

UNIVERSITY of HOUSTON

Emergency Operations Committee Updates
January 15, 2013

Updates from Subgroups

Emergency Communications Subgroup – Update from Eric Gerber

Based on our previous meeting and email responses and discussion from members of the EOC Comm subgroup, we have decided to move forward with a project to improve phone tree usage at UH. Below find a summary of the action plan:

- 1.) The consensus is that our sub-group should undertake this project (as opposed to confirming the need for this and recommending that some other unit take it on).
- 2.) We should develop a “Phone Tree Best Practices” web site that provides tips, templates and other useful material intended to expand and enhance the use of phone trees.
- 3.) This web site should be based within an Emergency Management Bureau site (or if EMB-specific site does not yet exist, whatever DPS site would accommodate it until it can be moved to EMB site). Equally as important as creating the phone tree site will be having it prominently recognized and linked to on other appropriate sites, such as PIER, Human Resources, IT, Faculty Senate, Staff Council, Deans’ pages, etc.
- 4.) To the extent they can, our two most web-savvy members, Diane Trippel and Mark Rosanes, should coordinate/assist in developing the site. To help collect, evaluate, edit and package the material – that is, the documents, templates, etc, that our sub-group members will (it’s hoped) contribute or solicit – Diane will set up a SharePoint site and offer simple instructions on how we can best make use of it.
- 5.) UHEMB will house, maintain and educate the campus community on the phone tree content developed by the subgroup.

Physical Recovery Emergency Planning (PREP) Subgroup – Update from Melissa Rockwell-Hopkins

Update January 11, 2013

YTD Work through November 2012:

University Wide Campus Physical Recovery Emergency Planning Committee (PREP) was established with first year goals and mission:

PHYSICAL RECOVERY EMERGENCY PLANNING (PREP)

The Physical Recovery Emergency Planning subcommittee supports university emergency planning through the utilization of an aligned and integrated Physical Response Model. The Physical Recovery Team is charged with the coordination of physical infrastructure response and recovery efforts, to partner with the university and community to effectively and efficiently prepare for, prevent, respond to, and recover from any and all emergency situations impacting the campus.

Program Website rolled out: <http://www.uh.edu/plantops/about-us/committees/PREP/index.php>

Finalized the following documents: First year program goals - <http://www.uh.edu/plantops/about-us/committees/PREP/Physical%20Response%20Statement%20and%20First%20Year%20Goals.pdf>

Physical Response Coordination Model - <http://www.uh.edu/plantops/about-us/committees/PREP/Integrated%20physical%20response%20summary%20model.pdf>

December 2012 Additional Progress:

1. The Zone Response Map was updated and finalized by the team and can now be found at the following link (<http://www.uh.edu/plantops/about-us/committees/PREP/FINAL%20Zone%20Map%20with%20Emergency%20Assigments.pdf>).
2. Reviewed final Emergency Building Recovery Priority and Power Restoration Schedule at this can now be found at the following link (<http://www.uh.edu/plantops/about-us/committees/PREP/UHBUILDINGHURRICANE%209-10-12.pdf>).
3. The Pre-storm checklist was reviewed and elements were still missing from several teams and this was noted on the meeting handout. All areas were asked to

submit their information by December 21st. Any teams that do not submit will be elevated for completion to appropriate AVP after the New Year. It was noted that full participation was needed in order to effectively complete a comprehensive checklist to enable the university to properly prepare in advance of weather related incidents. Post meeting all but one area has submitted their information.

4. Emergency Services RFP – Cotton contract will expire on 5/31/13 and the University will be bidding for these services and not extended the last year of this term to ensure this work remains competitive. Cotton has done a great job for the university and the decision to not extend another year is not indicative of any performance issues, but solely to ensure best service and pricing. The next year contract term will be bid for 3 years with two (1) year extensions. The committee was sent the scope of work to review. Any members of the committee who wish to serve on the selection committee should let Jacquie Vargas know.
 - a. Members to date are:
 - i. Emmett Sullivan
 - ii. Ginger Walker
 - iii. Sam Longoria
 - iv. Sameer Kapileshwari
 - v. Carlos Villarreal
 - vi. Cheryl Grew-Gillen
 - vii. Craig Whitfield – Sugarland

**Next Steps – the first meeting of 2013 has been scheduled for Tuesday 1/15/2013.
Agenda items to include:**

1. Hurricane Season Preparation

2. Other Key Actions Under Way

1. Building Coordinator and Secondary Updates are occurring January/February 2013 – with tertiary trees to be updated by facility no later than 5/15/2013
2. Pier Goal at what level? (need task team to review and support)
3. Other/Open Items for discussion – open to all

Mass Evacuation Subgroup – Update from Kelly Boysen

This subgroup was kicked off on November 20, 2012. In the initial meeting, the purpose, scope and implementation were outlined. The purpose of the subgroup is as follows:

Purpose: To develop a campus-wide evacuation plan that outlines the roles and expectations all of all stakeholders involved. The mass evacuation subgroup is responsible for contributing to the development of a campus-wide evacuation plan as well as the supporting procedures for their respective areas. The subgroup includes representatives from various departments and divisions who are responsible for providing support and giving direction within their area of expertise.

Also in the November meeting, concern was expressed regarding effective evacuation of individual buildings during a campus-wide evacuation. In the December meeting, information was shared regarding the role of the building coordinators as well as general evacuation guidelines and recommendations from the Fire Marshal for a potential “Safety Warden” program.

Next Steps

- 1.) Departments have been asked to send in a draft of their role in a campus-wide evacuation by January 23.
- 2.) The preliminary sections of the evacuation plan are being drafted for review by the subgroup.