



**University of Houston
Mass Evacuation Plan**

2025

For Official Use Only

Record of Annual Plan Review

Date	Review facilitated by:
12/2/2014	K. Boysen
11/24/2015	C. McKeathen
8/11/2016	C. McKeathen
7/31/2017	C. McKeathen
7/26/2018	G. Walker
7/24/2019	G. Walker
7/21/2021	B. Hall
7/14/2023	M. Solomon
7/31/2025	M. Solomon

Record of Change

The changes implemented through the current year will be highlighted in the chart below. All other previous year changes will be kept on file in the Office of Emergency Management.

Date	Page/Section	Description of Change	Entered by
6/18/19	Throughout	Revised the plan to fit the new OEM plan format.	G. Walker
6/18/19	Throughout	Replace attachments with web links.	G. Walker
6/18/19	Section E	Revise plan review period from annually to every 2 years per new UH OEM Plan Review Schedule.	G. Walker
6/18/19	Resources	Additional resources websites added to the Resources sections.	G. Walker
6/27/19	Assignment of Responsibilities	Addition of the Children's Learning Centers	G. Walker
6/8/21	Throughout	Change Center for Students with DisAbilities to Student Accessibility Center and Change University Marketing, Communications & Media Relations to University Marketing & Communications	B. Hall
7/12/21	Attachment 1	SHRL updated the attachment to reflect their changes and new residence hall	B. Hall
7/14/23	Throughout	Fire Marshal's evacuation links replaced with Building Emergency Response Plan Template link	M. Solomon
7/14/23	Assignment of Responsibilities	Facilities removed PREP links and information, as the program no longer exists	M. Solomon
7/14/23	Re-Entry	Addition of restoration of essential services	M. Solomon

7/31/25	Throughout	Minor changes to wording throughout document.	M. Solomon
7/31/25	Relocation	The Justin Dart, Jr. Student Accessibility Center updated the section about students with accessibility issues.	M. Solomon
7/31/25	Attachment 1	SHRL updated their (SHRL) Specific Staff Assignments During Emergencies attachment throughout.	M. Solomon

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Section A – Purpose, Scope and Assumptions

Purpose

The purpose of the University of Houston Mass Evacuation Plan is to provide guidance to prepare for and to facilitate an effective large-scale evacuation of the UH Campus, UH Sugar Land, UH Katy, UH College of Medicine, and UH Technology Bridge in order to prevent any harm to the students, staff, faculty and visitors of the University of Houston community. This plan provides a framework for mass evacuation preparedness and response activities and serves as a foundation for further planning, drills, and emergency preparedness activities.

The priorities of UH during a disaster are for the protection of lives, assets, valuable research processes, property, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring University academic, research programs and services as soon and safely as possible.

Scope

This plan will focus on guidance in preparation and response for an immediate evacuation of the UH Campus, UH Sugar Land, UH Katy, UH College of Medicine, and UH Technology Bridge. This immediate evacuation may require a short-term relocation of students, faculty, staff and other members of the campus community. This plan is limited to mass evacuation that may be defined as a campus-wide evacuation or the evacuation of several campus buildings. Incidents that may lead to this type of evacuation may include, but are not limited to: multi-building/campus-wide bomb threat, explosion, etc. A detailed list may be found in the following Situation and Assumptions section.

While the plan focuses on short-term, immediate evacuation, additional attachments and resources to the plan may address long-term evacuation and relocation preparations. The campus may also be evacuated due to a campus closing in the event of an approaching hurricane. This non-immediate evacuation and potential long-term relocation of residential students will not be the focus of this plan.

However, many attachments and resources to this plan provide guidance and support should this type of evacuation/long-term relocation be needed.

Situation

There are a wide variety of emergency situations that might require an evacuation of all or portions of the University of Houston campus, UH Sugar Land, UH Katy, UH College of Medicine, and UH Technology Bridge. Some evacuations may provide advanced warning, while others will be immediate.

An **immediate** evacuation may be needed as a result of the following:

- a) Bomb threat
- b) Hazardous materials release/spill
- c) Major fire
- d) Natural gas leak
- e) Tornado damage
- f) Flash flooding
- g) Terrorist attack or potential use of Chemical, Biological, Radiological, Nuclear or Explosives

A **non-immediate** evacuation generally with **some warning** may be needed as a result of the following:

- a) Hurricane
- b) Pandemic Threat

As previously mentioned, the focus of this plan will be preparation and response for an **immediate** evacuation.

Assumptions

The following planning assumptions apply to this plan:

1. Campus Evacuation will either be planned with advanced notice of the emergency or spontaneous with little or no advanced notice of the emergency.

