



---

SAN JACINTO COLLEGE  
RIDE OUT TEAM GUIDE  
2018

Created: Oct 2017

## Contents

PURPOSE AND SCOPE.....	5
EXPLANATION OF TERMS.....	5
RIDE-OUT TEAM RESPONSIBILITIES.....	6
RESOURCES.....	15



## Purpose

San Jacinto College has some College functions that must remain operational during an emergency or incident. Critical infrastructure components to the College's function, such as public safety, facilities and information technology services are critical operations that may be rendered inoperable by an emergency incident. Therefore, if a failure occurs, continuity and recovery plans must be developed to assure prompt restoration of services. In order to maintain continuity, San Jacinto College has developed the ride-out team program. Unless a mandatory evacuation for the area has been ordered the ride-out teams will remain on campus working to ensure that critical infrastructure components are uninterrupted during an emergency incident.

## Scope

Since emergencies may preclude access to the campus because of circumstances such as flooding, personnel are needed to continue essential operations and facilitate a rapid restoration of critical infrastructure components. These personnel are designated as Ride-Out Team Members. Ride-Out Teams will only include those personnel, designated by the department, for the short period of time until access to campus has been restored. Final approval of Ride-Out Team rosters rests with the Strategic Leadership Team. College personnel that are not essential during the period of time when the campus is inaccessible shall not be included as a ride-out team member.

This guide will lay the framework for departments during a ride-out incident. The guide assists departments with implementing the proper procedures necessary; to include the specifics of reporting locations, responsibilities of individuals, operational procedures, roles, training requirements, and needed supplies and materials.

## Explanation of Terms

### A. ACRONYMS

---

CERT	Community Emergency Response Team
EMP	Emergency Management Plan
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
OEM	Office of Emergency Management
NIMS	National Incident Management System
RTG	Ride-out Team Guide
EOC	Emergency Operations Center
SJCPD	San Jacinto College Police Department

## **B. DEFINITIONS**

---

*Recovery Team Member:* Individuals identified by the Ride-Out Team Supervisor/Department Supervisor as members of the Recovery Team. Once it is safe to travel to the campus after an emergency and the Recovery Teams have been activated by their own department, the Recovery Team members will organize on campus. The Recovery Teams' primary purpose is to assist the campus community in recovering from a major emergency incident or storm that has impacted the campus.

*Ride-Out Team Member:* Individuals identified by the Ride-Out Team Supervisor(s) as Ride-Out Team members. The Ride-Out Team member will stay on campus in their department's designated location and ride out the incident/storm. Only Ride-Out Team members will be allowed on campus during the incident. The Ride-Out Team member must be prepared to stay on campus for up to 72-hours. Ride-Out Team rosters shall include the number of SJC personnel required to maintain the continuity of operations for essential functions during an emergency incident.

*Ride-out team supervisor:* Individual responsible for designating the ride out team members annually to the Office of Emergency Management and also the point of administrative contact between the department and the Office of Emergency Management in the ride-out team planning stages.

*Ride-out team lead:* Individual who acts as the supervisor to the ride-out team during an actual ride-out incident.

*Incident Commander:* Individual with the responsibility for the overall management of the incident.

*Emergency Operations Center:* The physical location at which the coordination of information and resources to support incident management activities and on-scene operations normally takes place. The primary functions of an EOC are information gathering and sharing, coordination, communication, resource tracking and assessing priorities for the overall response.

