JANAE W. JOHNSON

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EDUCATION

University of Georgia- Athens, GA **Master of Public Administration**
Concentrations: Emergency Management, Higher Education Administration

University of Oklahoma- Norman, OK **Bachelor of Arts-Human Relations**

SPECIALIZATIONS AND PROFICIENCIES

- Ability to manage fast-paced, high-pressure situations.
- Excellent verbal and written communication skills
- Ability to communicate to large and diverse audiences.
- Ability to interact with a wide variety of cultures.
- Personable and persuasive: able to build instant rapport.
- Respectfully assertive, enthusiastic, and energetic initiative-taker.
- Effective working both independently and as a team member
- Responsive to current and future campus needs.
- Proficient in Microsoft Office applications, Kuali, Everbridge, Banner, Ad Astra, Wise Track Inventory Tracking System, Emergency Alert Notification System.

EXPERIENCE

Emergency Management Workshop Facilitator & Consultant: *Prepare, Train, Practice*

December 2025-present **Self Employed,** USA (GA, TN, TX, LA)

- Presented workshops and trainings on various topics including:
    - Leadership Training for Emergencies for Executive Teams, Faculty/Staff, and Students)
    - Creating a Campus Culture of Safety & Preparedness
    - Study Abroad: Travel Safety & Security
    - Emergency Drill & Exercise Development
    - Event/Incident Action Planning & Recovery
    - Threat Assessment Training
    - Preparing Departmental Continuity of Operations Plans
    - Effective Use of Social Media for Emergencies

Emergency Management Coordinator: *Implement, Protect, Evaluate*

October 2024 – November 2025 **VIA Metropolitan Transit,** San Antonio, TX

- Lead emergency management administration that included a $200,000+ operational budget.
- Managed the following initiatives and strategic planning:
    - Development and review of Emergency Management initiatives, preparation, mitigation, and response.
    - Vendor relationship development
    - Update and evaluation of business continuity plans spanning the organizational footprint and service delivery areas.
- Researched and implement new emergency management products and initiatives, through implementation, training, and review processes.
    - Collaborate with municipal partners to ensure timely on-going service delivery.
    - Review, develop and implement policies and procedures on the local, state, and federal levels.

Director of University (Auxiliary) Services: *Collaborate, Build, Deliver*

June 2022-October 2024 **Texas A&M University-San Antonio,** San Antonio, TX

- Managed contract administration for University Services
- Managed the following units:
    - Mail Room & Central Receiving
    - Event Services

  - Bookstore
  - Vending Operations
  - Parking & Transportation Services
  - Auxiliary Services Emergency Management
- Researched new products and entrepreneurial activities.
- Managed the renovation of dining facilities.
- Expanded meal options and hours for various dining needs (evening classes, food sensitivities, religious observances, and other campus needs).
- Chaired the following Advisory Committees
  - Food Advisory Committee
  - Bookstore Advisory Committee
  - Parking Advisory Committee
  - Parking Appeals Advisory Committee

Director of College Services: *Design, Implement, Act*

March 2019-May 2022 **San Antonio College,** San Antonio, TX

- Managed the following departments: (Auxiliary) College Services, Campus Logistics, Construction Management, Risk Management, and Emergency Management with budgets up to $83 million.
- Oversaw and ensured excellent customer service and continuity of business operations for auxiliary services, including bookstore operations, food service operations, parking operations, campus vending operations, and Event Services.
- Responsible for the following:
  - Event and classroom scheduling management.
  - Budget review and management
  - Campus event planning, coordination, execution, and evaluation
  - Campus improvements
  - Campus space planning and relocation
  - Construction management
  - Furniture purchase, installation, and surplus
- Managed contract administration and the development, review, and implementation of revenue enhancement and cost-reduction & cost-recovery strategies to include research and evaluation of products, services, and vendors to maximize value to the institution and ensure fiscal oversight.
- Establishment of multi-department/unit strategic planning, data collection for short and long-term goals and objectives.
- Planned and provided regular personal and professional development opportunities for staff and student workforce.
- Supported overall institutional initiatives and programs.

Coordinator of College Risk & Emergency Management: *Assess, Build, Protect*

Jan 2017-March 2019 **San Antonio College,** San Antonio, TX

- Built the inaugural College Risk/Emergency Management Department from the ground up.
- Hired, trained, supervised, and all professional staff including performance management, scheduling, and professional development.
- Established, coordinated, and trained Building Action Teams (BATs) for every occupied building on campus and satellite locations.
- Developed and administered action plans for building evacuation, reverse evacuation, shelter-in-place, lockdown, severe weather drills and exercises.
- Developed and delivered college-wide training and communication plan regarding environmental, health, safety, emergency, and manages and distribute documentation on procedures for environmental, health, safety, and emergency operations.
- Created procedures and managed institutional vehicles and fleet operations.

