



# Emergency and Disaster Preparedness

College/Division Business Administrators

Emergency Management Bureau



# What is Emergency Management?

The mission of the emergency management at the University of Houston is to:

- Prevent/Mitigate
- Prepare for
- Response to and
- Recovery from



... all incidents, emergencies or disasters with an approach using the Four Phases of EM



# Emergency Preparedness and Planning

## ❑ Objectives: Save, Promote, Minimize and Restore

- Save lives and prevent injuries
- Promote an effective action in responding to emergencies
- Minimize loss of campus property
- Restore conditions to normal and with minimal confusion

## ❑ Incident objectives are established based on the following priorities:

- Life Safety
- Incident Stabilization
- Property Preservation





# What is All-Hazard – System Planning



• Campus-wide Planning & Preparedness



• Department & Building Level Planning & Preparedness



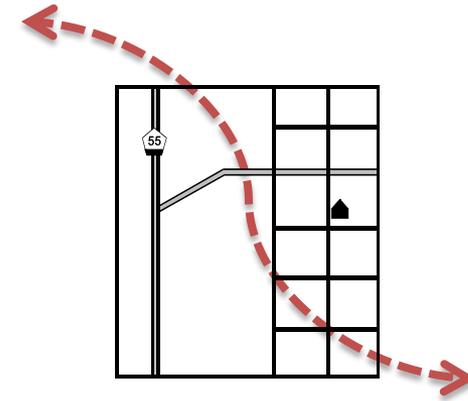
• Individual Planning & Preparedness



# UH Emergency Preparedness

## □ Personal Preparedness

- Be Prepared
- Make a Plan
- Be Informed



## □ Three Emergency Elements to REMEMBER

1. Evacuate
2. Shelter In Place
3. Lock-Down



# PIER – EMERGENCY NOTIFICATION PROCESS

**GOAL:** To communicate to students, faculty and staff and visitors in the event of an impending threat on campus...Efficiently and Effectively

**PEIR - Notification System designed to efficiently communicate and control information:**

- Focus on crisis communications
- Communication management

☐ **General Notification:** addresses a possible threat

– **Purpose:** To raise awareness i.e. monitoring tropical storms

– Distributed via:

- e-mail to internal UH personnel (EMT, DPS Command Staff, Primary Building Coordinators)
- Post to UH EOC webpage ([www.uh.edu/emergency](http://www.uh.edu/emergency)).

☐ **Advisory** – addresses a threat that exists

– **Purpose:** Raise awareness, to advise the campus to take mitigation and preparedness measures i.e. UH is in the cone of uncertainty for a category 1 hurricane, tornado warning, etc.

– Distributed via:

- e-mail
- Post to UH EOC webpage ([www.uh.edu/emergency](http://www.uh.edu/emergency)).
- Social Media (Facebook and



# PIER – EMERGENCY NOTIFICATION PROCESS

**GOAL:** To communicate to students, faculty and staff and visitors in the event of an impending threat on campus...**TIMELY**

**ALERT:** addresses a threat that is imminent/actualized

- **Purpose:** Requires immediate action (Evacuation, Shelter-in-place, or Lockdown) i.e. approaching hurricane (12-72 hours), active shooter, explosions, unknown or uncontrolled chemical release, tornado damage to campus, etc.
  
- Distributed **Campus Wide** via:
  - E-mail (PIER)
  - Phone (PIER)
  - Text Messaging (PIER)
  - University of Houston main webpage
  - Social Media (Facebook, Twitter)
  - UH Sirens
  - Alertus beacons
  - Police Door to Door

UNIVERSITY of HOUSTON  
**EMERGENCY ALERT**



# Why Prepare?

- ❑ Students, faculty and staff are more composed when faced with an emergency.
- ❑ Prevent, respond to, and recover from incident effectively, and efficiently.
- ❑ To know - what to do and where to go.





# What is your role?

- Practice as team at least twice a year.
  - Develop phone-tree ...department or office
  - Practice your evacuation and drills...monthly
  - Review and revise emergency response plans regularly
    - include new people in your business areas
  - Share emergency ALERT information ....
  - Update your emergency contact information at:  
<https://myuh.uh.edu>



# Where do I fit?

- ❑ Be Prepared, Make a Plan & Be Informed
  - Protect yourself, individuals and property
  - Expand proactive planning
  - Promote ongoing training and updates of physical changes to UH infrastructure
  
- ❑ Know where you need to go and when
  - The key to responding to emergencies of any type, is a good emergency response structure
  - Establish multiple layers of communication



# Department Level Emergency Action Plans

- ❑ Components of an **Emergency Response Action Plans** may include:
  - Emergency Contact Numbers
  - Emergency Planning checklist
  - Staff Assignments – during evacuations, sheltering in place, or lockdowns
  - Emergency Supplies & Equipment – Go Kit
  - Special Needs - Individual Considerations
  - Personnel Rosters
  - Staging areas





# Milestones

## □ What are we doing?

- Enhance to a comprehensive All-Hazards - Emergency Management Planning
- Coordinate emergency response protocols with internal and external stakeholders.
- Meet local, state legislation & federal requirements.
- Seek funding for emergency management & campus safety programs.

