SAN JACINTO COLLEGE
HURRICANE
FACILITY RECOVERY & RECONSTRUCTION EFFORTS

Say something profound about all the aspects of Recovery.
What services are needed and when to expedite business resumption?
Assess damage and respond accordingly.

- Business Resumption Activity Timeline
- Reconstruction Stage
- Facility Assessment Supply List
- Disaster Damage Report Form
- Building Prioritization by Campus
SJC’s core business is teaching and learning. Assuming a significant event disrupts our core business, our academic and administrative departments, programs and services, the College should attempt to resume activities according to these “broad” timelines. ("Broad" is defined in terms of severity of disaster)

**Critical services – within 1-2 days**

- Facility assessment per campus – assessment and recovery initiated. (maintenance/construction/1st responders)
- Campus security and safety restored

**Critical services – within 2-3 days**

- IT – assessed, begin restoring
- Communication – call center restored
- Human Resources (update and status of all personnel)
- ET – assessed, begin restoring

**Vital Services – within 4-7 days**

- IT/computer service restored
- Web service restored
- ET service restored
- Administrative and finance

**Necessary Services – within 7-14 days**

- All administrative services
- All academic/instructional services
- All student services
  - Admissions
  - Advisement/counselor
  - Financial Aid
  - Student Services Center
Facility Assessment & Reconstruction Stage

The reconstruction stage is the actual restoring and repairing of damaged College Facilities back to their original intended instructional functionality. The objective is to use, when needed, the College’s resources of Architects & Engineers who have designed many of the College Facilities in the reconstruction process. Likewise, the intent of this team would be to select the contractors and vendors who have successfully performed work for the College, all for the single purpose of obtaining the best value and quality work for the College.

Members:

Recovery Coordinator: Associate Vice Chancellor for Facilities or College Incident Commander

Recovery First Responder Team:

Each campus will have a Recovery First Responder Team lead by a Maintenance Director and assisted by a representative from the Construction and Special Projects Department. As needed, additional members of each recovery team will include representatives of the following fields: Electrical, HVAC, engineering, architectural, etc.

The Director of Safety and the Vice Chancellor of Human Resources will serve as the Recovery First Responder Team for the District Administrative Office.

Responsibilities:

☐ Worst Case Scenario – Most Critical

1. Complete quick visual assessment on buildings in general. Identified whether or not the following has occurred:
   - Roofs blown off
   - Total windows blown out
   - Buildings or tunnel at North are flooded
   - If any major structural damage is apparent

2. If any of the above is discovered, immediately contact Recovery Coordinator or alternate for authorization to contact Recovery Services Team.
   - Recovery Coordinator or Alternate to contact the following:
     - **Remember** there could be the case where there is major damage on one campus and not the others or two campuses and not the other or all three campuses.
     - When calling, make certain to specify “what campus” they need to respond to.
     - Be sure to identify yourself, explain the immediate need, and coordinate where to meet on each campus.
Upon their arrival on campus, respond to the damaged building in the order of their priority which has already been established. (Reference, Building Prioritization Chart)

- **Remember**, the primary purpose of calling in a Recovery Service Team is to assist in the “prevention of further damage” to our facilities and to expedite recovery efforts.

3. Once Recovery Service Team has been contacted, immediately begin assessing and documenting damaged areas. Complete a disaster report form taking digital pictures of each area.

- During the assessing and documenting process, it should be determined whether or not to contact any of the designated architects and engineers to verify and certify the extent of damage for insurance claims. These parties would also need to establish the safety of a facility.

☐ **Best Case Scenario**

1. If minimal damage has been sustained, determine the best way of handling the recovery.
   - Can we handle by our own staff?
   - Do we need a member of the Recovery Service Team for minimal assistance?
   - Are there other resources that can assist?

2. Once an action plan has been determined, begin assessing and documenting damaged areas. Complete a disaster report form taking digital pictures of each area.

- **Remember**, the goal is to bring all facilities back on-line as quickly as possible to the same level prior to the event.
Recovery Efforts – Page 5

Facility Assessment Supply List

In responding to assigned site, Recovery First Responders will be issued a responder kit. The following items are critical to conduct a thorough site assessment:

- Personal cellular phone
- Keys for all facilities
- Digital Camera 512 memory, extra batteries and car charger
- Moisture Tester
- GPS Tracker
- Gloves
- Rain Coat
- Dry white board 12 x 12 and markers for room ID
- 30’ Measuring Tape
- Survey tape to block off rooms
- Duct tape to secure rooms
- Dust Masks
- Flash light
- Extra batteries
- Metal clip board with cover
- Disaster Forms
- Pens – Pencils
- Bug Spray
- List of Contacts
- Purchasing
San Jacinto College
Disaster Damage Report Form

Name of Storm: ___________________ Date of Assessment: ____________

Date of Storm: ____________

Campus: C  N  S  D  (circle one)

Building: ___________________

Floor:  1  2  3  (circle one)

Room Number: ____________

Description of damages to room or area:
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

Dimensions and type of damaged materials:
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

Description of damages to equipment in room if applicable:
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

Photos Attached? Yes / No #: 
Building Prioritization by Campus

Buildings are prioritized in tiers. The first tier addresses record management, information technology, and mechanical infrastructure. The second tier is based on instructional space and asset value. The third tier identifies the remaining buildings and facilities on each campus.

### Central Campus

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Tier 2</th>
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</thead>
<tbody>
<tr>
<td>2. Interactive Learning Center (#26)</td>
<td>5. Health Science Building (#24)</td>
</tr>
<tr>
<td>3. Mechanical Building (#22)</td>
<td>6. Anders Physical Education Building (#9)</td>
</tr>
<tr>
<td></td>
<td>7. Ball, Anderson &amp; Davidson Technical Buildings (#6, 7, 8)</td>
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<tr>
<td></td>
<td>8. Davis Library (#4)</td>
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<tr>
<td></td>
<td>10. Slocomb Fine Arts Building (#2)</td>
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<td></td>
<td>Tier 3</td>
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<tr>
<td></td>
<td>11. Newton Student Center (#3)</td>
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<tr>
<td></td>
<td>12. Science Lecture Building (#12)</td>
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<td></td>
<td>13. Maintenance Buildings and Golf Course Maintenance Building (#13, 14, 21)</td>
</tr>
<tr>
<td></td>
<td>14. Pro Shop, Dormitory and Residence (#15, 16)</td>
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<tr>
<td></td>
<td>15. Industrial Buildings (#17, 18, 19)</td>
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</tbody>
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### North Campus

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Spencer Admin Building &amp; Slovacek Student Center (#1, 4)</td>
<td>4. Brightwell Vocational-Technical Building (#2)</td>
<td>9. Ogden Child Care &amp; Williams Natatorium (#7, 8)</td>
</tr>
<tr>
<td></td>
<td>8. Lehr Library (#13)</td>
<td>13. Fine Arts Center (#12)</td>
</tr>
</tbody>
</table>
South Campus

Tier 1
1. Bruce Student Center & Longenecker Admin Building (#2,4)
2. Interactive Learning Center (#11)
3. Jones Vocational-Technical Building / Mechanical Building (#9)

Tier 2
4. Administration Wing - South (#3)
5. Administration Wing - North (#1)
6. Flickinger Fine Arts (#12)
7. Smallwood Physical Education Building (#6)
8. Williams Library (#5)

Tier 3
9. Swanson Children’s Center (#8)
10. Maintenance Building (#7)
11. Auto Paint and Body Shop (#10)

District

Tier 1
1. Sewell Administration Building