

**Tarrant County College**

**Real Estate & Facilities  
Annex**



# APPROVAL & IMPLEMENTATION

## Real Estate & Facilities Annex

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Vice Chancellor for Real Estate and Facilities

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Date

# Real Estate & Facilities Annex

## I. AUTHORITY

See Section I of the Basic Plan for general authorities.

Texas Government Code, Section 418.023, Clearance of Debris.

## II. PURPOSE

The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated Real Estate & Facilities activities during emergency situations.

## III. EXPLANATION OF TERMS

### A. Acronyms

DPS	Texas Department of Public Safety
EOC	Emergency Operations Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
SAR	Search and Rescue
SOP	Standard Operating Procedures
TAHC	Texas Animal Health Commission
DSHS	Texas Department of State Health Services
TCEQ	Texas Commission on Environmental Quality
TDEM	Texas Division of Emergency Management
TDSR	Temporary Debris Storage and Reduction
TRRN	Texas Regional Resource Network
TxDOT	Texas Department of Transportation

## B. Definitions

1. Debris Clearance. Clearing roads of debris by pushing debris to the roadside.
2. Debris Disposal. Placing mixed debris and or the residue of debris volume reduction operations into an approved landfill.
3. Debris Removal. Debris collection and transport to a temporary storage site for sorting and/or volume reduction or to a permanent disposal site. Debris removal also includes damaged structure demolition and removal.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. The District anticipates emergency situations may occur which threaten public health, safety, and property. An emergency situation of this nature may require emergency Real Estate & Facilities services.

### B. Assumptions

1. Employing Real Estate & Facilities personnel and equipment during pre-disaster operations should minimize disaster damage. Advance preparation of personnel and equipment may also hasten restoration efforts.
2. Real Estate & Facilities may have insufficient resources to remove the debris created by a major emergency or disaster and accomplish other recovery tasks.
3. Real Estate & Facilities are expected to accomplish expedient repair and restoration of essential services and vital facilities. Dependent on the scale of the operation(s), major restoration initiatives will likely require contract assistance.
4. Real Estate & Facilities will be able to organize and carry out debris clearance in the aftermath of an emergency. Large scale debris and/or hazardous material operations, however, will likely require external assistance.
5. Private construction companies, engineering firms, and equipment rental contractors have staff and equipment resources that may be contracted to carry out public works and engineering activities during emergency situations.
6. Assistance may be available from other jurisdictions through inter-local agreements [and from commercial firms through contingency contracts]. Some types of emergency situations, including earthquakes, tornados, and floods may affect large areas, making it difficult to obtain assistance from usual sources.

7. Damage to chemical plants, power lines, sewer and water distribution systems, and secondary hazards, such as fires, may result in health and safety hazards. These hazards could pose a threat to Real Estate & Facilities personnel and impede operational capabilities.
8. Alternate disposal methods and facilities may be needed as local landfills and waste disposal facilities may prove inadequate to deal with large amounts of debris. Special considerations must be made if the debris has been contaminated with chemicals or petroleum products.
9. If local capabilities prove inadequate to deal with a major emergency or disaster, state, and/or federal resources will be available to assist in debris removal and restoration of essential services.

## V. CONCEPT OF OPERATIONS

### A. General

The Real Estate & Facilities tasks to be performed during emergency situations may include:

1. For slowly developing emergency situations, take actions to protect government facilities, equipment, and supplies prior to the onset of hazardous conditions.
2. Conduct damage-assessment surveys of District facilities, roads, parking lots, and other infrastructure.
3. Inspect damaged structures.
4. Clear debris from roadways and make repairs to reopen campus arteries.
5. Make expedient repairs to essential District facilities to restore operations or protect them from further damage.
6. Remove debris from District property and manage debris disposal operations for the District.
7. Assist in controlling public access to hazardous areas.

### B. Protecting Resources and Preserving Capabilities

1. Real Estate & Facilities resources may be employed during slow developing emergency situations to protect and limit damage to District facilities, equipment, and essential utilities. Protective actions may include sandbagging, building protective levees, ditching, installing protective window coverings, or removing vital equipment. Real Estate & Facilities are expected to identify buildings and other infrastructure that will benefit from protective measures and, in coordination with the District departments that occupy those facilities, carry out necessary protective actions.
2. If time permits, Real Estate & Facilities are also expected to take action in advance of an emergency situation to preserve response and recovery capabilities by protecting vital equipment and supplies, either in place or by relocating them to a safe location.

### C. Damage Assessment

1. Real Estate & Facilities will lead preliminary damage assessments of District buildings, and other infrastructure following a disaster.
2. Real Estate & Facilities personnel shall inspect damaged structures. Inspections are conducted to identify unsafe structures and, if necessary, take actions to restrict entry and occupancy until the structures can be made safe.
3. Damaged buildings posing an immediate threat to public health and safety should be appropriately posted to restrict public access pending repairs or demolition.

