I. PURPOSE AND SCOPE

The University of Houston has established and utilizes an Emergency Management Plan (EMP). The complete EMP can be accessed from http://www.uh.edu/emergency-management/planning-and-response/emergency-management-plan/.

A. This document establishes the Emergency Management Policy (EMP) for the University of Houston and assigns responsibilities for the development, implementation and maintenance of the EMP. The complete EMP can be accessed from www.uh.edu/emergency.

B. The university Emergency Management Team (EMT) will advise the Director of Emergency Management on matters with regard to the EMP. This group will meet quarterly during the academic year and review the EMP. The Director of Emergency Management will ensure that proper testing of all alert notifications is carried out at least once a month, and will coordinate and evaluate at least one training exercise annually.

II. POLICY STATEMENT

The EMP utilizes the “All-Hazards Approach” which provides broad guidelines for emergency management with specific emergency management functions. The basic emergency management procedures are designed to protect lives and property through an effective use of campus and community resources. Since an incident may happen suddenly and without warning, the procedures in the EMP are designed to be flexible to accommodate contingencies of various types and magnitudes. The EMP applies the four phases of emergency management: 1) prevention/mitigation, 2) preparedness, 3) response, and 4) recovery.

A. The university is committed to supporting the safety and welfare of its students, faculty, staff and visitors.

B. The university shall conduct continuous preparedness planning to minimize the risk of personal injury and property loss from critical incidents; shall cooperate with public bodies and agencies charged with disaster control; and shall take necessary and prudent steps to assure continuity of operations and restoration of normal activities as quickly as possible following an emergency or a disaster.

C. The EMP is designed to maximize human safety and survival, preserve property, minimize danger, restore normal operations of the university, and assure responsive communications with university constituents.

III. DEFINITIONS

A. Emergency: An event that can cause death or significant injuries to faculty, staff, students or the public; or that can suspend business, disrupt operations, cause significant physical or environmental damage, or that can threaten the institution’s financial standing or public image.
B. Emergency Management Team (EMT): The EMT is comprised of members of the university administration and selected department representatives on campus. Members of the EMT will be notified of any incident that warrants their guidance response.

C. University Incident Commander (UIC): The Director of Emergency Management or designee will be the University Incident Commander (UIC). The UIC or designee is responsible for directing the efforts of the EMT during a university disaster or crisis and for delegating specific authority to the appropriate university officials when responding to an emergency through the UH Emergency Operations Center (UHEOC). The UIC or designee will report crisis status information to the EMT, President and the Board, as necessary.

D. Emergency Operations Center (UHEOC): The UHEOC is the location selected by the University Incident Commander (UIC) to be used to develop a response and manage the recovery process related to a crisis situation. The UIC or designee will determine the activation, hours of operation, and how the UHEOC will be staffed.

E. Emergency Prioritization Levels

1. Level 4 – Normal Conditions
   a. Emergency events occur and local officials are notified. One or more department or agency responds to handle the incident, and an Incident Command Post (ICP) may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.

   b. Normal university operations are not affected and the incident is under control.

2. Level 3 - Increased Readiness
   a. Increased readiness refers to a situation that presents a greater potential threat than “Level 4”, but poses no immediate threat to life and/or property.

   b. Minor damage localized to department or building and is quickly stabilized with internal resources or limited external assistance. It has little or no impact on personnel or normal operations outside the affected area.

3. Level 2 – High Readiness
   a. High readiness refers to a situation with a significant potential and possibility of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service (NWS).

   b. Major emergency incidents that disrupts a sizable portion of the campus. It may require assistance from external organizations. These events may quickly escalate and have serious consequences for mission-critical functions or threaten life.

4. Level 1 - Maximum Readiness
   a. Maximum readiness refers to a situation in which hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the NWS, combined with factors making the event more imminent.

   b. Significant emergency incident that affects a campus-wide community. University operations are suspended and closure of the University is declared by the President or designee.

F. Emergency Responders: These are university and local emergency organizations and units specifically trained to isolate, contain, and neutralize a crisis situation. The UH Department of Public Safety (UHPDS) is the first responder. If external support is required, UHPDS will contact the appropriate parties, generally the Houston Fire Department (HFD) or other local Hazardous Material...
(HAZMAT) units. If the emergency involves fire or potentially hazardous materials, the Department of Public Safety and the Environmental Health and Safety Bureau will be contacted to assist with the initial assessment.

