

Procedure III.3008.C.d, Emergency Management Training and Exercises

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

1. Purpose

This procedure establishes the College's requirements for emergency management training and exercises, including the development and maintenance of a Multi-Year Training and Exercise Plan (MYTEP) that meets federal best practices and complies with Texas Education Code (TEC) §37.108 for institutions of higher education.

2. Authority

TEC §37.108 requires institutions of higher education to develop and maintain an all-hazards emergency management plan and conduct regular training and exercises. This procedure operationalizes those requirements for San Jacinto College.

The Chancellor or designee has authority to approve the Multi-Year Training and Exercise Plan. The Office of Emergency Management (OEM) is responsible for implementing and maintaining the program.

3. Training and Exercise Program Requirements

3.1. Multi-Year Training and Exercise Plan (MYTEP)

OEM will develop and maintain a College-wide MYTEP that:

- Covers a minimum 5-year planning cycle,
- Aligns with the College's Emergency Management Plan (EMP),
- Prioritizes mission areas and core capabilities outlined by FEMA,
- Complies with §TEC 37.108 and state guidance issued by the Texas School Safety Center (TxSSC),
- Is updated annually, and
- Identifies training and exercise requirements for all departments with emergency roles.

The MYTEP will be reviewed annually by OEM and submitted to the Chancellor or designee for approval.

3.2 Integration with Emergency Management Plan (EMP)

The MYTEP must directly support the objectives, roles, and responsibilities described in the EMP, including:

- Incident Management Team (IMT) development,
- Essential personnel preparedness,

- Continuity of operations,
- Hazard-specific functional readiness, and
- Communication and public information readiness.

3.2. Required Training for Personnel with Emergency Roles

Personnel assigned responsibilities in the EMP must complete training appropriate to their assigned roles, including:

a. National Incident Management System (NIMS)/Incident Command System (ICS) Training

At a minimum, employees serving on the IMT or in designated emergency roles must complete:

- IS-100, Introduction to the Incident Command System
- IS-200, Basic Incident Command System for Initial Response
- IS-700, An Introduction to the National Incident Management System
- IS-800, National Response Framework, An Introduction

(Additional position-specific ICS training may be required.)

b. Annual Refresher Training

OEM will conduct annual refresher sessions covering:

- Policy III.3008.C, Emergency Incidents,
- Notification and communication procedures,
- Operational statuses and reporting expectations, and
- Department-specific emergency duties.

Departments are responsible for ensuring employee participation.

3.3. Exercise Requirements

OEM will design, coordinate, and document exercises in compliance with §TEC 37.108, including the exercises/drills listed below:

a. Annual Tabletop Exercise (TTX)

At least one College-wide or campus-specific tabletop exercise must be conducted annually, involving SLT, OEM, Campus Police, Facilities, and other relevant departments.

b. Functional or Full-Scale Exercise Every Five Years

OEM will coordinate a functional or full-scale exercise at least once every five years or as otherwise required by federal or state guidance.

c. Department-Level Drills

Operational departments (e.g., Campus Police, Facilities, IT, Student Services) may be required to conduct drills as outlined in the MYTEP.

3.4. After-Action Reviews and Improvement Planning (AAR/IP)

Following every exercise or real-world incident:

- OEM will develop an After-Action Report and Improvement Plan,
- Corrective actions will be documented and tracked to completion,
- Improvement items will be updated in the MYTEP and EMP as appropriate, and
- Departments will be assigned responsibilities and timelines.

4. Documentation and Reporting

4.1. Recordkeeping Requirements

OEM will maintain:

- All exercise materials (Master Scenario and Event List, participant guides, sign-in sheets),
- Training records for personnel with emergency duties,
- AAR/IPs and corrective action documentation, and
- Annual updates to the MYTEP.

4.2. Compliance Reporting

OEM will provide documentation required by:

- TEC §37.108,
- Texas Division of Emergency Management (TDEM),
- Texas School Safety Center (TxSSC), and
- Accrediting bodies or grant programs, as applicable.

5. Responsibilities

5.1. Office of Emergency Management (OEM)

OEM is responsible for:

- Developing and maintaining the MYTEP,
- Coordinating all training and exercises,
- Ensuring alignment with TEC §37.108,
- Maintaining training records,
- Managing AAR/IP processes, and
- Reporting compliance to College leadership.

5.2. Departments With Emergency Roles

Departments must:

- Ensure personnel complete required training,
- Participate in exercises as assigned,
- Support evaluation and improvement planning, and
- Notify OEM of staffing or structural changes impacting readiness.

5.3. Strategic Leadership Team (SLT)

SLT will:

- Support training and exercise participation College-wide,
- Review and approve the annual MYTEP, and
- Participate in executive-level training and exercises.

Definitions

After-Action Report/Improvement Plan (AAR/IP): A structured document developed following an exercise or real-world incident that analyzes performance, identifies strengths and areas for improvement, and assigns corrective actions with responsible parties and timelines for completion.

Exercise: A planned, structured activity designed to validate plans, policies, procedures, training, and capabilities through simulation of an emergency scenario. Exercises may include tabletop, functional, or full-scale formats.

Functional Exercise (FE): A simulated exercise that tests and evaluates operational capabilities, coordination, and command and control functions within a realistic, time-pressure environment, typically conducted in an Emergency Operations Center (EOC) or similar setting.

Full-Scale Exercise (FSE): A multi-agency, multi-jurisdictional exercise that simulates real-world emergency response and recovery operations in a highly realistic environment, often involving personnel, equipment, and field operations.

Multi-Year Training and Exercise Plan (MYTEP): A strategic document that outlines the College's training and exercise priorities, schedule, and objectives over a defined multi-year period. The MYTEP aligns with the Emergency Management Plan (EMP), institutional risks, and regulatory requirements, including TEC §37.108.

Tabletop Exercise (TTX): A discussion-based exercise where participants review and respond to a simulated emergency scenario in an informal, low-stress environment, focusing on roles, responsibilities, coordination, and decision-making.

Core Capabilities: Distinct critical elements necessary to achieve the National Preparedness Goal, as defined by federal guidance, including capabilities related to prevention, protection, mitigation, response, and recovery that the College seeks to build and sustain through training and exercises.

Homeland Security Exercise and Evaluation Program (HSEEP): A federally recognized methodology for designing, conducting, and evaluating exercises, providing standardized doctrine for exercise program management and improvement planning.

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Associated Policy	Policy III.3008.C, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management