### D. Temporary Repairs and Restoration

1. Real Estate & Facilities staff are expected to make timely temporary repairs to District-owned buildings and other infrastructure essential to emergency response and recovery operations. Building contents should be removed or restricted until the restoration process is complete. Personnel should coordinate with building occupants to determine which areas and equipment have the highest priority for protection.
2. Hazardous situations may result in damage to computers storing vital District records and/or hard copy records, such as building plans, legal documents, tax records, and other documents. When computers or paper records are damaged, it is essential to obtain professional technical assistance for restoration as soon as possible.
1. It is generally impractical to restore buildings sustaining major damage during the emergency response phase. Major repairs will normally be postponed until recovery operations commence and will typically be performed by contract personnel.

### E. Actions by Phases of Emergency Management:

1. Prevention
  - a. Identify vulnerabilities of existing District buildings, roads, parking lots, water systems, and sewer systems to known hazards and take steps to lessen vulnerabilities.
  - b. Reduce vulnerability of new District facilities to known hazards through proper design and site selection.
  - c. Develop plans to protect District facilities and equipment at risk from known hazards.
  - d. Install emergency generators in key facilities and have portable generators available to meet unexpected needs. Ensure procedures are in place to maintain and periodically test back-up sources of power, such as generators and fuel, in the event of an emergency power loss.

## 2. Preparedness

- a. Ensure District buildings, roads, parking lots, and department equipment are in good repair.
- b. Ensure an adequate number of personnel are trained to operate heavy equipment and other specialized equipment.
- c. Procure materials if needed to protect and repair structures, roads, parking lots, and other infrastructure.
- d. Develop general priorities for clearing debris from roads.
- e. Maintain an adequate quantity of barricades and temporary fencing.
- f. Maintain current maps and plans of District facilities, roads, parking lots, and utilities.
- g. Review plans, evaluate emergency staffing needs in light of potential requirements, and make tentative emergency task assignments.
- h. Establish and train damage survey teams.
- i. Execute contingency contracts for emergency equipment and services with local contractors and execute agreements with individuals and businesses to borrow equipment.
- j. Develop procedures to support or accomplish the tasks outlined in this annex.
- k. Ensure District-owned vehicles and other equipment can be fueled during an electrical outage.



### 3. Response

- a. If warning is available, take actions to protect District facilities and equipment.
- b. Survey affected areas, assess damage, and determine the need and priority for expedient repair or protection to prevent further damage. Report damage assessments to the EOC.
- c. Clear roads of debris.
- d. Inspect damaged buildings to determine if they are safe for occupancy.
- e. Make repairs to damaged District facilities and equipment, as needed.
- f. Arrange for emergency electrical service, if required, to support emergency operations.
- g. Assist in making emergency repairs to utility systems, as necessary.
- h. Restrict access to hazardous areas, using barricades and temporary fencing, upon request.

### 4. Recovery

- a. Repair or contract repairs to District-owned buildings, roads, parking lots, and other infrastructure.
- b. Support surrounding community clean-up efforts, as necessary.
- c. Participate in compiling estimates of damage and response and recovery costs.
- d. Participate in post-incident review of emergency operations and make necessary changes to improve emergency plans and procedures.

## VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

1. The function of Real Estate & Facilities during emergency situations shall be carried out in the framework of our normal emergency organization described in Section VI.A of the Basic Plan, and in accordance with National Incident Management System (NIMS)/National Response Framework (NRF) protocols. Preplanning for Real Estate & Facilities tasks shall be conducted to ensure staff and procedures needed to manage resources in an emergency situation are in place.

### B. Assignment of Responsibilities

1. The Associate Vice Chancellor for Real Estate & Facilities or designee will serve as the Public Works Officer during emergencies and will:
  - a. Coordinate certain pre-emergency programs to reduce the vulnerability of local facilities and other infrastructure to known hazards.
  - b. Manage the Real Estate & Facilities function during emergency situations in accordance with the NIMS.
  - c. Oversee the restoration of key facilities and systems and debris removal following a disaster.
  - d. Develop and implement procedures to ensure a coordinated effort in performing Real Estate & Facilities efforts and ensure appropriate emergency response training for assigned personnel in accordance with Section IX.D of the Basic Plan.
  - e. Identify contractors who can provide heavy and specialized equipment support during emergencies and individuals and businesses that may be willing to lend equipment to the District during emergencies.
  - f. Maintain a current list of Real Estate & Facilities resources.
  - g. Maintain this annex.
2. The Department of Real Estate & Facilities will:
  - a. Carry out pre-disaster protective actions for impending hazards, including identifying possible facilities for debris storage and reduction.
  - b. Conduct damage assessments in the aftermath of disaster.
  - c. Repair and protect damaged District facilities.
  - d. Carry out debris clearance and removal.

- e. Procure disaster supplies if needed such as sandbags, plastic sheeting, and plywood, etc.
- f. Develop damage assessment procedures and provide training for damage survey teams.
- g. Assist in conducting damage assessments in the aftermath of an emergency.
- h. Safeguard vital engineering records.
- i. Emplace barricades where needed for safety.
- j. Collect and properly dispose of refuse.
- k. Determine if access to damaged structures should be restricted or if they should be condemned and demolished.
- l. Assist in restoration efforts of damaged communications systems.
- m. Upon request, establish and staff a facility to sort and catalog property removed from damaged District-owned facilities.