G. Emergency Support Unit: A unit that is properly trained and equipped to handle emergencies. The unit provides, on a 24-hour basis, immediate response in order to bring the emergency situation under control. Emergency units are identified as:

1. UH Department of Public Safety (UHDPS)
2. Houston Police Department (HPD)
3. Houston Fire Department (HFD)

H. Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

3. Mitigation: The ability of taking sustained actions to reduce or eliminate long-term risk to people and property from hazards and their effects.

National Incident Management System (NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

I. Preparedness/Planning: The action of building the emergency management functions to respond effectively to, and recover from, any hazard.

J. Recovery: The activity of building communities so that individuals and departments can function on their own, return to normal life, and protect against future hazards.

K. Resource Unit: A unit that provides assistance to the UHEOC in the form of information, expertise, or procurement of materials and services. The unit may or may not respond immediately to an emergency site. Resource units are identified as:

1. Office of the President
2. Administration and Finance
3. Environmental Health and Safety
4. Risk Management
5. Plant Operations
6. Student Health Center
7. Information Technology
8. Division of Research
9. Student Affairs
10. Academic Affairs
11. Internal Communications
12. External Communications
13. City of Houston Office of Emergency Management
L. Response: Conducting emergency operations to save lives and property by taking action to reduce the hazard to acceptable levels (or eliminate it entirely); evacuating potential victims; providing food, water, shelter, and medical care to those in need; and restoring critical campus services.

M. Ride-Out Team: Emergencies may preclude access to the campus because of circumstances such as flooding. Personnel essential to rapid restoration immediately following the disaster will be designated to ride-out the emergency on campus. This team will only include those essential personnel for the short period of time until access to campus is expected to be restored. These individuals will be identified by their associate vice president, or higher and upon meeting the NIMS and ICS training requirements set forth and approved by the Director of Emergency Management, they will be issued a UH Ride-Out Credential and Identification.

N. Shelter in Place: “Sheltering in place” means to stay indoors because the environment outside the building is more hazardous than inside the building. People should shelter in place until help arrives or until the emergency passes. Examples of incidents that may require sheltering in place could be the derailment and explosion of a hazardous chemical rail car or a tornado.

O. University Closure: The president or designee will close the campus when it is unsafe to enter buildings. If the university is not evacuated, the only buildings accessible may be residence halls or facilities used to house students, faculty or staff. These buildings will be accessible only to emergency personnel and the residents of those buildings. All other buildings including academic and research buildings must not be entered by anyone unless the University Incident Commander has given an all-clear signal through the UHEOC.

P. University Evacuation: The president or designee will evacuate the campus when the emergency poses a significant risk to the university and its community. The only individuals permitted on campus during the emergency will be members of the EMT, UHDPS, first responders and ride-out teams.

Q. University Incident Commander (UIC): The UIC may be any of the following trained personnel: the Chief of Police, the Director, Emergency Management Bureau or any other highly trained individual. The UIC is responsible for directing the efforts of the EMT, or establishing and activating the UHEOC Command and General Staff during a university crisis and for delegating specific authority to the appropriate university officials when responding to an emergency. The UIC will report crisis status information to the Assistant Vice President for Public Safety and Security, the Chief of Police, the Executive Vice President and to the Board, as necessary.

R. Utilities and Infrastructure Failure: Critical components to the university’s function, such as electrical service, plumbing, computers and telecommunications, building integrity, streets and roads, and natural gas supply, are essential for operations. Therefore, the failure of these critical components must be prevented as well as possible and if a failure occurs, recovery plans must be developed to assure prompt restoration of services.

S. Emergency Management Bureau

IV. THE EMERGENCY MANAGEMENT TEAM

A. An assemblage of University executive management personnel appointed by the President to support campus incidents.

1. The EMT responsibilities may include: Coordinate with the Executive Vice President and assess the incident. Allocate the distribution of resources to the UHEOC command staff for the stabilizing of the incident. Approve additional resources that are unavailable internally to stabilize a campus incident.
Emergency Management Plan

2. UHDPS dispatch will notify the appropriate groups to include the AVP for Public Safety and Security, and others as deemed necessary.

3. If a campus emergency is declared, additional members of the EMT may be requested to assemble at a location designated by the President or Executive Vice President, or designee, in consultation with the AVP for Public Safety and Security, University Incident Commander and/or the Director of Emergency Management.

