



# Dallas County Community College District



## **“T” Travel & Transportation ANNEX (1.1)**



# Approval and Implementation

## **Dallas County Community College District Support Annex T – Travel & Transportation**

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

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dr. Joe May**

Chancellor  
Dallas County Community College District

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Robert C. Wendland**

General Counsel  
Dallas County Community College District

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Lauretta Hill**

Chief of Police  
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## Authority

See Emergency Operations Plan, Authority.

## Introduction

The Hazard Annexes to the Emergency Operations Plan organize the applicable College District positions, departments, and outside support agencies into groups according to their roles in response to a pre-determined category of hazard(s) that may create a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The Hazard Annex provides basic information for hazard-specific operations and resources which might be needed for an incident that affects Dallas County Community College District. Hazard Annexes may trigger EOC and subsequent ESF Annex activations will provide response command and control.

Hazard Annexes provide hazard-specific guidance for the Emergency Operations Center (EOC) Manager and ESFs in response to all activation level emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the district. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

### **Purpose**

The purpose of the Travel and Transportation Annex is to provide a hazard-specific framework for use during a local rail emergency, domestic, or international travel related emergency or disaster impacting Dallas County Community College District.

## Scope

The Travel and Transportation Hazard Annex:

- Is applicable to all incidents that are District sponsored, occur on District property, or utilize District transportation resources.

## Passenger Car and Bus Travel Incidents

Prior to passenger car or bus travel with District owned transportation, the operator will follow administrative procedures for obtaining a vehicle, declaring the occupants, filing a destination, and following any administrative policies as defined by the District.

Upon the notification of a passenger car or bus travel incident the District may activate the EOC and activate the necessary ESFs to manage the situation. Response and recovery operations will be conducted as identified in the EOP, this hazard annex, and departmental SOPs.

## Domestic Travel Incidents

Emergencies and disasters may occur and impact members of the campus community who are travelling within the United States. The District may stand up the EOC for incidents that occur during college sponsored travel. Administrative policies and procedures established by the District shall be followed for all travel events. Response and recovery operations will be conducted as identified in the EOP and departmental SOPs. Potential emergencies within the scope of this annex include, but are not limited to:

- Criminal cases
  - Sexual harassment or sexual assault
  - Assault
  - Theft
  - Arrest

- Civil or Political Unrest
- Terrorist Acts
- Hostage Situation
- Natural Disaster
- Serious Illness or Injury
- Death

## **Information Sharing Prior to Travel**

This information sharing section applies to District sponsored groups of 5 or more traveling more than 75 miles from the service area. For all other travel events, the **Trip Leader** shall follow District policy and provide the required information to any other department as required by established SOPs.

Before any District sponsored domestic travel event the trip leader will collect the following information for all persons travelling **to be provided to their Manager**:

- Full Name
- Date of Birth
- Cell Phone Number
- Health Insurance and Medical Information
  - Insurance Provider
  - Insurance Number
  - Group Code
  - Known Allergies or Existing Medical Conditions
  - Existing Medications
- Emergency Contact Name
- Emergency Contact Phone Number
- Emergency Contact Address
- Detailed Group Flight, Train, and/or Shuttle Information

- Detailed Group Lodging Information
- Detailed Group Itinerary

## Response Operations

For emergencies occurring during a travel event, and after contacting any needed local authorities or resources, the Trip Leader will contact their Manager to communicate the emergency situation. The Manager will contact the Office of Public and Governmental Affairs and Legal Department. The District EMC upon notification will activate the EOC, if necessary, and begin appropriate actions.

The Manager will communicate with the contracted travel management agency, if utilized, and/or the local agencies in order to share relevant information and assist in coordinating response to emergencies involving members of the District travelling domestically. An incident liaison will be dispatched to the scene as soon as practical if deemed necessary.

The EOC may be fully activated for any natural disaster, terrorist incident, mass casualty event, or other incident deemed significant by the EMC that involves members of the campus community travelling domestically. The EOC will activate the appropriate ESFs for reaching emergency contacts, coordinating any necessary evacuations, coordinating any necessary medical provisions, and communicating externally.