## □ Where are we going?

- Develop strategic Campus Emergency Management programs
- Produce high caliber training for students, staff and faculty (e.g. preparedness, CERT, campus threat & risk assessments...).
- Exercise Plans
- Focus for professional standards.
- Close gaps through Best Practices.



# QUESTIONS ?

**Be Prepared**

**Make A Plan**

**Be Informed**

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# Other Resources

- **University of Houston Emergency Operations Center /Emergency Stie**  
<http://www.uhemergency.info>
- **Harris County/Houston Homeland Security & Emergency Management**  
<http://www.hcoem.org/>
- City of Houston**  
<http://www.houstonoem.net/go/doc/4027/1121159/>
- **How to Plan for Workplace Emergencies and Evacuations**  
<http://www.osha.gov/Publications/osha3088.html>
- **FEMA Are You Ready?**  
[http://www.fema.gov/areyouready/emergency\\_planning.shtm](http://www.fema.gov/areyouready/emergency_planning.shtm)
- **Ready.gov**  
<http://www.ready.gov/>



# 72-Hour Emergency Campus – Go-Kit Checklist

## UNIVERSITY of HOUSTON

### DEPARTMENT OF PUBLIC SAFETY

#### Emergency Management Bureau

<http://www.uhemergency.info>

#### 72-Hour Emergency Campus/Travel Preparedness Kit Checklist



The 72-Hour Emergency Campus and Travel Preparedness Kit are essential supplies, tailored to meet the basic survival needs for a period of 72-hours during or after a disaster. Campus and home occupants can store emergency supplies, tools, and water in one location that is relatively safe in your room or home, or vehicle and yet easily accessible if an evacuation is required. Some items may be stored in advance in a suitcase, duffle bag or individual packs. The Campus Preparedness Kit must be easy to carry, easily accessible and located in an area for immediate use by the student/home owners. \* *Special measures should be taken with documents and personal items that are being stored in unsecured areas.*

#### First Aid Supplies

- ✓ Adhesive bandages, various sizes
- ✓ 5 " x 9 " sterile dressing
- ✓ Conforming roller gauze bandage
- ✓ Triangular bandages
- ✓ 3 " x 3 " sterile gauze pads
- ✓ Roll 3 " cohesive bandage
- ✓ Germicidal hand wipes, or alcohol-based hand sanitizer
- ✓ Medical grade, non-latex gloves
- ✓ Adhesive tape, 2 " width
- ✓ Antibacterial ointment
- ✓ Cold pack
- ✓ Scissors (small, personal), tweezers
- ✓ Assorted sizes of safety pins
- ✓ Cotton balls, sunscreen
- ✓ First aid manual

#### Non-Prescription and Prescription Med-Kit

- ✓ Aspirin and non-aspirin pain reliever
- ✓ Anti-diarrhea medication
- ✓ Antacid (for stomach upset)
- ✓ Prescriptions/medications
- ✓ Extra eyeglasses/contact lenses

#### Sanitation and Hygiene Supplies

- ✓ Washcloth and small towel
- ✓ Soap
- ✓ Toothpaste, toothbrush, shampoo
- ✓ Deodorants
- ✓ Lip balm, insect repellent
- ✓ Plastic garbage bags and ties for personal sanitation uses, feminine supplies and toilet paper



#### Equipment and Tools

- ✓ Portable, battery-powered radio or wind-up/NOAA Weather Radio
- ✓ Flashlight (wind-up) and/or extra batteries
- ✓ Waterproof matches or in waterproof container
- ✓ Manual can opener
- ✓ Paper cups, plates, and plastic utensils
- ✓ Multi-purpose tool, sugar, salt, and pepper
- ✓ Duct tape, whistle, work gloves
- ✓ Paper, pens, and pencils
- ✓ Needles and thread
- ✓ Battery-operated travel alarm clock
- ✓ Re-sealable plastic bags

#### Food and Water

- ✓ Water (4-6 pints)
- ✓ Ready-to-eat meats, fruits, and vegetables
- ✓ Canned or boxed juices and soup
- ✓ High-energy foods such as peanut butter, jelly, low-sodium crackers, granola bars, and trail mix
- ✓ Special foods for persons on special diets
- ✓ Cookies, hard candy, cereals and powdered milk

