the following guidelines:
 - Contact the Midland College Police Department (432-685-4734) or dial 911. Once Campus Police have arrived on the scene, they will follow college procedures and their appropriate protocols, and determine an appropriate course of action which may include contacting local authorities.
 - Notify Vice President of Student Services and the Vice President of Instruction.
 - Notify campus counselor at 432-685-4505.
- When reporting an incident to Campus Police or the Midland Police Department, include the following information:
 - Nature of the incident.
 - Location of the incident.
 - Description of the person(s) involved.
 - Description of the property involved.
- Avoid personal risk or confrontation.
- Should gunfire or discharged explosives occur on campus, take cover immediately.
- After the disturbance, seek emergency first aid, if necessary.
- Be prepared to assist the authorities upon their arrival.
- If you believe an individual is in possession of a weapon, do not approach or confront the individual. Call 911 and call the Midland College Police Department at 432-685-4734.
- If the threat of violence involves an act of armed intrusion or suspected armed intrusion, refer to Annex G for the Emergency Actions Procedure covering armed intrusion and lock down.

TAKE STEPS TO ENSURE YOUR SAFETY AND THE SAFETY OF OTHERS.

Terrorism

Terrorism is the use of force or violence against persons or property in violation of criminal laws for purposes of intimidation, coercion, or ransom. Terrorism has emerged as a very real threat across our nation and internationally. Any organization, group or individual can be a target or innocent victim of terrorism.

Terrorism can take many forms, from an individual with a gun or bomb to groups using chemical, biological, or nuclear weapons. Depending on the nature of the attack and type of weapon used, the campus community may be affected by either an on- or off-campus attack. In many instances the incident may not be immediately identifiable as a terrorist attack. Your response to an incident should follow the guidelines for the type of event that occurs (a detonated bomb should be treated as an explosion).

Terrorists often use threats to:

- Create fear among the public.
- Try to convince citizens that their government is powerless to prevent terrorism.
- Get immediate publicity for their cause.

Acts of terrorism may include bomb scares and bombings, cyber (computer-based) attacks, and the use of chemical, biological, nuclear and radiological weapons.

Within the immediate area of a terrorist event, you need to rely on police, fire, and other officials for instructions. However, you can prepare in much the same way you would prepare for other crisis events.

General Safety Guidelines

- Be aware of your surroundings.
- Move or leave if you feel uncomfortable or if something does not seem right.
- Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave bags or other possessions unattended.
- Promptly report unusual behavior, suspicious or unattended packages, and strange devices to the Midland College Police Department 432-685-4734 or call 911.
- Learn where emergency exits are located in buildings you frequent. Plan how to get out in the event of an emergency.
- Be prepared to do without services you normally depend on - electricity, telephone, natural gas, gasoline pumps, cash registers, ATMs, and internet transactions.

Person Carrying/Using a Weapon, Bomb, Knife or Other Suspicious Items:

- Call Midland College Police Department at 432-685-4734 or call 911.
- Seek secure sheltering if applicable.
- Take note of suspect with detailed description (height, weight, race, hair, clothing) for police.
- Wait for all clear message from police before resuming activities.

Hostage Situation

What to Do If Taken Hostage

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor may be emotionally unbalanced. Do nothing which could jeopardize or compromise your well-being, or that of others.
- Don't speak unless spoken to, and then only when necessary. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Attempt to establish rapport with the captor. Maintain *eye* contact with the captor at all times, if possible, but do not stare.
- Be patient; wait. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected. Displaying a certain amount of fear may possibly work to your advantage.
- Be observant. When you are released, or when you escape, the personal safety of others may depend on what you remember about the situation.
- Be prepared to answer the police on the phone.
- If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

Civil Disorder/Demonstrations

The freedom of assembly is recognized by the college; however, the College will not permit any group or individual to disrupt or attempt to disrupt the operation and functioning of the College by any means.

Students desiring to meet in assembly shall follow college policy for event planning and use of college facilities. Congregating by students and others on the walkways of the campus, in lobbies, halls, classrooms, or office doorways so as to prevent college employees or students from attending classes, entering libraries, study rooms and offices shall not be permitted. Students who participate in such activities shall be subject to disciplinary sanction. Those unconnected with the campus shall be referred to local law enforcement authorities for possible prosecution under the laws of Texas.

Non-Violent, Disruptive Demonstrations

- In the event that a demonstration blocks access to college facilities or interferes with the operation of the college, the College President or his/her designated representative may ask the demonstrators to terminate the disruptive activity.
- The College President or designee may, if deemed appropriate, call for a photographer with video recording equipment to document the proceedings. Efforts may be made to secure positive photographic identification of demonstrators in violation to facilitate later testimony.
- Demonstrators may be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by the college's campus police or local law enforcement.

- The College President or designee may determine the need for the injunction of civil authorities. If court injunction is obtained, the demonstrators will be so informed. Demonstrators who refuse to comply will be warned of the intention to arrest.

Violent Disruptive Demonstrations

In the event of a violent demonstration in which injury to persons or property occurs or appears eminent, the College President will be notified.

During regular office hours:

- The Vice President of Administrative Services, and the Vice President of Student Services and all available campus police officers will be summoned to the scene.
- The College President or designee will call to have the demonstration documented with photographs or video.
- The College President or designee, in consultation with the Vice President of Administrative Services and the Vice President of Student Services, will determine if and when arrests are to be made.
- The local Police Department will be requested for assistance.
- The Midland College Police Department may request local law enforcement intervention without counsel from others if it is deemed to be of paramount importance to the safety and security of persons and property. A directive should be read by either the College President or designee. A video recorder should be available to document the reading of this directive as well as the activities. These documents will be for future reference in case an incident should go to court.

ANNEX E – HAZARDOUS MATERIALS

Any spill or release of a hazardous material on campus must be reported to Campus Police at 432-685-4734.

When reporting the incident, be specific about the material spilled or released and the exact location of the spill or release. Campus Police personnel will follow up and contact any outside authorities if assistance is required.

- On-site personnel should evacuate the area of the spill or release and seal it off as much as possible to prevent contamination of adjoining areas. Do not lock doors.
- On-site personnel should also evacuate adjoining areas if the spill or release poses a threat to those areas.

Anyone who may be contaminated by the spill or release should:

- Immediately wash with soap and water.
- Remove contaminated clothing.
- Request assistance.
- Remain in the vicinity of the spill, but far enough removed to be out of danger.
- Give their names to the college administrator on duty.

College labs are equipped with safety showers and eyewash stations. These should be utilized at once.

CHEMICAL RELEASE OR SPILL

Should such a need arise, campus police will work with campus personnel to initiate a RAVE Alert that will ‘alert’ students and employees of a shelter-in-place via text and email to cell phones, desktop phones, and desktop computers.

Once inside, all external doors and windows should be closed. Any available items suitable for blocking spaces between doors and windows should be utilized to prevent possible fumes from entering the space. In those rooms where classes are in session, the faculty member in charge should take a leadership role in ensuring an effective shelter-in-place.

The Executive Director of Facilities will be responsible for shutting down the HVAC system for the buildings to reduce the intake of outside air.

If radios or televisions are available, turn them on to receive updates on the conditions outside. Periodic updates will be provided via a RAVE Alert that will ‘alert’ students and employees of a shelter-in-place via text and email to cell phones, desktop phones, and desktop computers.

If eyes, nose or throat becomes irritated, protect your breathing by covering your mouth with a damp cloth, if available. Take frequent shallow breaths and remain calm. Under no circumstances should you go outside unless you have access to a portable, self-contained breathing device.

Provide assistance to others as needed if someone in your immediate area requires medical attention. Report this information to Campus Police at 432-685-4734 or the 911 operator, by whatever means available.

Do not leave the building until you receive official notification that the danger has passed and it is safe to go outside.

GAS LEAKS ON CAMPUS

If a natural gas leak is detected in the building, the following steps should be taken:

- Walk quickly to the nearest marked exit and alert others in the area to evacuate the area. Notify Campus Police 432-685-4734 of the location of the leak.
- If a general evacuation of the building becomes necessary, campus police will work with campus personnel to initiate a RAVE Alert that will ‘alert’ students and employees of a gas leak via text and email to cell phones, desktop phones, and desktop computers.
- Contact Campus Police at 432-685-4734 and inform them if there is a disabled person in need of assistance to exit a building and provide a location.
- Go to the designated evacuation area nearest your location.
- Do NOT turn any electrical power source off or on or attempt to use the telephone or a flame of any kind.
- Do NOT use elevators when leaving a building.
- Remain at least 500 feet from the location of the leak.
- Do NOT return to an evacuated building until instructed to do so by college personnel. Refer to Annex F (for the Emergency Actions Procedure covering building evacuation).

TOXIC FUME RELEASE (OFF CAMPUS)

During an accidental release of toxic fumes from industry, the rail transport of chemicals, or other emergencies where the air quality threatens persons on campus, shelter-in-place is recommended. Shelter-in-place means staying inside the building that you are currently in or seeking shelter in the nearest available building.

Local authorities will notify the college to issue orders for shelter-in-place during chemical emergencies that occur off campus. In the event a shelter-in-place is ordered, campus police will work with campus personnel to initiate a RAVE Alert that will ‘alert’ students and employees of a toxic fume release and shelter-in-place order via text and email to cell phones, desktop phones, and desktop computers.

If a medical emergency develops, call 911 and the Midland College Police Department at 432-685-4734.

Note: Do not leave the building until you receive official notification that the danger has passed.

ANNEX F – BUILDING EVACUATION

Evacuation Alarms and Announcements

In case of fire, natural gas leak, release of a toxic or lethal substance, a bomb threat, or other threats, it may become necessary to perform a building evacuation. Please note that in cases of a release of toxic or lethal substances or shooting incidents, some buildings may not be evacuated and, instead, may be instructed to shelter-in-place or take other precautions and actions.

If an evacuation in your building is necessary due to fire or other threatening condition, campus police will work with campus personnel to initiate a RAVE Alert that will ‘alert’ students and employees of a shelter-in-place via text and email to cell phones, desktop phones, and desktop computers, beacons and message boards.

In the event of a fire, an audible alarm and/or a flashing strobe light will activate. In the event of a flashing strobe light with no sound, it should be treated the same as an audible alarm. Please follow the directions.

Evacuation Charts and Procedures

An evacuation floor plan is included on the Emergency Placards posted in each classroom and office area to assist you in vacating to a safe area.

- Ground floor locations: the evacuation floor plans will provide direction to the appropriate exit door through which you can proceed to your designated evacuation zone if so instructed.
- Second floor locations: the placards will provide you with directions to the exit door and the nearest stairwell location or evacuation zone to help assure your safe evacuation to ground level. Once on the ground floor, proceed to your designated evacuation area.
- Contact Campus Police at 432-685-4734 and inform them if there is a disabled person in need of assistance to exit a building and provide a location. Remember: **DO NOT USE THE ELEVATORS.**

Once outside, stay clear of emergency vehicles and responding personnel and do not return to an evacuated building until cleared to do so by a college administrator or campus police.

Building Marshals

Building marshals are faculty or staff who, in the event of a building evacuation, are in charge of ensuring that everyone has left the building. Each campus building will have two to three designated building marshals. See Appendix 7 for a list of Building Marshals.

ANNEX G – ACTIVE SHOOTER

Midland College places the highest priority on the preservation of the lives of our faculty, staff, and students. Midland College has chosen to adopt the I Love You Guys Standard Response Protocol approach to addressing active shooter events on the main campus.

Before an Active Shooter Event

- Certain steps will be taken by the college to prepare for and mitigate the impacts of an Active Shooter event:
 - Obtain lifesaving resources such as bleeding control kits. Install these resources in common spaces and regularly inform the community of their presence. Floorplans should clearly identify the locations of lifesaving resources.
 - Provide training to campus staff to utilize lifesaving resources.
 - Conduct drills and trainings to prepare campus staff and students to respond appropriately to an active shooter event.
- During Active Shooter drills and training, encourage staff members supervising any student activities outside the building to make the best decision for students under their supervision.
- Train staff and students to use programs such as Civilian Response to Active Shooter Events (CRASE) to help them make individual decisions during an attacker incident. Consider adaptations for noninstructional facilities, such as stadiums, administration buildings, etc.
- Train staff on how to find and use critical campus response resources such as bleeding control kits (where available).
- Train staff to notify first responders of an attacker by using multiple communication options.
- Request that local emergency response agencies help develop training programs designed to educate staff members to safely observe and report information that would be useful to responders during an attack.
- Design and conduct drills and exercises that impart necessary skills without unduly creating trauma for staff and students.
- Conduct After-Action Reviews (AARs) and develop improvement plans after each drill and exercise.
- Assign two-way communication devices (e.g., radios, cell phones, etc.) to administrators.
- Ensure that attendance records, staff rosters, and visitor lists can be accessed offsite by district staff and first responders.
- Establish primary and secondary evacuation sites. Incorporate these into drills and exercises.
- Install and test panic button(s) at regular intervals. Include any staff members who would be in proximity to the panic alarm during an attack. Place panic buttons in a space that encourages legitimate use and discourages false alarms. Consider wearable panic buttons. Notify first responder agencies before testing panic buttons. Ensure that both first responders and district administrators receive alerts from panic buttons.
- Ensure that persons with access and functional needs have equal access to safety.

- Meet with law enforcement to identify additional or unique resources that might be needed during and after an attack.
- Provide opportunities for police, fire, and EMS to become familiar with college facilities and host first responder tours on a regular basis and encourage law enforcement training on the college campus.
- Provide first responders with access and navigation aids such as the following:
 - Accurate and up-to-date digital floor plans.
 - Secure access boxes with multiple sets of master keys and access cards.
 - Encourage, celebrate, and advertise positive police relationships with staff and students.
- Prepare mass notification scripts for active shooter incidents. Consider different audiences and situations, such as a common school day versus after-hours activities.
- Ensure that video surveillance systems are installed in appropriate locations and provide video resolution that aids in identification. Continually evaluate the need to upgrade or expand the surveillance system. When possible, install systems that enable offsite monitoring by district administrators and emergency response agencies.
 - Lighting: Conduct facility inspections after dark to evaluate the effectiveness of existing lighting and identify areas where facilities may benefit from additional lighting. Repair or upgrade lighting as needed.
 - Emergency communications systems: Ensure that emergency communications systems effectively notify the intended audience and appropriate response agencies.
- Enforce and support safety and security policies. Ensure that administrators support practices that create a security-minded culture.
 - Conduct a staff and student orientation session on safety and security measures and stress the importance of maintaining security.
 - Support an environment that encourages reporting suspicious activity by policy and practice.
- Identify and mark safe rooms for visitors, staff, and students who may be away from their normal space.
- Determine which armed defenders will be your first line of defense against an attacker.
 - Ensure that armed defenders meet regularly with local law enforcement officers who would be responding to an attacker.
 - Ensure that armed defenders train with local police officers at intervals that are decided between district and local law enforcement.
 - Ensure that armed defenders can be readily identified by staff members and emergency responders during an attacker incident.
 - Consult with local law enforcement to evaluate the feasibility of having armed defenders on campus. Develop and implement policies and procedures that help establish and maintain a viable armed defender program.
 - Concealed carry and open carry licensed individuals should be trained by Midland College Police Department personnel or local law enforcement on the appropriate response to a violent or active shooter event. Individuals who conceal or open carry can refer to college policy here: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=885&code=CHF#legalTabContent>

- Secure and review written agreements for the use of non-district resources that may be needed for an attacker incident, such as, but not limited to, the following:
 - Assistance with offsite evacuation and transportation needs.
 - Support for food services.
 - Classroom space needed after an incident.
 - Additional law enforcement support following resumption of campus activities.
 - Additional physical and mental health support services.

Should the safety of the campus be breached by an active shooter, alerting notifications will be immediately broadcast and disseminated to employees.

- Campus police will work with campus personnel to initiate a RAVE Alert that will ‘alert’ students and employees of a shelter-in-place via text and email to cell phones, desktop phones, and desktop computers.
- To discourage additional personnel from entering the campus until the threat has been neutralized, the Public Information Officer or designee will request our mass communications provider to initiate a notification process. This message can take the form of a text message, recorded voice call, voicemail or email message and will advise recipients of the armed intrusion and instruct them to remain off campus until an all-clear notification message is received.

Campus Police will request the Midland Police Department to dispatch units to assist in closing access to the campus and other local law enforcement to dispatch a unit(s) to assist in the search of the campus and neutralizing the threat.

AVOID THE AREA

Conventional wisdom tells us that there are three bad things we should always attempt to avoid: bad people, bad locations, and bad times. Always assess your surroundings, especially if you find yourself in a location that may be a target of an active shooter event. Remember, most active shooters use a building as a natural barrier from the inevitable law enforcement response.

Always know the escape routes you could take in the event someone starts shooting or some other disaster occurs. During an Active Shooter event, if it is safe to do so, faculty, staff, and students should exit the building immediately to AVOID the area of danger.

If you get out of the building call 911 as soon as possible and report the situation.

When an Active Threat Is in Your Vicinity and it is safe to do so:

RUN

- If there is an accessible escape path, attempt to evacuate the premises.
- Have an escape route and plan in mind.
- Silence or set your cell phone to vibrate.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.

- Help others escape if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers you encounter.
- Do not attempt to move wounded people.

HIDE

- Hide in an area out of the shooters view and turn out the lights.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone and stay spread out.

FIGHT

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the active shooter.

INSTRUCTORS WILL:

IF IT IS SAFE TO RUN, EVACUATE THE BUILDING.

IF YOU HAVE TO HIDE:

- Have everyone silence or set cell phones to vibrate.
- Lock the door of the room you are hiding in.
- Lower or close any blinds.
- Place students against the wall, so that the intruder cannot see them if they look into the door.
- Look for the ‘safe corner’ and avoid fatal funnels. A fatal funnel refers to doorways where one can be easily seen but difficult to move out of. Avoid standing at, near, or in front of doorways or areas that you cannot easily escape from.
- Turn out lights and turn off computer monitors.
- Keep students quiet.
- If you get stuck in the bathrooms, move to a stall, lock it, and stand on the toilet.
- Stay in safe areas until directed by law enforcement officers.
- Never open doors during a lockdown even in the event of a fire alarm.
- For further directives, law enforcement officers will have keys to open doors.
- Emergency personnel will signal ‘all clear’ when lockdown is lifted. If an evacuation occurs, all persons/classes will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building teachers should take roll to account for all students present in class.

ONLY FIGHT AS A LAST RESORT.

UNDERSTANDING/PREPARING FOR LAW ENFORCEMENT RESPONSE

An active shooter event will bring a response from uniformed and plain clothes police officers. Most plain clothed officers will wear something that identifies themselves as a police officer, but often this is subtle. It is important to understand that undercover officers may not look like a police officer. Scan the person's neck and waistband for a badge.

Law Enforcement has specific priorities during an active shooter event. The first is to move in, bypassing wounded victims and confronting the shooter. Once the shooter has been isolated, distracted or neutralized they will then begin providing medical aid to those most in need. As part of this priority, police officers will bypass the wounded.

One must understand these scenes are chaotic and officers will be experiencing high levels of stress, and just like the public, some handle these situations better than others. When you come into contact with Law Enforcement respond to the officers appropriately, FOLLOW ALL COMMANDS.

Be prepared to be handcuffed or restrained in your movement. Please understand most responding officers do not know who you are and are trained to treat everyone as "unknown" until they determine you are not a threat.

If you know of another threat notify the officers as soon as possible. Try to keep your hands visible at all times unless directed otherwise. Move only when you are directed to do so and do only what the officer tells you to do.

- The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow initial officers.
- Remain calm and follow officer's instructions
- Put down any items in your hand (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help when evacuating.
- Do not leave until law enforcement authorities have instructed you to do so.

Medical Issues

In the majority of cases, emergency medical services personnel will not enter the scene until it has been deemed safe by law enforcement. This means law enforcement and others trapped inside the building will have to provide medical assistance to any injured persons. It is recommended that faculty, staff, and students seek training in first aid especially regarding how to control bleeding.

Announcing the All-Clear

When the threat has been neutralized, an all-clear message will be broadcast/transmitted utilizing the communications media outlined above.

After an Active Shooter Event

- Begin to account for all staff, students, and visitors. Inform your community of the current threat and status of the incident.
 - Coordinate public information activities with local response agencies. Conduct joint briefings when possible.
 - Send a timely after-event message to the community using prepared scripts.
 - Develop and publish a schedule for when and where authorized officials will provide incident updates.
 - Identify the plan for a continuity of operations to ensure that the college continues to perform essential functions.
- Perform an incident debriefing while staff and responders are still on scene.
- Account for all personnel.
- Supervisors in each area working with Pre-K, HLGCC, and ECHS students will reunite children with parents using your established reunification plans (See Appendices 2, 3, and 4).
- Conduct an after-action review session for staff and responders to discuss what went well and what needs to improve.
- Develop and implement an Improvement Plan that includes recommended changes from the incident debriefing and after-action review and incorporate changes into future drills and exercises.
- Activate your damage assessment team to identify replacement and repair needs.
- Ensure that proper documentation of damages and expenses is maintained for potential insurance or reimbursement claims.
- Initiate repairs and cleanup of affected areas after they are cleared and released by investigators.
- Assess the trauma-informed and grief-informed care needs of the college community after an attacker incident and provide appropriate mental health resources. Call on neighboring districts and third-party providers to assist with resources needed for the initial return to school.
- Anticipate returning to instruction while providing for the ongoing and prolonged mental health needs of the district community and reintroduce staff and students to school carefully after repairs have been made.
- Provide a visible security presence as staff and students transition back to school.
- Ensure that personnel are made available to provide statements to law enforcement and other investigating authorities.

ANNEX H – PUBLIC HEALTH AND MENTAL HEALTH

The purpose of this annex is to provide guidelines for an effective response to infectious diseases that will help ensure the health, safety, and well-being of the College community. This annex is intended to provide a strategy for identifying the resources needed and how those resources should be deployed, while establishing effective communication and response of all the relevant on campus and off campus entities to support a coordinated response.

Additionally, these guidelines will:

- Provide guidance for emergency response operations and the utilization of all available college and government resources for the protection of lives, property, and the continuance of college operations in the event of an outbreak.
- Outline the duties and responsibilities of college departments.
- Represent the flexible timeline associated with an infectious disease or food borne illness outbreak, the response to an outbreak, through the resumption of normal operations.

Scope

All contents within this annex apply to students, faculty, staff, and visitors, while knowing that major outbreaks occurring within the College campus, will most likely influence surrounding communities.

Response may consist of, but is not limited to the following departments:

- Marketing and Communications
- Campus Police
- Student Services
- Environmental Health and Safety
- Facilities Services
- Human Resources
- Information Technology
- Dining Services

On Campus Death or Other Medical Emergency

An on-campus death or other medical emergency should be addressed with the following response protocols:

- Immediately Call 911 and the Midland College Police Department Campus at 432-685-4734
- The College President or designee will notify the family of the deceased and will make the decision to activate the Emergency Operations Center, if appropriate.
- The Emergency Planning Committee should be convened within one hour after the incident is reported (when feasible) to collect accurate and detailed information about the death(s) or injury(ies). Other determinations to be made are:

- Determine if the counseling staff or human resource office can handle the situation or if the services of an outside agency are required.
- Determine if a room(s) at the college is needed for those grieving.
- Develop statements (as needed) for the following:
 - Media: To be delivered by the College President or the Public Information Officer.
 - Students, faculty, and staff.
- Determine what the College's role for the funeral proceedings will be (if any) (flowers, donations, cards, eulogy, etc.).
- Determine if a memorial or memorial service is appropriate.
- Depending on the situation, several meetings of the team may be necessary. It may also be necessary to include students in some of the meetings and planning sessions.
- The Emergency Planning Committee may conduct a follow-up review meeting to bring closure to the incident and critique the process.

When an injury or illness occurs, evaluate the situation (USE COMMON SENSE). Initiate appropriate action:

- If there are minor conditions with no threat to life or limb, call/notify your direct supervisory for further instructions.
 - Direct the person to the nearest first aid kit location.
 - Ask if they need assistance to home, hospital, or doctor.
 - On the job injuries - contact HR for worker compensation instructions.
- If there are major conditions including, but not limited to unconsciousness, difficulty breathing, choking, seizures, chest pain, or serious bleeding:
 - Get help by calling 911 and notifying the Midland College Police at 432-685-4734.
 - If possible, report if the person is conscious, breathing, or bleeding.
 - If no phone is available, send someone to contact 911 and the Midland College Police Department and direct them to the incident. They may also be needed to direct the EMS to the scene.
 - If possible, during the emergency, determine:
 - Does the person have any medical conditions?
 - Does the person take any medications?
 - Does the person have any allergies?
 - If an 'emergency contact' can be identified, the designated 'emergency contact' will be notified as quickly as possible. (Remember to look for an ICE ('In Case of Emergency') phone number in the individual's cell phone.)
 - Cardio-vascular Emergencies - Automated External Defibrillators (AED) are available for immediate use in case of an emergency including cardiac arrest. FAMILIARIZE YOURSELF WITH THE LOCATION OF AUTMATED EXTERNAL DEFIBRILLATORS ON CAMPUS. Follow instructions included with the AED, if no trained personnel are available. MCPD personnel will deactivate AED to silence audible alarms. Upon completion of CPR/AED procedure, the Midland College Police Department will be responsible for replacing the AED and re-activating the system as quickly as possible.

- The responding Midland College police officer is responsible for completing Accident/Illness Report to be turned in to supervisor.