## [International Travel and Study Abroad Incidents](#)

Emergencies and disasters may occur and impact members of the campus community who are travelling internationally. International incidents complicate emergency and disaster response. Emergency plans and procedures are in place to provide a framework for planning, preparedness, response, and recovery for international travel emergency. Potential emergencies within the scope of this annex include, but are not limited to:

- Criminal cases
  - Sexual harassment or sexual assault
  - Assault
  - Theft
  - Arrest
- Civil or Political Unrest
- Terrorist Acts
- Hostage Situation
- Natural Disaster
- Serious Illness or Injury
- Death

## **Information Sharing Prior to Travel**

Before any District sponsored international travel or study abroad event a faculty or staff representative will be designated the Trip Leader for the event. The Trip Leader will provide a final document packet with Emergency Protocols, Incident Report forms, DCCCD Emergency Contact information, and any other items specific to the particular trip will be sent by the Trip Leader via email to the Office of Global Economic Development (*see Study Abroad and International Travel - Trip Leaders Handbook*)

## **Emergency Preparation**

Each student, faculty, and staff member who is a U.S. citizen and traveling internationally will register with the U.S. Embassies or Consulates through the U.S. Department of State's Smart Traveler Enrollment Program (STEP) <https://step.state.gov/step>. Registration will make a traveler's presence and whereabouts known should it be necessary to contact them in an emergency. STEP also provides the ability to obtain routine information from the nearest U.S. Embassy or Consulate. The Trip Leader is responsible for disseminating to all travelers any provided safety guidance issued by The District.

## Response Operations

For emergencies occurring during a travel event, and after contacting any needed local authorities or resources, the Trip Leader will contact Office of Global Economic Development to communicate the emergency situation. Office of Global Economic Development will contact the Office of Public and Governmental Affairs and Legal Department. The District EMC upon notification will activate the EOC, if necessary, and begin appropriate actions.

Office of Global Economic Development will communicate with the contracted travel insurance agency, travel management agency, if utilized, and/or the U.S. State Department in order to share relevant information and assist in coordinating response to emergencies overseas involving members of the District travelling internationally.

The EOC may be fully activated for any natural disaster, terrorist incident, mass casualty event, or other incident deemed significant by the EMC that involves members of the campus community travelling internationally. The EOC will activate the appropriate ESFs for reaching emergency contacts, coordinating any necessary evacuations, coordinating any necessary medical provisions, and communicating externally.

The Department of Public Safety and Security will be the primary agency assigned to making or directing local agencies (respective to individual residency) to make family notifications in the event of a significant incident, injury, or death of an individual.

## International Travel Restrictions

The District may impose restrictions on college sponsored travel activity to areas of conflict or outbreak of infectious disease. The travel warnings or advisories issued by the U.S. State Department, U.S. Centers for Disease Control and Prevention, and the World Health Organization shall be heeded by all District sponsored travel planners (*see Study Abroad and International Travel - Trip Leaders Handbook for further details*). Additional return-to-campus restrictions may be placed on faculty, staff, or students that are known to have

traveled (including personal travel) to locations with infectious disease warnings and public health may be negatively impacted by an individual or group's immediate return to the campus population.

## Terms and References

Acronyms	
<b>DCCCD</b>	Dallas County Community College District
<b>EMC</b>	Emergency Management Coordinator
<b>EOC</b>	Emergency Operations or Operating Center
<b>ESF</b>	Emergency Support Function
<b>FEMA</b>	Federal Emergency Management Agency
<b>NIMS</b>	National Incident Management System
<b>SOPs</b>	Standard Operating Procedures
<b>STEP</b>	Smart Traveler Enrollment Program (U.S. State Department)

Definitions	
<b>Emergency Operations Center</b>	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
<b>Manager</b>	Anyone that the trip leader reports to at the DCCCD, i.e. a dean, vice president, president, etc.
<b>Standard Operating Procedures</b>	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).
<b>Trip Leader</b>	Anyone, typically faculty or staff, who is the leader of a domestic trip/project, a study abroad or international travel project and not as a participant, i.e. student or guest; there may be more than one trip leader depending on the scope and nature of the project.

## Distribution List

This Hazard Annex is distributed to the positions or locations indicated in the table below.

<b>Distribution Area / Position</b>	<b>Copies</b>
EOC Reference	2
Chancellor	1
Emergency Management Coordinator	1
Chief of Police	1
General Counsel	1
Chief of Staff	1
Chief Financial Officer	1
Associate Vice Chancellor of Ed Policy	1
Associate Vice Chancellor of Global Economic Development	1
Director of Purchasing	1
Assoc. Dist. Dir. I.T./Network Services	1
Associate V.C. of Facilities Mgt.	1
College President – Brookhaven	1
College President – Cedar Valley	1
College President – Eastfield	1
College President – El Centro	1
College President – Mountain View	1
College President – North Lake	1
College President – Richland	1