## **Ride-Out Team Responsibilities**

### **A. TEAM MEMBER DESIGNATION**

---

Ride-out team members should include only personnel, designated by the department, needed to maintain continuity of operations for essential functions and critical components during an emergency incident. As a ride-out team member, it is recommended that the individual remain at the ride-out location until it is safe for faculty and staff to return to campus to either begin or continue the recovery process for the College. The term skeleton crew does not fall under this program and/or activation process. When selecting team members, it is important to take into account the following:

- Individual performs essential functions for your department
- Individual can report to campus on little or no notice

- Individual has completed the required trainings (see section D Team Training)
- Individual has access to a “Go Kit” with the appropriate equipment and supplies

## **B. ROLES, RESPONSIBILITIES AND GUIDELINES**

---

### **Ride-out Team Supervisors:**

- Identify the ride-out team members for the department/area.
- Complete and submit the ride-out team roster form to the Office of Emergency Management. Ride-out team roster form will be provided by the Office of Emergency Management. If Ride-out team members are either CPR/First Aid or First Responders, the column listed on the roster should indicate as such.
- Assess the member listing to ensure that proper coverage of essential functions has been covered.
- Create procedures to properly contact ride-out team members in the incident they are needed to report to campus.
- Ensure that provisions and accommodations are made for the ride-out team (i.e. food, sleeping areas, and the appropriate supplies, etc.)
- Notify ride-out team members of a team activation.
- Ensure that team members have updated contact information in SOS.

### **Ride-out Team Lead/s:**

- Supervise the ride-out team during the emergency incident
- Ensure that the elements of the Ride-out Team Guide are followed
- Ensure that all ride-out team members sign-in. Submit the completed Check-In Roster to the Emergency Operations Center (EOC).
- Ensure communication with the EOC is maintained, if possible
- Ensure that the Pre-Storm activities are properly supervised
- Ensure that the suspension of normal operations procedures have been reviewed and implemented as necessary
- Ensure that the ride out activities during the ride out period are followed properly and well supervised
- Ensure that all post storm activities are properly supervised

### **Ride-out Team Members:**

- Identified by the Ride-Out Team Supervisor(s) as Ride-Out Team members
- Will remain on campus in their department’s designated location and ride out the incident/storm
- Must be prepared to stay on campus for up to 72-hours.

- Must provide all phone numbers and emergency contact information to their Ride-Out Team Lead
- Position within the organization requires they stay on campus to maintain the continuity of operations for essential functions during an emergency incident

**Ride-out Team Responsibilities:**

- Pre-Storm Activities
  - Will be identified by their Ride-out Team Supervisor.
  - Monitor tropical weather forecasts during hurricane season.
  - Monitor Official SJC communications and notices regarding potential tropical weather threats.
  - Review departmental hurricane plans.
  - Review and replenish personal supplies to report to ride-out team.
  - Refuel your personal vehicle to ensure that you can get to work to report to the ride-out team.
  - Prepare for possible suspension of SJC normal operations and for the possibility to fulfill your ride-out team member obligations.
- SJC Suspension of Normal Operations
  - Take storm preparations at your home by reinforcing and securing loose furniture. Make arrangements and prepare family members and pets for the storm or an evacuation.
  - Park fueled vehicles in a safe, secure location. In parking lots away from trees are possible locations, be sure to stay away from areas known to be prone to flooding.
  - If team member is activated, they should report to their assigned location and check-in with their Ride-Out Team Lead. The team member should sign-in on the Check-in roster.
- During the Ride-Out incident/storm
  - Must wear an Office of Emergency Management issued ride-out badge identifying them as a ride-out team member. Ride-out team rosters and logistical data must be completed and turned in to the Office of Emergency Management before badges are created. Badges will be created and distributed by the Office of Emergency Management.
  - Will attempt to keep essential operations functioning throughout the ride-out period
  - Seek shelter indoors in a secure and safe location
  - Remain in communication with the EOC
  - Monitor facilities for any detrimental conditions
  - If an emergency assistance is required, call UH Police at 713-743-3333 or 3-3333 from a campus phone.
  - For non-emergency assistance or requests during the ride-out incident, contact the UHEOC.