Procedures for Intervention of Suicidal Tendencies

- If the event is an emergency:
 - If the individual has attempted or done harm to himself/herself:
 - Call 911 and the Midland College Police Department at 432-685-4734.
 - Ambulatory service will automatically take individual into custody and make decision of where to be transported.
 - If the individual is making an attempt on his/her life at the present time, or is threatening to do so: (This includes the individual who has a weapon or other immediate means of ending his/her life).
 - Do not leave the individual alone.
 - Remove all weapons if possible; however, do NOT confront an individual with a weapon. (In case of a weapon, call 911 and contact the Midland College Police Department at 432-685-4734).
 - If the individual is willing to accept assistance, work to provide appropriate assistance through the counseling resources provided through Midland College.
 - If the individual is unwilling to accept assistance, call 911 and contact the Midland College Police Department at 432-685-4734.
 - Once campus police or the local authorities have arrived on the scene, they will follow their appropriate protocols and determine an appropriate course of action.

Procedures for Intervention of Homicidal Tendencies

This describes an individual who is making an attempt on someone's life at the present time, or is threatening an immediate attempt. Assess the level of the crisis and respond using the following guidelines:

- An individual possessing a weapon:
 - Take steps to ensure your own safety and the safety of others.
 - Immediately call 911 and the Midland College Police Department at 432-685-4734.
- An individual who does not appear to possess a weapon:
 - Take steps to ensure your own safety and the safety of others.
 - Immediately contact the Midland College Police Department at 432-685-4734.
 - Contact the Vice President of Student Services and provide counseling service references as soon as possible.
- If the individual is willing to accept assistance, work to provide appropriate assistance through counseling services provided by the college.
- If the individual is unwilling to accept assistance, the individual and the situation should be referred to the appropriate authority. Once the Midland College Police Department or the local authorities have arrived on the scene, they will follow their appropriate protocols and determine an appropriate course of action.

In all such situations, the Vice President of Student Services or designee shall review and/or investigate the incident to determine if a violation of the Student Code of Conduct has occurred, and if so, to determine the appropriate type/level of disciplinary action to be invoked.

Infections/Communicable Disease

An infectious disease is any medical illness that is caused by microscopic organisms or their toxins. Invading microorganisms include viruses, fungi, bacteria, and parasites. Sources for these organisms include the environment, animals, insects, and other mammals, including humans.

Transmission usually occurs by:

- Inhalation
- Ingestion
- Direct contact, or by bites by a contaminated vector

Many infectious diseases can cause outbreaks and epidemics. For this reason, identification, evaluation, and mitigation of infectious diseases are essential to protect public health. Infectious diseases can occur naturally, through human error (e.g., airborne or food borne illness), or through deliberate acts of bioterrorism.

An infectious disease knows no boundaries; therefore, an outbreak associated with an infectious disease could present a serious risk on the College campus where there are many students, faculty, and staff. In addition to the large concentration of individuals, other activities may present infectious disease threats such as food preparation and service, or athletics.

The College is at constant risk for exposure to infectious diseases. An infectious disease outbreak can range from involving a relatively small number of individuals in a limited area, mild disease with little morbidity and mortality, and simple epidemiological investigation to involving a large number of people over wide geographical area, severe disease with high mortality, and complicated epidemiology. Infectious disease outbreaks may differ from other types of emergencies because they can last for days to months, requiring ongoing local, state, and federal resources before resolution.

A unique feature of the wide variety of infectious agents that may affect the College environment is the different characteristics of the various diseases. For instance, there can be abrupt onset of illness (e.g., 6-24 hours for norovirus) or delayed onset from exposure (e.g., 27 days for Hepatitis A). This variation in time from exposure to symptoms presents significant challenges in the management of the outbreak, surveillance for cases and intervention. Finally, unlike most emergencies that a college campus may face, many disease outbreak situations may require a long-term response and the allocation of substantial college resources that can stretch from days to months.

In general, campus community environments provide challenges for the control of infectious diseases such as:

- A young adult population that may or may not have received immunizations for vaccine preventable diseases. In addition, waning immunity to previous vaccinations is an increasing problem for such diseases as mumps and pertussis.
- Large food service operations such as cafeterias have the opportunity for outbreaks of food borne illnesses.

All these factors call for increased vigilance of infectious diseases in the College setting for prevention, rapid detection, and a coordinated control by college and public health officials.

- Emergency response efforts such as standing up the EOC may not be appropriate or effective in dealing with an outbreak. A more appropriate response may be to bring together a small multi-disciplinary group of college officials with health and medical stakeholders to work together over time to resolve the outbreak.
- Most infectious disease emergencies follow some recognizable build-up period during in which actions may be taken to achieve an appropriate state of readiness.
- Infectious disease outbreaks may be “asymmetrical” in that time of the outbreak may be days to weeks, even months with no clear-cut geographical boundaries.
- Response situations may be “symmetrical” in that they are limited by time and space. Time is defined in hours or days and space is usually confined to a specific geographic area.
- A communicable biological threat (man-made or natural) can occur in any season or any location, with or without advance notice.
- Biological threats may be introduced into the population, and spread via food, water, air, infected animals, infected insects, surfaces, or through person-to-person contact.
- Non-pharmaceutical preventive measures may be required to limit the spread of a contagious biological agent including social distancing (avoiding close contact and public gatherings), isolation, and universal precautions (hand washing, gloves, respiratory protection around infected individuals).
- In cases of a notifiable infectious disease, it is critical to have surveillance systems in place to detect the disease, report the illness to proper public health authorities, and institute control and prevention strategies.
- For most outbreaks of infectious disease, the County Public Health Department will be designated as the lead agency in the investigation of an outbreak with support from the state health department.
- The College will support in the investigation efforts with information, personnel, subject matter experts, and other resources as available and needed by the investigators.
- The College, in collaboration with local, state, and federal public health officials, will be responsible for the dissemination of accurate and timely information to the students, staff, and faculty. Effective communication will be critical in mitigating a major disease outbreak.
- It is possible that local and state jurisdictions, in addition to hospitals and urgent care facilities will become overwhelmed during a large prolonged outbreak, therefore support to ensure provision of all requested essential commodities and services to the College might be difficult.
- Depending upon the infectious agent, any age group within the population may be at risk, with some population groups being considered high risk.

- Federal, State, or Local Public Health may recommend various methods of isolation to the general community population.
- Quarantine may be an extreme measure available to the college for management of some outbreaks.

Medication may not be available or effective to limit the impact of the disease. If medication is available, the supply may be limited due to country/global-wide impacts.

Concept of Operations

A. GENERAL

Information located in this section is designed to give an overall picture of incident management relating to health, food borne and intentional exposures. It is the responsibility of the College to protect life and property from the effects of disasters within its own jurisdiction. The College has the primary responsibility for initial emergency management activities onsite. It will primarily clarify the purpose, and explain the College’s overall approach to a health and medical services incident (i.e., what should happen, when, and at whose direction) to include the division of local, state, federal, and any intermediate inter-jurisdictional entities.

Top priorities for incident management relating to health, food borne, and intentional exposures are to:

- Save lives and protect health and safety of students, faculty, staff, visitors, responders and recovery workers
- Collaborate and coordinate with local, state and federal stakeholders regarding a potential health or medical threat
- Protect and restore critical infrastructure and key resources
- Protect property and mitigate damages and impacts to individuals, the community and the environment
- Facilitate recovery of individuals

Recover Operations

B. KEY AREAS OF EMERGENCY PLANNING AND INCIDENT MANAGEMENT PERTAINING TO INFECTIOUS DISEASE

This annex also employs key areas of emergency planning and incident management that include mitigation, preparedness, response and recovery. Key examples of medical actions pertaining to infectious disease, food borne illness or intentional exposures are noted as follows:

Mitigation: Examples of activities that support mitigation include:

- Immunization programs
- Preparedness Materials: Distribution of printed materials, such as “Wash Your Hands” and “Cover Your Cough” posters
- Website references and suggested videos

- Distribution of hand sanitizers
- Literature distributed by the College and the Local Health Department on communicable diseases
- Collaboration and coordination between law enforcement, public health and environmental officials
- Investigation and surveillance
- Information sharing and early notification to and collaboration with appropriate agencies

Preparedness: Examples of activities that support the preparedness include:

- On-going training of the EOP.
- Multi-jurisdictional exercises continue to be designed, executed, and analyzed on an on-going basis.

Response: Examples of activities that support response include:

- Activation of health services
- Considerations for campus closure and/or class cancellation
- Early notification to and collaboration with appropriate local, regional, private sector, volunteer and state agencies
- Campus communications to include mass email to students, faculty, staff and parents
- Prepare an Incident Action Plan (IAP), if applicable

Recovery: Some examples of activities that support recovery are:

- Medical reporting and continuing epidemiological surveillance and investigation
- Analyze data collected during the response
- Hold debriefing session with response staff in preparation for the development of an After-Action Report (AAR) and Improvement Plan (IP)
- Student Services works to support student and family needs during and after an outbreak

C. NOTIFICATION AND WARNING

The notification protocol for infectious diseases will, by necessity, vary from the emergency response notification process as described in the EOP. Health services will be a key point of contact working with other College Departments for internal communication and coordination for the College.

Health services with the support of Marketing and Communication will work closely with the local Health Department to address external communication and coordination. Early notification to local, state, and federal stakeholders during a potential health threat is desirable to expedite the recovery process.

Communication also encompasses specific public health requirements as demonstrated by the list of specific notifiable conditions (both infectious and non-infectious) that fall into two categories: “call immediately” or “with-in one workday” to the proper health authorities.

D. SURVEILLANCE AND MONITORING

Case Definition and Identification

The local Health Department in collaboration with state public health officials will establish a case definition of the disease to be used to differentiate the disease in question. Health Department staff will assist the college in identifying college student populations who have been affected.

Tracking of status of confirmed cases: local Health Department Staff and health care organizations will provide support for surveillance and tracking efforts to identify the extent of the outbreak among students. Departments will report up their chain to report absenteeism rates to health services, if directed by college administration.

Laboratory reporting: Initial disease case reports from non-college laboratories, physicians or hospitals will be reported to the local Health Department where the initial investigation will be coordinated. The local Health Department will communicate and coordinate with the college as needed.

Organization and Assignment of Responsibilities

A. ORGANIZATION

Upon implementation of this annex, College departments and agencies will provide designated personnel as outlined in this annex. Response teams may be activated; team members may be relieved of all other duties, with the assigned emergency response duty becoming their primary responsibility during the incident.

The local Health Department has regulatory authority and responsibility and will investigate all suspected and confirmed infectious disease cases in coordination with Health Services. The response may require the assistance of outside agencies or other emergency response organizations.

The EOP Basic Plan along with the following specific guidelines will assist in staff duties during an infectious disease outbreak.

B. COLLEGE POSITION ROLES AND EXPECTED ACTIONS

Upon learning of an incident involving college facilities, students, faculty, staff, or events, the College Leadership will utilize the following position roles and expected actions as guidelines to implement:

Emergency Planning Committee

- Communicate with County Health Department and local hospitals regarding planning and surveillance.

Establish communication with deans and department directors regarding status of preparedness.

- Update emergency action plan with team members as situation evolves.
- In conjunction with the County Health, issue communication(s) to campus community regarding status of disease spread, self-protection and college response. (e-mail, website, town meetings)
- Notify County Health Department
- Notify Student Services
- Notify Food Service on number of potential contacts that may require isolation.
- Compose communications with Media Relations and the County Health for the campus community regarding signs/symptoms, protocol for referral of suspected cases.
- Essential personnel receive N95 respirators or equivalent
- Activate the Emergency Operations Center (EOC)
- Recommend temporary closure of building(s) and suspension of student and academic activities, if necessary.

Campus Police

- Local Health Department trains campus police staff on current situation.
- Provide information and documentation if encountering individual(s) with symptoms.
- Essential personnel receive fit test and training on respiratory protection
- Implement policy on transporting individual(s) to hospitals.
- Essential personnel receive N95 respirators or equivalent
- Secure buildings and post signage

Facilities Management

- Identify building ventilations systems.
- Essential personnel receive fit test and training on respiratory protection
- Essential personnel receive N95 respirators or equivalent
- Standby to shut off utilities as directed, if necessary

Environmental Health and Safety

- Assess respiratory protection plan and resources.
- Contract with hazardous material company for professional cleanup.
- Train and fit essential personnel for respirators
- Arrange for additional medical waste pickups.
- Distribute N95 or equivalent to essential personnel.

Marketing and Communications

- Draft internal and external bulletins and announcements, with the Emergency Planning Committee.
- Write and record bulletins and updates as needed for release on the RAVE alert system and other mass communication methods.

- Request to campus that faculty and staff and their families to report all illness cases to Incident Commander.
- Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control)
- Establish a Media Relations Center: coordinate press releases, and manage news teams and interviews, etc.

Food Service

- Enact planning for quarantine of students
- Provide training to essential personnel on risks and response.
- Notify current occupants in spaces that will be needed of the potential or need for them to move.
- Ensure emergency response menu is planned for various degrees of need.
- Stockpile additional food stuffs and water.
- Ensure food delivery process is planned and delivery supplies are on hand.
- Essential personnel receive fit test and training on respiratory protection
- Enact plan for quarantine of students:
- Set up Housing and Food service command center and recall essential personnel.
- Enact emergency phone contact tree.
- Identify meal delivery needs and methods for quarantined students.
- Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping.
- Essential personnel receive N95 masks or equivalent
- Activate plan to quarantine students in conjunction with the guidance from the County Health Department.

Administrative Services

- Identify risk exposures for which insurance can and cannot be obtained including associated financial impact.
- Identify steps that must be taken to monitor and protect insurance coverage.
- Benchmark risk management response and insurance coverage options with peer universities.
- Communicate with insurance carriers on evolving campus issues.
- Assess actual risk/insurance claim issues.

Information Technology

- Assess supplemental IT needs.
- Assess needs for webpage support.
- Develop plan for distributing telephone calls to home, phone banks, or cell phones.
- Purchase/contract for supplemental telecommunications/computing hardware/software needs.
- Add additional phone lines to EOC as needed.

- Publish messages from Marketing and Communications on a periodic basis on college website.
- Assist with email message distribution.
- Set up media center as needed.
- Provide guidance for forwarding phones.

Student Services

- Monitors student travelers entering from effected regions and assists with communication to international students and their families.
- Student Services formulates and rehearses plans to address needs/support for students.
- Identify division personnel available for telephone support work.
- Receive fit test and training on respiratory protection.
- Assist with telephone consultation and support.
- Identify student events where confirmed patients have attended.

Human Resources

- Identify essential personnel.
- Monitor faculty and staff travelers entering from any effected international regions.
- Prepare staffing policy to address a high sick call scenario.
- Identify personnel available for telephone support work.
- Activate call-off policy, if applicable.

C. EMERGENCY COMMUNICATIONS

All departments will maintain their existing equipment and procedures for communicating with their field units. Telephones, cellular or landlines, are the primary means of communication for contacting key emergency responders or departments.

D. EMERGENCY PUBLIC INFORMATION

Timely warnings of outbreak or exposure conditions are essential to preserve the health and safety and security of the College community and critical to an effective response and recovery.

E. NON-EMERGENCY EXTERNAL COMMUNICATIONS

Generally, Marketing and Communications will work to determine the appropriate target audience, communication materials and marketing strategy, and stakeholder collaboration and coordination.

ANNEX I – CYBER ATTACK

This annex establishes the policies and procedures under which the college will operate in the event of a cybersecurity incident. This annex applies to the whole college community and all college property, college information, and other resources.

Information Technology Overview

The Information Technology resources of Midland College can be broken down into four broad categories:

- Physical – The equipment (hardware)
- Infrastructure (network, including cabling and data connectivity)
- Data (the stored information on our resources)
- Personnel – the human capital that manage and operate these resources

The combination of these resources is critical to the operation of the college as a whole. Technology is a critical component of the public safety, operations, and long-term success of the college.

Information Technology Resources Risk

The risk to technology resources may include:

- Physical Damage to Equipment (equipment failure, weather, vandalism/terrorism)
- Service Interruption (network access, Internet Access, utilities)
- Cyber Crime (ransomware, viruses, embezzlement, data breach)
- Accidental (data entry errors, negligence)

In order to preempt potentially detrimental cyber events, the following steps will be taken:

- The Vice President of Information Technology and Strategic Analytics or designee will oversee the security infrastructure with the support of IT staff.
- The Vice President of Information Technology and Strategic Analytics or designee will facilitate employee training for cyber safety and awareness.
- The Vice President of Information Technology and Strategic Analytics or designee will schedule and conduct biannual security audits, oversee the backup of critical data and equipment, and review the cybersecurity plan.

If an employee thinks they may have been the victim of a cyberattack, they will:

- Unplug the network cable and immediately call the MC Help Desk at 432-685-4788.
- Take note of any details (e.g., what you clicked on, who the email came from, etc.).
- If possible, leave the computer on for helpdesk to collect data.

In the event of a cyber attack or event, the following steps will be taken:

- The event should be reported (if known) to the Vice President of Information Technology and Strategic Analytics or designee. It is more likely that the event will be discovered by Midland College IT staff.
- Once the event is detected or reported, the Vice President of Information Technology and Strategic Analytics or designee and team will isolate the affected system(s), identify the extent of the damage, identify the cause of the attack, and inform stakeholders.

- The damage will be assessed by IT staff to include (if possible) identification of lost or compromised data and an inventory of lost or damaged equipment.

Once a cyber attack or event is neutralized, the following steps will be taken:

- IT staff will test and validate all recovered or restored systems for accuracy and reliability.
- The Vice President of Information Technology and Strategic Analytics or designee and IT staff will work with the Emergency Planning Committee to update emergency operations as appropriate.
- The Vice President of Information Technology and Strategic Analytics or designee will conduct an after-action review to discuss opportunities for improvement of the emergency response to a cyber event or attack.

ANNEX J – MISSING PERSON

Missing Student Designation

A student is considered missing when the college has determined the student to be missing. A student may be considered missing if no contact has been made with the student physically through a welfare check after receiving a credible report of the student's absence. A student may be determined as missing even if the period of absence is less than 24 hours.

Concerns that may result in an investigation of a missing student may consist of but are not limited to:

- Credible report of a disappearance or irregular contact with the student from parent/guardian, room/house mate, or team/class mate.
- College official has made a report of concern or request for a wellness check.
- Medical or health related problems.
- Residence Life Staff and/or the Midland College Police Department believes a student may be missing based upon absence from on-campus housing or other information received by staff.

Emergency Contact Policy

Students living in student housing have the option to establish an individual as Emergency Contact to be contacted no later than 24 hours after the student has been determined as missing. Students will register this information with the college through their housing application.

If the student is less than 18 years of age and not emancipated, a parent/guardian will be contacted in addition to the emergency contact if the two differ.

Procedure When Student Is or May Be Missing

If a student is suspected to be missing, then the reporting party will either first notify a college official. A college official may be an advisor, teacher, residence hall manager, coach, or an officer with the Midland College Police Department.

Once college officials receive notice of a student that is or may be missing, or suspects a student to be missing, the notification process to the emergency contact will be conducted by residence hall staff. If the Midland College Police Department has not been notified by this time, residence hall staff will also notify the Midland College Police Department to convey information regarding the suspected missing student.

If college staff are unable to immediately locate the suspected missing student, residence hall staff and the Midland College Police Department will notify the Vice President of Student Services. At this time, the student will be designated as missing.

Once a student is determined to be missing, the student's designated emergency contact will be contacted. The Midland College Police Department will work with the Vice President of Student Services to conduct an active investigation to determine the status of the reported missing student. All gathered information and updates will be shared with involved parties. Midland College faculty and staff may be asked to assist in physically locating the student. Actions that

the college may take but are not limited to in the investigation or search for the student are as follows:

- Accessing student's assigned housing spaces.
- Searching of public campus locations (dining hall, LRC, Student Center, etc.).
- Speaking with roommates, faculty/staff, and any known associates of the student.
- Issuing a community notice, including photograph of the missing student, to assist in locating the student.
- Accessing campus parking permit registry for vehicle information associated to the student.
- Accessing Information Technology resources to examine email logs and Wi-Fi access locations.

The Midland College Police Department will determine when local law enforcement should become involved in the search.

When the student is found, a follow-up investigation will be completed by the Midland College Police Department in conjunction with the Vice President of Student Services to ensure that there is not further assistance the student may need. The Vice President of Student Services may also determine any additional follow up necessary for the student originally reported missing or any additional students impacted by the incident.

ANNEX K – UTILITY INTERRUPTION

This annex establishes the policies and procedures under which Midland College will operate in the event of an incident involving a power outage or unexpected energy release. This annex outlines responses to incidents involving a utility outage. A public utility is defined as water, sewage, electricity, or natural gas.

Water, Flooding, and Sewage

If there has been a water damage, a flood, or sewage leak on the campus, the following procedure should be followed:

- If flooding occurs, stop using all electrical devices.
- Notify the Facilities Department at 432-685-4570.
- If necessary or injuries occur, call 911 or the Midland College Police Department at 432-685-4734.
- Evacuate the building if directed (see Annex F).
- Maintenance personnel will isolate the source of the flooding/sewage and will assist in a preliminary assessment of the damage.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.
- Proper cleanup and restoration will be directed by the Emergency Planning Committee.

Natural Gas

The unexpected release of natural gas in or around a building creates a potentially explosive atmosphere that is not safe to be inhabited.

If there is an indoor gas leak:

- Cease all operations immediately and evacuate the building as soon as possible, notifying others as you leave.
- Do not switch lights on or off and do not take the time to open or close doors or windows.
- Notify the Facilities Department at 432-685-4570.
- Call the Midland College Police Department at 432-685-4734.
- Maintenance personnel will isolate the source of the gas leak and will take steps to shut down the leak.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.

If there is an outdoor gas leak:

- Cease all operations immediately and evacuate the general area of the leak as soon as possible, notifying others as you leave.
- Notify the Facilities Department at 432-685-4570.
- Call the Midland College Police Department at 432-685-4734.
- Maintenance personnel will isolate the source of the gas leak and will take steps to shut down the leak.

- Do not return to the area until it is cleared by facilities personnel and law enforcement personnel at the scene.

Electricity/Power Failure

If there has been a power failure on the campus or lines are reported down in the area of the campus:

- Notify the Facilities Department at 432-685-4570.
- Evacuate the building if directed (see Annex F).
- Maintenance personnel will make proper restoration of power by repair or by notifying the utility company.
- Electrical panels will be turned off by Facilities personnel ONLY.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a college official.

If electrical lines are down on campus:

- Direct all personnel away from the area.
- Notify the Midland College Police Department at 432-685-4734.
- Notify the Facilities Department at 432-685-4570.
- Facilities personnel will determine ownership of the wire, secure the area, and make repairs or notify utility company for needed services.

If there is a power outage and you are trapped or stuck in an elevator:

- Use the emergency phone in the elevator or push the alarm button or use a wireless phone to call the Midland College Police Department at 432-685-4734.
- Remain calm and wait for help to arrive.
- If you discover trapped people, talk to them and try to keep them calm until an officer or other help arrives.
- Do not attempt to open elevator doors at any time.

ANNEX L – MAJOR TRANSIT ACCIDENTS

Downed Aircraft/Aircraft Crash

In the event of a downed aircraft (crash) on campus, take the following action:

- Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
- Stay calm.
- After the effects of the crash and/or fire have subsided, IMMEDIATELY contact 911 and/or the Midland College Police Department at 432-685-4734.
- Give your name and describe the location and nature of the accident.
- Evacuate the building or area as directed (See Annex F).
- If requested, assist emergency crews as necessary.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by college official.

Train Derailment

In the event of a train derailment near campus or a train derailment that disrupts on campus operations, take the following action:

- Depending on the type of cargo and the extent of a train derailment, students may have to evacuate (See Annex F) or shelter-in-place.
- If the train derailment involves a chemical spill, the following steps may be taken:
 - Determine if an evacuation or shelter-in-place needs to occur.
 - Notify Facilities to shut off mechanical ventilating systems.
 - Notify local law enforcement of the intent to shelter-in-place or evacuate.
 - DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by college official.
 - Determine if any school closures need to take place.

Vehicular Accident

In the event of a major vehicle accident on campus, take the following action:

- Stay calm.
- IMMEDIATELY contact 911 and/or the Midland College Police Department at 432-685-4734.
- Give your name and describe the location and nature of the accident.
- Evacuate the building or area, if necessary.
- DO NOT RETURN TO AN EVACUATED BUILDING or area unless told to do so by college official.

ANNEX M – PKA, HLGCC, AND ECHS

Midland College’s Pre-K Academy, Helen L. Greathouse Childcare Center, and ECHS all utilize standard response protocol as outlined by The I Love You Guys Foundation. Each facility has its own evacuation and reunification plans as outlined in the individual EOPs in Appendix 4, Appendix 5, and Appendix 6.

The I Love You Guys Foundation has identified a K-12 Standard Response Protocol (SRP) that provides guidance and resources for incorporating the Standard Response Protocol into a school safety plan for critical incident response.