4. A staging area will be announced by the Director of Emergency Management or his designee to assemble the EMT at a safe location.

B. The EMT is chaired by the Vice President of Public Safety and Security and Co-chaired by the Director of Emergency Management at a minimum consists of members of the Division of Administration and Finance, Academic Affairs, the Department of Public Safety, Student Affairs, University Advancement, Research and Information Technology. Additional team members may be added to the EMT, as necessary. The current members of the EMT include:

1. Chancellor/President
2. Executive Vice Chancellor/Vice President, Administration and Finance
3. Executive Associate Vice Chancellor/Executive Associate Vice President, Academic Affairs
4. Vice Chancellor/Associate Vice President, Academic Affairs
5. Associate Vice President Information Technology/Chief Information Officer
6. Associate Vice Chancellor/Chief Information Officer
7. Assistant Vice President for Safety and Security
8. Chief of Police (Chair)
9. Executive Director, Facilities Management
10. Executive Director, Research Services
11. President, Faculty Senate
12. President, Staff Council
13. President, Student Government Association
14. Director, Emergency Management (Co-Chair)

C. The EMT is responsible for managing and directing the activities of the various departments involved in recovery and business continuity. During the initial stages of the disaster or crisis, the EMT is responsible for providing resources for field operations when requested through the UHEOC. The on-scene incident commander is responsible for communicating with UHEOC to provide status reports and to keep the UIC informed of requisite resources.

D. During the initial crisis, the members of the EMT will:

1. Be provided updates from the incident as deemed necessary through the UHEOC by UIC or his designee.

2. Track and request status reports on various activities that have been initiated and the resources that have been mobilized either to assist the field operations or to provide strategic guidance and/or information to activities away from the scene of the incident.

E. Emergency Operations Command Center (UHEOCC)

The primary location for the UHEOCC is at Center for Public Broadcasting. In the event this location is not functional, the UIC will establish an alternative site. The UHEOCC will be the primary headquarters in emergencies involving the university and will coordinate with City of Houston Departments, and the City...

V. BASIC PROTOCOLS

NIMS/ICS

The University of Houston has adopted NIMS/ICS. Any incident will be managed using this framework.

Emergency Management Team

A. An assemblage of University executive management personnel appointed by the President to support campus incidents. The EMT is chaired by the Assistant Vice President of Public Safety and Security and co-chaired by the Director of Emergency Management at a minimum consists of members of the Division of Administration and Finance, Academic Affairs, the Department of Public Safety, Student Affairs, University Advancement, Research and Information Technology. Additional team members may be added to the EMT, as necessary.

Emergency Notification

1. The UH Emergency Alert Notification System will be used to transmit critical information to a large segment of the university community as quickly as possible. This will be accomplished by utilizing the following methods:

   a. The University’s Emergency Alert Notification System will send emergency messages via e-mail, phone, and text messaging, Alertus beacons, Twitter, and Facebook, and the UH Emergency Operations Center website (www.uh.edu/emergency), and the Outdoor Warning Siren System. These messages will be sent to faculty, staff, and students depending on the severity and timing of the emergency using the contact information available through the PeopleSoft system.

   b. Faculty and staff should maintain current contact information in PASS. It is the employee’s responsibility to ensure that contact information in PASS is correct. Students should ensure that their personal and emergency contact information is current in the PeopleSoft system.

2. Only the University Assistant Vice President for Public Safety and Security, Director of Emergency Management, Chief of Police, the university’s public information officer, or designated identified and designated trained individuals shall authorize the use of the Emergency Alert Notification System (PIER Systems Emergency ALERTS) as necessary to transmit brief urgent messages to large segments of the university.

3. Supervisors/Managers are responsible for ensuring that employees without access to voice or e-mail receive copies of the emergency messages. Supervisors/Managers shall maintain a current list of home telephone numbers of all employees in their area to facilitate communication with them during an emergency.