## C. IMPORTANT SAFETY CONSIDERATIONS

---

During the incident, ride-out team members will be working under extremely stressful circumstances where normal work practices and normal safety procedures may be compromised. Take note that during the ride-out incident, the campus may be inaccessible by emergency services such as County /city police, fire fighters, ambulances and other emergency services. In addition, due to hazardous conditions, emergency responders will be instructed to shelter during the height of a storm. During this time, emergency response will be halted. The ride-out team must function knowing that these services may not be available.

## D. TEAM TRAINING

---

San Jacinto College Office of Emergency Management identifies two essential roles for ride- out teams. SJC Ride-Out Team Members will fall into one of two roles when performing ride-out team essential duties; 1) *General Role* and 2) *Critical Role*.

Personnel with any role in emergency preparedness, incident management, or response is required to complete two FEMA independent study courses immediately after being identified as a ride out team member. All independent study (IS) courses are free of charge and available online at <http://training.fema.gov/IS/NIMS.aspx>.

### General Role

Personnel with any role in emergency preparedness, incident management, or response must complete the following courses:

1. IS--100.HE: *An Introduction to ICS* or IS100.b: *Introduction to Incident Command System*
2. IS-700-NIMS, *An Introduction*
3. CERT Training (Community Emergency Response Team Training) - *Optional*

*General Role incident personnel include:*

- Ride-out Team Supervisors
- Ride-out Team Lead
- Ride-out Team Members

### Critical Role

Emergency management personnel with a critical role in response should complete the following six courses, at a minimum:

1. IS-100.HE: *An Introduction to ICS*
2. IS-700: *NIMS, An Introduction*
3. IS-200: *ICS for Single Resources and Initial Action Incidents*
4. IS-800.B: *National Response Framework, An Introduction*
5. ICS-300: *Intermediate ICS for Expanding Incidents\**
6. ICS-400: *Advanced Incident Command\**

ICS 300 and ICS 400 are offered in a classroom setting. Course offerings and schedules are available at <https://www.preparingtexas.org/>.

*Critical Role incident personnel include:*

- Emergency Responders
- Emergency Management Personnel
- Chief of Police
- Command Staff
- Emergency Manager

**\*All ride-out team supervisors and leads are required, team members are encouraged, to attend annual Ride-out Team training provided by San Jacinto College Office of Emergency Management.**

## **E. RIDE-OUT TEAM LOCATION**

---

Since the Ride-out Teams will be on campus during the emergency incident, it is important that they be housed in a safe location. These locations must be identified in the Departmental Ride-out Team Roster provided to the Office of Emergency Management by the Ride-out Team Supervisor. The Department Ride-out Team Rosters will be housed in San Jacinto College Emergency Operation Center (EOC) for use by the Incident Commander of the incident.

When selecting a location for your team, the following criteria must be met:

- Location has generator where appropriate systems are tied in allowing team members to operate and communicate
- Adequate space to provide rest area for the ride-out team members
- Proper temperature controlled refrigeration equipment (Below 40 degrees F – Inspection required by Food Safety Specialist)
- Proper space for food/water storage
- Location is safe and secure for housing your ride-out team
- Space is easily accessible by first responders
- Location can accommodate the number of members in the team
- Space accommodates the additional supplies needed to ride out a storm or other incident
- Sleeping arrangements can be made in the space

Ensure that all your team members are aware of the reporting location and can easily access the space during a closure of the campus. Also ensure that parking arrangements are made for your ride-out team members.

## **F. COMPENSATION**

---

Compensation related information should be handled by each individual team through their department. All compensation related questions, policies and procedures should be addressed by Human Resources. While prior approval may not always be an option, provisions prior to an incident should be made if at all possible. These discussions are between the department and Human Resources. The Office of Emergency Management is not responsible for ride-out team member compensation.

## **G. RIDE-OUT TEAM CONTACT INFORMATION**

---

Ensure that all telephone call trees and contact lists are up to date. It is crucial that all team members are provided a copy of the contact list. The ride-out team supervisor should make notification to all ride-out team members from their team when preparing to activate. Cell phone and home numbers should be updated regularly during the hurricane season.