The general response plan is as follows:

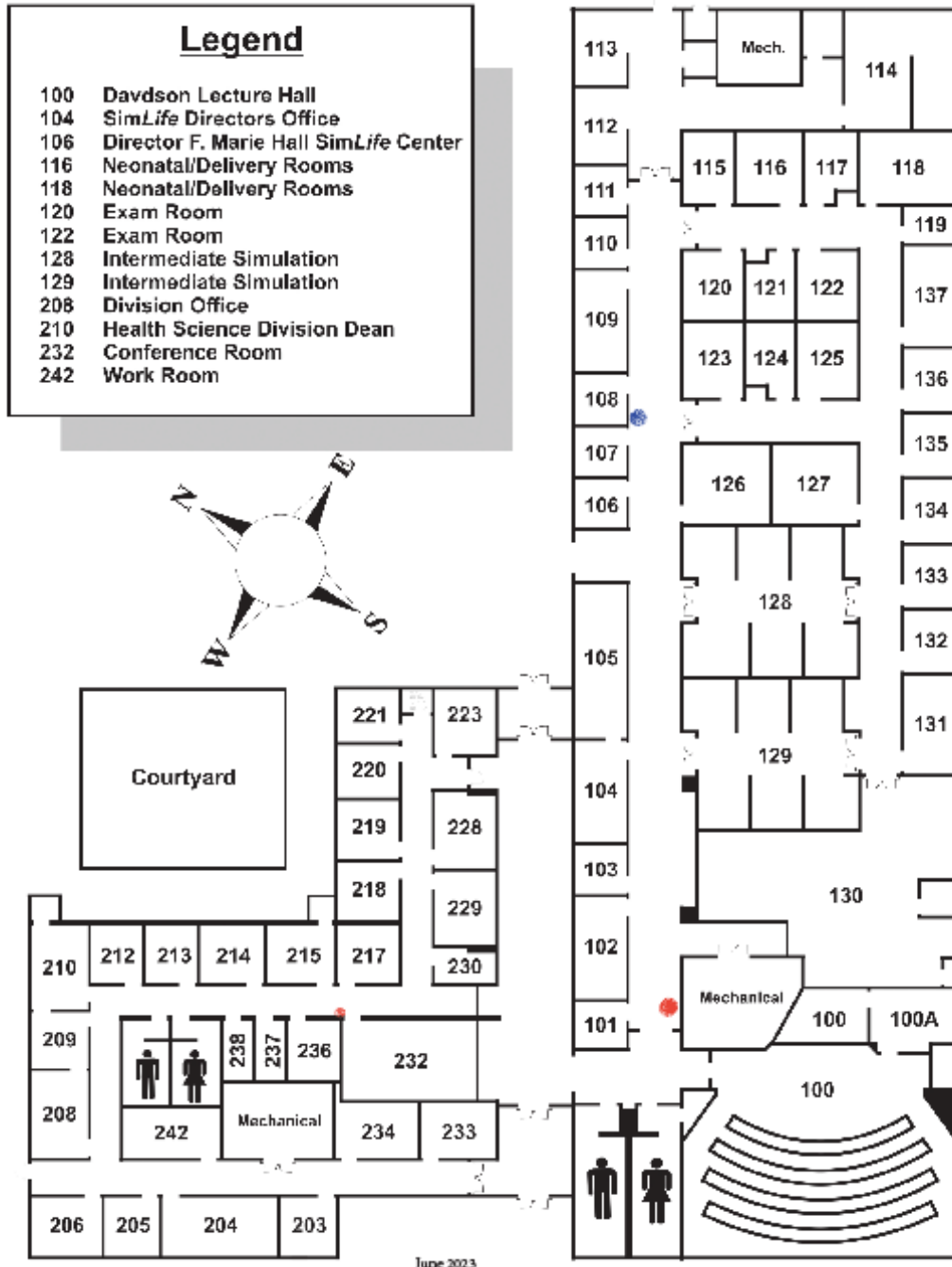
- Hold students in your classroom.
 - There may be situations that require students to remain in their classrooms or join the classroom that is closest to them.
 - A hold will be released as soon as the situation is resolved.
- Secure is called when there is a threat or hazard outside of the school building.
 - Secure uses the security of the physical facility to act as protection.
 - Secure conditions will be released as soon as the threat or hazard is neutralized.
- Lockdown is called when there is a threat or hazard inside the school building.
 - Lockdown uses classroom and school security actions to protect students and staff from threat.
 - Students and staff who are outside of classrooms when a lockdown is announced, should get into the first available classroom with a teacher or a room that can be secured.
 - No indication of occupancy should be revealed until the first responders open the door.
- Evacuate is called when there is a need to move students from one location to another.
 - Students and staff should move in an orderly fashion.
 - Evacuation preparation involves the identification of facility Evacuation Points, as well as student, teacher, and administrator training.
 - Should an evacuation become necessary, Pre-K, HLGCC, and ECHS students would evacuate to one of the following muster points:
 - i. Primary Muster Point: Chap Center, 3600 North Garfield, Midland, TX, 79705
 - ii. Secondary Muster Point: Midland Community Theater, 2000 West Wadley, Midland, TX, 79705
 - iii. Off-Campus Muster Point: Goddard Junior High School, 2500 Haynes Avenue, Midland, TX 79705
 - Teachers have rosters and emergency rolling bags and will communicate with parents through the HiMama software.
- Shelter is called when specific protective actions are needed based on a threat or hazard.
 - Hazards may include weather-related incidents or other threats.

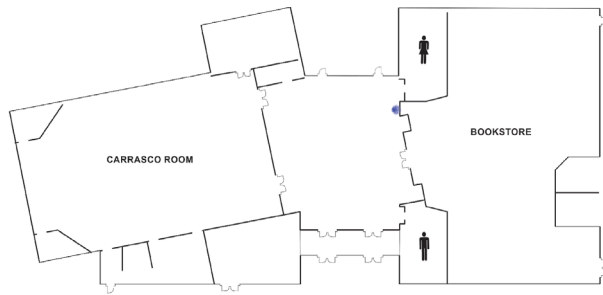
- Sheltering requires all students and staff follow responsive directives from administrators or incident administrators.

APPENDIX 1 – LOCATION OF AEDS AND FIRE EXTINGUISHERS

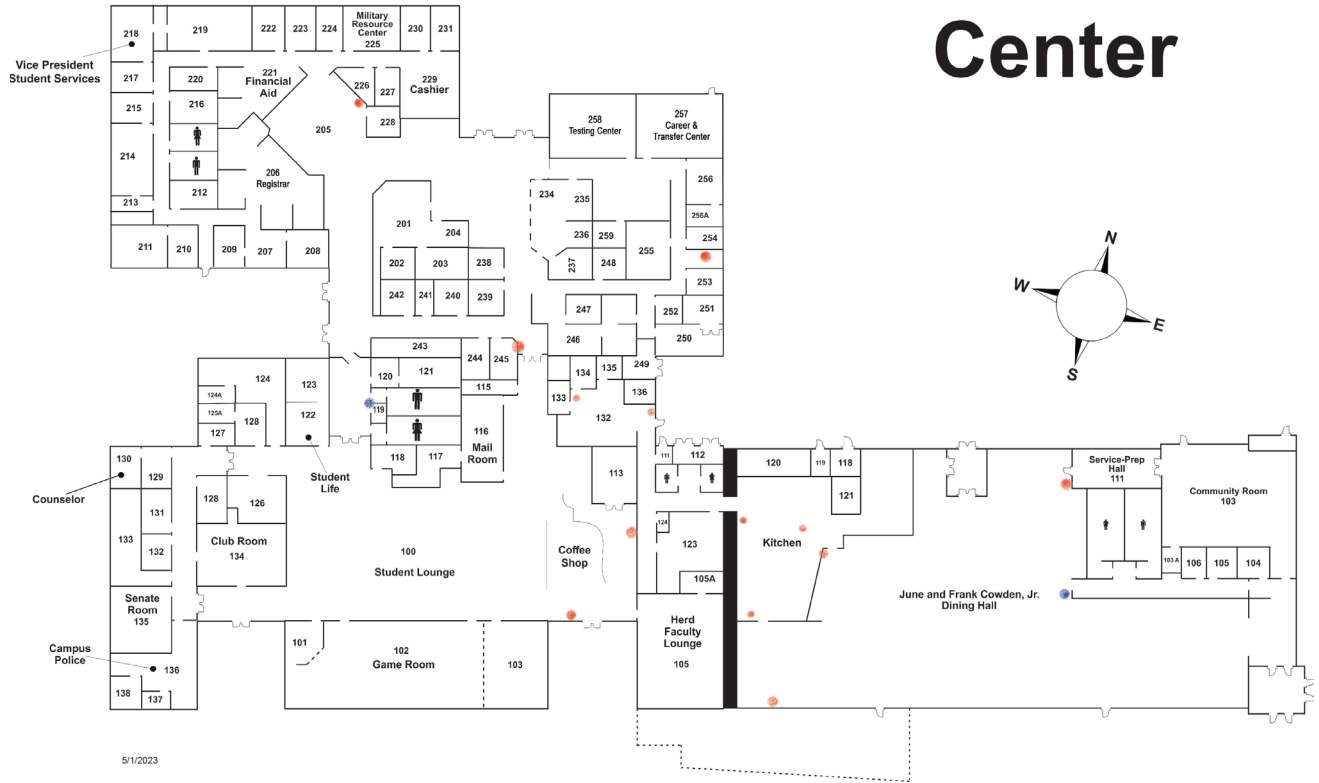
- Red dots indicate the location of fire extinguishers
- Blue dots indicate the location of AEDs

Davidson Family Health Sciences Building





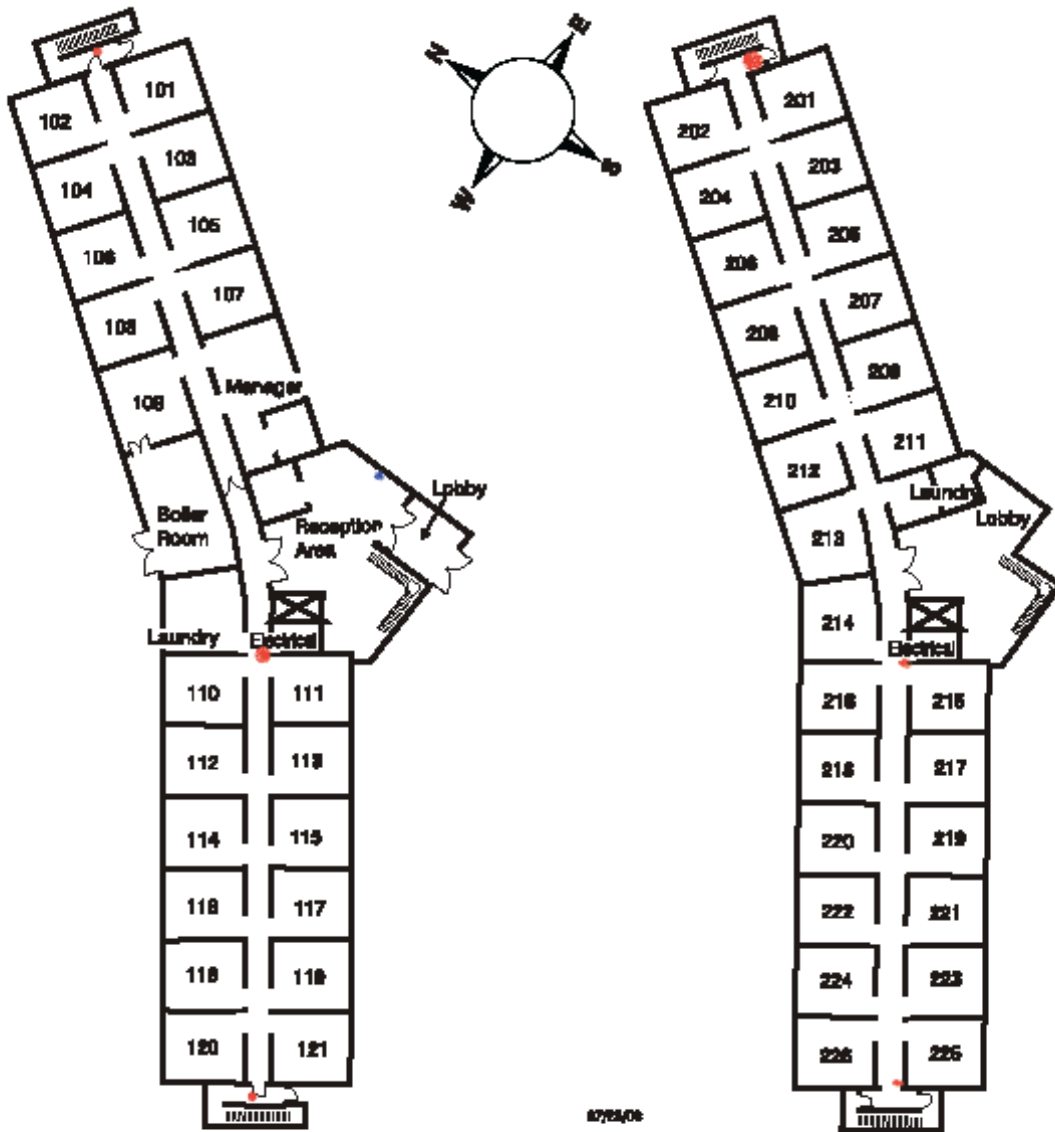
Scharbauer Student Center



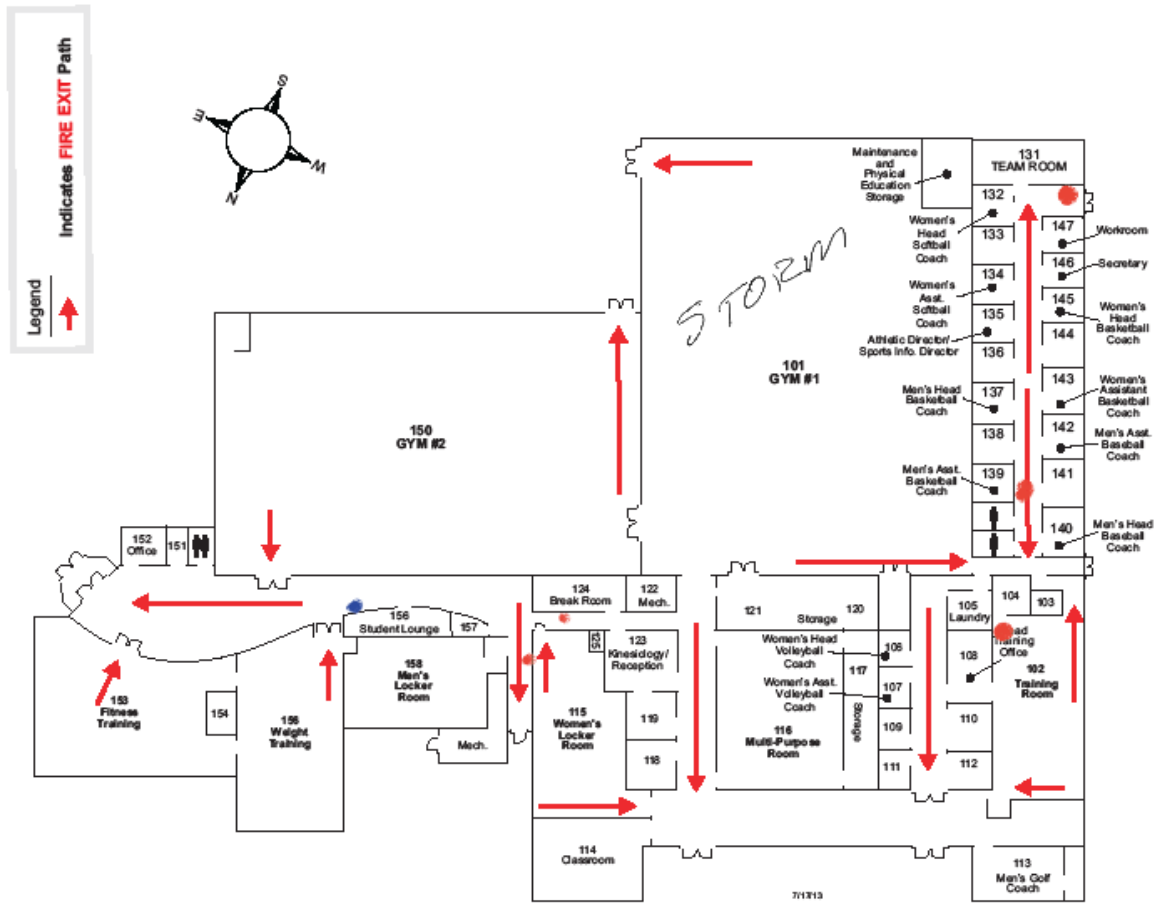
Craddick Residence Hall

First Floor

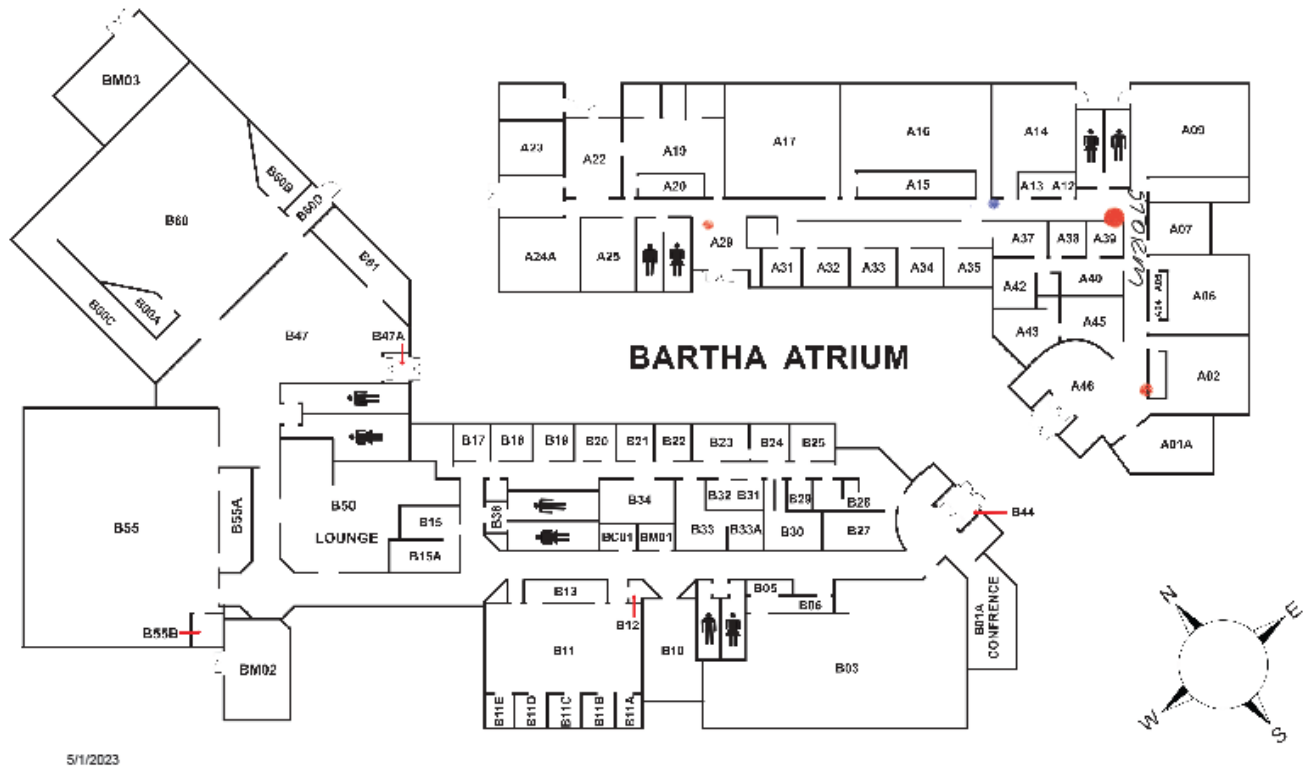
Second Floor



Physical Education Building



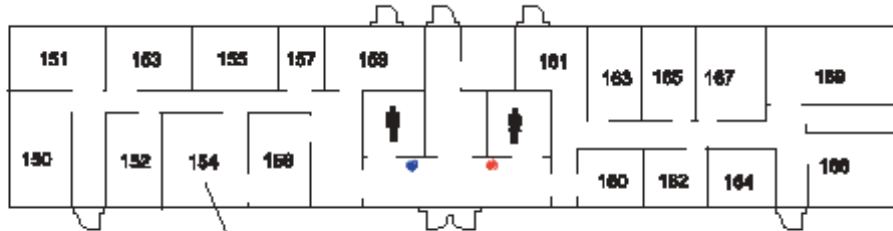
Dorothy and Todd Aaron Medical Science Building



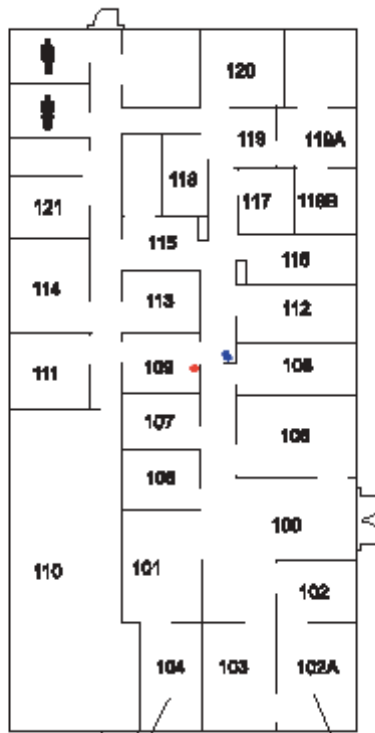
Pevehouse Administration Building

Legend

- 135 President's Office
- 138 Executive Vice President
- 102 Vice President - Administrative Services
- 104 Director of Human Resources/Payroll
- 148 Executive Director of Midland College Foundation
- 164 Vice President of Information Technology and Facilities
- 137 Gibson Board Room