- Conducted hazard, safety, and threat assessments for institutional continuity.
- Coordinated and documents fire system inspections.
- Performed frequent audits to ensure consistent application of campus safety and emergency, policies, and procedures.
- Managed campus surveillance, access control, building schedules.
- Created safety and security plans for all campus events.
- Serve as subject matter expert advising leadership on threat assessment, capabilities, campus safety improvements and equipment.

Interim-Disaster Program Manager and Volunteer Partner (Temporary Contractor): *Readiness, Response, Recovery*
Nov. 2015-Feb 2016 **American Red Cross of Nashville,** Nashville, TN

- Implemented and managed disaster services programs for Nashville and the surrounding counties (Cheatham, Davidson, Macon, Robertson, Smith, Sumner, Trousdale, Williamson, and Wilson)
- Ensured the proper development of disaster leadership volunteers in each of the disaster cycle program areas.
- Built and maintained of government and civic partnerships.
- Recruitment, management, and on-going training of the Disaster Action Teams charged with preparing for, responding to disasters, and providing disaster relief to meet the emergency needs of people affected by house fires, storms, tornadoes, floods, transportation accidents, and man-made disasters.
- Home Fire Campaign
    - Coordinated in partnership with the TN State Fire Marshal's Office, distribution and installation of working smoke alarms for free in homes in high-risk neighborhoods and educating people on fire prevention and safety to decrease the number of fatalities due to home fires.
- Pillowcase Project Coordinator in cooperation with The Walt Disney Company; empower children in grades 3 through 5 (ages 8 to 11) preparedness, how to stay safe in an emergency, as well as coping skills.

Senior Program Coordinator: *Prepare, Mitigate, Evaluate*
Nov. 2013-Aug 2015 **University of Texas at Austin- Office of Emergency Preparedness,** Austin, TX

- Evaluated and updated campus-wide emergency plans
- Coordinated emergency planning for UT Elementary School and Explore UT campus event.
- Coordinated and ensured optimal readiness and operation of Emergency Operations Centers (EOC) and Emergency Command Center (ECC)
- Evaluated and updated emergency procedures, protocols, and training for venues
- Responsible for the campus Building Manager Program and training of Building Managers
- Regularly assess campus emergency notification systems and methods
- Served as institutional liaison for National Weather Service StormReady® re-certification.
- Created emergency plan infrastructure for newly established medical school.
- Responsible for 250+ individual building emergency plans for main campus and research campus
- Designed and implemented training programs, including Incident Command training, Core Crisis Management for campus leaders.
- Planned, designed, and directed emergency drills, training, and emergency exercises.
- Developed and presented public education and outreach programs on campus safety, security, and emergency preparedness.
- Maintained institutional compliance with local, state, and federal policies, laws and regulations including audits, annual security reporting, Title IX &, Clery Act reporting.

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TRAINING & CERTIFICATIONS

- NIMS ICS Planning Section Chief
- National Weather Service SKYWARN® Advanced Training
- Travel Safety & Security Training
- Global Leadership Certificate
- BDLS®, Basic Disaster Life Support™
- ADLS®, Advanced Disaster Life Support™
- AED/CPR/First Aid Training
- Plan, Prepare, React: Active Shooter on Campus Response Options
- Preventing Acts of Terrorism on Campus
- FEMA Emergency Management Institute
    - IS 001.A Emergency Manager: An Orientation to the Position
    - ICS 100. SCa: Introduction to Incident Command System for Schools
    - ICS 100. HE: Introduction to Incident Command System for Higher Education
    - ICS 100. HCb: Introduction to the Incident Command System for Healthcare/Hospitals
    - ICS 200: ICS for Single Resources and Initial Action Incident
    - ICS 300: Intermediate Incident Command System for Expanding Incidents
    - IS 360: Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship
    - IS 362.a: Multi-hazard Emergency Planning for Schools
    - IS 368: Including People with Disabilities & Others with Access & Functional Needs in Disaster Operations
    - ICS 400: Advanced Incident Command System, Command and General Staff
    - IS 405: Overview of Mass Care/Emergency Assistance
    - IS 775: EOC Management and Operations
    - **FEMA Professional Development Series**
        - IS-120.a: An Introduction to Exercises
        - IS-230.d: Fundamentals of Emergency Management
        - IS-235.b: Emergency Planning
        - IS-240.b: Leadership and Influence
        - IS-241.b: Decision Making and Problem Solving
        - IS-242.b: Effective Communication
        - IS-244.b: Developing and Managing Volunteers
    - **FEMA Continuity Excellence Series**
        - Level I - Professional Continuity Practitioner
        - Level II - Master Continuity Practitioner