The Ride-out Team Supervisor will ensure that all members of their team have updated contact information in SOS.

## **H. RIDE-OUT TEAM CHECK IN PROCESS**

---

All members of the ride out team should know where to report when activated. Once arriving at the pre-determined ride-out location, the ride-out team lead shall complete a roster and submit that roster to the EOC. All check in rosters shall be submitted prior to an incident, if possible, or as soon as possible to the EOC.

## **I. CONSUMABLES/FOOD SUPPLY STORAGE**

---

If possible and feasible, OEM will provide basic food supplies for ride-out team members on each campus during a mandated emergency incident. The completed ride-out team roster will be used to calculate the number of individuals to feed during the ride out incident. More than likely, box lunches needing to be stored in a refrigerator at the department's ride-out location will be provided.

When preparing for a ride-out incident with your department, it is important to ensure that if any food is stored in your facility, it is done properly. All food should be properly stored in refrigerator units that have generator back up power. Along with ensuring that the power remains constant for food storage, proper temperature is also required. Refrigerator storage temperatures are to be stored at 40 degrees F or below. An inspection of the potential refrigerator unit will be conducted by the Safety Department. The location of the refrigeration unit must be in a location that can be shared with all members of the ride-out team.

Teams are encouraged to maintain a supply of non-perishable food items in the event OEM is unable to provide food for the team. Developing and maintaining that consumable/food supply is at the expense of the department and or individual. The following should be considered, but not required, when preparing the team consumable/food supply:

- Maintain at least 3-7 days of food for each Ride-Out Team member.
- Small, preferably single serving cans (should not require cooking or refrigeration). Dried fruit, peanut butter and jelly, coffee, tea and soft drinks.
- Ready-to-eat canned meats, fruits and vegetables.
- Canned juices, milk, soup (if powdered, store extra water).
- Staples – sugar, salt, pepper in water proof containers.
- High energy foods like crackers, granola bars, trail mix.
- Raw vegetables that do not need refrigeration.
- Comfort/stress foods – cookies, hard candy, sweetened cereals, lollipops, instant coffee and tea bags.
- Vitamins
- Paper cups, plates, and plastic utensils
- Non-electric can opener
- Aluminum foil
- Plastic storage containers
- Lots of ice (you can freeze your water supply)

All team supervisors must ensure that proper drinking water is available for all team members. One gallon per person/per day in unbreakable containers. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts (64 oz.) of water each day. Hot environments and intense physical activity can double that amount (128 oz.). Food preparation and sanitation require another two quarts (minimum) per person daily. Store extra containers of water to be used for flushing toilets, cleaning, and bathing.

## **J. RIDE-OUT BADGE**

---

Ride-out team official badges will be distributed to the Ride-out Team Supervisor on or before June, 1<sup>st</sup> of each year, by the Office of Emergency Management. Required training and reporting must be completed before ride-out badges are distributed to the supervisor.

## **K. RIDE-OUT TEAM ROSTERS**

---

Prior to an activation of the ride-out team for your area, ride-out team supervisors will be required to complete a ride-out team roster. The template for the roster can be found on the Office of Emergency Management website under the Planning and Response tab. Ride-out team rosters should be submitted to the Office of Emergency Management by April 15<sup>th</sup>. The roster must include team member name, member function, work phone number, cell phone number, home address, e-mail address and whether or not they are a CERT member or First Responder.

## **L. INVENTORY/SUPPLIES**

---

Prior to an incident, it is important to assess the supplies of the ride-out team. An Emergency Supplies Preparedness Checklist has been included in this guide for reference. Creating a spreadsheet listed the needed supplies of the ride-out team and assigning the supply inventory to one of the ride-out team members is a best practice. After an incident has concluded, reassess the supplies and replenish your inventory for the next incident.

Each ride-out team member should prepare themselves for a period of 72 hours. When preparing, it is important to review the Emergency Supplies Preparedness Checklist and the FEMA Emergency Supply List that is included in this guide.