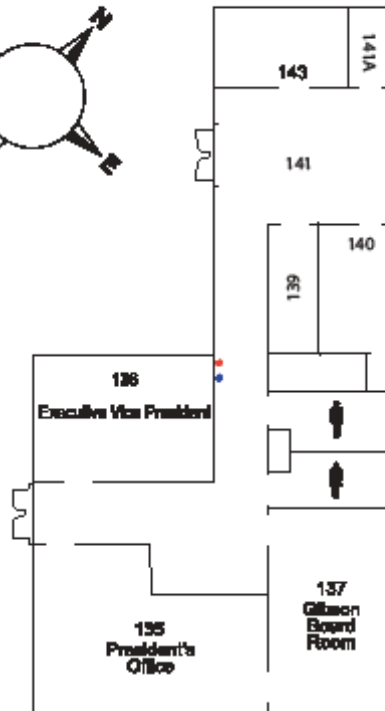


Vice President of Information Technology and Facilities



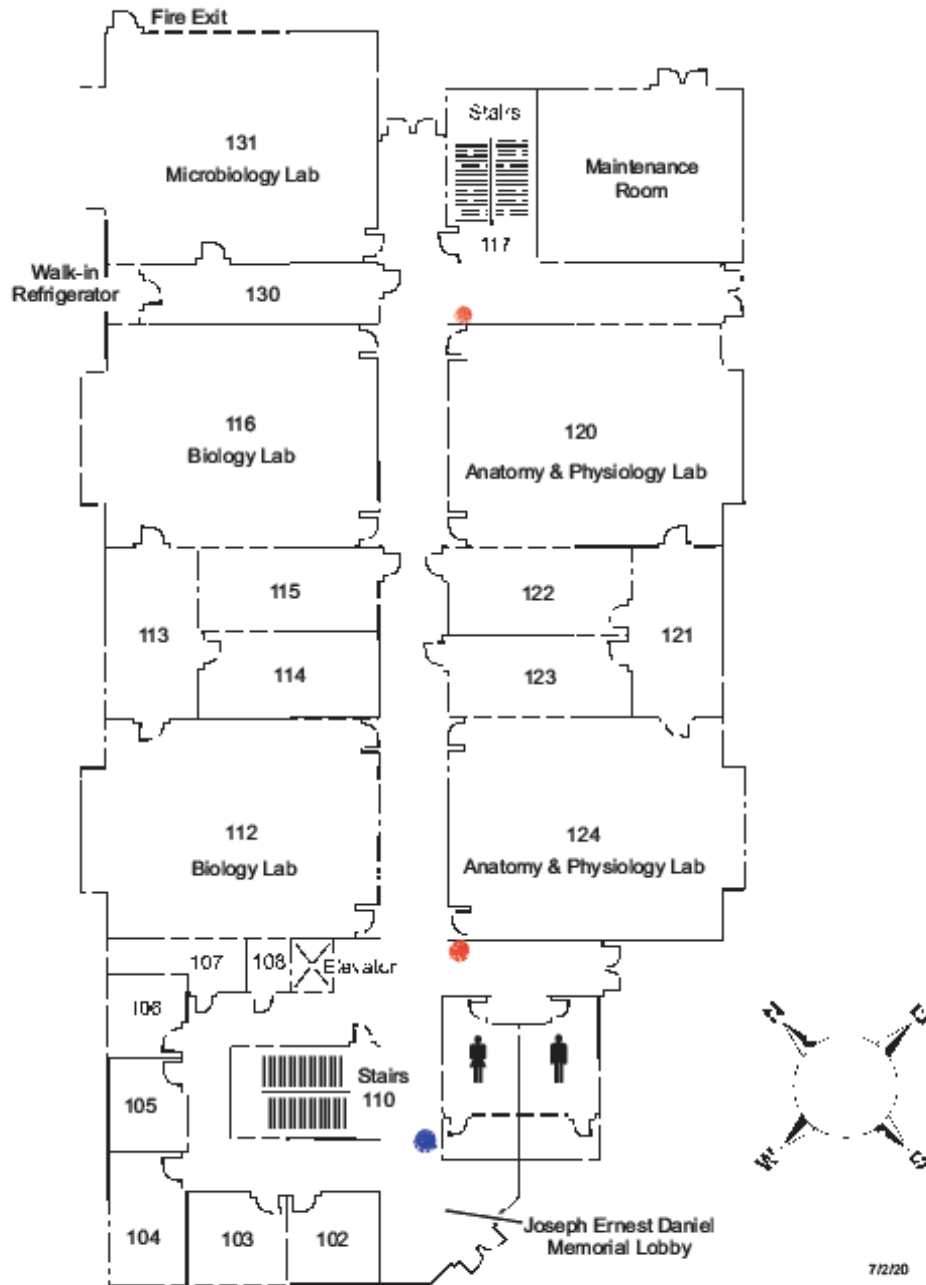
Director of Human Resources & Payroll

Vice President of Administrative Services

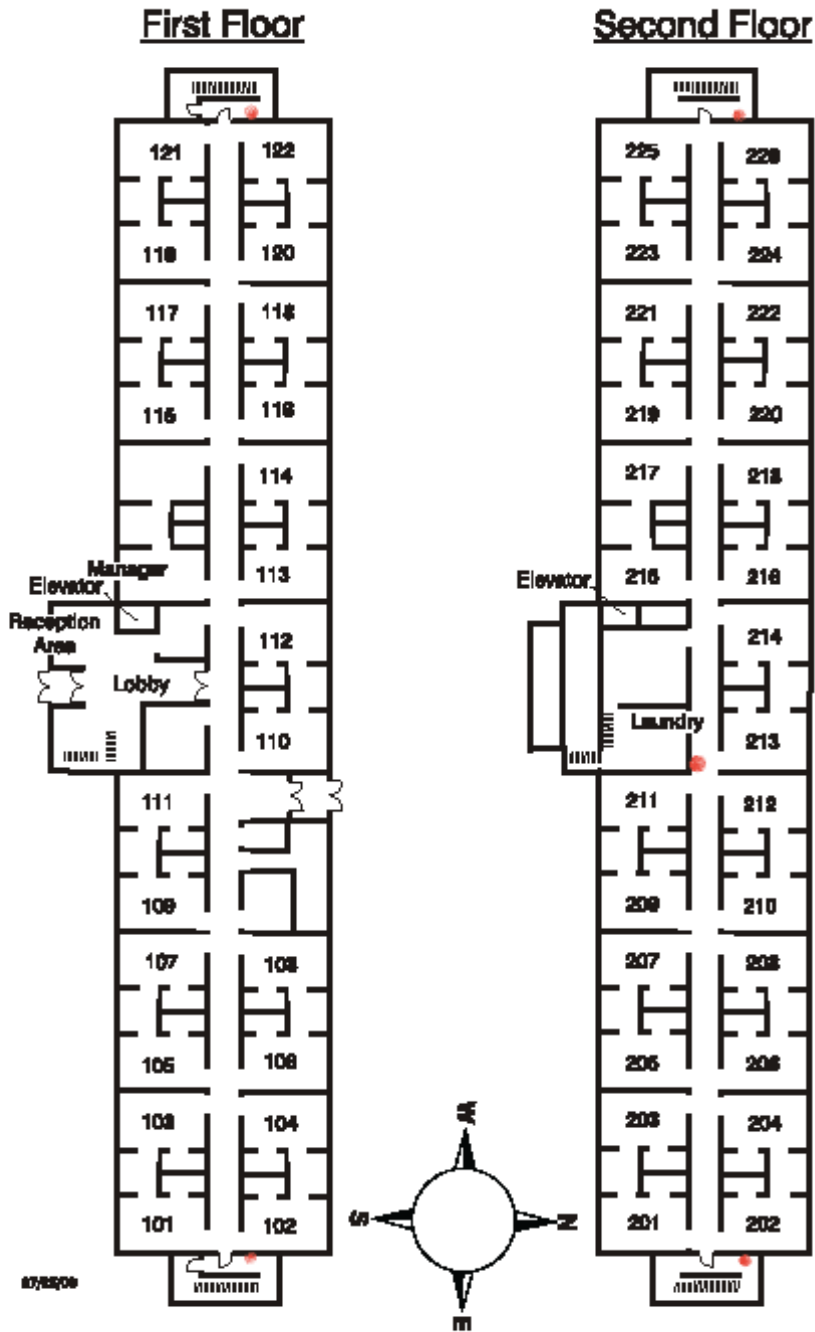


00270

Fox Science Building - 1st Floor



O'Shaughnessy Hall



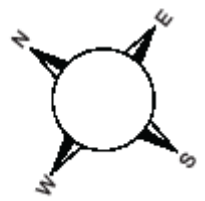
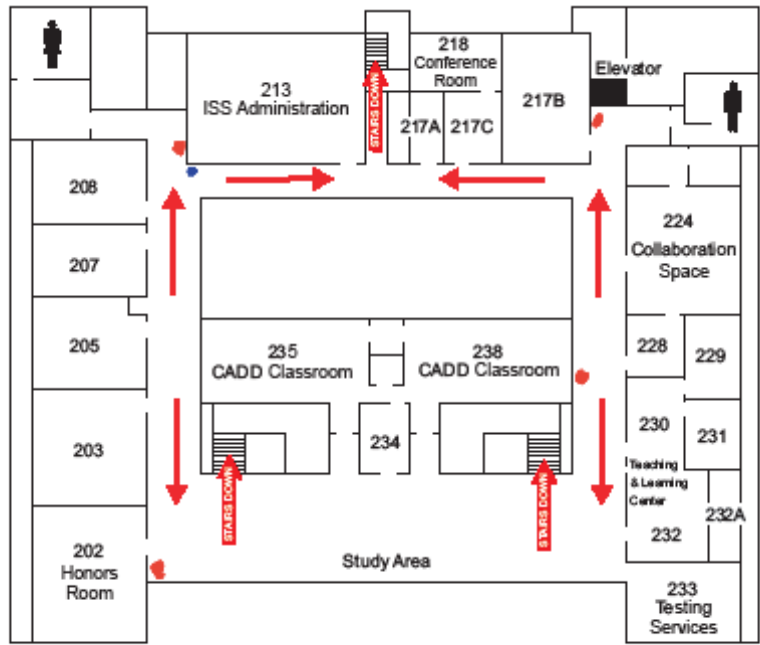
Murray Fasken Learning Resource Center

First Floor



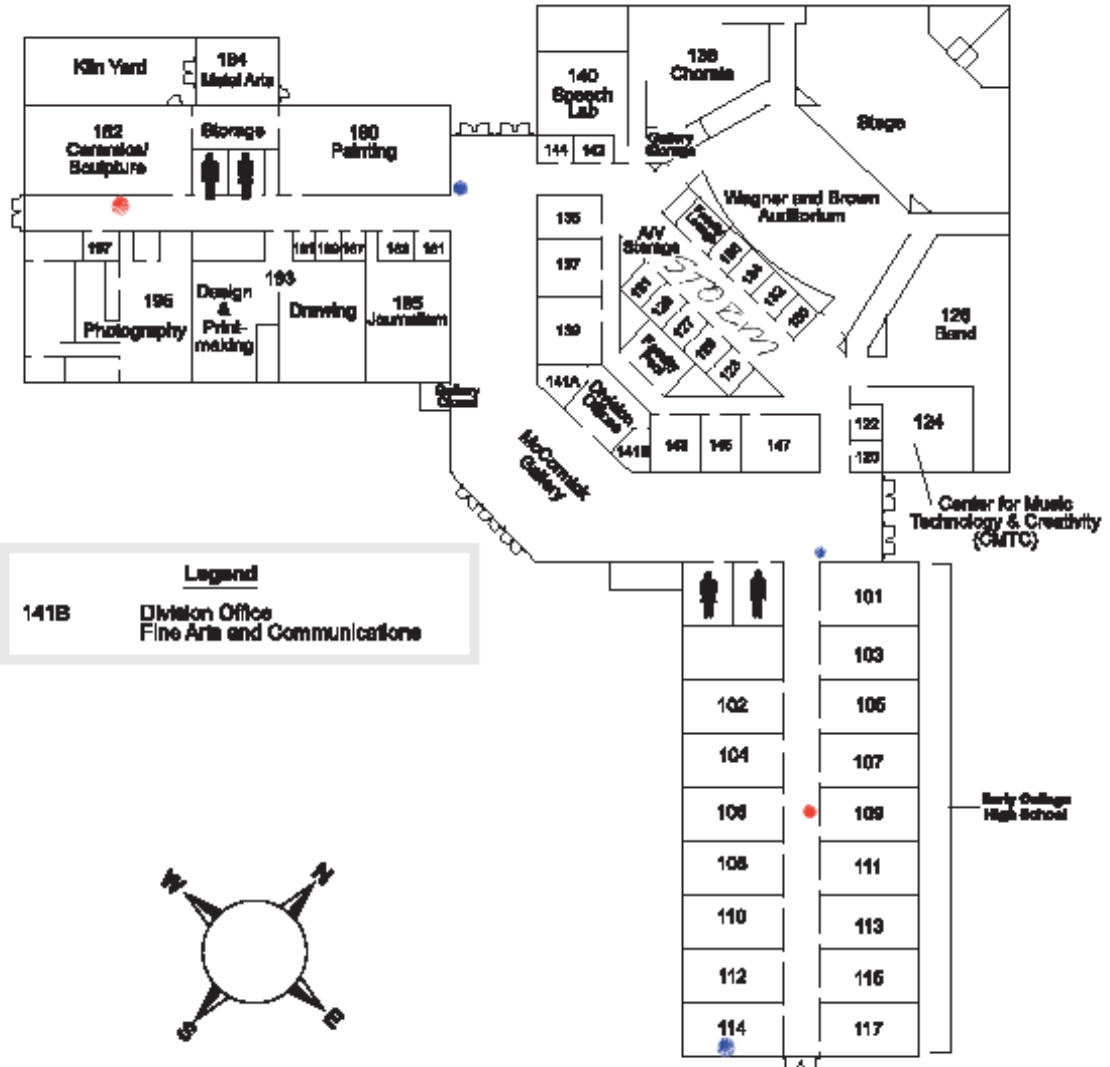
- 102 Circulation Desk
- 105 Collaboration Space
- 106 Technical Services
- 110 Break / Storage Room
- 113 Storage Room
- 120 Flex Office
- 122 Electronic Resources Librarian
- 124 LRC Secretary
- 125 Pre-K Reading Room
- 202 Honors Room
- 203-208 Classrooms
- 213 ISS Administration
- 217A Copy Room
- 217B Classroom
- 217C Office
- 218 Conference Room
- 224 Collaboration Space
- 228-232 Teaching & Learning Center
- 232 TLC Classroom
- 232A Light Board Studio
- 233 Testing Services
- 234 Dept Chair HVAC/CADD/Welding
- 235,238 CADD Classroom

Second Floor



6/27/2022

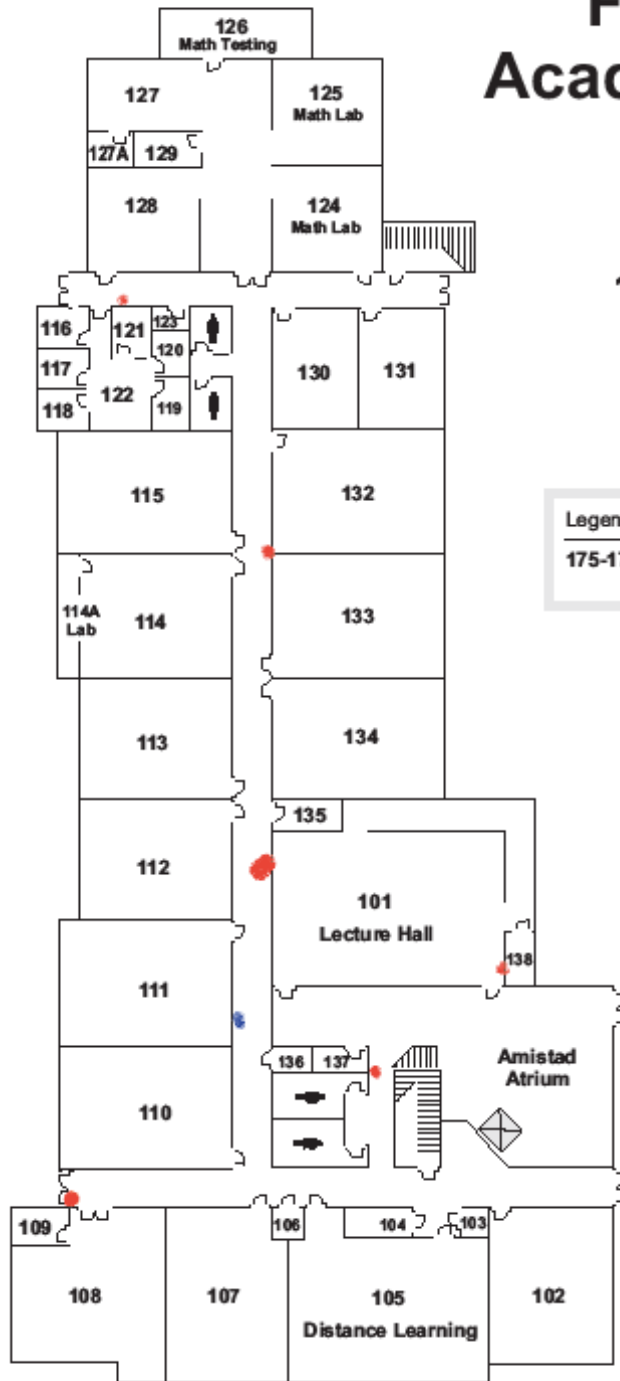
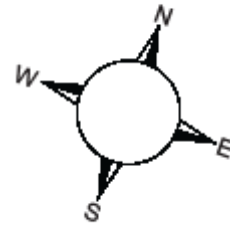
Allison Fine Arts Building



09/12/10

F. Marie Hall Academic Building

1st Floor

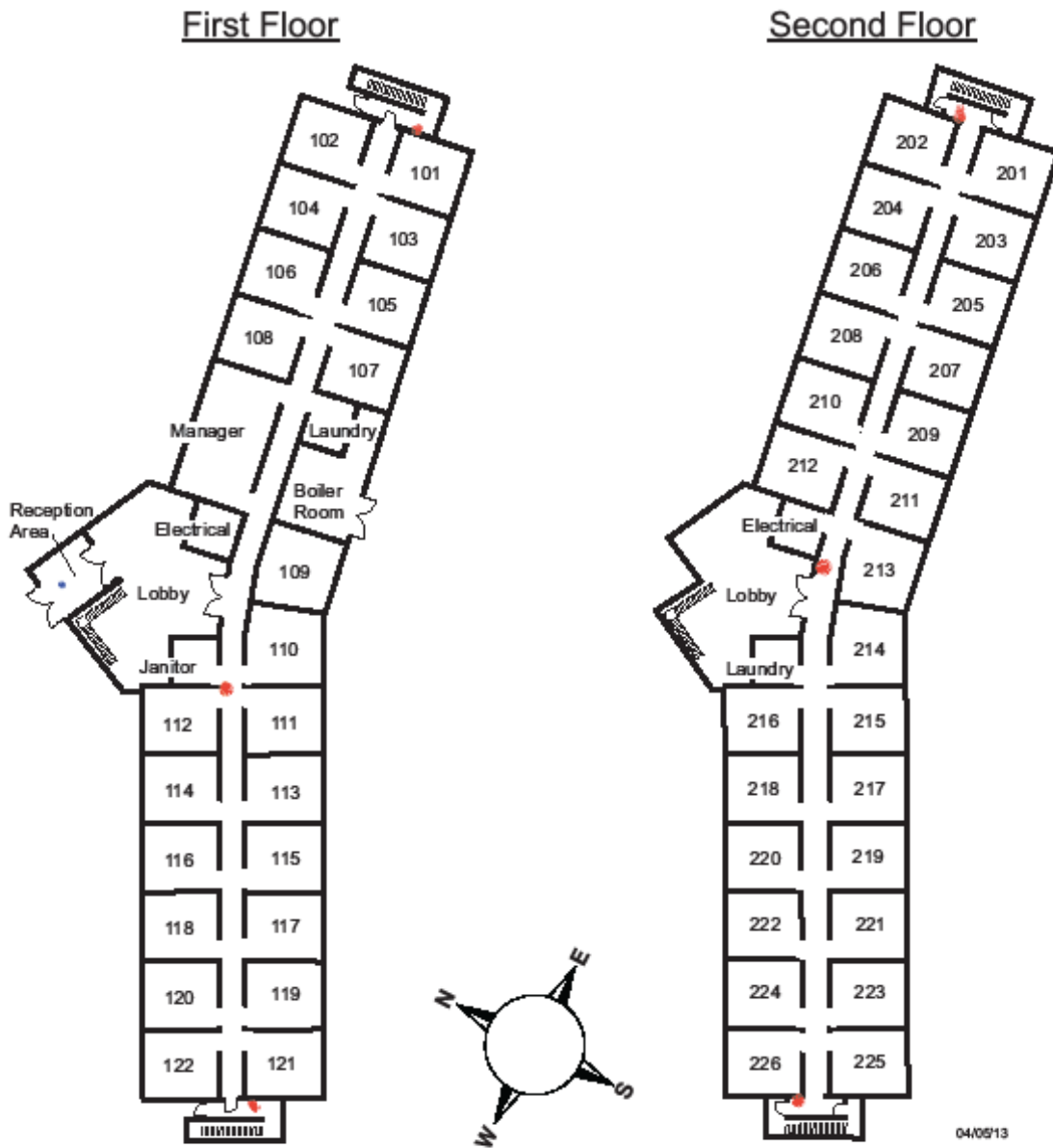


Legend	
175-176	Division Office Social and Behavioral Sciences

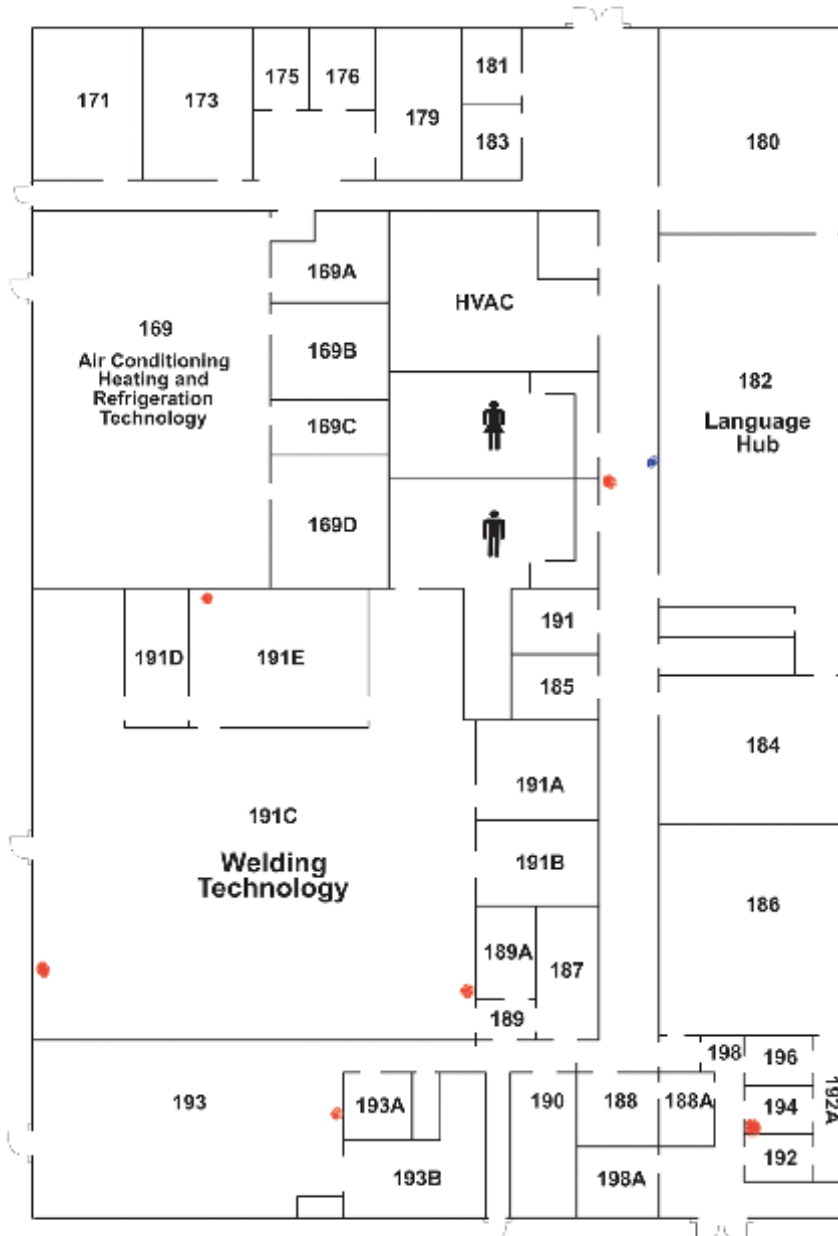
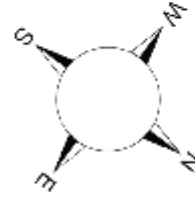


11/20/14

David E. Daniel Residence Hall

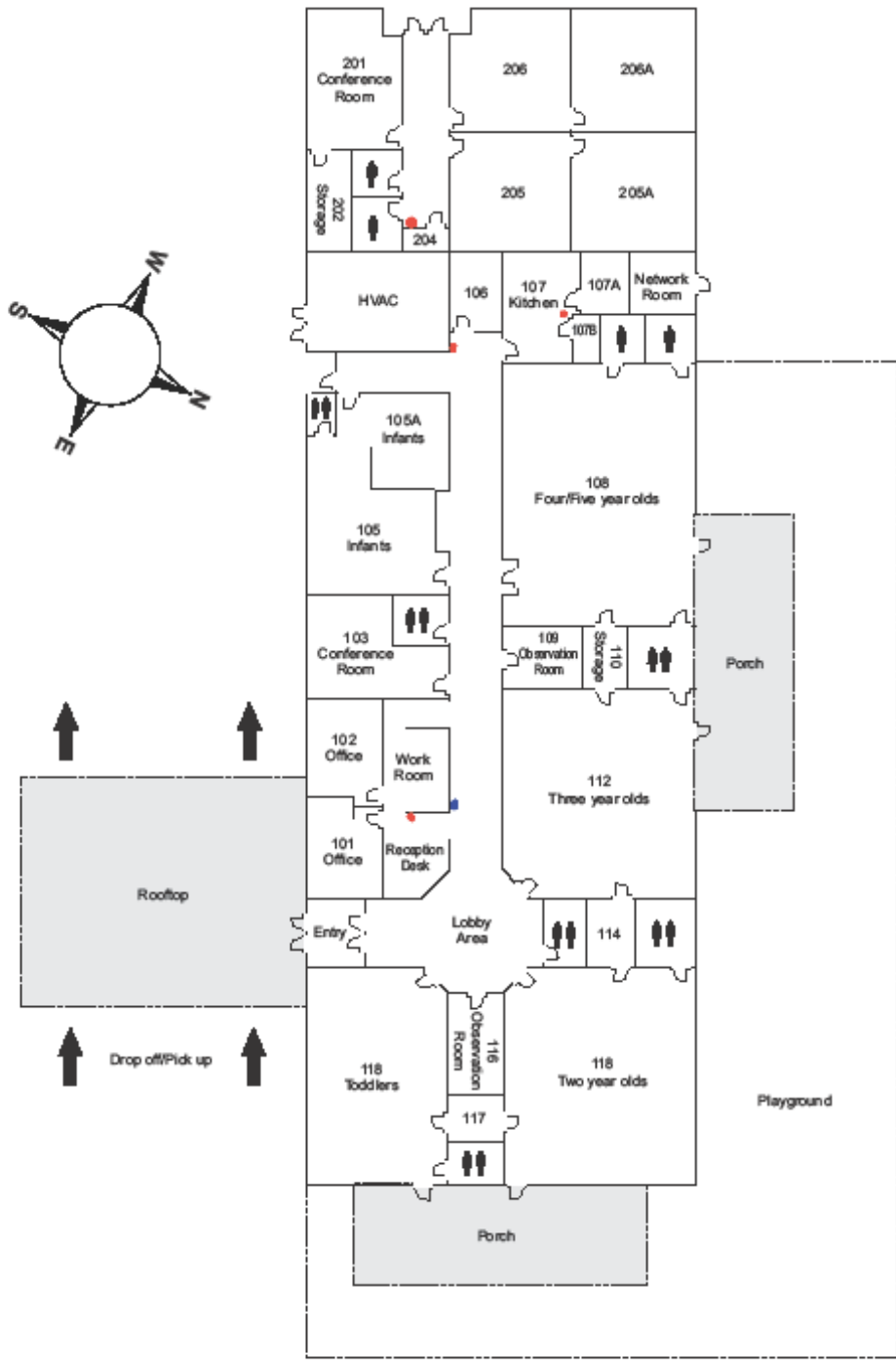


Technical - Center Northeast Building



June 2023

Helen L. Greathouse Children's Center



APPENDIX 2 – BOMB THREAT CHECKLIST

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the following checklist.



Bomb Threat Checklist

Date:

Time:

Time Caller Hung Up:

Phone number where call was received:

Ask Caller:

Where is the bomb located? (Building, Floor, Room, etc.)

When will it go off?

What does it look like?

What kind of bomb is it?

What will make it explode?

Did you place the bomb?

Why?

What is your name?

Exact words of threat:

Information about the Caller:

Estimated Age:

Where is the caller located? (Background and level of noise)

Is the voice familiar? If so,
who does it sound like?

Other points:

APPENDIX 3 – HELEN L. GREATHOUSE CHILDREN’S CENTER SAFETY/EVACUATION PLAN

Helen L. Greathouse Children’s Center

Midland College

3600 N Garfield

Midland, TX 79705

Tel: (432) 685-4574

Fax: (432) 685-5514

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 - D. Fire
 - E. Severe Thunderstorms/Tornado
 - F. Flooding
 - G. Medical Emergency – Serious Injury or Illness
 - H. Intruder/Emergency Lockdown/Civil Disorder
 - I. Chemical Spill
 - J. Bomb Threat
- III. Overall Emergency Roles and Responsibilities**
 - A. Center Director
 - B. Employees
- IV. Communication with Texas Health and Human Services, Child Care licensing (CCL) and Child Care Services (CCS)**

Emergency Evacuation Plan Policy

This Emergency Preparedness Plan contains information, procedures, and protocols designed to ensure that the Helen L. Greathouse (HLG) Children’s Center is able to respond to an emergency or disaster in an effective, co-ordinated, and integrated manner.