B. On-going Information and Communications
The Associate Vice President for University Relations is responsible for the preparation and dissemination of internal and external information, utilizing the resources of the Offices of External Communications and Internal Communications. The Emergency Management Bureau and University Relations will work together with University Relations to distribute internal emergency information in responding to telephone inquiries. Specific guidelines and procedures are outlined in the UH Emergency Management Plan. The tasks assigned therein are as follows:

1. External Communications

a. Establish liaison with the news media for dissemination of information as requested by the President, the EMT, or those of the UHEOC University Incident Commander or designee.

b. Establish liaison with local radio and TV services for public announcements.

c. Arrange for photographic and audio-visual services, if needed.

d. Advise the President or designee of all news concerning the extent of disaster affecting the campus.

e. Prepare announcements to media concerning the emergency and coordinate the incident information with the University Incident Commander through the UHEOC.

f. Establish the UH Joint Information Center (JIC) to include providing identification necessary to accredited members of the news media operating on campus during the emergency. The UH JIC will be near, but not in the same location as the UHEOC.

2. Internal Communications

a. Work with IT and University Relations to post news on the university website and UHEOC Web site.

b. Distribute emergency messages by using the PIER System via e-mail, voice mail, text messaging, and Alertus Beacons, Facebook, Twitter, and UH Emergency Operations Center website.

c. Distribute emergency messages by using social media on the UH Emergency Management Bureau Facebook and Twitter sites.

d. Activate the Outdoor Warning Siren System if a shelter-in-place or lockdown action is required.

e. Handle after-emergency coverage in university publications.

3. University Contact Center

a. Provide current information on the emergency to all incoming callers to the university.

b. Provide updated recorded information on central university phone systems.

c. Assist with handling of telephone inquiries from the public relative to the disaster.

d. Provide essential telephone and e-mail response services in the event of an extended disaster.

C. Evacuation and Relocation

1. University faculty, staff and students are responsible for developing personal evacuation plans.
Student Housing and Residential Life is responsible for developing student evacuation plans. Transportation of persons shall be coordinated with appropriate UHDPS and Parking and Transportation Services personnel to evacuate and relocate people threatened or displaced by the incident. Individual departments are responsible for developing evacuation procedures. All procedures should be included in business continuity plans and/or emergency response plans.

2. Decisions involving the evacuation and relocation of Animal Care Operations will be made by the Vice President for Research and the Executive Director of Animal Care Operations.

D. Damage Assessment and Recovery

1. Departmental Notification

a. UHDPS shall be responsible for securing the incident site and notifying the EMT and the members of the President’s Cabinet. The Cabinet will activate phone trees to contact the departments within their respective division or college.

b. To the extent that hazardous materials or chemicals are involved, UHDPS shall notify the Environmental Health and Safety and Risk Management Departments. All emergency clean-up and recovery activities shall be subject to instructions of the Environmental Health and Risk Management Department in accordance with the requirements of public authorities.

2. Departmental Responsibilities

a. To the extent that facilities damage is minimal and relocation of activities is not required, Plant Operations shall be responsible for all site clean-up, debris removal, and emergency or minor repairs. In the event that major remodeling or rebuilding is necessary, Facilities, Planning and Construction shall be responsible for preparation of plans, specifications or cost estimates for building remodeling and equipment repair or replacement.

b. Information Technology will coordinate support for data processing resources at the main data center and the designated recovery sites; provide alternate voice and data communications capability in the event normal telecommunication lines and equipment are disrupted by the disaster.

c. All following specific emergency plans will be developed by the indicated departments and posted on their websites. Copies should be available for use in the event the websites are not available during the emergency:

- Animal Emergencies – Animal Care
- Biological Exposures – UH Department of Public Safety
- Bombings and Bomb Threats – UH Department of Public Safety
- Civil Protests – UH Department of Public Safety
- Information Technology Emergency – Information Technology
- Explosions – UH Department of Public Safety
- Fire – UH Department of Public Safety
- Hazardous Materials Incidents – UH Department of Public Safety
- Medical Emergency – Student Health Center
- Residential Life Mass Evacuations – Student Affairs
- Utilities and Infrastructure Failure – Plant Operations
- Weather Emergencies – UH Department of Public Safety
- Violent Incidents – UH Department of Public Safety

3. Property Loss Reporting Requirements
Preliminary reports regarding the cause of the loss, the extent of damage, and the plans for recovery and relocation shall be provided to the UHDPS Environmental Health and Safety Bureau within 24 hours. The Director of Risk Management shall make recommendations to the AVP for Public Safety and Security. The Director of Risk Management shall coordinate insurance recovery efforts.