2. Campus Evacuation with little or no notice of the emergency:
 - a. The decision to initiate an evacuation will be determined by the University President based on a real-time assessment of a threat to the campus community.
 - b. The campus will be alerted using the UH ALERT Emergency Notification System.
3. Information will be provided to evacuees as soon as possible to keep evacuees informed during the evacuation.
4. Not all campus occupants may be able to evacuate campus by their vehicle.
5. Depending on conditions, residents and other students may not be able to remain in their quarters.
 - a. If this evacuation is ordered, the campus may be directed to evacuate campus immediately by foot, or by available mass transit. Conditions may prohibit departure by privately owned vehicles. Campus members may be moved to temporary staging areas as determined by UH Police Department (UHPD). As conditions improve, transit will be arranged for campus members to retrieve their privately owned vehicles so they may depart to their residence.
6. The evacuation of large numbers of people from campus will stress the limited capabilities of roadways available for this purpose, potentially requiring additional time to complete an evacuation. Consequently, an evacuation must be initiated as soon as feasible upon recognition of the threat to campus and must continue to function efficiently until completion.
7. The UH Police Department will facilitate evacuation and relocation activities. Coordination with the UH Emergency Operations Center will involve the exchange of information regarding decision-making, protective actions, and resource coordination and deployment, if necessary.
8. The capacity of available public evacuation shelter facilities in and adjacent to the impacted areas will be determined by Campus Safety and University Administration.
9. For certain hazard types, large, vulnerable populations and limited evacuation road networks may necessitate termination of evacuations prior to full completion and evacuees still at risk would need to be directed to a refuge-of-last-resort as quickly as possible.
10. Any campus evacuation will require expedited coordination of all University departments to maintain an efficient and safe movement of traffic during an evacuation.

Section B - Concept of Operations

General

1. The University of Houston conducts emergency response operations using the National Incident Management System (NIMS) and the Incident Command System (ICS) models. NIMS and ICS provide a consistent nationwide standard designed to assist all government, private sector, and nongovernmental organizations in working together during incidents when necessary. More information and education regarding NIMS and ICS can be found at the Federal Emergency Management Association's (FEMA) Emergency Management Institute (EMI) website at <http://training.fema.gov/>.
2. The University of Houston Mass Evacuation Plan is intended to be used in conjunction with The University of Houston [Emergency Management Plan](#).
3. University of Houston personnel should familiarize themselves with the various [emergency preparedness processes](#) on campus and how to receive emergency information. For example, UH Personnel should be educated to have a fundamental knowledge of general emergency procedures for campus and buildings. Knowledge of emergency processes will ensure the safety of students, faculty, staff, visitors, as well as emergency responders.
4. In addition, pre-planning and exercises are effective ways to ensure that building management teams and occupants recognize the evacuation alarm, other emergency communications, and know how to respond accordingly. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation. In addition, building occupants should become familiar with their [Building Coordinator](#). The Building Coordinator is a University employee who has a defined role in campus emergency/disaster preparedness and building maintenance. These individuals also act as coordinator for building occupants in developing building emergency response and evacuation plans.

Response Functions

Overview of Response Actions

Isolated or multiple incidents may initiate an evacuation of certain geographic or densely populated portions of the university campus, or of the university campus in its entirety. For a mass evacuation, the following actions may be initiated, as applicable:

1. UH Police will be informed of an upcoming incident that could require campus evacuation.
2. UH Police will notify UH Administration for authorization to order an evacuation. Under certain extreme circumstances, UH Police may authorize an evacuation.
3. UH Administration will determine the need to evacuate the campus (if UH Police have not already authorized the evacuation).
4. UH Police will develop a campus-wide announcement regarding the evacuation order.
5. Activation of the UH Emergency Operations Center will be requested to assist and support the response.
6. Those residing on campus and within close proximity to campus will be directed to evacuate by a variety of options including mass transit, foot, bicycle or their vehicles.
7. Students residing off campus may be directed to return to their residence by mass transit or their own vehicles.
8. Staff and faculty may be directed to return to their residence.
9. The University community may be directed to evacuate by specific routes as directed by the Incident Commander via [UH ALERT](#).
10. Outbound traffic routes impacted by construction or other impediments will be cleared or made passable to the extent possible.
11. Live traffic control at critical intersections will be implemented to the extent possible.
12. Redirection of one-way traffic lanes will be implemented as needed to improve traffic flow.
13. Considerations for special needs populations and those without transportation will be determined based on the evacuation event by the Incident Commander.
14. Resources and support from outside transportation agencies will be requested as needed (METRO, Groome Transportation, Disaster Response Contractors, etc). MOUs or contracts should clearly promulgate the support that will be provided by said agencies.

Notification of Evacuation and Additional Communications

Evacuation information will be communicated via the [UH ALERT Emergency Notification System](#). UH ALERT has the ability to transmit emergency alert information simultaneously to the university community via various notification means in order to reach out to students, faculty and staff during an emergency. UH ALERT will utilize the UH ALERT [website](#), E-mail, text message and social media to send emergency messages. More information about the UH ALERT Emergency Notification System can be found [here](#).

Emergency evacuation messages communicated may contain the following information:

- Nature of the threat
- Location of the threat
- Evacuation instructions to include the following, as applicable:
 - o method of evacuation
 - o evacuation routes
 - o staging locations

Through coordination between UH Police and the Division of University Marketing & Communications, periodic updates will be provided to ensure all stakeholders impacted by the evacuation event are informed as soon as possible. Moreover, evacuation information will be posted on the UH website and UH ALERT website (www.uh.edu/emergency).

Any media inquiries will be directed to and handled by Media Relations within the Division of University Marketing & Communications.