This Emergency Preparedness Plan is developed, and will be maintained by the Director or delegate of the Child Care Facility licensed by Texas Health and Human Services, CCL. It

allows the Director or delegate to have a plan that can be activated if circumstances dictate that this level of control and communication is necessary.

The emergency preparedness plan is designed to ensure the safety of children during an emergency requiring evacuation and/or relocation to a designated area on the Midland College campus or off campus.

The plan is designed to ensure the safety of the children during the emergency requiring the following:

Evacuation

- Evacuation of the building to designated safe area
- Evacuation and relocation to designated off campus site requiring transportation away from school

Shelter in Place

- Keeping children, staff and visitors in place inside the building where they are safe

Lock down

- Securing the children, staff and visitors in a protected space inside the building and securing the building

The types of emergencies requiring these actions and most likely to occur are:

- natural disasters such as tornadoes, floods, severe thunderstorms and fires
- health related medical emergencies, disease outbreaks
- human caused events such as an intruder with weapon, explosion, bomb threat, chemical spill, or civil disorder

- A. Each employee at the HLG-Children's Center shall be made familiar with the plan and trained in his/her responsibilities within the plan annually. New employees shall receive this training on the emergency preparedness plan during their orientation.
- B. Parents must be generally informed of the emergency procedures of the center; and upon request, the Emergency Preparedness Plan must be made available for review by parents.
- C. Floor plans shall be posted in public view showing exits and directional plans.
- D. Fire drills must be practiced every month. The children must be able to safely exit the HLG-Children's Center operation within three minutes. Must be at least 50 feet from the building.
- E. A severe weather drill must be practiced at least every three months.
- F. A Lock down drill must be practiced at least every three months.

Emergency Procedures and Evacuation

General Information

- A. The safety of the children and staff members at the HLG-Children's Center is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff members of the HLG-Children's Center to ensure the safety of its children and staff members in event of an emergency.
- B. In the event of an emergency the director or delegate, may require that all staff members on duty remain at work until the situation is no longer deemed an emergency.
- C. Children in attendance at the time of any emergency will be accounted for at the designated safe areas or alternate shelter by: class roll, emergency cards, and sign in and out forms.
- D. The essential documentation for the HLG-Children's Center will be gathered by Director or an office staff member

Essential documentations include:

- Parent and emergency contact telephone numbers for each child in care
 - Authorization for emergency care for each child in care
- E. Office staff will check all rooms to make sure no one is left in there. Closing doors behind them so that we know they have been checked.
 - F. Teachers are responsible to the following:
 - Taking children to the appropriate locations
 - Taking the GO bag for the classroom
 - The child tracking system information for children in care (sign in and out sheets)
 - Teachers will be responsible for keeping children as calm and possible during an emergency situation. Quiet activities such as coloring or reading books should be available if possible.

COMMUNICATION

Emergency phone numbers are:

- HLG Center 432-685-4574
- HLG Director 432-685-6855
- Midland College Police 432-685-4734
- Midland College Public Information/Media Department 432-685- 4553

After children are moved to a safe location on or off campus, staff will make every attempt to contact parents. Stay tuned to your local media for updates.

Communication with local authorities (such as fire, law enforcement, emergency medical services, and health department), parents, Texas Health and Human Services, Child Care

Licensing (CCL), and Child Care Services (CCS) will be handled through the Director with the help of the campus police.

Campus Police will play an active role with the local authorities.

EVACUATION DUE TO EMERGENCY INCIDENT (SUCH AS EXPLOSIONS, FALLEN AIRCRAFT)

- A. In the event the HLG Children's Center must evacuate the building, the children and staff will be relocated to the following locations.
- B. **On Campus (designated safe area)**: children will walk to the Chaparral Center.
- C. **Off Campus (alternate shelter away from center)**: children will be taken by college or staff vehicles to the Midland College Children's Center at Manor Park, Inc., 2208 N. Loop 250 W. Manor Park Children's Center phone is 432-697-4581.
- D. Children's records will be taken to the emergency location.
- E. Provide any necessary first aid.
- F. Call 911 if using center's phone or 911 on cell phone.
- G. Notify all of the parents of incident and location to pick up their child(ren).
- H. Notify CCL and CCS of incident when all clear is given or the next business day

FIRE

- A. Evacuate the building taking children's emergency and medical information with you. Do a head count as you are gathering the children. (Always stay low as the smoke and heated gasses collect near the ceiling first).
- B. Please double check all rooms, bathroom and teacher storage rooms to make sure no one is left behind.
- C. Meeting place:
 - Toddlers, Twos and Threes meet by the gym doors.
 - Infants and Fours meet Maria Hall fountain.
 - After all children and staff have been accounted for both groups will walk to the Chaparral Center.
 - **ALTERNATE Shelter on the campus besides the center:**
 - Midland College Chaparral Center across the foundation circle
 - **ALTERNATE Shelter outside of the operation:** Manor Park Children's Center 2208 N Loop 250 West

- D. If the class is outside on the playground **DO NOT** come back into the building use the playground exit.
- E. Call 911 from outside the building.
- F. Ensure that no re-entry to the building is attempted until given the all clear from the Fire Department.
- A. Have the following information ready for the police and fire personal:
- Number of children in care;
 - Number of staff working at the time of incident;
 - Knowledge of anyone remaining in the building;
 - Floor plan (see appendix A).
- B. Notify all of the parents of incident and location to pick up their child(ren).
- C. Notify CCL and CCS of incident when all clear is given or the next business day.

The HLG Children’s Center staff and children participate in a monthly fire drill to help prepare everyone for this incident.

SEVERE THURNDERSTORMS/TORNADO

- A. Advise all staff members of the weather condition.
- B. Monitor radio, online news stations and weather radio for updates regarding the weather.
- C. Get first aid kit, go bag, children’s emergency and medical information, flashlight in designated safe places, when weather begins to change.
- D. Monitor sky conditions, if you see a dark funnel shape cloud take cover.
- E. Move children to designated area.
- F. The safe place designated by the director is:
- Infants: Use evacuation cribs take to adult restroom in hallway closest to infant room
 - Toddlers: Use the two-year-olds storage closet, take children’s blankets and cover heads
 - Twos: Use the adult bathroom right outside of the classroom, take children’s blankets to cover heads.
 - Threes: Use the classroom storage closet, take children’s blankets to cover heads.
 - Fours: Use the classroom storage closet, take children’s blankets to cover heads.

G. Make sure to do a head count before moving to the safe place, after arriving at the safe place and after leaving the safe place.

H. After absolutely certain that the storm has passed:

- Do a head count/class roll check list.
- Provide any necessary first aid.
- Call 911 if using center's phone or 911 on cell phone.
- Director and office staff will check on all classrooms to help where needed.
- Director will check complete building for any damages such as fire, water, or structural.
- Take the children to a safe area if needed due to damage to the building.
- Notify all of the parents of incident and location to pick up their child(ren).
- Notify CCL and CCS of incident when all clear is given or the next business day.

The HLG Children's Center staff and children participate in severe weather drill every three months to help prepare everyone for this incident.

FLOODING

A. The Midland College Wadley Avenue gate is closed during rain storms. The Garfield entrances are open. Please call the center in the event of threatening water levels that prevent you from entering the college to pick up your child. Children will be kept here until you arrive for pick up.

B. Never take a chance: "Turn around, don't drown."

MEDICAL EMERGENCY – SERIOUS INJURY OR ILLNESS

A. Employ first aid techniques as trained, if needed.

B. Contact 911 if using center's phone or 911 on cell phone.

C. Contact the child's guardian or staff's family member in the personnel file.

D. No staff member should place themselves at risk in the rescue of an injured child or staff member.

E. **DO NOT** move the victim, unless they are in a life threatening or dangerous environment.

F. CCL should be contacted within 24 hours of the incident if required medical attention.

INTRUDOR/EMERGENCY LOCKDOWN/CIVIL DISORDER

From time to time, child care centers may be faced with the threat of unauthorized individuals

entering the facility or on the Midland College Campus. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and staff.

A. Intruder/Lockdown:

- Immediately lock all doors and close all blinds.
- Move children to designated area.
- The safe place designated by the director is:
 - Infants: Use the adult bathroom in your classroom. Take quiet toys.
 - Toddlers: Use the bathroom in your class. Take quiet toys.
 - Twos: Use the storage closet in classroom. Take quiet toys.
 - Threes: Use the storage closet in classroom. Take quiet toys.
 - Fours: Use the storage closet in classroom. Take quiet toys.
- Contact 911 if using center's phone or 911 if on a cell phone and stay on the phone until help arrives.
- Turn all lights off in building.
- Keep children away from windows and doors.
- Turn tables on their side to use as a barrier.
- Maintain (as best as you can) a calm atmosphere in the room, keeping alert to emotional needs of the children. Have items for children to keep with them to help keep them calm and quiet.
- Keep children inside until an all clear signal is given by emergency personnel when safe to move about and release children. Children should not be released to parents until the all clear is given.
- Notify CCL and CCS of incident when all clear is given or the next business day.

B. Civil Disorder

- Keep all children and staff inside.
- Immediately lock all doors and close all blinds.
- Contact 911 if using center's phone or 911 if on a cell phone.
- Notify all of the parents of incident and location to pick up their child(ren).
- Notify CCL and CCS of incident when all clear is given or the next business day.

CHEMICAL SPILL

A licensed child care center must ensure that the children do not have access to any object or substance that may be hazardous to the health and safety of a child. Therefore, the only hazardous spill event, with the exceptions of blood and body fluids, would be outside the facility. There would be two possible instructions given to the child care center.

- A. Evacuate the premises: see under evacuations due to emergency incidents.
- B. Shelter in place wait for all clear call.
- C. Notify all of the parents of incident and location to pick up their child(ren).
- D. Notify CCL and CCS of incident when all clear is given or the next business day.

BOMB THREAT

A. During the call

- **DO NOT** Hang up! Keep the conversation going and attempt to get the following information:
 - Where is the bomb?
 - What time will it go off?
 - What kind of bomb is it?
 - Who are you?
 - Why is this going to happen?

- Listen For:
 - Voice of male or female
 - Speech impediment or accent
 - What kind of background noise there is
 - Cell phone or land line
 - Get the number if caller id is available

- NOTE: Time: _____ Date: _____

B. Immediately after the call

- Call 911 if using center's phone or 911 if on a cell phone.
- Evacuate the premises: See under evacuations due to emergency incidents.
- Or Shelter in place wait for the all clear call.
- Notify all of the parents of incident and location to pick up their child(ren).
- Notify CCL and CCS of incident when all clear is given or the next business day.

OVERALL EMERGENCY ROLES AND RESPONSIBILITIES

In the event of an emergency situation, the Center Director shall declare an emergency situation and institute the appropriate response actions. In the event that the Director is not available, the next person in authority shall assume the responsible of the Director.

Center Director or Designee

- A. Provide complete emergency training to employees on a regular basis and updates as necessary.
- B. Ensure that the Center practice drill program is implemented and documented.
- C. Ensure supplies and first aid supplies and equipment are present and checked at least monthly.
- D. Coordinate a regular plan of inspection of work areas to detect unsafe conditions and work practices.
- E. Act as a team leader in an emergency situation. Identify the emergency situation and recommend the course of actions to the staff members.
- F. See that all injuries and issues are attended to immediately and update the emergency personal of all injuries and issues.
- G. Review each emergency situation to ensure the proper reports are completed and

appropriate action is taken to prevent repetition of any ineffective efforts.

Employee responsibilities:

- A. Ensure that all first aid supplies and equipment are present and checked at least monthly.
- B. Notify the director of an emergency situation as you become aware of it.
- C. Follow the emergency procedures as outlined and directed by the director or designated person in charge.
- D. Supervise safety and wellbeing of the children in your care.

COMMUNICATION WITH TEXAS HEALTH AND HUMAN SERVICES, CHILD CARE LICENSING (CCL) and CHILD CARE SERVICES (CCS)

Midland College HLG-Children's Center will report, as required, all unusual incidents by telephone within 24 hours to the CCL and CCS. If required by either agency a written report explaining the event in greater detail will be sent to them. Communication with both agencies will be one of HLG- Children's Center priorities if we have damage to the building, need to relocate, or having injuries or deaths involving children or adults. Communicating with these agencies will be the responsibility of the center's Director or Assistant Director.

APPENDIX 4 – PKA SAFETY/EVACUATION PLAN

Midland College Prek Academy

Midland College

3600 N Garfield

Midland, TX 79705

Tel: (432) 685-6806

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 - Q. Medical Emergency – Serious Injury or Illness
 - R. Intruder/Emergency Lockdown/Civil Disorder
 - S. Chemical Spill
 - T. Bomb Threat
- VII. Overall Emergency Roles and Responsibilities**
 - C. Center Director
 - D. Employees
- VIII. Communication with Texas Health and Human Services, Child Care licensing (CCL) and Child Care Services (CCS)**

Emergency Evacuation Plan Policy

This Emergency Preparedness Plan contains information, procedures, and protocols designed to ensure that the Midland College PreK Academy (PreK) is able to respond to an emergency or disaster in an effective, co-ordinated, and integrated manner.

This will be maintained by the AVP of Early Childhood Education or their delegate. It allows the AVP or delegate to have a plan that can be activated if circumstances dictate that this level of control and communication is necessary.

The emergency preparedness plan is designed to ensure the safety of children during an emergency requiring evacuation and/or relocation to a designated area on the Midland College campus or off campus.

The plan is designed to ensure the safety of the children during the emergency requiring the following:

Evacuation

- Evacuation of the building to designated safe area
- Evacuation and relocation to designated off campus site requiring transportation away from school

Shelter in Place

- Keeping children, staff and visitors in place inside the building where they are safe

Lock down

- Securing the children, staff and visitors in a protected space inside the building and securing the building

The types of emergencies requiring these actions and most likely to occur are:

- natural disasters such as tornadoes, floods, severe thunderstorms and fires
- health related medical emergencies, disease outbreaks
- human caused events such as an intruder with weapon, explosion, bomb threat, chemical spill, or civil disorder

G. Each employee at the Prek shall be made familiar with the plan and trained in his/her responsibilities within the plan annually. New employees shall receive this training on the emergency preparedness plan during their orientation.

H. Parents must be generally informed of the emergency procedures of the center; and upon request, the Emergency Preparedness Plan must be made available for review by parents.

I. Floor plans shall be posted in public view showing exits and directional plans.

J. Fire drills must be practiced every month. The children must be able to safely exit the PreK operation within three minutes. Must be at least 50 feet from the building.

K. A severe weather drill must be practiced at least every three months.

L. A Lock down drill must be practiced at least every three months.

Emergency Procedures and Evacuation

General Information

- G. The safety of the children and staff members at the PreK is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff members of the PreK to ensure the safety of its children and staff members in event of an emergency.
- H. In the event of an emergency the director or delegate, may require that all staff members on duty remain at work until the situation is no longer deemed an emergency.
- I. Children in attendance at the time of any emergency will be accounted for at the designated safe areas or alternate shelter by: class roll, emergency cards, and sign in and out forms.
- J. The essential documentation for the PreK will be gathered by Director or an office staff member

Essential documentations include:

- Parent and emergency contact telephone numbers for each child in care
 - Authorization for emergency care for each child in care
- K. Office staff will check all rooms to make sure no one is left in there. Closing doors behind them so that we know they have been checked.
 - L. Teachers are responsible to the following:
 - Taking children to the appropriate locations
 - Taking the GO bag for the classroom
 - The child tracking system information for children in care (sign in and out sheets)
 - Teachers will be responsible for keeping children as calm and possible during an emergency situation. Quiet activities such as coloring or reading books should be available if possible.

COMMUNICATION

Emergency phone numbers are:

- PreK AVP 432-685-6767
- PreK Principal 432-685-6806
- Midland College Police 432-685-4734
- Midland College Public Information/Media Department 432-685- 4553

After children are moved to a safe location on or off campus, staff will make every attempt to contact parents. Stay tuned to your local media for updates.

Communication with local authorities (such as fire, law enforcement, emergency medical services, and health department), parents, Texas Health and Human Services, Child Care Licensing (CCL), and Child Care Services (CCS) will be handled through the AVP with the help of the campus police.

Campus Police will play and active roll with the local authorities.

EVACUATION DUE TO EMERGENCY INCIDENT (SUCH AS EXPLOSIONS, FALLEN AIRCRAFT)

- I. In the event the Midland College PreK Academy must evacuate the building, the children and staff will be relocated to the following locations.
- J. **On Campus (designated safe area)**: children will walk to the Chaparral Center.
- K. **Off Campus (alternate shelter away from center)**: children will be taken by college or staff vehicles to the Midland College Children's Center at Manor Park, Inc., 2208 N. Loop 250 W. Manor Park Children's Center phone is 432-697-4581.
- L. Children's records will be taken to the emergency location.
- M. Provide any necessary first aid.
- N. Call 911 if using center's phone or 911 on cell phone.
- O. Notify all of the parents of incident and location to pick up their child(ren).
- P. Notify CCL and CCS of incident when all clear is given or the next business day

FIRE

- G. Evacuate the building taking children's emergency and medical information with you. Do a head counts as you are gathering the children. (Always stay low as the smoke and heated gasses collect near the ceiling first).
- H. Please double check all rooms, bathroom and teacher storage rooms to make sure no one is left behind.
- I. Meeting place:
 - After all children and staff have been accounted for both groups will walk to the Chaparral Center.
- J. If the class is outside on the playground **DO NOT** come back into the building use the playground exit.
- K. Call 911 from outside the building.
- L. Ensure that no re-entry to the building is attempted until given the all clear from the Fire Department.
- D. Have the following information ready for the police and fire personal:
 - Number of children in care;

- Number of staff working at the time of incident;
- Knowledge of anyone remaining in the building;
- Floor plan (see appendix A).

E. Notify all of the parents of incident and location to pick up their child(ren).

F. Notify CCL and CCS of incident when all clear is given or the next business day.

The PreK staff and children participate in a monthly fire drill to help prepare everyone for this incident.

SEVERE THURNDERSTORMS/TORNADO

- I. Advise all staff members of the weather condition.
- J. Monitor radio, online news stations and weather radio for updates regarding the weather.
- K. Get first aid kit, go bag, children's emergency and medical information, flashlight in designated safe places, when weather begins to change.
- L. Monitor sky conditions, if you see a dark funnel shape cloud take cover.
- M. Move children to designated area.
- N. The safe place designated by the director is:?
- O. Make sure to do a head count before moving to the safe place, after arriving at the safe place and after leaving the safe place.
- P. After absolutely certain that the storm as passed:
 - Do a head count/class roll check list.
 - Provide any necessary first aid.
 - Call 911 if using center's phone or 911 on cell phone.
 - Director and office staff will check on all classrooms to help where needed.
 - Director will check complete building for any damages such as fire, water, or structural.
 - Take the children to a safe area if needed due to damage to the building.
 - Notify all of the parents of incident and location to pick up their child(ren).
 - Notify CCL and CCS of incident when all clear is given or the next business day.

FLOODING

- C. The Midland College Wadley Avenue gate is closed during rain storms. The Garfield entrances are open. Please call the center in the event of threatening water levels that prevent you from entering the college to pick up your child. Children will be kept here

until you arrive for pick up.

D. Never take a chance: “Turn around, don’t drown.”

MEDICAL EMERGENCY – SERIOUS INJURY OR ILLNESS

G. Employ first aid techniques as trained, if needed.

H. Contact 911 if using center’s phone or 911 on cell phone.

I. Contact the child’s guardian or staff’s family member in the personnel file.

J. No staff member should place themselves at risk in the rescue of an injured child or staff member.

K. **DO NOT** move the victim, unless they are in a life threatening or dangerous environment.

L. CCL should be contacted within 24 hours of the incident if required medical attention.

INTRUDOR/EMERGENCY LOCKDOWN/CIVIL DISORDER

From time to time, child care centers may be faced with the threat of unauthorized individuals entering the facility or on the Midland College Campus. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and staff.

C. Intruder/Lockdown:

- Immediately lock all doors and close all blinds.
- Move children to designated area.
- The safe place designated by the director is:?

- Contact 911 if using center’s phone or 911 if on a cell phone and stay on the phone until help arrives.
- Turn all lights off in building.
- Keep children away from windows and doors.
- Turn tables on their side to use as a barrier.
- Maintain (as best as you can) a calm atmosphere in the room, keeping alert to emotional needs of the children. Have items for children to keep with them to help keep them calm and quiet.
- Keep children inside until an all clear signal is given by emergency personnel when safe to move about and release children. Children should not be released to parents until the all clear is given.
- Notify CCL and CCS of incident when all clear is given or the next business day.

D. Civil Disorder

- Keep all children and staff inside.

- Immediately lock all doors and close all blinds.
- Contact 911 if using center's phone or 911 if on a cell phone.
- Notify all of the parents of incident and location to pick up their child(ren).
- Notify CCL and CCS of incident when all clear is given or the next business day.

CHEMICAL SPILL

A licensed child care center must ensure that the children do not have access to any object or substance that may be hazardous to the health and safety of a child. Therefore, the only hazardous spill event, with the exceptions of blood and body fluids, would be outside the facility. There would be two possible instructions given to the child care center.

- E. Evacuate the premises: see under evacuations due to emergency incidents.
- F. Shelter in place wait for all clear call.
- G. Notify all of the parents of incident and location to pick up their child(ren).
- H. Notify CCL and CCS of incident when all clear is given or the next business day.

BOMB THREAT

C. During the call

- **DO NOT** Hang up! Keep the conversation going and attempt to get the following information:
 - Where is the bomb?
 - What time will it go off?
 - What kind of bomb is it?
 - Who are you?
 - Why is this going to happen?
- Listen For:
 - Voice of male or female
 - Speech impediment or accent
 - What kind of background noise there is
 - Cell phone or land line
 - Get the number if caller id is available
- NOTE: Time: _____ Date: _____

D. Immediately after the call

- Call 911 if using center's phone or 911 if on a cell phone.
- Evacuate the premises: See under evacuations due to emergency incidents.
- Or Shelter in place wait for the all clear call.
- Notify all of the parents of incident and location to pick up their child(ren).
- Notify CCL and CCS of incident when all clear is given or the next business day.

OVERALL EMERGENCY ROLES AND RESPONSIBILITIES

In the event of an emergency situation, the Center Director shall declare an emergency situation and institute the appropriate response actions. In the event that the Director is not available, the next person in authority shall assume the responsible of the Director.

Center Director or Designee

- H. Provide complete emergency training to employees on a regular basis and updates as necessary.
- I. Ensure that the Center practice drill program is implemented and documented.
- J. Ensure supplies and first aid supplies and equipment are present and checked at least monthly.
- K. Coordinate a regular plan of inspection of work areas to detect unsafe conditions and work practices.
- L. Act as a team leader in an emergency situation. Identify the emergency situation and recommend the course of actions to the staff members.
- M. See that all injuries and issues are attended to immediately and update the emergency personal of all injuries and issues.
- N. Review each emergency situation to ensure the proper reports are completed and appropriate action is taken to prevent repetition of any ineffective efforts.

Employee responsibilities:

- E. Ensure that all first aid supplies and equipment are present and checked at least monthly.
- F. Notify the director of an emergency situation as you become aware of it.
- G. Follow the emergency procedures as outlined and directed by the director or designated person in charge.
- H. Supervise safety and wellbeing of the children in your care.

APPENDIX 5 – ECHS SAFETY/EVACUATION PLAN

In the event of an emergency protocol initiated by the Midland Independent School District, (MISD) the Early College High School will follow the policies and procedures put in place by MISD. However, should the protocol be implemented by Midland College, The Midland College Emergency Operations Plan (EOP) shall supersede the MISD EOP.

MIDLAND COLLEGE

Active Threat for Schools Annex



December 2025

Midland College Active Threat for Schools Annex

Security Statement

In accordance with the Texas Government Code 418.177 and Texas Government Code 418.181, this document contains information that is not subject to disclosure under Chapter 552, Government Code.

Section 1 – Purpose and Scope

1.1 Purpose

This annex establishes the policies and procedures under which the district will operate in the event of an active threat incident by addressing planning and operational actions for the five phases of emergency management (prevention, mitigation, preparedness, response, and recovery). This annex is a roadmap for how Midland College will respond to any active threat incident occurring on the main campus or any of our satellite facilities.

1.2 Scope

This annex is meant to address district planning for an active threat incident and applies to the whole district community and all district property. The directives outlined in this annex will apply to all full-time and part-time employees across the district.

Midland College Active Threat for Schools Annex

Section 2 – General Information

2.1 Hazard Overview

The US Department of Homeland Security defines an active threat as “...an individual actively engaged in killing or attempting to kill people in a confined and populated area...” (n.d.). This definition is applicable to all forms of active killers, regardless of the weapon used. This definition is also used by the Department of Homeland Security to define an active shooter.

2.2 District Specific Hazard Analysis

Midland College identifies the following active threats as high priority.

Active Shooter

An attack that involves an assault with firearms to kill or attempt to kill people in a confined and populated area. An Active Shooter Appendix to this Active Threat for Schools Annex includes specific actions taken before, during, and after an active shooter incident.

Arsonist Attack

An attack that employs fire as a weapon with the intent to destroy, damage, or cause injury to people.

Blunt Force Attack

A blunt force attack involves use of a dull, firm surface or object. A blunt force attack may involve attacks with easily accessible items (brick, large rock, baseball bat, etc.).

Bomb or Explosive Device

An attack to harm others with a bomb or improvised explosive device. A bomb may look as harmless as a coffee cup or as obvious as a pipe bomb with a timer. Bomb threats may be received by telephone, written message, in person, or by electronic means.

Sharp Object Attack

An attack that involves the use of a sharp, bladed, or pointed object used as a weapon intended to harm others. An example of a sharp object may be a knife or an axe.

Vehicle Ramming

A kinetic attack in which a perpetrator intentionally uses a motor vehicle as a weapon, aiming it at a target or targets, with the intent to cause fatal injuries or significant property damage through forceful impact.