<b>VII. DIRECTION &amp; CONTROL</b>
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- A. The Associate Vice Chancellor for Real Estate & Facilities or designee shall, pursuant to NIMS, provide general guidance for Real Estate & Facilities.
- B. The Incident Commander (IC) will manage Real Estate & Facilities emergency resources committed to an incident site and shall be assisted by staff commensurate with the tasks to be performed and resources committed to the operation. If the EOC is not activated, the IC may request additional resources from local departments and agencies. The IC may also request authorized officials to activate mutual aid agreements or emergency response contracts to obtain additional resources.
- C. The EOC will be activated for major emergencies and disasters. When the EOC is activated, the Public Works Officer will manage the emergency Real Estate & Facilities function from the EOC. The IC shall direct resources committed to the incident site and coordinate resource requests through the Public Works Officer. The Public Works Officer shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.
- D. The Public Works Officer will respond to mission priorities established by the IC or the EOC Manager to accomplish specific tasks, and coordinate task assignments to achieve overall objectives.

- E. The Public Works Officer will identify District and private sources from which needed resources can be obtained during an emergency and coordinate or originate emergency procurements or to obtain such resources by lease, rental, borrowing, donation, or other means.
- F. A major emergency or disaster may produce substantial property damage and debris requiring a lengthy recovery operation. In such incidents, it may be desirable to establish a Debris Removal Task Force to manage debris removal and disposal. The task force may continue to operate even after the EOC deactivates.
- G. Normal supervisors of Real Estate & Facilities personnel participating in emergency operations will exercise their usual supervisory responsibilities over assigned personnel, subject to NIMS span of control guidelines. Organized crews from other jurisdictions responding pursuant to inter-local agreements will normally operate under the direct supervision of their own supervisors. Individual volunteers will work under the supervision of the individual heading the team or crew to which they are assigned.
- H. The line of succession for the Public Works Officer is:
  1. Director of Facilities Operations

<b>VIII. READINESS LEVELS</b>
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**A. Readiness Level IV - Normal Conditions**

- a. Emergency incidents occur and District officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from local jurisdictions pursuant to established inter-local agreements.
- b. The normal operations of the District are not affected, but examples may include but not limited to:
  - 1) Water leak
  - 2) Personal injury
  - 3) Temporary equipment failure

**B. Readiness Level III - Increased Readiness**

1. Review plans and procedures.
2. Inform key Real Estate & Facilities personnel.
3. Monitor the situation.
4. Check equipment readiness and correct deficiencies.
5. Check emergency supply status and fill shortfalls.

### **C. Readiness Level II - High Readiness**

1. Monitor the situation.
2. Alert personnel for possible emergency duty.
3. Increase short-term readiness of equipment if possible.
4. Review inter-local agreements and contracts for resource support and alert potential resource providers of possible emergency operations.
5. Identify personnel to staff the ICP and EOC.

### **D. Readiness Level I - Maximum Readiness.**

1. Mobilize selected Real Estate & Facilities personnel.
2. Implement plans to protect District facilities and equipment.
3. Ensure equipment is loaded and fueled; consider precautionary deployment of resources.
4. Dispatch personnel to the ICP and EOC when activated.
5. Advise resource suppliers of situation.
6. Continue to monitor the situation.

<b>IX. ADMINISTRATION &amp; SUPPORT</b>
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**A. Resource Support**

1. Should our District resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.
2. If resources available locally, from other jurisdictions, and from businesses pursuant to contracts are insufficient to deal with the emergency situation, assistance may be requested from the State. The Chancellor should approve requests for State aid, which should be forwarded to the Disaster District Committee (DDC) Chair. The District must request resource support from Tarrant County before requesting assistance from the State in accordance with Section V.F of the Basic Plan.

**B. Reporting**

In addition to reports that may be required by the District, when the Department of Real Estate & Facilities participates in emergency operations, the department should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and periodic Situation Reports.

**C. Records**

Expenses incurred in carrying out emergency response and recovery operations for certain hazards may be recoverable from the responsible party, insurers, or as a basis for requesting reimbursement for certain allowable costs from the state and/or federal government. Hence, all Real Estate & Facilities elements will maintain detailed records of labor, materials, equipment, contract services, and supplies consumed during large-scale emergency operations.

**D. Post Incident Review**

For large-scale emergency operations, the Director of Emergency Management shall organize and conduct an after action critique of emergency operations in accordance with the guidance provided in Section IX.F of the Basic Plan. The After Action Report will serve as the basis for an Improvement Plan.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

- A. The Associate Vice Chancellor for Real Estate & Facilities is responsible for developing and maintaining this annex.
- B. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Department's assigned responsibilities in this annex will develop and maintain SOPs covering those responsibilities.

**XI. REFERENCES**

- A. DEM, Texas Disaster Recovery Manual.
- B. FEMA, Public Assistance Debris Management Guide (FEMA-325).
- C. FEMA, Comprehensive Preparedness Guide (CPG-101)
- D. FEMA, Reducing Losses in High Risk Flood Hazard Areas: A Guidebook for Local Officials (FEMA-116).