Traffic Control and Transportation

UH Police are responsible for the egress of traffic (both pedestrian and vehicular) for evacuation events. A variety of scenarios have been considered. Depending on the nature of the evacuation event, traffic routes may vary. For security purposes, evacuation route specifics will not be released in advance of the actual evacuation event.

UH utilizes buses to move students, faculty and staff around and about campus. During an evacuation event, UH Police may coordinate with Parking and Transportation in order to utilize these buses to ferry persons to safe zones as determined by the Incident Commander.

Relocation

The Incident Commander is responsible for the relocation of impacted UH personnel and students for an evacuation event. For security reasons, relocation safe areas will not be released before the actual event. The following parameters must be considered when selecting safe zones:

- Nature of the threat
- Weather (inclement weather, temperature, etc.)
- Available transportation
- Time of day
- Day of week
- Number of evacuees
- Construction
- Traffic congestion

As the length of time increases that evacuees are staged in safe zones, other matters must be considered:

- Food and water
- Possible overnight accommodations
- Restroom facilities
- Medical needs and/or medications

All plans to address these areas must be malleable depending on the nature of the evacuation event.

UH Students with Disabilities

Key Components of Inclusive Evacuation Planning

- Accessible Communication
 - o Use both visual and auditory alerts.
 - o Provide captioning, sign language interpreters, and accessible digital alerts (e.g., TTY, text messages, emails)
- Transportation Planning
 - o Ensure accessible transportation is available (e.g., buses with lifts, vehicles for service animals or medical equipment).

- Coordinate with local transit and emergency services to support students with mobility, sensory, or cognitive disabilities.
- Voluntary Disability Registries:
 - Maintain confidential registries of students who may need assistance during an evacuation.
 - Use this information to plan for individualized support while respecting privacy
- Evacuation Equipment and Assistance:
 - Provide evacuation chairs, accessible exits, and trained personnel to assist students with disabilities.
 - Ensure shelters are accessible and equipped with necessary accommodations (e.g., medical supplies, quiet spaces, accessible restrooms).
- Training and Drills:
 - Include students with disabilities in emergency drills.
 - Train staff and emergency personnel on disability etiquette, communication strategies, and evacuation procedures.

Re-Entry

After an evacuation event has concluded, students, faculty and staff must be directed to return to campus. UH Administration and UH Police will coordinate the best course of action to promote the safe return to campus.

Consideration should be given to the following factors before allowing re-entry of the general public into an evacuation zone:

- Restoration or availability of utility services, (e.g. restoration of gas service, including the re-ignition of pilot lights, can be time-consuming.)
- Public health and safety issues, (e.g. vermin, standing water, debris, dangerous animals, etc.)
- Assessment of the structural integrity or potential contamination of structures inside an evacuation zone.
- Restoration of essential services (e.g. food services, restrooms, custodial services, etc.)

Campus notification of the re-entry plan will be made through the UH ALERT Emergency Notification System in conjunction with University Marketing & Communications. Frequent updates on the status of the incident and re-entry shall be provided throughout the incident.

Section C - Organization and Assignment of Responsibilities

Organization

In the event of an emergency evacuation, the UH Police Department serves as the primary law enforcement agency in charge of coordinating the overall response. The Office of Emergency Management may activate the UH Emergency Operations Center in support of the UH Police Department's response, if needed. Additional responsibilities by division or department are listed below.

Assignment of Responsibilities

1. General:

All UH departments are responsible for the following tasks:

- a. Make evacuation plans for their building using the [Building Emergency Response Plan template](#).
 - b. Communicate emergency information to staff.
 - c. Ensure college/division and department [continuity of operations plans \(COOP\)](#) are developed that ensure essential university functions can continue during a mass evacuation event.
 - d. Ensure personnel are clear on their roles and responsibilities if mass evacuation of the UH campus occurs.
 - e. Follow evacuation instructions as outlined in official UH communications.
2. The University President or designee will:
- a. Authorize a cancellation of classes or a campus closure, if necessary.
3. Emergency Planning Committee (EPC) will:
- a. Review the Mass Evacuation Plan annually.
 - b. Meet regularly with the Office of Emergency Management (OEM) in order to determine any additional planning needs.

4. UH Police will:

- a. Authorize a mass evacuation of the UH campus, if necessary.
- b. Distribute a campus-wide alert notification through the available warning systems in the event of a mass evacuation.
- c. Advise the campus community of applicable evacuation instructions including method of evacuation, evacuation routes, and potential staging locations.
- d. Provide periodic updates in coordination with University Marketing & Communications.
- e. Coordinate the egress of traffic and designated evacuation routes.
- f. Identify and coordinate the relocation areas for an evacuation event, if necessary.
- g. Coordinate with various departments, through the EOC, regarding additional needs for long-term relocation.
- h. Coordinate the re-entry process with UH Administration.