2.3 Active Shooter Policy

Midland College does NOT maintain a separate active shooter policy. This Active Threat Annex includes specific tasks taken before, during, and after an active shooter incident.

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2.4 Hazard Detection and Warning

Midland Collage acknowledges that districts across the country are equally at risk for an active threat incident; therefore, the risk for a campus is unpredictable. Consequently, it is difficult to determine an individual's risk for harming themselves or others without the assistance of a comprehensive Multi-Tiered System of Support (MTSS), which includes threat assessment and case management. Additional information is available in the Midland College Psychological Safety Annex.

Threat Assessment Team

Midland College has a Consultation Assessment Resources and Education (C.A.R.E.S.), which is consistent with Texas Education Code 37.115. C.A.R.E.S. operations are rooted in best practices which provide a comprehensive and collaborative framework for reporting, assessment, and response and are guided by state legislation. C.A.R.E.S. is responsible for evaluating reports of threatening or concerning behavior, assessing risks, and coordinating appropriate interventions. C.A.R.E.S. maintains a low threshold for intervention and may offer resources to assist in the prevention and de-escalation of threats.

Midland College C.A.R.E.S. team strives to prevent violence and provides support to district community members in crisis before an individual poses a threat to themselves or others. C.A.R.E.S. reviews observed and reported concerning prohibited behaviors objectively to assess the risk to the school community. The team maintains a record of these reviews within its case management system. MC acknowledges that a key goal of threat assessment is to distinguish between *making* a threat and *posing* a threat.

Midland College Board Policy Manual contains more specific information regarding student rights, discipline, penalties and procedures, and records retention.

Detecting Suspicious Activity

Midland College uses the following methods to detect suspicious activity on campuses:

- Routine patrols by Police Officers. These patrols are on foot, marked utility vehicles, and marked police vehicles.
- Routine patrols by security personnel by foot and in a marked utility vehicle.
- Monitoring security cameras by security personnel and other campus staff.

2.5 Hazard-Related Expense Tracking

MC Administrative Services Division, Business Office Section oversees all financial activities within all phases of emergency management including purchasing necessary materials, tracking emergency incident costs, arranging contracts for services,

Midland College Active Threat for Schools Annex

submitting documentation for reimbursement. The Human Resources office which reports directly to the college President, manages employee pay including overtime for first responders. The office of Student Services manages the recovery of student records.

Additional duties may include:

- Manage all emergency expenditures.
- Manage all emergency contracts for products and services.
- Oversee the actual and projected cost of any emergency.

2.6 Portable Building Safety

MC currently has several portable buildings on its main campus which are routinely inspective for safety concerns.

2.7 Individuals with Access and Functional Needs

In compliance with Texas Education Code 37.108(f)(4), MC utilizes the following measures to ensure the safety and security of students and district personnel with access and functional needs during an active threat incident:

- All faculty, staff, and substitutes are trained in evacuation procedures to properly assist students and district personnel with access and functional needs.
- Emergency evacuation assistance equipment is kept in the University Health Science Center, the only multi story educational building on the main campus.
- The Residential Director, who lives on property, is assisted by assistant directors and student residential assistants. They assist with all evacuation needs at the two dorm buildings located on campus.

2.8 Anonymous Reporting

In compliance with Texas Education Code 37.220(b)(3), Midland College utilizes the following measures to ensure students and school personnel can anonymously report suspicious, dangerous, violent, or unlawful activity that occurs or is threatened to occur on school property or that relates to a student or school personnel:

- Students, Faculty, and the public may call the Campus Police non-emergency phone number 24 hours a day and anonymously report incidents and concerns. This number is monitored and answered 24 hours a day, 7 days a week.

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Section 3 – Incident Command System (ICS)

3.1 Incident Command Designation:

Midland College will designate an Incident Commander for an active threat incident.

- The MC Incident Commander for an active threat is the college President. The President and is the singular decision maker and will have the ability to expand or contract the ICS structure as necessary during the incident. The President has identified other staff to train and who can step in as the Incident Commander as needed.

3.2 Public Information Officer (PIO):

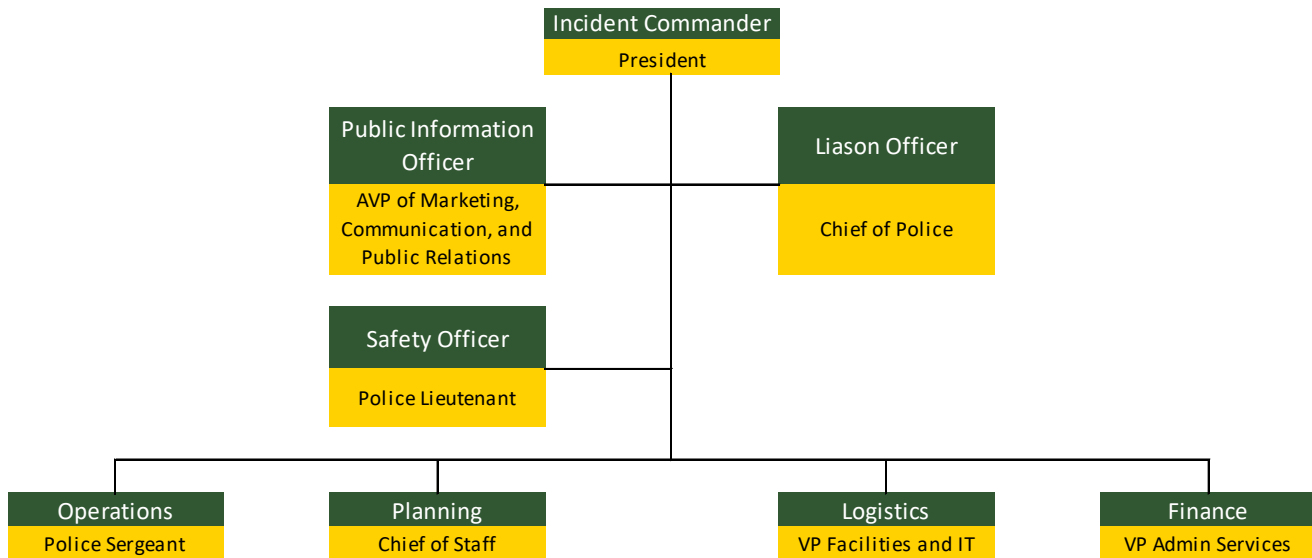
Midland College has designated a Public Information Officer (PIO) that is the official spokesperson for the district. The PIO maintains an updated media roster that contains the contact information for each local media outlet listed in the Communications Annex. The PIO is responsible for delivering accurate messages in a timely and professional manner.

The PIO's additional responsibilities may include, but are not limited to:

- Developing accurate, accessible, and timely information for use in press and media briefings or dissemination via social media platforms.
- Monitoring information from traditional and social media platforms and forwards it as appropriate.
- Understanding any limits on information release.
- Obtaining the Incident Commander's approval of news releases.
- Conducting media briefings.
- Arranging tours and other interviews or briefings.
- Creating information about the incident for incident personnel.
- Participating in planning meetings.
- Identifying and implementing rumor control methods.

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3.3 Incident Command System (ICS) Org Chart:



Liaison Officer Role

- Act as a point of contact for agency representatives.
- Monitor incident operations to identify current or potential inter-organizational issues.
- Maintain a list of assisting and cooperating agencies and agency representatives.
- Assist in setting up and coordinating interagency contacts.
- Participate in planning meetings and provide current resource status, including limitations and capabilities of agency resources.
- Provide agency-specific demobilization information and needs.

Safety Officer Role

- Identify and mitigate hazardous situations.
- Stop and prevent unsafe acts.
- Create and maintain the incident Safety Plan.
- Prepare and communicate safety messages and briefings.
- Review the Incident Action Plan (IAP) for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Review and approve the Medical Plan.
- Participate in planning meetings to address anticipated hazards associated with future operations,

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Operations Section Chief Role

- Manage tactical operations.
- Determine strategies and tactics for incident operations.
- Ensure safety of tactical operations.
- Oversee the Operations Section's central role in the incident action planning process.
- Supervise execution of the Operations Section's assignments in the IAP.
- Request additional resources to support tactical operations.
- Approve release of resources from operational assignments.
- Make or approve expedient changes to the IAP.
- Maintain close contact with the Incident Commander, subordinate Operations personnel, and other agencies involved in the incident.

Planning Section Chief Role

- Collect and manage incident-relevant operational data.
- Supervise/facilitate incident planning activities.
- Supervise preparation of the IAP.
- Provide resources input to the Incident Commander and Operations Section in preparing the IAP.
- Reassign out-of-service personnel within the ICS organization, as appropriate.
- Compile and display incident status information.
- Establish information needed and report schedules for units (e.g., Resources Unit, Situation Unit).
- Determine need for specialized resources.
- Establish specialized data collection systems as necessary (e.g., weather).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report significant changes in incident status.
- Oversee preparation of the Demobilization Plan.

Logistics Section Chief Role

- Manage all incident logistics.
- Provide facilities, transportation, communications, supplies, equipment maintenance and fueling, food, and medical services for incident personnel and all off-incident resources.
- Identify known or anticipated incident service and support needs.

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- Request additional resources, as needed.
- Provide the Logistics Section's input to the IAP.
- Ensure and oversee development of traffic, medical, and communications plans, as needed.
- Oversee demobilization of Logistics Section and associated resources.

Finance and Administration Section Chief

- Manage financial aspects of an incident.
- Provide financial and cost analysis information, as requested.
- Ensure compensation and claims functions are addressed relative to the incident.
- Develop an operational plan for the Finance/Administration Section and submit requests for the section's supply and support needs.
- Maintain daily contact with cooperating and assisting agencies on finance matters.
- Ensure that personnel time records are completed accurately and transmitted to the appropriate agency/organization.
- Ensure the accuracy of all obligation documents initiated at the incident.
- Brief agency administrative personnel on incident-related financial issues needing attention or follow-up.
- Provide input to the IAP.

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Section 4 – Actions and Responsibilities

District Actions and Responsibilities	
Prevention Phase	
Safeguard against consequences unique to an active threat incident.	
District Actions	Responsible Role
Security Measures for the Detection of Suspicious Persons:	
Students, faculty, and staff are provided with training on emergency responses and who and how to call for any incident including suspicious people or situations.	Students, Faculty, and Staff
All student and staff are encouraged to “See Something Say Something” c. This system is primarily designed for questionable behavior of students or others who interact with the campus community.	Students, Faculty, and Staff
Cameras are randomly monitored by the Police Department with the capability to respond immediately to any suspicious persons on campus. Certain members of staff also can monitor the cameras.	Police department and assigned staff members
In the event of a suspicious person on campus, the police department will immediately respond. Should it be necessary, Titus County Sheriff’s Office may also respond.	Police department or outside police agencies.
Behavioral Threat Assessment Process:	
MC has established a Consultation Assessment Resources and Education (C.A.R.E.) Team to provide a collaborative framework for reporting, assessment, and response to ensure the safety and well-being of the college community.	C.A.R.E. Team
Screening of Visitors:	
MC is an open community college campus. Visitors are NOT screened and there is no check in process	

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Prevention Phase Safeguard against consequences unique to an active threat incident.	
District Actions	Responsible Role
Mitigation Phase Reduce the impact of an active threat incident.	
District Actions	Responsible Role
Armed Security Officer Requirement:	
MC utilizes an unarmed security force to supplement the armed police department. They act as the eyes and ears of the department and are responsible for communicating any observed potential or suspicious problems on campus	Police Department
First Responder Access to Campus:	
MC maintains an open campus during hours of operation. This open campus concept allows first responders unfettered access to all buildings on campus	Facilities and IT

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Preparedness Phase Regularly review district readiness for an active threat incident.	
District Actions	Responsible Role
Classroom Communication Access:	
Faculty and Staff are provided with a computer with access to Alertus which will take over the computer and alert the user when needed.	IT Department
Active Threat Communication Testing:	
MC tests all communication systems on a minimum of a quarterly basis. Static systems, like our tornado alarm, are tested monthly.	IT Department and Facilities.
Test Physical Security Equipment and Procedures:	
Fire alarm systems are tested during every required fire alarm drill	Facilities and IT
Camera systems are continually tested. Police department employees do a camera audit every week. Issues with cameras are sent to IT for immediate correction.	Police Department and IT Department.
Exterior doors are audited by a check of the electronic system and by regular campus patrols. Any problems are immediately reported to either Facilities or the IT Department depending on if the issue is mechanical or electronic	Police Department IT Department Facilities
Potential threat areas and camera blind spots are patrolled regularly by officers assigned to the Police Department	Police Department

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Preparedness Phase Regularly review district readiness for an active threat incident.	
District Actions	Responsible Role
Safety Concerns are driven up to the collage leadership by all employees of MC. This includes physical, mechanical, electronic, or human caused.	All Students, Faculty, and staff. EOP Committee
All safety topics are discussed by the EOP Committee. This committee is overseen by two college Vice Presidents with functional access to the college Leadership Team.	EOP Committee College Leadership Team
Emergency Drills:	
Emergency drills are handled by the Police Department. They schedule the drills and task the appropriate people with managing the drills, including touching base with local first responders.	Police Department
All classrooms and general spaces have evacuation maps clearly posted.	Facilities
Active Shooter Response Training:	
MC follows the TCOLE and Texas Legislative requirement of 16 hours of ALERRT every 2-year training cycle	Police Department
MC PD has an added goal of providing SORD (Solo Officer Rapid Deployment) training to all commissioned personnel as part of ALERRT.	Police Department
Bleeding Control Station Training:	
“Stop the Bleed” stations are located strategically across campus in each building. (ATC, ECHS, and Pre-k Buildings)	Facilities
All members of the MC PD have been through tourniquet training, have been issued and are expected to always carry tourniquets with them.	Police Department

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Preparedness Phase Regularly review district readiness for an active threat incident.	
District Actions	Responsible Role
Silent Alarm System Access:	
MC utilizes Panic for silent alarms located on main campus.	Police Department IT Department.

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Response District actions during an active threat incident.	
District Actions	Responsible Role
Implement the Standard Response Protocol:	
The “I LOVE YOU GUYS” foundations standard response protocols have been implemented by MC at the beginning of the 2023 school year. The Standard Response Protocol is implemented and communicated to faculty, staff, and students (College Community)	Executive Leadership Team
MC employees receive yearly training on the “I Love You Guys” foundations protocols. This protocol is published regularly to all employees and students. All employees also have access to the MC PD on duty phone, which is answered and monitored 24/7 - 365 days a year.	College Leadership Team IT Department
Timely Warnings of Threats to Students and Employees:	
MC’s timely warning policy is initiated by the Police Department. If an issue of concern becomes known, all employees are required to make a timely report to the chain-of-command. The decision for implementing the timely warning system rests with the college President or any Executive Leadership Team member.	Executive Leadership Team
Once the decision is made, the office of Marketing, Communications, and Public Relations Department is responsible for driving the message out to the college community (students, faculty, and staff) and beyond. Along with Alertus and Rave, MC uses email, Facebook, and the institutions webpage for mass communications.	College Leadership Team Marketing, Communications, and Public Relations Department Police Department
Parental or Guardian Active Threat Communication:	
MC does not communicate with college parents.	N/A
Any Highschool students on our campus at the time of an emergency are the responsibility of the respective ISD to	Independent School Districts

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Response District actions during an active threat incident.	
District Actions	Responsible Role
communicate with. Pre-K and Day Care parents will receive communication through Hi Mama	Pre-K and Day Care Staff
MC PD will immediately respond to any active threat incident. They will be in constant communication with the dispatch center who can summon added aid.	Police Department
Officers of the MC PD will take all legal actions to stop all threats on or in the immediate area of the main campus and all satellite properties of the district. Appropriate force and legal arrests will be employed to stop all threats.	Police Department
Accountability Procedures:	
Student and employee roles. An assigned team is then tasked with tracking down those individuals who have not reported in.	Instructors Department Heads Police Department
Initiate Reunification Support Method:	
Policy for activation lies with the college President, college Leadership Team and or the Incident Command System. Once a decision is made, the college activates and communicates the Reunification Support Method to the campus community (students, faculty, and staff).	College President College Leadership Team
MC utilizes the Alertus and Rave notification programs, email, Facebook, and school web site.	Marketing, Communications, and Public Relations Department
Implement Continuity of Operations Plan (COOP):	
MC Leadership Team members will convene and assess the situation and what it will take to implement COOP. Leadership Team will consult with Deans and Directors about COOP plans and activate them as needed.	College President
Initiate Psychological Support Services:	

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Response

District actions during an active threat incident.

District Actions	Responsible Role
MC's C.A.R.E. Team will provide services to support the emotional and mental health of the campus. This includes the ability to cope with personal challenges or difficulties. Outside counseling services will be brought in as needed.	C.A.R.E. Team

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Recovery	
Return to normal district operations following an active threat incident.	
District Actions	Responsible Role
Resume Routine District Operations:	
MC recognizes that each event is unique and will impact the ability to resume routine operations differently. The college President will convene his Leadership Team to assess each situation in its totality. Based on information received, decisions will be made, and directions will be driven to Deans and Directors to work towards the resumption of services. This information is given to the Board of Trustees and improvement plans are created and implemented.	College President College Executive Leadership Team
Once decisions are made, communicating of these decisions will occur using the Rave program, email, Facebook, and the college web sites.	Marketing, Communications, and Public Relations Department
After-Action Review:	
MC maintains a policy of regular AAR or After-Action Review of all incidents outside of normal operations. These AARs will include Police Department, Leadership Team, Deans, Directors, and any work group directly impacted by the event.	College President
Improvement Plan:	
Once an AAR has been convened, the final report is made to the President of the college. This information is given to the Board of Trustees and improvement plans are created and implemented.	College President
Plan refinements lie with the EOP Committee. The suggestions are provided to the responsible VP. The VP brings the suggestions to the Executive Leadership Team for final decision. Refinements and plan conclusions are provided to the Board of Trustees from the Office of the College President	College President

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Section 5 – Resources

5.1 Acronyms

AAR	After-Action Review
EOP	Multi-hazard Emergency Operations Plan
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
PIO	Public Information Officer
TEA	Texas Education Agency
TxSSC	Texas School Safety Center

5.2 Definitions

Actions: Critical activities that need to be accomplished during all phases of emergency management.

Drill: A preparedness activity designed to train individuals on responding effectively during an emergency incident when loss of life or property is at risk.

Exercise: A preparedness activity designed to practice and assess, in a more realistic setting than a drill, the actions of individuals responding to an emergency incident when loss of life or property are at risk.

Hazard: A situation that has the potential to adversely impact the safety of individuals or cause damage to property.

Emergency Incident: A situation that adversely impacts the safety of individuals or causes damage to property.

Incident Action Plan: A document that is prepared after the first 24 hours of an incident that identifies the goals and objectives that need to be accomplished during a stated time period.

Incident Command Post: The location where incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the emergency incident is accomplished.

Incident Command System: The standardized approach globally used during an emergency incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

Incident Commander: The individual who has overall responsibility for managing the response to the emergency incident.

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National Incident Management System: A set of principles used by agencies across the nation to coordinate and work effectively during all phases of emergency management to reduce the loss of life or property.

Off-incident: Refers to the facilities and resources needed to support the incident response, but not directly at the incident location.

Resources: Includes personnel, equipment, supplies, and facilities available to be used during an emergency incident.

Unified Command: Similar to Incident Commander; however, now two or more individuals, with authority in different agencies, join to create one leadership role that has overall responsibility for managing the response to the emergency incident.

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Midland College Active Threat for Schools Annex

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Emergency Drill Table		
Drill	Definition	Frequency
Secure	A response action schools take to secure (close, latch, and lock) the perimeter of school buildings and grounds during incidents that pose a threat or hazard outside of the school building. This type of drill uses the security of the physical facility to act as protection to deny entry.	One per school year.
Lockdown	A response action schools take to secure (close, latch, and lock) interior portions of school buildings and grounds during incidents that pose an immediate threat of violence inside the school. The primary objective is to quickly ensure all school students, staff, and visitors are secured away from immediate danger.	Two per school year (once per semester).
Evacuation	A response action schools take to quickly move students, faculty, substitutes, and staff from one place to another. The primary objective of an evacuation is to ensure that all individuals can quickly move away from the threat.	One per school year.
Shelter-in-place (for either severe weather or hazmat)	<p>A response action schools take to quickly move students, staff, and visitors indoors, possibly for an extended period of time, because it is safer inside the building than outside.</p> <p>For severe weather, depending on the type and/or threat level (watch versus warning), affected individuals may be required to move to rooms without windows on the lowest floor possible or to a weather shelter.</p> <p>Examples of a shelter-in-place for hazmat drill include train derailment with chemical release or smoke from a nearby fire.</p>	<p>One per school year for severe weather.</p> <p>One per school year for hazmat.</p>

Midland College Active Threat for Schools Annex

Fire evacuation	A method of practicing how a building would be vacated in a fire. The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible.	Twice per semester
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Midland College

Recommendation
Regular Board Meeting December 16, 2025
Consideration of Approved Method for Construction Services

RECOMMENDATION

The administration recommends that the Board of Trustees approve the Construction Manager at Risk (CMAR) method as the approved method for construction services for the Water Suppression System.

BACKGROUND

Midland College wishes to establish a project delivery/contract award method to be used for each construction contract valued at or above \$50,000, per Board Policy CM (local). The administration recommends the Construction Manager at Risk (CMAR) method as the method to provide the best value for the College. CMAR method allows the College to contract separately with a construction manager-at-risk to serve as the general contractor and to provide consultation during the design and construction, rehabilitation, alteration, or repair of a facility.

IMPACT OF THIS ACTION

If approved, the administration will advertise for approved construction projects according the CMAR two-step method. The two-step method involves an initial request for qualifications, which includes:

1. A statement as to whether the selection process is a two-step process;
2. General information on the project site, project scope, schedule, selection criteria, and the weighted value for each criterion, and estimated budget and the time and place for receipt of the proposals or qualifications; and
3. Other information that may assist the governmental entity in its selection of a construction manager-at-risk.

The College shall state the selection criteria in the request for qualifications. In the two-step process, the College may not request fees or prices in step one. In step two, the College may request that five or fewer offerors, selected solely on the basis of qualifications, provide additional information, including the construction manager-at-risk's proposed fee and its price for fulfilling the general conditions.

Once a CMAR is selected and an Initial Guaranteed Maximum Price is approved, the CMAR will then be required to competitively bid all work to be performed under the agreement. All work will require the CMAR to provide the College a minimum of three (3) bids from subcontractors (CMAR bid and 2 subcontractor bids for all work to be self-performed) for review and approval.



Midland College

Purchase Request
Regular Board Meeting December 16, 2025
Consideration of Approval to Purchase Generator
Amount: \$134,991.26

PURCHASE RECOMMENDATION

The administration recommends that the Board of Trustees award a contract to Warren CAT to purchase one generator as specified to provide power for the water suppression system. Warren CAT is approved on a BuyBoard cooperative contract. This vendor meets all the required specifications.

BACKGROUND

Midland College wishes to construct a water suppression system to serve the north part of campus. This generator has been specified by the architect.

IMPACT OF THIS ACTION

If approved, this purchase will be made from Warren CAT through BuyBoard.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

\$134,991.26 - This expenditure will be funded from facilities planning within the 25-26 operating budget, subject to Board approval.

PURCHASING CONTRACT TIMELINE

This is for a one-time BuyBoard cooperative purchase. Warren CAT expects the generator to arrive in 20 – 26 weeks.

ATTACHMENTS

Generator Quote



12/9/2025

Attn: Pete Avalos

Total Price: USD 134,991.26

Quote: 31601792

Buy Board # 685-22

EXCEMPTIONS: Please refer to the attached submitted specs for exemptions (indicated in "Red" marked "E"), deviations (shown in "Blue" marked "D"), and compliance.

Quote Includes: Standard Cat-specified startup and testing of the unit once installed (any additional testing required by the customer will incur an extra cost), 4-load testing, 4-hour of Equipment Training, Customer Service Agreement(CVA), Diesel generator, 480 V, 60 Hz, 3-phase, 400kw/500 kVA, with a 800 A / 3P output circuit breaker to serve a 200 HP fire pump. **"Buy Board Pricing included"**

DOES NOT INCLUDE INSTALLATION, ANCHORING, WIRING, FUEL, OFFLOADING , OR ANY APPLICABLE TAXES

Our equipment proposal is described in full above and includes no material or services not explicitly stated.

Availability & Lead Times:

Please allow approximately 2-3 weeks for submittal drawings. The lead time for a Generator is estimated at **20 to 26 weeks after submittal approval.**

Thank you for the opportunity to quote. We look forward to your valued business.