Additional Items to Consider:

- Toilet paper, soap, baby wipes, liquid hand sanitizer
- Feminine supplies
- Personal hygiene items (toothpaste, deodorant, shampoo etc.)
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Household chlorine bleach, disinfectant
- Plenty of absorbent towels
- Prescription medication
- First aid kit

## **M. PRE-STORM/INCIDENT CHECKLIST**

---

The Office of Emergency Management has provided a template on the website for Ride-Out Teams to utilize as early as 96 hours prior to a storm. Visit the Ride-Out Teams website for access to the template.

## **N. RIDE-OUT TEAM ACTIVATION/NOTIFICATION PROCESS**

---

The activation of a Ride-Out Team is done by the individual designated as the Ride-Out Team Supervisor. The Office of Emergency Management does not activate Ride-Out Teams for the College. The Office of Emergency Management will provide information to the Ride-Out Team Supervisors to assist them in determining if their team needs to be activated. Ride-Out Team Supervisors/Leads may contact the Office of Emergency Management or the Emergency Operations Center (if activated) for direction and guidance.

Email notifications will be periodically sent to the Ride-Out Team Supervisors/Leads before, during and after the event to share important emergency information and updates.

## **O. DEPARTMENT VEHICLES**

---

It is recommended that department's park fueled vehicles in a secure location. Normally, this task should be completed by the vehicle's primary user.

## **P. EVACUATION AND ZIP ZONE INFORMATION**

---

Harris County offers evacuation and zip zone information online. To identify the most up to date information regarding zip zone evacuations and or actual recommended evacuation routes, visit Harris County's Homeland Security & Emergency Management Evacuation website.

## Resources

### A. TRAINING WEBSITES

---

FEMA Website:

<http://www.fema.gov/>

IS -100.HE: *An Introduction to ICS* or IS100.b: *Introduction to Incident Command System*  
<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.HE>  
<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.b>

IS- 200: *ICS for Single Resources and Initial Action Incidents*  
<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-200.b>

IS-700: *NIMS, An Introduction*  
<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>

IS-800.B: *National Response Framework, An Introduction*  
<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-800.b>

ICS-300: *Intermediate ICS for Expanding Incidents*  
ICS-400: *Advanced Incident Command*  
<http://www.training.fema.gov/emicalog.aspx>

### B. PREPAREDNESS WEBSITES

---

FEMA's Ready Website:

<http://www.ready.gov/>

Harris County Office of Emergency Management:

<http://www.hcoem.org/>

City of Houston Ready Houston Website:

<http://www.readyhouston.tx.gov/>

City of Houston Disaster Preparedness Guide:

<http://www.houstonoem.org/go/doctype/4027/97747/Disaster-Preparedness-Guide>

National Weather Service Preparedness Website:

<http://www.nhc.noaa.gov/prepare/ready.php>

FEMA Emergency Supply List:

[http://www.ready.gov/sites/default/files/documents/files/checklist\\_1.pdf](http://www.ready.gov/sites/default/files/documents/files/checklist_1.pdf)

## **C. RIDE OUT TEAM RESOURCES**

---

Ride-out Team Website:

Emergency Management Plan:

Campus maps:

San Jacinto College Hurricane Preparedness Information and Planning Guide:

## **D. ADDITIONAL RESOURCES**

---

All documents, spreadsheets and templates will be provided on San Jacinto College Office of Emergency Management website.

Office of Emergency Management Contacts:

**Ali Shah**

Emergency Manager

E-mail: [ali.shah@sjcd.edu](mailto:ali.shah@sjcd.edu)

Office: 281-998-6311

For emergencies, call SJC Police at 281-476-9128 or 5555 from a campus phone.

## E. RIDE-OUT TEAM TIMELINE

---

### 12-Month timeline

Ride-Out Team Planner



F. FOOD HANDLING/STORAGE POSTERS

---