5. Office of Emergency Management (OEM) will:

- a. Activate the Emergency Operations Center (EOC) to support the response, as requested by UH Police Department.
- b. Develop plans to prepare for operation in an alternate EOC location or mobile command post (if a mandatory evacuation is required for the Center for Public Broadcasting building).
- c. Assist in coordinating/sharing incident information with Public Information Officers (from UH Media Relations) for updates to the campus community and the media.
- d. Communicate status of the response to the Executive Operations Team (EOT) through the EOC using Veoci Incident Management System.
- e. Coordinate and communicate the University of Houston Continuity of Operations Plan to the vital departments, divisions and colleges to maintain university essential functions.

6. University Marketing & Communications will:
 - a. Provide updates to the campus community regarding the evacuation and if necessary, communicate recommended actions and protective measures as outlined by UHPD and University Administration.
 - b. Respond to media inquiries.
 - c. Draft updates and any cancellation of classes/campus closure notices, as needed, in order to post on the UH ALERT website (www.uh.edu/emergency) and the UH homepage (www.uh.edu).

7. Student Housing and Residential Life (SHRL) will:
 - a. Develop a plan to respond and coordinate residents in the event of a mass/campus-wide evacuation (see detailed planning actions in Attachment 1).
 - b. Receive notice of a campus evacuation from UHPD. Generally, the person to receive this message is the Residence Life Coordinator (RLC) on-duty or Back-Up (i.e., executive director or an associate director).
 - c. Develop notification procedures to all professional and paraprofessional staff in order to communicate the need for an evacuation; then effectively facilitate an evacuation with the use of all RLC and Resident Advisor (RA) staff.
 - d. Develop a plan and facilitate the evacuation of residents to a designated evacuation or assembly area(s) as outlined by UHPD through the use of all professional and paraprofessional staff.

8. Facilities Services will:
 - a. Support the UH Police Department (UHPD) as well as other University Departments in their department evacuation efforts through:
 - i. Communication & Coordination of Support Resources in the Coordination of Physical Efforts as deemed appropriate by the UHPD in the following ways:
 1. Assistance with Facility Access or Securing of Facilities
 2. Assistance with Clearing Facilities or Personnel
 3. Assistance with Utility Shutdowns

4. Assistance with facility support services during relocation preparations or support to relocation sites
 5. Assistance with physical recovery efforts post event, as directed by UHPD
 6. Engagement of Assistance of Emergency Restoration Contractor as situation deems applicable
- ii. Communication & Coordination with the Building Coordinator Program ([MAPP 09.05.01](#)) which is administered by Facilities/Construction Management and has been established to do the following:
 1. Serve as building contact between occupants, essential service providers and emergency responders if an emergency occurs during regular hours (i.e. Work Requests).
 2. Work as building liaison to other campus departments and units that provide support, assistance and input to emergency preparedness planning.
 3. He or she serves as the primary communication liaison between campus support agencies and building occupants.
 4. Post notices of renovation and construction work in the building that could affect occupants (i.e. fire drills).
 - iii. Work with UHPD and the EOC Team, as applicable to the situation.
- b. Work with Office of the University Registrar when classes need to be moved.
9. UH Fire Marshal's Office will:
- a. Report to the UH Emergency Operations Center (EOC) in order to assist and support in a Safety Officer or another support role.
 - b. Potentially serve as the Incident Commander in the event of hazardous material releases, fires, or other fire safety-related incidents, coordinating directly with other representatives in the EOC.

10. Division of Research (DoR) will:

- a. Communicate with all DoR staff members utilizing the DoR Emergency Phone Tree. Supervisors will contact their respective staff members to communicate the evacuation instructions.
- b. Confirm with supervisors that all staff have received the instructions and are complying with evacuation plans. Information will be sent to the Vice Chancellor/Vice President for Research and Technology Transfer or in his/her absence, the Executive Director for Research Services.
- c. Keep DoR staff informed of the current situation in coordination with University Relations/Communications and Building Coordinators.
- d. Implement business continuity plans for DoR that ensure essential functions can continue after a mass evacuation incident.

11. Animal Care Operations (ACO) will:

- a. Communicate with all ACO staff members through their supervisors the evacuation instructions.
- b. Confirm with supervisors that all staff have received the instructions and are complying with evacuation plans. Information will be sent to the Executive Director or in his/her absence, the Assistant Director.
- c. Keep ACO staff informed of the current situation in coordination with University Relations/Communications.
- d. Implement Continuity of Operations Plans for ACO that ensure essential Animal Care Operations functions can continue after a mass evacuation incident.

12. Student Accessibility Center (SAC) will:

- a. Communicate emergency information regarding a mass evacuation, cancellation of classes or campus closure to students registered with the Student Accessibility Center.

13. International Student and Scholar Services (ISSS) will:

- a. Coordinate with the University to relay information to international students and exchange visitors via our listserv, e-mail communications, and ISSS website concerning the emergency evacuation information.

- b. Maintain up-to-date Continuity of Operations Plan (COOP) with contact information for all staff so essential university functions can continue during an emergency evacuation incident.
- c. Provide periodic communications to staff to review their roles and responsibilities if emergency evacuation is suspected or confirmed. (ISSS receives Evacuation Plans Forms from new international students and exchange visitors during International Student Check-in and exchange visitor orientation. The form provides information from the student concerning where they would evacuate in an emergency, and if they need special accommodations, such as transportation, wheelchair access, etc.).