Sincerely,

Tiffany Clemons
Power System Sales Rep
432-210-5224
tiffany.clemons@warrencat.com

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Midland TX 79706

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Midland College

Model: C13 GCABR
 Quantity: 1
 Rating: 400 kW
 Certification: U.S. EPA Stationary Emergency Use Only
 Fuel: DIESEL
 Excitation: SE
 Frequency: 60 Hz
 Voltage: 480 V
 Duty: STANDBY

The following features will be included:

Quantity	Characteristic Name	Feature Description
1	PGS EMISSION CERTIFICATION	EPA STATIONARY EMERGENCY Meets USA Environmental Protection Agency (EPA). Stationary Emergency Certifications for Stationary Use only during defined emergency conditions. Standby ratings - Stationary Emergency emissions levels Tier 3 Outside EPA-regulated territories and in Guam, American Samoa or the Commonwealth of the Northern Mariana Islands, these restrictions do not apply.
1	VOLTAGE OPTION	60HZ 480 VOLT (WYE) Voltage Indicator 60 Hz, 480V
1	APPLICATION INDICATOR	STANDBY POWER STANDBY POWER APPLICATION Output available with varying load for duration of the interruption of the normal source power. Average power output is 70 % if the standby power rating. Typical operation is 200 hours per year, with the maximum expected usage of 500 hours per year.
1	ENGINE RATING	400ekW, 60Hz, 1800rpm 60 Hz, 400 kW W/Fan
1	CONFIGURATION	C13 D400GC PGS PSB C13 D400GC PGS PSB
1	UL LISTING	UL 2200 LISTED PACKAGE GEN SET
1	SEISMIC CERTIFICATION	IBC SEISMIC CERT OF COMPLIANCE IBC SEISMIC CERT OF COMPLIANCE
1	DECAL LANGUAGE	ENGLISH INSTRUCTION LANGUAGE
1	GOVERNOR TYPE	ADEM A4 GOVERNOR
1	MARKET SEGMENT CODES	GENERAL EPG All engines and generator sets utilized in the generation of electrical power for general residential, commercial, utility, construction and communications, commercial

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		and residential building, agricultural, construction, mining, manufacturing, public and civil services.
1	CUSTOMER SEGMENT	COMMERCIAL BUSINESSES
1	MARKET WORK CODE	STANDBY POWER
1	AUTHORIZED APPROVAL NUMBER	AUTHORIZED APPROVAL NUMBER
1	PERMANENT MAGNET	PERMANENT MAGNET GENERATOR Permanent magnet generator provides improved source of excitation to alternators.
1	SPACE (ALT) HEATER KITS	SPACE HEATER 12 Space heaters protect generator windings from abnormally high humidity conditions when the generator is idle. The heater maintains the air around the windings at a suitable temperature to prevent winding corrosion due to condensation. Voltage: 120V/230V, Power: 150V/250W
1	ALTERNATOR	M3134L41, 60HZ, SE, ALT MR
1	ALT POWER	FULL POWER
1	BATTERY DISCONNECT SWITCH	BATTERY DISCONNECT SWITCH
1	BASE TYPE (MOUNTING OPTION)	C13 EXTENDED TANK (24HR) UL142 671 Gal useable capacity, 24 Hr Extended Fuel Tank. The extended fuel tank is an integral fuel tank with additional fill ports & venting. The tanks are designed in a way to allow vent pipes run outside of the enclosure. Refer: LEHE2624
1	FUEL TANK OPTIONS	FUEL TANK FILL PIPE & LOCK CAP Fuel tank fill pipe and lockable cap.
1	FUEL LEVEL ALARM	AUDIO & FUEL ALARM (90% LEVEL) Provides an alarm on high fuel level. This warning is reported by an indicator light on the control panel with an audible alarm also available as an option. When Fuel level reaches to 90% the fuel level sender senses the condition and activates a relay which in turn activates Panel Mounted Audible Alarm
1	ENCLOSURE	C13 SA LVL 2 (WHITE) w/MUFFLER Sound Attenuated Level 2 Enclosure (White) with Muffler. Ref: LEHE2014
1	ENCLOSURE LIGHTS	ENCLOSURE LIGHTS Installed LED lighting provide adequate illumination inside enclosures. Note: CAT GC product is available with DC operation only. CAT product is available with AC & DC operation. Ref: LEHE1784
1	CONTROL PANEL MODEL	CONTROL PANEL DEEPSEA 6310 Auto Start Control Module. Features include 3-Ph generator sensing & protection , 8 configurable digital i/o's, CAN, MPU and alternator frequency speed sensing, monitors engine parameters, displays warnings, shutdown, and engine status information on the

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		back-lit LCD screen, illuminated LEDs and remote PC, if desired. User-friendly set-up and button layout for ease of use. Refer LEHE2017. UL 3rd Edition Certified
1	NFPA110 BUNDLE	NFPA BUNDLE The NFPA Bundle provides parts and/or functionality to assist the dealer in obtaining NFPA compliancy. NFPA compliancy is an end application requirement and meeting this application requirement is the responsibility of the dealer and / or installer. NFPA 110 application bundle selection will auto-select the following priced items: Local Alarm Horn (PAA1). Low Coolant Shutdown (WSS1). Low Coolant Temperature Alarm (WCA1). Low Fuel level alarm (FSS) Battery Charger (PBC10NU). Depending on the local authority having jurisdiction (AHJ), the following options may be required in addition to the automatic selections: Jacket Water Heater (WHH) Remote Annunciator (ANNR010 or ANNR001) 0.8 Power Factor Test (TRSGEN7)
1	GEN RUNNING & FAULT RELAY	GEN RUNNING & FAULT RELAY GEN RUNNING & FAULT RELAY
1	PANEL MOUNTED AUDIBLE ALARM	PANEL MOUNTED AUDIBLE ALARM Panel mounted audible alarm
1	GROUND FAULT RELAY	GROUND FAULT RELAY INDICATION Ground Fault Indication.
1	LOAD CENTER	100A LOAD CENTER 100A Load Center
1	GFCI AC RECEPTACLE & WIRING	20A GFCI (CONTROLS SIDE) 20A GFCI installed on controls side of package
1	EMERGENCY STOP	EXTERNAL EMERGENCY STOP Installed enclosure emergency stop button
1	BATTERY OPTIONS	OVERSIZED WET BATTERY Oversized Batteries- pre installed. Technical: 1400 CCA batteries, Wet, 200 amp/hr.
1	BATTERY CHARGERS	BATTERY CHARGER 10 AMP This 10 Amp battery charger offers accurate, automatic charging of lead-acid and nickel cadmium batteries. The output voltage automatically adjusts to changing input, load, battery and ambient conditions. This prevents battery over-charging and consequent loss of battery electrolyte. Ref: LEHE2022
1	JACKET WATER HEATER	JACKET WATER HTR (PUMP STYLE) Factory-installed tank-styled jacket water heater for increased cold-starting capability. The system includes a thermostatically controlled heater, hoses and

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		heater disconnect relay. The compact design is ideal for location that require minimal mounting space.
1	CURRENT TRANSFORMER	800:5 CT RATIO Current Transformer
1	OUTPUT EXPANSION MODULE	OUTPUT EXPANSION MODULE
1	INPUT EXPANSION MODULE	INPUT EXPANSION MODULE
1	1ST CIRCUIT BREAKER	800A LSI SINGLE MANUAL CB 800A LSI SINGLE MANUAL CB
1	SUSE DECALS	SUSE DECALS & FILMS Suitable for Use as Service Equipment (SUSE) decal and ability to disconnect neutral bar.
1	CIRCUIT BREAKER AUX CONTACTS	1ST BREAKER AUXILIARY CONTACTS Auxiliary contact for 1st Circuit breaker
1	NEUTRAL BARS	NEUTRAL BAR 800A W/ DISCONNECT NEUTRAL BAR 800A W/ DISCONNECT
1	RADIATOR	STANDARD RADIATOR
1	REMOTE E-STOP BUTTON	REMOTE E-STOP BUTTON
1	REMOTE ANNUNCIATOR (GCCP)	REMOTE ANNUNCIATOR (GCCP)
1	TELEMATICS HARDWARE	PRODUCT LINK 4G LTE TELEMATICS Cat PL444 is a factory installed 4G LTE, Telematics hardware used with Cat Remote Asset Monitoring (RAM) to remotely monitor severalgenset parameters like fault codes, Alerts and notifications, remote start/stop, geofencing and more. Refer LEHE20360/61
1	CELLULAR BAND	AMERICAS BAND
1	TELEMATICS HARDWARE CERTIFIED	ACCEPT - REVIEW LINK IN DESC You AGREE to limiting use of this device to those locations where all legal requirements for the use of the device and related communications networks have been satisfied. You have checked on the website below and the destination country/device is designated "green" approved. https://dealer.cat.com/en/products/technology/construction-technology/product-link/product-link-hardware-certification.html You understand that you are responsible for collecting data authorization for all connected assets" https://dealer.cat.com/en/bt/data-governance-office/dealer-responsibilities.html
1	TESTING - GENERATOR SET	STD TEST - PKG GEN SET 0.8 PF
1	ALT TEST REPORT	ALTERNATOR TEST REPORT
1	4 HOUR TEST REPORT	4 HOUR TEST REPORT @ 0.8PF 4 Hour Test Report @ 0.8Pf
1	SHRINK WRAP PROTECTION	SHRINK WRAP PROTECTION 21 For use with open and enclosed package sets. Note: The Open & Closed genset Packages are fully heat shrink wrapped.
1	PGS TEST REPORT	PGS TEST REPORT @ 0.8 PF

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Terms & Conditions:



TERMS AND CONDITIONS

- 1. AGREEMENT.** Warren Power & Machinery, Inc. doing business as Warren Cat ("Seller") offers to sell the products and materials (the "Goods") indicated on the face of this Sales Agreement, Sales Order or Sales Quotation (the "Order") to the purchaser or buyer ("Buyer") indicated on the Order in accordance with these Terms and Conditions. Submittal of a purchase order for the Goods by Buyer, execution of the Order by Buyer, or any other express acknowledgement of the Order by Buyer constitutes acceptance of this offer, which offer and acceptance constitute a legally enforceable agreement ("Agreement") between Seller and Buyer. Any additional or different term or condition on Buyer's purchase order or acknowledgement form, or otherwise communicated in writing or orally by Buyer in accepting this offer, is deemed to be a material alteration of this offer and is objected to and rejected by Seller.
- 2. PRICE.** The prices contained in this offer are firm for thirty (30) days from the date of this offer. The prices are exclusive of all sales, use, excise and other similar taxes.
- 3. TERMS OF PAYMENT.** Unless otherwise stated on the face of the Order, Buyer shall pay Seller for the Goods and all applicable taxes within thirty (30) days from the date of Seller's invoice. Any unpaid amount bears interest at a rate equal to the lesser of (a) 18% per annum, or (b) the maximum rate permitted by applicable law.
- 4. DELIVERY.** Delivery of the Goods is Ex Works (Incoterms 2010) Seller's facility indicated on the face of the Order. Any delivery date on the face of the Order is approximate, and Seller has no liability for failure to deliver the Goods by the delivery date.
- 5. DISCLAIMER OF WARRANTIES.** EXCEPT FOR THE WARRANTY OF TITLE, SELLER MAKES NO WARRANTIES OF WHATSOEVER NATURE, EXPRESS OR IMPLIED, CONCERNING THE GOODS, IT BEING THE INTENTION OF SELLER AND BUYER TO NEGATE EXPRESSLY AND TO EXCLUDE ALL WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE, WARRANTIES CREATED BY ANY AFFIRMATION OF FACT OR PROMISE OR BY ANY DESCRIPTION OF THE GOODS AND ANY OTHER WARRANTIES WHATSOEVER CONTAINED IN OR CREATED BY THE UNIFORM COMMERCIAL CODE OR SIMILAR LAW AS ADOPTED IN THE STATE OF TEXAS OR ANY OTHER JURISDICTION. BUYER WAIVES ANY CLAIM IT HAS AGAINST SELLER FOR ANY LOSS, DAMAGE OR EXPENSE CAUSED BY THE GOODS OR BY ANY DEFECT IN THE GOODS, USE OR MAINTENANCE OF THE GOODS OR SERVICING OR ADJUSTMENT TO THE GOODS, AND PURCHASES THE GOODS AS-IS. Seller will provide commercially reasonable assistance to Buyer in enforcing any manufacturer's warranty.
- 6. FORCE MAJEURE.** Seller may suspend performance under this Agreement during the occurrence of a delay arising from causes or events beyond Seller's reasonable control, including acts of God, fire, war, strike, loss or shortage of transportation, lockout or commandeering of raw materials or products or plants or facilities by a governmental authority.
- 7. PATENT INDEMNITY.** Seller shall, at its own expense, defend any suit or cause of action against Buyer for alleged infringement of patent rights arising from the sale or use of the Goods and indemnify and hold Buyer harmless from any

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damages, liabilities, claims, losses and expenses (including reasonable attorneys' fees) paid or incurred by Buyer in connection with the suit or cause of action.

8. **CANCELLATION.** If Buyer desires to cancel or change any portion of the Order, Buyer may request same in writing to Seller. Seller may, in its sole discretion, accept or reject any request and may charge Buyer a reasonable fee and any costs Seller incurs related to the change or cancellation as a condition to accepting any cancellation or change.

9. **GOVERNING LAW, JURISDICTION AND VENUE.** This agreement is governed by and construed in accordance with the laws of the state of Texas applicable to agreements made and to be performed entirely within that state. This agreement is performable in Midland County, Texas, and buyer waives the right to be sued elsewhere. Without excluding any other jurisdiction, buyer agrees that the state and federal courts of Texas located in Midland, Texas have jurisdiction over any proceedings in connection with this agreement and submits with respect to itself and its property to the jurisdiction of any like court for the purpose of any suit, action, proceeding or judgment relating to or arising out of this agreement.

10. **LIMITATION OF LIABILITY.** NOTWITHSTANDING ANY PROVISION OF THIS AGREEMENT TO THE CONTRARY, NEITHER PARTY (NOR THE OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS OF EITHER PARTY) IS LIABLE HEREUNDER TO THE OTHER IN ANY ACTION OR CLAIM FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, PUNITIVE OR SPECIAL DAMAGES, WHETHER THE ACTION IN WHICH RECOVERY OF THE DAMAGES IS SOUGHT IS BASED ON CONTRACT, TORT (INCLUDING SOLE, CONCURRENT OR COMPARATIVE NEGLIGENCE), GROSS NEGLIGENCE, INTENTIONAL OR WRONGFUL ACTS OR STRICT LIABILITY. EXCEPT TO THE EXTENT PROHIBITED BY LAW, ANY STATUTORY REMEDIES INCONSISTENT WITH THESE TERMS ARE WAIVED BY THE PARTIES.

11. **INDEMNITY.** BUYER SHALL PROTECT, DEFEND, INDEMNIFY AND HOLD HARMLESS SELLER AND ITS AGENTS, AFFILIATES, EMPLOYEES AND ASSIGNS ("SELLER GROUP") AGAINST ANY AND ALL CLAIMS, DEMANDS, AND CAUSES OF ACTION OF EVERY KIND AND CHARACTER WHATSOEVER, INCLUDING ATTORNEY'S FEES, ARISING IN FAVOR OF ANY PERSON, INCLUDING EMPLOYEES OF BUYER, ON ACCOUNT OF PERSONAL INJURY OR DAMAGE TO PROPERTY OCCURRING, GROWING OUT OF, INCIDENT TO, OR RESULTING FROM THE SELECTION, PURCHASE, OWNERSHIP, DELIVERY, USE, OPERATION, MAINTENANCE, REPAIR, OR RETURN OF THE EQUIPMENT WHETHER SUCH LOSS, DAMAGE, OR INJURY OR LIABILITY ARISES WHOLLY FROM OR IS CONTRIBUTED TO BY THE NEGLIGENCE OF THE SELLER GROUP AND WHETHER CAUSED OR CONTRIBUTED TO BY IMPERFECTIONS OR DEFECTS OF THE GOODS, WHETHER LATENT OR PATENT, OR FROM ANY OTHER CAUSE WHATSOEVER.

12. **DESTINATION CONTROL STATEMENT.** If exported, these commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited. This includes the use of these goods in the support of exploration or production for deep water, Arctic offshore, or shale oil projects that have the potential to produce oil in the Russian Federation or in maritime area claimed by the Russian Federation and extending from its territory.

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Resolution Authorizing the Continuation and Ratification of the Faculty Senate:

Whereas during the 89th Texas Legislative Session in 2025, the Texas Legislature passed Senate Bill 37, which was subsequently signed into law by Governor Greg Abbott on June 20, 2025.

Whereas Senate Bill 37 relates to the governance of public institutions of higher education, including review of curriculum and certain degree and certificate programs, a faculty council or senate, training for members of the governing board, and the establishment, powers, and duties of the Texas Higher Education Coordinating Board Office of the Ombudsman.

Whereas Senate Bill 37, in Section 51.3522 of the Texas Education Code, authorizes the governing board of an institution of higher education to establish a faculty council or senate and sets forth the policy by which the governing board shall select its members.

Whereas the Board of Trustees of Midland College adopts the following policies in accordance with Section 51.3522, of the Texas Education Code:

1. The faculty senate must adequately represent each college and school of the institution, and
 - a. Require the members to be faculty members;
 - b. Limit the number of members to no more than 60, with at least two representatives from each college or school, including:
 - i. One member from each college or school appointed by the chief executive officer of the college; and
 - ii. The remaining members elected by a vote of the faculty of the member's respective college or school.
2. The faculty senate is advisory only and may not be delegated the final decision-making authority on any matter.
3. The faculty senate shall represent the entire faculty of Midland College and advise the administration regarding matters related to the general welfare of the institution.
4. The faculty senate may not issue any statement or publish a report using the institution's official seal, trademark, or resources funded by the institution on any matter not directly related to the faculty senate's duties to advise the institution's administration.

5. Service on the faculty senate is an additional duty of the faculty member's employment. Members of the faculty senate are not entitled to compensation or reimbursement of expenses for their role as members of the faculty senate unless the expense is on behalf of and approved by the institution of higher education.
6. A member of the faculty senate appointed by the chief executive officer of the college in accordance with Section (1)(b)(i) may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term. A member of the faculty senate elected by a vote of the faculty of the member's respective college or school serves a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.
7. A faculty member serving on the faculty senate may be immediately removed from the senate for failing to conduct the member's responsibilities within the senate's parameters, failing to attend senate meetings, or engaging in other similar misconduct. A member of the faculty senate may be removed on the recommendation of the institution's provost (or equivalent of the institution's chief academic officer) and approval by the chief executive officer of the institution.
8. The chief executive officer of Midland College shall appoint a faculty senate president, vice president, and secretary from the members of the faculty senate.
9. The presiding officer of the faculty senate shall preside over meetings of the faculty senate and represent the senate in official communications with the institution's administration.
10. The faculty senate shall conduct meetings at which a quorum is present in a manner that is open to the public and in accordance with procedures prescribed by the chief executive officer of the college.
11. The faculty senate shall broadcast over the Internet live video and audio, as applicable, of each open meeting of the faculty senate if more than 50 percent of the members of the senate are in attendance.
12. The faculty senate shall adopt rules for establishing a quorum.
13. The following shall be made available to the public on the Midland College Internet website not later than the seventh day before a meeting of the faculty senate:
 - a. An agenda for the meeting with sufficient detail to indicate the items that are to be discussed or that will be subject to a vote; and
 - b. Any curriculum proposals reviewed by the senate that will be discussed or voted on at the meeting.
14. The names of the members in attendance must be recorded at a meeting in which the faculty senate conducts business related to:

- a. A vote of no confidence regarding an institution administrator; or
- b. Policies related to curriculum and academic standards.

15. These policies may not be construed to limit a faculty member of Midland College from exercising the faculty member's right to freedom of association protected by the United States Constitution or the Texas Constitution.

THEREFORE, BE IT RESOLVED, the Board of Trustees of Midland College officially ratifies the continuation of the Midland College faculty senate, adopts the policies governing the faculty senate, and finds that the faculty senate meets the policies adopted by the Board and the requirements of Section 51.3522, of the Texas Education Code.

BE IT FURTHER RESOLVED, that this Resolution be included in the permanent minutes of this Board.

ADOPTED THIS ____ day of _____, 2025, by the Board of Trustees of Midland College.

Steve Kiser, Chair
Board of Trustees

Adrian Carrasco, Secretary
Board of Trustees

Midland College Faculty Senate Constitution

December 16, 2025

Preamble

In accordance with Midland College (MC) Board Policy BGC (LOCAL), the faculty of MC establish this Constitution to define the purpose, structure, and governance of the MC Faculty Senate in harmony with law and College policy.

Article I. Name and Purpose

Section 1. Name. The name of this organization shall be the Midland College Faculty Senate (the Senate).

Section 2. Purpose. The Senate shall serve in an advisory capacity to the College administration on matters brought forth by the MC President and other topics of faculty interest consistent with College policy and applicable law.

Article II. Authority and Harmony with Law

Section 1. Authority. The Senate functions under this Constitution and its Bylaws consistent with MC Board Policy BGC (LOCAL). The Bylaws of the Senate will serve as college regulations and must be approved by the College President. The Bylaws may be revised by the College President and must be reviewed and approved by the College President annually.

Section 2. Harmony with Law. Nothing in this Constitution or its Bylaws shall be construed to limit any faculty member's rights protected by the U.S. Constitution or Texas Constitution.

Article III. Membership and Representation

Section 1. Assembly. The Senate is the assembly of representatives of the full-time faculty of Midland College.

Section 2. Instructional Division Representation. Each instructional division or combination of instructional divisions shall be represented by two members: one appointed by the College President, and one elected by a vote of the faculty of the respective division or divisions, in accordance with procedures established by the College President or designee.

Section 3. Terms. Appointed members may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term. Elected members shall serve two-year terms, staggered so that approximately one-half are elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.

Section 4. Expectations. Members are expected to attend meetings, participate in deliberations, communicate with their constituencies, and vote in the interests of their division and the College.

Section 5. Removal. A member may be immediately removed for violating applicable law, College policy or regulations, or the Senate's governing documents; failing to attend meetings; or engaging in similar misconduct, upon recommendation of the provost and approval by the College President.

Article IV. Officers

Section 1. Officer Appointments. The College President shall appoint from the Senate membership a Presiding Officer (Senate President), Associate Presiding Officer (Vice President), and Secretary.

Section 2. Duties. The Presiding Officer shall preside over meetings and represent the Senate in communications with the College administration. The Associate Presiding Officer shall assist and preside in the Presiding Officer's absence. The Secretary shall record minutes, maintain records, and advise on procedure.

Article V. Meetings

Section 1. Regulations. Faculty Senate meeting procedures shall be addressed in administrative regulations developed by the College President, in accordance with law.

Section 2. Regularity. The Senate shall convene at least five (5) times per academic year: two meetings in the fall semester, two meetings in the spring semester, and one August workshop prior to the fall term.

Section 3. Notice and Posting. At least seven (7) days before a meeting, the Senate shall post on the College website an agenda indicating items for discussion or vote, and any curriculum proposals that will be discussed or voted on.

Section 4. Open Meetings and Broadcast. Meetings at which a quorum is present shall be open to the public. The Senate shall broadcast a meeting online in accordance with law if more than 50 percent of the Senate members are in attendance.

Section 5. Attendance Records. The Senate shall record the names of members in attendance at a meeting in which it conducts business related to a vote of no confidence.

Article VI. Quorum and Voting

Section 1. Quorum. A quorum shall consist of a majority of seated Senators.

Section 2. Voting. Unless otherwise specified, actions of the Senate require a simple majority vote of members present and voting.

Article VII. Professional Obligation, Compensation, and Expenses

Section 1. Professional Duty. Service on the Senate constitutes an official duty of employment and an integral part of faculty service to the College. Division deans shall support participation by ensuring reasonable flexibility in scheduling and workload to allow senators to attend meetings and fulfill obligations.

Section 2. Compensation. Senators shall not receive additional compensation for service on the Senate.

Section 3. Expense Reimbursement. Members may be reimbursed for reasonable expenses made on behalf of the College and approved by the College President or designee in accordance with administrative regulations.

Article VIII. Communications

The Senate shall not issue statements or publish reports using the College's official seal, trademark, or resources funded by the College on any matter not directly related to the Senate's advisory duties.

Article IX. Amendments

Section 1. Proposal. Proposed amendments shall be submitted in writing to the Senate Presiding Officer for inclusion on the agenda.

Section 2. Approval. Amendments require approval by the College President and a two-thirds (2/3) vote of the Senate membership.

Section 3. Effective Date. Approved amendments become effective upon ratification unless otherwise specified.

Midland College Faculty Senate Bylaws

December 16, 2025

Article I. Meetings

Section 1. Regular Meetings. The Senate shall meet a minimum of five (5) times per academic year: two meetings each fall semester, two meetings each spring semester, and one August workshop prior to the fall term.

Section 2. Scheduling. Meetings shall be scheduled in consultation with the Vice President of Instruction and in accordance with administrative regulations.

Section 3. Notice of Meetings. Written notice of regular meetings shall be distributed to all Senators no fewer than seven (7) days prior to the scheduled meeting. Special or emergency meetings may be called with proper posting expectations consistent with law and College policy.

Section 4. Agendas. The Presiding Officer shall solicit agenda items, prepare a draft agenda, and publish the final agenda online no later than seven (7) days before each regular meeting.

Section 5. Procedural Authority. Meetings shall follow Robert's New Rules of Order, except where such rules conflict with law, College policy, the Faculty Senate Constitution, or these Bylaws. The Secretary shall serve as Parliamentarian.

Section 6. Quorum and Voting. A quorum consists of a majority of seated Senators. Unless otherwise specified, actions of the Senate require a simple majority vote of members present and voting. Voting may occur by voice, show of hands, roll call, or secret ballot upon request of any Senator.

Section 7. Open Meetings and Broadcast. Meetings at which a quorum is present shall be open to the public. The Senate shall broadcast a meeting online if more than 50 percent of the Senate members are in attendance, in accordance with law and College policy.

Section 8. Attendance Records. The Senate shall record the names of members attending any meeting in which business is conducted related to a vote of no confidence concerning a College administrator or policies related to curriculum and academic standards.

Article II. Elections, Terms, and Removal

Section 1. Eligibility. Senators must be full-time faculty members who meet institutional service requirements.

Section 2. Appointment of Senators. Each instructional division or combination of divisions shall have one appointed Senator selected annually by the College President or designee. Appointed Senators may serve up to six (6) consecutive one-year terms.

Section 3. Election of Senators. Two Senators per instructional division or combination of instructional divisions shall be elected by their division or divisions faculty following procedures established herein and by the College President or designee. Elected Senators serve two-year staggered terms so that approximately one-half are elected each year. Elected Senators may only be reelected after a two-year hiatus following their most recent term.