#### Clothes and Bedding Supplies

- ✓ Clothes and bedding supplies
- ✓ Complete change of clothes (3-day supply)
- ✓ Sturdy shoes or boots
- ✓ Rain gear, hat, sunglasses
- ✓ Blankets/sleeping bags and camp pillows

#### Documents and Keys

- ✓ Personal identification - copy of driver's license\*
- ✓ Cash and coins (\$10.00), credit cards\*
- ✓ Extra set of apt and car keys
- ✓ Insurance papers, immunization records\*
- ✓ Emergency contact list and phone numbers
- ✓ Maps of the area & emergency phone numbers



# 72-Hour Emergency Campus – Go-Kit Checklist

## UNIVERSITY of HOUSTON

### DEPARTMENT OF PUBLIC SAFETY

#### EMERGENCY FAST GUIDE

<p style="text-align: center;"><b>EVACUATION INFORMATION</b></p> <ul style="list-style-type: none"> <li>• Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).</li> <li>• Do not use elevators!</li> <li>• Take personal belongings (keys, shoes, wallet, purse, your emergency 72- hour go-kit).</li> <li>• Follow directions given by building coordinators, RA's or emergency officials.</li> <li>• Go to designated evacuation point.</li> <li>• Assist persons with disabilities or special needs.</li> </ul>	<p style="text-align: center;"><b>TORNADO</b></p> <ul style="list-style-type: none"> <li>• Peak tornado season in Harris County is March through May; however, these storms can happen at any time.</li> <li>• Hurricanes and tropical storms can even spawn tornadoes.</li> <li>• If there are thunderstorms in the area, stay tuned to NOAA Weather Radio.</li> <li>• If a tornado warning is issued by the National Weather Service, seek shelter indoors.</li> <li>• Move to an interior room without any windows on the lowest level of the building.</li> </ul>	<p style="text-align: center;"><b>POWER OUTAGE</b></p> <ul style="list-style-type: none"> <li>• Remain calm. Provide assistance to others if necessary.</li> <li>• Move cautiously and retrieve a flashlight or use your cell phone. Proceed to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.</li> <li>• Turn off or unplug computers and other voltage-sensitive equipment.</li> <li>• For information about a prolonged outage, link to the UH EOC emergency site</li> </ul>
<p style="text-align: center;"><b>SHELTER IN PLACE</b></p> <ul style="list-style-type: none"> <li>• Stay in the building. Close windows and doors.</li> <li>• Move to an interior room or building away from as many windows as possible. It may be necessary to move to a higher or lower floor and into a hallway.</li> <li>• Do not use elevators.</li> <li>• Follow instructions of emergency/housing personnel.</li> <li>• Remain in shelter until emergency personnel notify you that it's safe to leave. <i>Do not</i> contact parents or friends to come to campus to pick you up.</li> </ul>	<p style="text-align: center;"><b>FIRE</b></p> <ul style="list-style-type: none"> <li>• Activate the nearest fire alarm and call phone #3.3333 from a campus phone or 9-1-1 from non-campus phone.</li> <li>• Evacuate the building.</li> <li>• Do not enter building until authorized by emergency personnel.</li> </ul>	<p style="text-align: center;"><b>SUSPICIOUS PERSON</b></p> <ul style="list-style-type: none"> <li>• Do not physically confront the person.</li> <li>• Do not let anyone into a locked building/ apartment/office.</li> <li>• Do not block the person's access to an exit.</li> <li>• Call #743.3333 from a campus phone, or 911 from a non-campus phone. Provide as much detail as possible about the person and their direction of travel.</li> </ul> <p style="text-align: center;"><b>SUSPICIOUS OBJECT</b></p> <ul style="list-style-type: none"> <li>• Do not touch or disturb object.</li> <li>• Call #743.333 from a campus phone, or 911 from a non-campus phone.</li> <li>• Notify your Building Coordinator or RA's.</li> <li>• Be prepared to evacuate.</li> </ul>
	<p style="text-align: center;"><b>HAZARDOUS MATERIALS RELEASE</b></p> <ul style="list-style-type: none"> <li>• If an emergency occurs or if anyone is in danger, call phone #74 3-3333 from campus phone or 911 from non-campus phones.</li> <li>• Move away from hazard site to safe location.</li> <li>• Follow the instructions of emergency/housing personnel.</li> <li>• Alert others to stay clear .</li> <li>• Notify emergency personnel if you've been exposed or have information on release.</li> </ul>	