VI. TRAINING

In accordance with guidance as provided by the U.S. Department of Education and the Board of Regents, key personnel are required to complete the NIMS/ICS courses as outlined in the EMP.

VIII. III. EMERGENCY MANAGEMENT PLAN MAINTENANCE AND UPDATES AND DRILLS

The Emergency Management policy will be reviewed every three years. Any changes to the Emergency Management Plan requiring a change to the policy will be addressed as necessary. The Emergency Management Plan will be reviewed annually.

A. The EMT will have overall responsibility for coordinating and implementing the EMP. As part of their responsibility, the EMT will meet regularly to evaluate the emergency procedures as outlined in the EMP and consider revisions and updates as necessary. UHDPS will also assume responsibility of assuring that each campus building has appropriate building monitors assigned, and that emergency evacuation procedures are posted throughout each facility. The EMP will be reviewed annually.

B. The Director of Emergency Management will review the EMP annually to ensure that all provisions are current and adhere to local, state and federal disaster guidelines and will be responsible for ensuring that the EMP is updated appropriately.

C. The Director of Emergency Management will coordinate routine "table-top" exercise and drills, to test the EMP’s validity, and orchestrate at least one training exercise annually. The Director of Emergency Management will provide appropriate training to those individuals who will assume leadership positions as emergency responders.

VIII. IV. REVIEW AND RESPONSIBILITY

Responsible Party: AVP Assistant Vice President for Public Safety and Security

Review: Every three years, on or before June 1

VIII. APPROVAL

Interim Vice President for Administration and Finance

President

Date of President’s Approval:

October 2, 1992; Revised October 2, 2012 August 17, 2015
## REFERENCES

- Emergency Operating Manual
- UH Emergency Operations Center web-site
- UH Emergency Management Plan (EMP)

## REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approved Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10/02/1992</td>
<td>Initial version (entitled Emergency Shut-Downs)</td>
</tr>
<tr>
<td>2</td>
<td>12/23/1994</td>
<td>Added Section II definitions. Added Sections III (Campus-Wide Emergencies), IV (Partial Campus Emergencies), and V (Payment of Employees During Emergency Situations). Removed Administrative Guide 6.1.08 from Section V</td>
</tr>
<tr>
<td>3</td>
<td>07/10/2001</td>
<td>Applied revised MAPP template. Added information about the Space Vacuum Epitaxy Center (SVEC) to Section II. Added documentation to Section IV E to reflect current operating practices. Added documentation to Section VI.B.3 on closing specific buildings. Added the Chief of Police to responsible parties. Removed all MAPPs from Section X</td>
</tr>
<tr>
<td>4</td>
<td>01/08/2003</td>
<td>Changed title to Emergency Management Plan. Applied revised MAPP template. Rewrote the entire procedure to reflect current operating practices. Changed responsible parties to Executive Director of Safety and Risk Management and AVP for Administration. Changed the reporting period from every two years on or before June 1st to every three years on or before June 1st. Added Addendums A through E</td>
</tr>
<tr>
<td>5</td>
<td>11/30/2005</td>
<td>Applied revised MAPP template. Gave web site address for EMP in Section I.A. Added five definitions to Section III. Removed the AVP for Administration from Section IV.B, Emergency Management Team. Added various responsibilities to Section V.D.3. Removed AVP for Administration as a responsible party; added AVP for Plant Operations. Added new Addenda A, B, D and E</td>
</tr>
<tr>
<td>6</td>
<td>04/07/2008</td>
<td>Replaced information in Section IV.B and the basic protocols of emergency notification have been updated to reflect the current system in place. Added information about updating PASS in Section V.A.1. Added Section V.A.3. Added information about the University Contact Center responsibilities in Section V.B.3. Removed the Director of Environmental Health and Risk Management as a responsible party. The Addenda have also been updated to reflect the current organizational structure of the university</td>
</tr>
<tr>
<td>7</td>
<td>TBD</td>
<td>Applied revised MAPP template and added new revision log. Changed MAPP number from 06.01.01 to MAPP 07.03.01, and</td>
</tr>
<tr>
<td>Section from Safety to Public Safety. Added web site for Emergency Management Plan in Section I. Revised text to current operating requirements. Changed title in Section IV to Interim Vice President for Administration and Finance. Added UH Emergency Operations Center web site to Section IXIV, References. Deleted all Addendums and Index Terms.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>