Section 4. Election Process. Elections shall be conducted by secret ballot. The candidate receiving the plurality of votes cast shall be elected. Divisions may hold elections during fall in-service or within thirty (30) days of a vacancy.

Section 5. Vacancies. If an elected Senator is unable to complete a term, the academic division shall hold a special election within thirty (30) days. Appointed Senator vacancies shall be filled by the College President or designee.

Section 6. Removal and Censure. An elected Senator may be removed for failure to perform duties, failure to attend meetings, misconduct, or dereliction of responsibility upon recommendation of the Executive Committee and a two-thirds (2/3) vote of the Senate. An appointed Senator may be replaced by the College President. All removals are subject to BGC (LOCAL) provisions.

Article III. Officers

Section 1. Officer Roles. The officers of the Senate shall be the Faculty Senate President (Presiding Officer), Vice President (Associate Presiding Officer), and Secretary, appointed by the College President from the Senate membership. Officer roles do not reduce division representation.

Section 2. Duties of the Presiding Officer. The Presiding Officer shall preside over meetings; prepare and publish meeting agendas; chair the Executive Committee; represent the Senate in official communication with administration; and appoint ad hoc committee chairs with Senate consent.

Section 3. Duties of the Faculty Senate Vice President. The Vice President shall preside when the Presiding Officer is absent; maintain Senate records in collaboration with the Secretary; chair the Questions Committee; cast tiebreaking votes when necessary; and assume interim presidency when needed.

Section 4. Duties of the Secretary/Parliamentarian. The Secretary shall record, maintain, and publish minutes; maintain Senate records and archives; oversee livestreaming and communication logistics; serve as Parliamentarian; and report officer or Senate vacancies to deans and the College President.

Article IV. Committees of the Senate

Section 1. Standing Committees. The standing committees shall include: (a) Executive Committee; (b) Communications Committee; and (c) Questions Committee.

Section 2. Executive Committee. Chaired by the Presiding Officer and including all Senate officers, the Executive Committee drafts resolutions and recommendations; acts on behalf of the Senate during emergencies; and coordinates with institutional committees, subject to subsequent Senate review.

Section 3. Communications Committee. Chaired by the Secretary, the Communications Committee maintains the Senate webpage; publishes agendas, minutes, and archives; tracks attendance; maintains Senate records; and coordinates live video efforts.

Section 4. Questions Committee. Chaired by the Faculty Senate Vice President, the Questions Committee receives issues and concerns from faculty; attempts informal resolution; and forwards unresolved matters for Senate action.

Section 5. Ad Hoc Committees. With the approval of the College President, ad hoc committees may be formed at the direction of the Senate Presiding Officer to complete defined tasks and shall dissolve upon completion of their charge.

Article V. Submission of Issues to the Senate

Section 1. Submission Procedure. Faculty members may submit issues to any Senator or directly to the Questions Committee. All submissions must be conveyed to the Questions Committee Chair for tracking and review.

Section 2. Anonymity. Anonymous submissions are permitted. Senators shall protect confidentiality when requested to the extent permitted by law and College policy.

Section 3. Committee Review and Reporting. The Questions Committee shall review issues, attempt resolution, and forward unresolved matters for Senate action, accompanied by a brief report and recommended next steps.

Article VI. Professional Support and Expectations

Section 1. Service as Faculty Obligation. Senate service constitutes part of a faculty member's professional duty.

Section 2. Administrative Support. Division deans and supervisors shall provide reasonable flexibility to support senators' participation in Senate meetings and activities.

Section 3. Compensation and Expenses. Senators and officers serve without additional compensation. Reasonable expenses may be reimbursed consistent with administrative regulations.

Article VII. Transparency and Public Access

Section 1. Posting Requirements. Meeting agendas, any curriculum proposals, and relevant documents shall be posted at least seven (7) days before meetings on the Senate webpage.

Section 2. Public Access. Attendance records, approved minutes, voting outcomes, and livestream links shall be publicly available consistent with law and College policy.

Section 3. Open Meeting Compliance. The Senate shall comply fully with applicable transparency provisions under College policy and law, including online broadcast requirements when more than 50 percent of members are in attendance.

Article VIII. Amendments and Suspension

Section 1. Amendments. Amendments to these Bylaws require a two-thirds (2/3) vote of the full Senate membership, subject to approval by the College President when required by policy.

Section 2. Suspension. A specific bylaw may be suspended for a particular case with two-thirds (2/3) consent of Senators present, provided such suspension does not conflict with law or College policy.



Midland College

Office of the President

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Damon Kennedy, President

DATE: December 16, 2025

SUBJECT: New Faculty Contract(s)

I recommend the Board approve the contract(s) for the faculty member(s) listed below. Notwithstanding said Board action, no contract of employment shall be or become in effect unless and until signed by the President, on behalf of the College, and by said employee(s) and delivered to the President.

Emiliano Carbajal	Faculty-Welding Technology
John Krenik	Faculty-Aviation Maintenance (Temporary)
Makayla Makhanu	Faculty-Organizational Management



**Midland College and Midland College Foundation Donations
November 12 to December 9, 2025**

Natural Gas Compression Program	\$22,500.00
2025 End-of-Year - C3 Challenge	\$5,850.00
Basketball Program (Bob Chapman Classic)	\$3,000.00
Chap Athletic Club Memberships	\$2,450.00
<i>Friends of the Series</i>	\$1,900.00
Chaparral Circle Endowment Fund	\$1,200.00
Employee Payroll Deductions	\$793.42
Monta Jo and Ted C. Johnson Athletic Endowment Fund	\$550.00
Various Programs - \$1,000 or less	\$270.00
<i>Grant</i>	
Legacy Scholars Program	\$45,000.00
<i>Scholarships</i>	
Pat Merriott Murphy Memorial Scholarship	\$50,000.00
Wayne & JoAnn Moore Charitable Foundation	\$15,000.00
Marie Hinkle Scholarship	\$10,000.00
Henri de Compiegne, Jr. Endowed Scholarship	\$5,000.00
Ann and Lloyd Uglund Memorial Endowed Scholarship	\$2,000.00
Louan & Glenn Rogers Endowed Scholarship	\$1,000.00
Tom Cloyd Memorial Scholarship	\$750.00
Various Scholarships - \$1,000 donation or less	\$30.00
Total Donations	\$167,293.42



Midland College

Office of the President

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Damon Kennedy, President

DATE: December 16, 2025

SUBJECT: Employment of Non-Contractual Full-Time Employees

For your information, I have approved the full-time non-contractual employment of the following individual(s) in the position(s) shown.

Daniel Torres	Software/Applications Support Administrator
Apolonia Reyes	Assistant Teacher-Pre-K Academy

For your information, I have approved the full-time non-contractual employment changes of the following individual(s) to the position(s) shown.

Stephanie Shedd	Director-Library Services
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Midland College

Office of the President

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Damon Kennedy, President

DATE: December 16, 2025

SUBJECT: Resignations & Retirements
Full-Time Non-Contractual Employees and Contractual Employees at the End of
the Contract Term

For your information, the following resignation(s) have been received and were approved from the following full-time employee(s) who held the position(s) shown.

Anwar Alrufaye Assistant Teacher-Pre-K Academy
Olivia Falcon Faculty-Health Sciences-WRTTC

For your information, the following retirement(s) have been received and were approved from the following full-time employee(s) who held the position(s) shown.

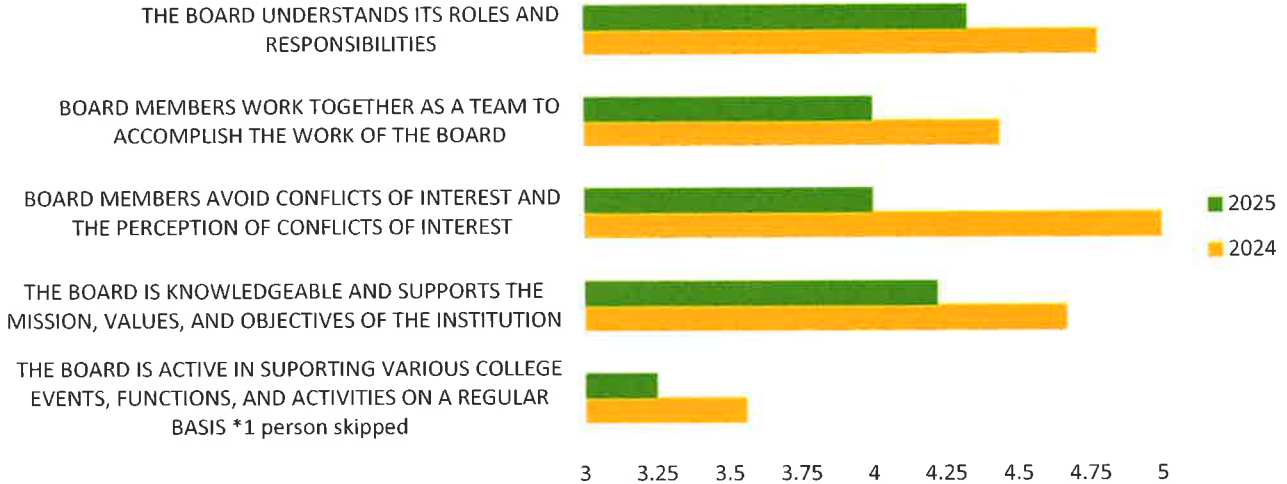
Robert Garner Groundskeeper I

Fall 2025

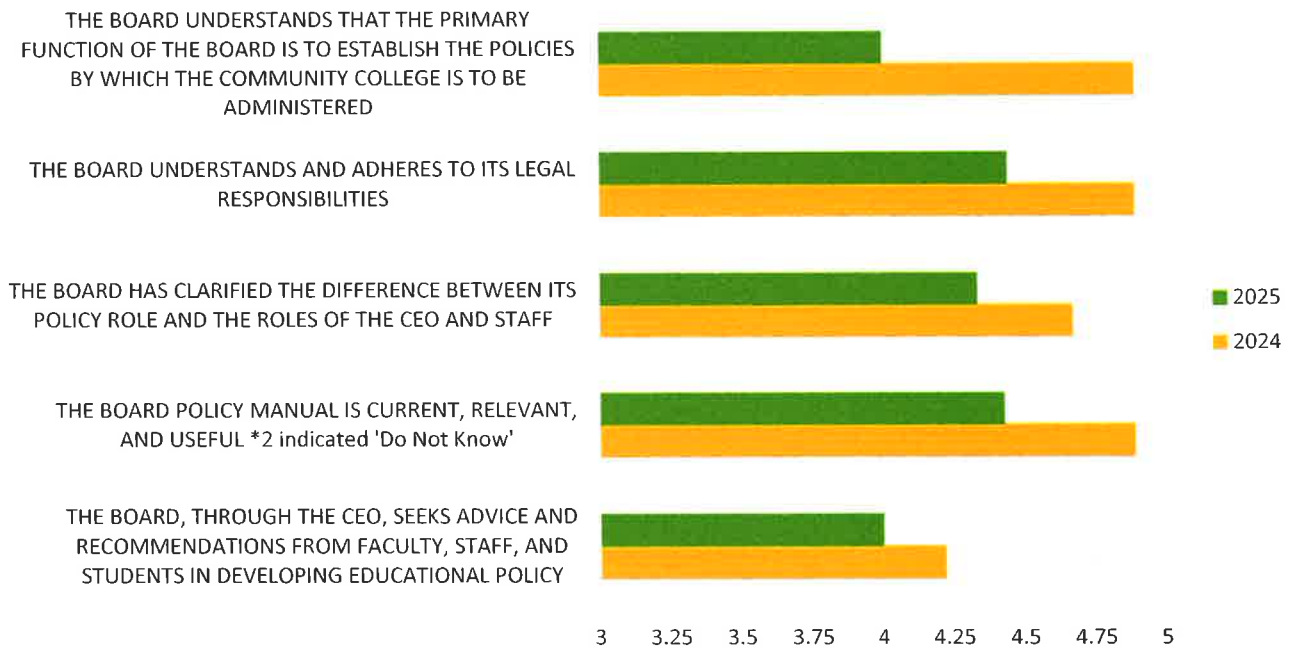
Board of Trustees Summary of Self-Evaluation

Rating Scale: 1-does not meet expectations; 2-meets some expectations; 3-meets expectations; 4-exceeds expectations; 5-significantly exceeds expectations

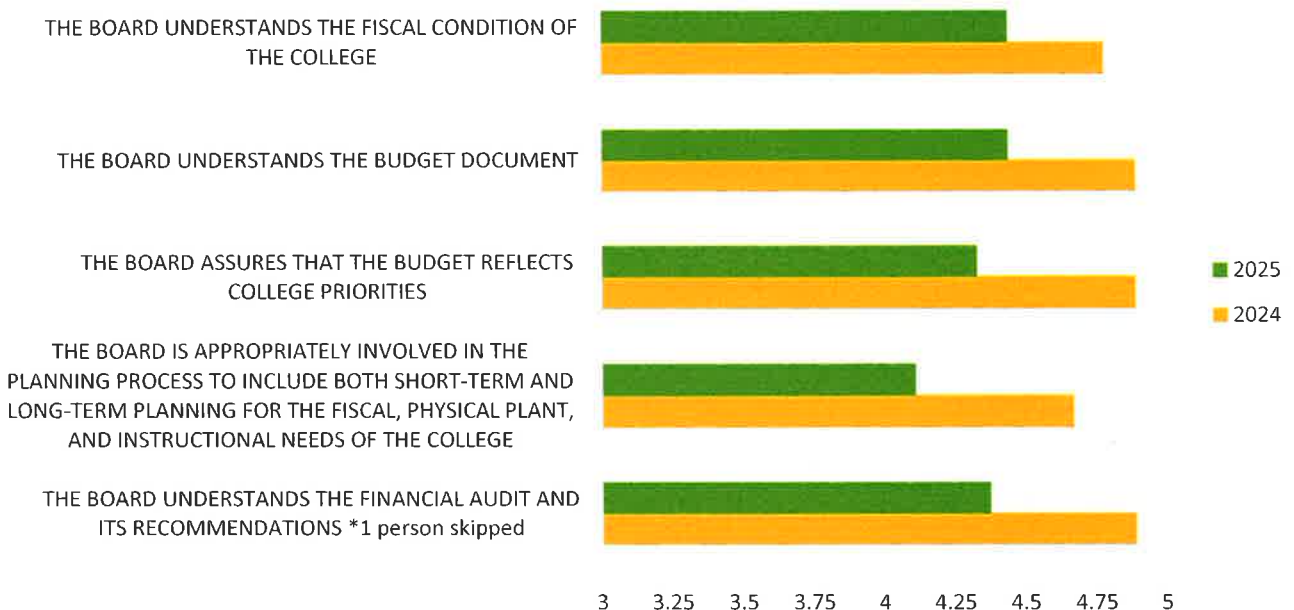
Leadership and Direction



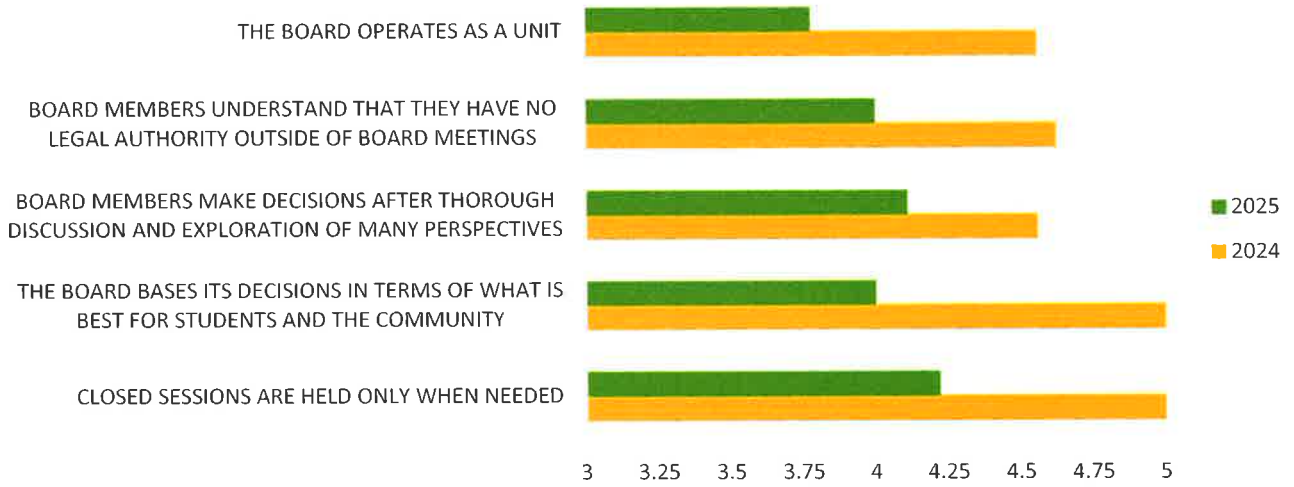
Policy Role



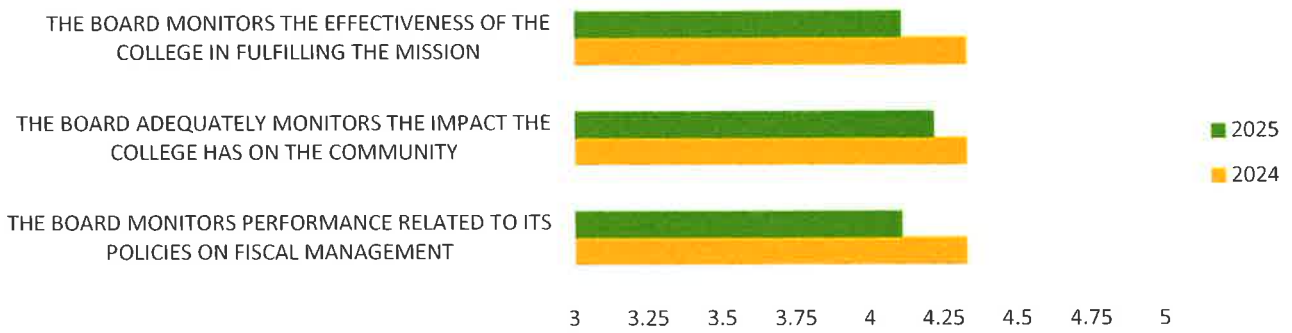
Fiduciary Oversight



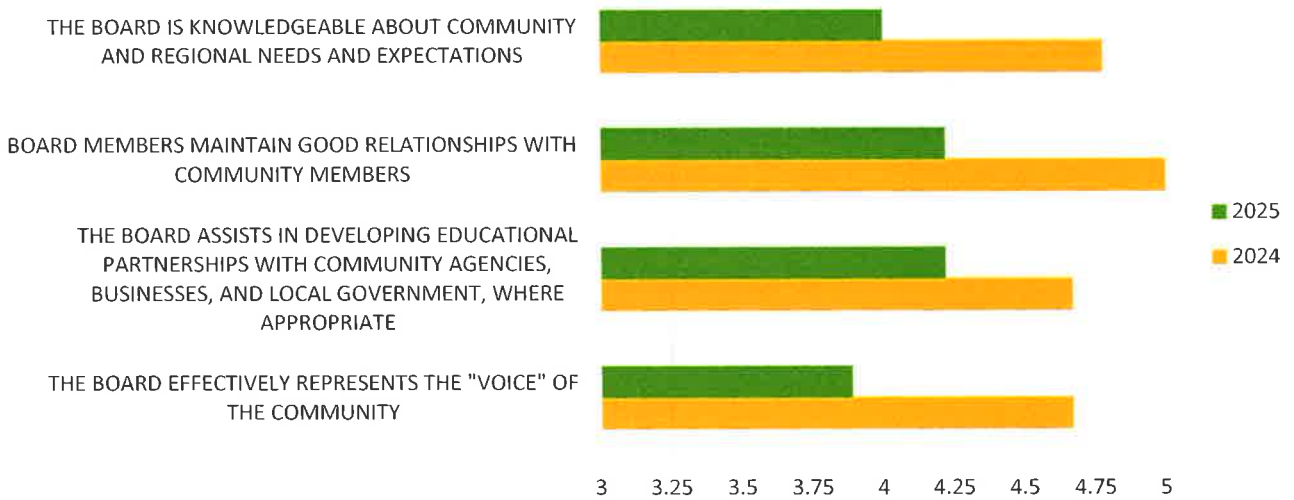
Organization



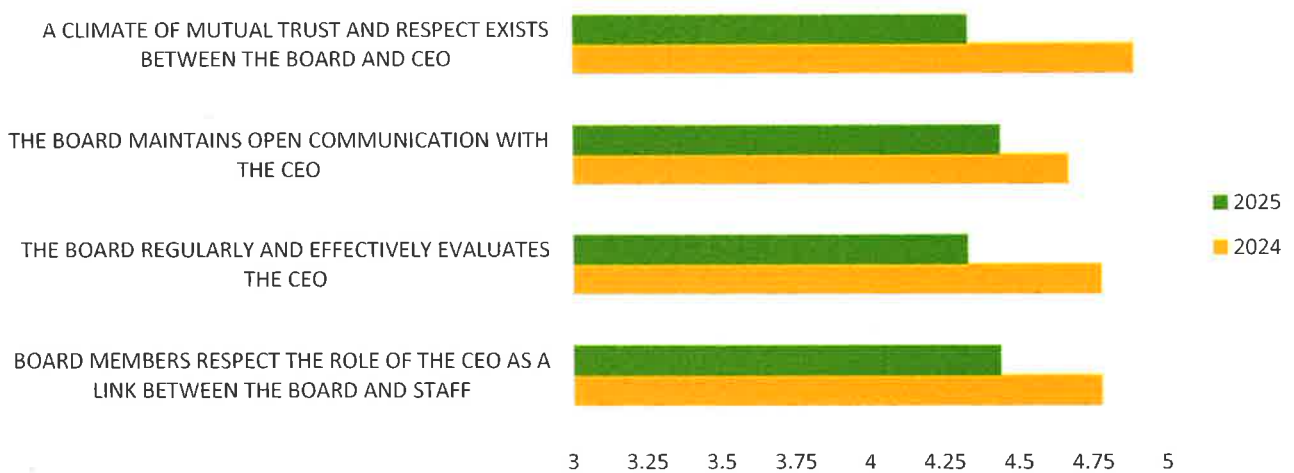
Institutional Performance



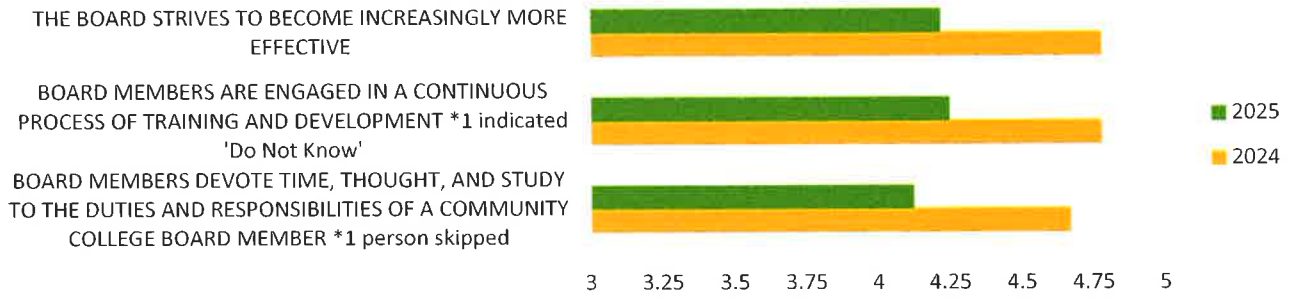
Community Relations



Board-CEO Relations



Board Education



What are the current strengths of the board? Where are there areas for the board to improve?

Strengths

- Communication, organization, in touch with community needs
- Work together, think through issues and when decided we stick together
- Focused on delivering education relative to community needs
- Efficiency of meetings, well run by Board Chair
- Open and thoughtful discussions

Areas of Improvement

- Create sub-committees to where we can handle negotiations and move issues along
- Need to focus on a new bond in the near future
- Too many think about what others think before putting the College first
- Gaps in current communication internally between board members, fragmented and inconsistent information being shared to keep all trustees informed

As the board sets goals for the upcoming year, priorities should include:

- Providing more technical training, available to more students
- Enrollment, workforce training, CTE, partnerships
- Remodeling dorms, finishing drilling plan, begin initiating plan for CTE training
- I've been wanting to have a retreat for 2 years now and nothing has happened. This might be a big help on doing a little history and where this board's future is.
- Fundraising to meet needs for student success and workforce gaps through programs, facilities, expansion projects. Strategic planning to innovate for [these] goals with less money and prioritize needs focusing on strategic plan. We need to make sure our Board webpage is up to date and transparent in preparation for the upcoming Board elections.
- CTE, funding for programs, drilling done
- Land, possible oil deal, and re-evaluating programs that operate in the red



Upcoming Events

12/18-1/2 Thur.-Fri.	Christmas Break – MC Closed	All Campuses
1/2 Friday	Chaps Basketball v. Strength ‘N Motion	2:00 p.m. Chap Center
1/8 Thursday	Lady Chaps Basketball v. South Plains College Chaps Basketball v. South Plains College	5:45 p.m. Chap Center
1/5 Monday	Administrative Offices Re-Open	All Campuses
1/7 Wednesday	2026 Spring Convocation	7:30 a.m. Chap Center
1/9 Friday	New Student Orientation	12:30 p.m. Main Campus
1/12 Monday	Lady Chaps Basketball v. Odessa College ** Chaps Basketball v. Odessa College**	5:45 p.m. Chap Center
1/19 Monday	Chaps Basketball v. Western Texas College	7:30 p.m. Chap Center
1/19 Monday	Martin Luther King, Jr. Day – MC Closed	All Campuses
1/20	Board of Trustees Meeting	4:00 p.m. Gibson Board Room

****National Championship Golf Banner Unveiling**