14. Children's Learning Center will:

- a. Annually establish and maintain the necessary MOU(s) for emergency relocation and keep on file at the Children's Learning Center
- b. Maintain the Children's Learning Center Building Emergency Response Plan
- c. Ensure the staff of the Children's Learning Center have been trained on the processes for evacuation of the Children's Learning Center should the need arise
- d. Implement notification procedures for families and staff
- e. Implement the Continuity of Operations Plan to maintain any essential functions for the department.

Sections D - Direction, Control and Coordination

General

The President has the decision making authority for ordering a mass evacuation and/or closing the University of Houston campus. In exigent circumstances, an evacuation may be ordered by UH Police. In addition, UH Police serves as the responsible response agency for coordinating the evacuation.

Incident Command System – Emergency Operations Center Interface

1. For major emergencies and disasters, the University of Houston Emergency Operations Center (UHEOC) will be activated. When the UHEOC is activated, it is essential to establish a division of responsibilities between the Incident Command Post and the UHEOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

2. The Incident Commander is generally responsible for field operations, including:
 - a. Isolating the scene
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing emergency instructions to them
 - d. Determining and implementing protective measures (evacuation or shelter-in-place) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene
 - f. Requesting additional resources from the EOC.

3. The UHEOC is generally responsible for:
 - a. Providing resource support for the incident command operations
 - b. Sharing information with the Public Information Officer in order to provide information to the general public
 - c. Supporting the response agencies and assisting with the coordination of the mass evacuation
 - d. Requesting assistance from the City of Houston and other external sources

Decision Making

The priorities of decisions may change as the situation evolves.

1. Mass Evacuation of Campus
2. Selection of Relocation Areas
3. Resumption of Normal Operations/Re-Entry

Coordination with Local Law Enforcement and Other External Agencies

Resources and support from outside agencies will be requested as needed. MOUs should clearly promulgate the support that will be provided by said agencies.

Section E – Plan Development and Maintenance

Plan Development and Maintenance

1. This plan was developed by the Evacuation subgroup of the UH Emergency Planning Committee. The subgroup consisted of members from the following divisions and departments:
 - a. Office of Emergency Management
 - b. UH Police
 - c. Division of Student Affairs (including Student Housing and Residential Life)
 - d. Facilities Services
 - e. Auxiliary Services
 - f. Fire Marshal's Office
 - g. Division of Research (including Animal Care Operations)
 - h. Real Estate Services
 - i. International Student and Scholar Services
2. The UH Office of Emergency Management is responsible for maintaining this plan. Recommended changes to this plan should be forwarded as needs become apparent.
3. This plan will be reviewed and updated every two years.
4. Departments with assigned responsibilities in this plan must develop and maintain procedures for their responsibilities.
5. Changes to this plan will be notated on the Record of Changes table.
6. This plan will be updated based upon deficiencies identified during actual emergency situations, during exercises, and when changes in threats, hazards, resources and capabilities occur. In addition, the plan will also be updated when any changes in laws, regulations, or policies that affect the contents or the significance of the plan are identified.

Distribution of Planning Documents

1. In general, copies of this plan and its appendices should be distributed to those individuals, departments, agencies, and organizations tasked in this document, as well as the areas listed in the Plan Distribution List (Attachment 4).
2. Hard copies should also be set aside for the UHEOC.

Section F – Authorities, References and Resources

Authority

This plan falls under the authority outlined in the University of Houston (UH) Emergency Management Plan (EMP) which outlines how any emergency is managed on the University of Houston Main Campus. This emergency response planning is based on the National Incident Management System (NIMS), a standard model throughout the United States and the Incident Command System (ICS), the management structure adopted by first responders at UH. The NIMS contains flexible and functional positions for each critical operation of the University during any emergency.

References

Department of Homeland Security/Federal Emergency Management Agency. *Mass Evacuation Incident Annex to the National Response Framework*. June 2008.

Texas Division of Emergency Management. *Annex E – Evacuation Sample Plan*. March 2006.

The University of Texas at Austin. *Building Management and Restricted Access Annex*. February 2012.

University of Washington, Department of Communication. *Emergency Evacuation and Operation Plan (EEOP)*. June 2008.

Resources

UH Building Emergency Response Plan template

<https://www.uh.edu/emergency-management/planning-and-response/building-emergency-response-plan-template/>

UH Police Department – Bomb Threat Information

<https://uh.edu/police/safety-security/bomb-threats/>

UH Office of Emergency Management - Be Prepared

<https://www.uh.edu/emergency-management/be-prepared/>

UH Emergency Preparedness Poster

<https://www.uh.edu/emergency-management/planning-and-response/building-department-preparedness/emergency-preparedness/>

UH Faculty Emergency Preparedness

<https://www.uh.edu/emergency-management/planning-and-response/faculty-preparedness/>

Section G - Attachments

Attachment 1 - Student Housing and Residential Life (SHRL) Specific Staff Assignments during Emergencies

Attachment 2 - International Student and Scholar Services (ISSS) Emergency Evacuation Plan

Attachment 3 - Evacuation and Sheltering Facilities Memorandum of Understanding (MOU)

Attachment 4 - UH Mass Evacuation Plan – Distribution List

Attachment 1 – Student Housing and Residential Life (SHRL) Specific Staff Assignments During Emergencies

SHRL's ROLE: In the event of an emergency SHRL Administrative Office Personnel provide direction and support to the Residence Hall staff. Residents needing assistance due to disability or injury follow direction of UHPD as outlined in SHRL Housing Guide and Office of Emergency Management Disabilities Resources website.

SHELTER IN PLACE

- A. SHRL Residence Life Coordinator (RLC) on-duty or designated Back-Up, i.e. assistant vice president, executive director, or assistant director(s), receives notice of SHELTER IN PLACE via email or phone message from UH ALERT. Supervisor of Desk Operations and Customer Service (SDOCS) may receive notice until the RLC is available.

RLC on duty shall:

1. Notify Back-Up (SHRL Assistant Vice President, Director(s), or Associate Director(s))
 - a. Executive staff will notify higher University administration: Vice President DSA, Assoc VPDSA, and President.
2. Contacts *all* on-duty RAs *and all* RLCs
3. Contacts *all* Desks
 - a. Notify of SHELTER IN PLACE
 - b. Contact *all* other RAs to inform residents of Shelter in Place and advise them to seek shelter indoors. For shelter-in-place directives issued due to severe weather/tornado warning, recommend that residents seek shelter in an interior room, away from windows, ideally on the lowest level. **NOTE:** The PA system built into the fire alarm panel can be used to inform residents to shelter in place and provide periodic updates.
 1. RAs post pre-printed Notice on all exterior doors and elevators
 - c. Lock Desks down and unless circumstances and/or UHPD Incident Command dictate otherwise Shelter in Place in the following areas:
 1. Bayou Oaks – Close Desk – Shelter in Place in RLC Office
 2. Cougar Place – Close Desk – Shelter in Place in Storage Room behind front desk
 3. Cougar Village 1 – Close Desk – Shelter in Place in RLC Office
 4. Cougar Village 2 – Close Desk – Shelter in Place in Package Room
 5. University Lofts – Close Desk – Shelter in Place in the Multi-Purpose Room
 6. Moody Towers – Close Desk – Shelter in Place in public restrooms in the commons
 7. The Quad – Close Desk – Shelter in Place in 1st floor common restrooms (1013/1015) near Computer Room
 8. Housing and Administrative Offices – Shelter in Place in respective workspaces

- B. SHRL RLC on-duty receives notice of ALL CLEAR from UHPD Incident Command

RLC on-duty shall

1. Notify Back-Up (SHRL Assistant Vice President, Director(s), or Associate Director(s))
 - a. Executive staff will notify higher University administration: Vice President DSA, Assoc VPDSA, and President.
2. Notify on-duty RAs and Desks of ALL CLEAR
 - a. On-duty will contact *all other* RAs and DAs

- b. Post pre-printed “All Clear” signage

EVACUATION WITHIN CAMPUS

- A. SHRL RLC on-duty or designated Back-Up, i.e. assistant vice president, executive director, or associate director(s), receives notice of EVACUATION WITHIN CAMPUS via
 - a. email or phone message from UH ALERT.
 - b. initiation of the fire alarm system in the building
 - i. **NOTE:** Some residential buildings have only a selective evacuation alarm. Pulling a fire alarm in these buildings will only sound on three floors instead of the entire building. If the fire alarm is used to initiate EVACUATION WITHIN CAMPUS, you must use the “all speaker evac” button on the alarm panel or the built-in PA system.

SDOCS may receive notice until the RLC is available.

RLC on-duty shall

- 1. Notify Back-Up (SHRL Assistant Vice President, Director(s), or Associate Director(s))
 - a. Executive staff will notify higher University administration: Vice President DSA, Assoc VPDSA, and President.
 - 2. Contacts *all* on-duty RAs *and all* RLCs (if an RLC not available, contacts respective Senior RA)
 - a. RAs post pre-printed Notice on all exterior doors and elevators
 - 3. Contacts *all* Desks
 - a. Notify of Evacuation within Campus and where to go
 - b. Contact *all other* RAs to inform residents of the EVACUATION WITHIN CAMPUS and where to go
 - c. Lock Desks down
 - 1. Bayou Oaks
 - 2. Cougar Place
 - 3. Cougar Village 1
 - 4. Cougar Village 2
 - 5. University Lofts
 - 6. Moody Towers
 - 7. The Quad
 - d. DAs evacuate
- B. SHRL RLC on-duty receives notice of ALL CLEAR from UHPD Incident Command

RLC on-duty shall

- 3. Notify Back-Up (SHRL Assistant Vice President, Director(s), or Associate Director(s))
 - a. Executive staff will notify higher University administration: Vice President DSA, Assoc VPDSA, and President.
- 4. Notify on-duty RAs and Desks of ALL CLEAR
 - a. On-duty will contact *all other* RAs and DAs
 - e. Post pre-printed “All Clear” signage

IMMEDIATE EVACUATION FROM CAMPUS

- A. SHRL RLC on-duty or designated Back-Up, i.e. assistant vice president, director, or associate director(s), receives notice of IMMEDIATE EVACUATION FROM CAMPUS via email or phone message from UH ALERT. SDOCS may receive notice until the RLC is available.

RLC on-duty shall

1. Notify Back-Up (SHRL Assistant Vice President, Director(s), or Associate Director(s))
 - a. Executive staff will notify higher University administration: Vice President DSA, Assoc VPDSA, and President.
2. Direct Residents to either
 - a. leave immediately on their own accord, **or**
 - b. request accommodation and become part of the SHRL IMMEDIATE EVACUATION FROM CAMPUS process

All full-time and part-time staff shall report to the main office of their respective area if possible.

1. Building Coordinator/SHRL Professional Staff member of area
 - a. secures emergency radio and sets it to a predetermined emergency channel
 - b. via phone or radio, obtains from Incident Command designated assembly area to await buses/shuttles for the area's residents and employees
 - c. gets evacuation checklist/clipboard that has staff roster, staff contact information
 - d. takes headcount and designates a staff member to call/text missing staff to report to office
 - e. assigns and dispatches the following appropriate duties depending on available staff:
 - i. emergency personnel greeter(s)/escort(s)
 - ii. posting of signs/flyers on elevators and external doors
 - iii. "sweepers" of the floors, common areas, and stairwells
 - iv. exterior door attendant(s) to prevent reentry
 - v. elevator monitor(s)
 - vi. phone message and social media monitor.
 - f. makes an announcement on the residence hall all-building public address PA system or bullhorn, per direction from Incident Command, about the need to evacuate, what residents may and may not bring, and assembly area information.
 - g. oversees the lockdown of the (building) Desk
 - i. changing office voicemail message or forward phones will only be done *if* emergency allows.
 - h. obtains the Go Kit from the office, secures the office, and along with staff members accompanies all stragglers to the assembly area. The Go Kit should contain: a copy of the crisis plans step-by-step, hall/office roster, radio, laptop or tablet, paper, and pen.
2. In the assembly area the Building Coordinator/SHRL Professional Staff provides information, calm assurances, and encourages residents to remain until transportation arrives. **NOTE:** Should communications fail during assembly or after the buses/shuttles have departed, the Building Coordinator/SHRL Professional shall make independent judgments in best interests and welfare of all persons in their charge until contact with Incident Command is reestablished.

PLANNED EVACUATIONS FROM CAMPUS

SHRL will prepare for PLANNED EVACUATION FROM CAMPUS events (e.g., hurricane) following SHRL Emergency Preparedness procedures.

Planned Evacuation from Campus Event

- A. SHRL RLC on-duty or designated Back-Up, i.e. assistant vice president, director, or associate director(s), receives notice of PLANNED EVACUATION FROM CAMPUS event via email or phone message from UH ALERT. SDOCS may receive notice until the RLC is available.

RLC on-duty shall

1. Notify Back-Up (SHRL Assistant Vice President, Director(s), or Associate Director(s))
 - a. Executive staff will notify higher University administration: Vice President DSA, Assoc VPDSA, and President.

Residents shall

1. Leave immediately on their own accord
 - a. By personal vehicle, *or*
 - b. With Parent/Family/Friend providing transportation off campus, *or*
2. Request accommodation and become part of the SHRL IMMEDIATE EVACUATION FROM CAMPUS process.

SHRL Facilities shall

1. Engage with SHRL/DSA and contracted transportation company to load each transport with supplies that include cases of water, small prepackaged foods, and first aid kit.

All full-time and part-time staff shall report to the main office of their respective area

1. Building Coordinator/SHRL Professional Staff member of area
 - a. secures emergency radio and sets it to a predetermined emergency channel
 - b. via phone or radio, obtains from Incident Command designated assembly area to await buses/shuttles for the area's residents and employees.
 - c. gets evacuation checklist/clipboard that has staff roster, staff contact information,
 - d. takes headcount and designates a staff member to call/text missing staff to report to office
 - e. assigns and dispatches the following appropriate duties depending on available staff:
 - i. emergency personnel greeter(s)/escort(s)
 - ii. posting of signs/flyers on elevators and external doors
 - iii. "sweepers" of the floors, common areas, and stairwells
 - iv. exterior door attendant(s) to prevent reentry
 - v. elevator monitor(s)
 - vi. phone message and social media monitor.
 - f. makes an announcement on the residence hall all-building public address PA system or bullhorn, per direction from Incident Command, about the need to evacuate, what residents may and may not bring, and assembly area information.
 - g. oversees the lockdown of the (building) Desk
 - i. changing office voicemail message or forward phones will only be done *if* emergency allows.
 - h. obtains the Go Kit from the office, secures the office, and, along with staff members, accompanies all stragglers to the assembly area. The Go Kit should contain: a copy of the crisis plans step-by-step, hall/office roster, radio, laptop or tablet, paper, and pen.

2. In the assembly area the Building Coordinator/SHRL Professional Staff provides information, calm assurances, and encourages residents to remain until transportation arrives. **NOTE:** Should communications fail during assembly or after the buses/shuttles have departed, the Building Coordinator/SHRL Professional shall make independent judgments in best interests and welfare of all persons in their charge until contact with Incident Command is reestablished

Prior to June 1 start of Hurricane Season

1. SHRL/DSA work through Parking & Transportation to determine potential Summer Session bus needs, a preliminary estimate of Academic Year bus needs, and complete contract(s).
2. SHRL/DSA will estimate the number of SHRL/DSA personnel needed to potentially assist with on-campus and off-campus staffing needs for planned evacuations during Summer Session and Academic Year.
3. SHRL/DSA will develop a MOU between/among UH and the entities that could potentially shelter UH Summer Housing guests/residents who would be subject of a planned evacuation.
4. SHRL/Facilities will gather and/or inventory and store supplies, such as cases of potable water, small prepackaged foods, first aid kits, and Go Kits.
 - a. A Go Kit should contain: a copy of the crisis plans step-by-step, office roster, rosters of Summer Housing guests, copies of Summer Housing guests' Personal Emergency Evacuation Plans (PEEPs)*, radio, laptop or tablet, paper, and pen.

Fall Move-in

1. SHRL/DSA provide a revised estimate of Academic Year bus needs to contactor(s).
2. SHRL replaces Summer Housing rosters in the "Go Kit" with Academic Year rosters.

* SHRL includes on the Housing Application the following statement: "When inclement weather is likely to affect Houston, the University may issue one of several orders. These orders will be based on storm data obtained from a trusted weather source that provides the University with specific data such as estimated wind speed, estimated rainfall, and estimated storm surge (among other factors). Specific information related to hurricanes and the campus evacuation plan can be found in the Housing Resource Guide."

As part of the Housing Application a student completes Missing Person Contact and Emergency Contact information.

Attachment 2 – International Student and Scholar Services (ISSS) Emergency Evacuation Plan

ISSS Emergency Evacuation Plan

Department: International Student and Scholar Services

Assignment of Responsibilities: International Student and Scholar Services will:

Coordinate with the University to relay information to international students and exchange visitors via our listserv, e-mail messages and ISSS website concerning the emergency evacuation information.

Maintain up-to-date Continuity of Operations Plans (COOP) with contact information for all staff so essential university functions can continue during an emergency evacuation incident.

Send periodic communications to staff to review their roles/responsibilities if emergency evacuation is suspected or confirmed.

(ISSS receives Evacuation Plans Forms from new international students during International Student Check-in and Exchange Visitor Orientation. The form provides information from the student concerning where they would evacuate in an emergency, and if they need special accommodations, such as transportation, wheelchair access, etc.)

In the event of an emergency evacuation, ISSS Director/Associate Director should **provide contact information: an email address and/or phone number to students, exchange visitors and to the Student and Exchange Visitor Program (SEVP)** – and for J Exchange Visitors, send Academic and Government Programs Incident Reports and/or e-mail to the Office of Private Sector Exchange Administration's Academic and Government Unit at: AGAlert@state.gov. Provide an email address and toll-free phone number, if possible, for displaced students and exchange visitors to report their location and health status and to receive instructions from our office.

If unable to comply with the above guidance, advise F and J nonimmigrants to check [SEVP's website](#) and [Study in the States](#) for information and guidance and email them at SEVP@ice.dhs.gov, or call them at (703) 603-3400 to report their location and contact information.

ISSSO Director/Associate Director will communicate with international students and exchange visitors to do the following:

- **Take important documents with you** – These include the following:
 - Passport (including visa, if applicable)
 - Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," or Form DS 2019, "Certificate of Eligibility for Exchange Visitor (J-1) Status"
 - Form I-94, "Arrival/Departure Record" if available
 - Social Security card
 - Financial records
 - Plane tickets, if applicable
 - Form I-766, "Employment Authorization Document," (EAD), if applicable
 - Checks, credit cards and some amount of cash.

- **Take any contact numbers or email addresses with you so you can contact your designated school officials (DSOs) or responsible officers (ROs)** – Review the school's website or talk to a DSO or RO to find out how you should contact them if you must evacuate.
- **Take the SEVP contact information with you** – If you cannot get in touch with your DSO or RO, contact SEVP to let us know where you are and how we can reach you. Email us at SEVP@ice.dhs.gov, or call us at (703) 603-3400.
- **If you decide to transfer to a different school** – Check [Study in the States](#) or call 703-603-3400 to determine if your new school is SEVP-certified.

Resource: Immigration and Customs Enforcement (ICE)

<http://www.ice.gov/sevis/emergency/evacuation.htm>

Attachment 3 – Evacuation and Sheltering Facilities Memorandum of Understanding (MOU)

Official Office of General Counsel Approved MOU may be found under a separate cover.

Attachment 4 – UH Mass Evacuation Plan Distribution List

UH Executive Operations Team (EOT) members

UH Emergency Planning Committee members

Office of Emergency Management

UH Police

UH Fire Marshal's Office

University Marketing & Communications

Division of Student Affairs

Student Housing and Residential Life (SHRL)

Facilities Services

Auxiliary Services

Division of Research (DoR)

Animal Care Operations (ACO)

Student Accessibility Center (SAC)

Real Estate Services

International Student and Scholar Services (ISSS)

Children's Learning Center

Student Accessibility Center