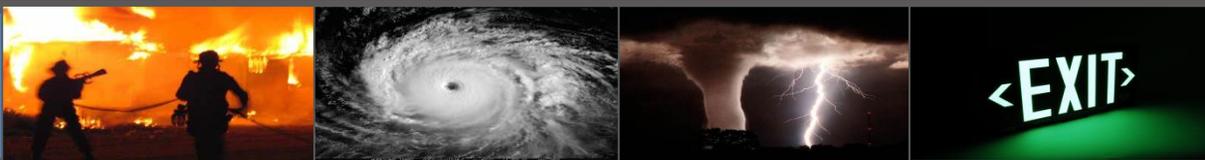


UNIVERSITY OF HOUSTON



# EMERGENCY MANAGEMENT PLAN

An All-Hazard Approach to a Safe Campus



2015 - 2016

Revised: December 2015

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## RECORD OF CHANGES

<u>Date</u>	<u>Page/Section</u>	<u>Description of Change</u>	<u>Entered by</u>
12/22/14	Throughout	Changed "Emergency Management Bureau (EMB)" to the "Office of Emergency Management (OEM)"	K. Boysen
12/22/14	Throughout	Updated title from AVP to "Assistant Vice Chancellor/Assistant Vice President for Safety and Security"	K. Boysen
12/22/14	Throughout	Website address updated to new OEM page ( <a href="http://www.uh.edu/oem">www.uh.edu/oem</a> )	K. Boysen
12/22/14	1/Cover Page	Changed UHDPS patch to Emergency Management patch	K. Boysen
12/22/14	7/Acronyms	Add "UHPD – University of Houston Police Department"	K. Boysen
12/22/14	8/Purpose and Objectives	Changed "Emergency Response Guide (ERG)" to "UH Building Emergency Response Plan Template" and added website address for template	K. Boysen
12/22/14	8/Purpose	Updated student population from 40,500 to 40,750	K. Boysen
12/22/14	18/Recovery	Following bullet points were added: <ul style="list-style-type: none"> <li>• Business Continuity Planning Training Program available to the campus community</li> <li>• Business Continuity training and educational materials available at <a href="http://www.uh.edu/oem">www.uh.edu/oem</a></li> </ul>	K. Boysen
12/22/14	22/Delegation of Authority	Section updated to reflect current wording in new UH Business Continuity Plan	K. Boysen
12/22/14	23-24/Emergency Information Terms	Added "the following possible channels:" to the following phrase "distributed via the following possible channels:"	K. Boysen
12/22/14	26/UH Emergency Check-In System	Added this line: "For activation or information regarding the UH Emergency Check-In System, contact University Information Technology (UIT)."	K. Boysen
12/22/14	26/Assignment of Responsibilities – OEM	Changed heading from "Director of Emergency Management" to "Office of Emergency Management"	K. Boysen
12/22/14	26/Assignment of Responsibilities – OEM	Bullet point added: <ul style="list-style-type: none"> <li>• Assist in the coordination of recovery efforts, if required.</li> </ul>	K. Boysen
12/22/14	29/Ride Out Team Member Responsibilities	Remove the outdated section "Department-Specific Ride-Out Team Responsibilities (as defined in the MAPP Number 06.01.01). Added "All departments requiring a Ride Out Team must follow the guidelines listed in the Annual Ride Out Guide located on the Office of Emergency Management website. Annual training for all ride out team supervisors is required."	K. Boysen
12/22/14	34/UHEOC Deactivation and Demobilization Phase	Added "or the continuity of operations phase has concluded,"	K. Boysen
12/22/14	38/Exercises and Drills	Remove the word "tabletop" in "tabletop exercises"	K. Boysen

<u>Date</u>	<u>Page/Section</u>	<u>Description of Change</u>	<u>Entered by</u>
12/22/14	38/Exercises and Drills	Remove “every three years” in number 3.	K. Boysen
12/22/14	40/Attachment #1	Changed AVC/AVP title to “Vice Chancellor/Vice President, University Marketing, Communications, & Media Relations” Added Associate Vice Chancellor titles to the following: - Associate Vice Chancellor / Associate Vice President, Information Technology/Chief Information Officer - Assistant Vice Chancellor / Assistant Vice President for Safety and Security	K. Boysen
12/22/14	43/Attachment #4	Replaced 72 hour checklist with updated version	K. Boysen
12/22/14	44/Attachment #5	Replace “Emergency Fast Guide” with updated “UHDPS Emergency Quick Reference Guide”	K. Boysen
12/22/14	49/Attachment #7	Replaced UHEOC checklist with updated version	K. Boysen
12/22/14	50/Attachment #8	Updated campus map	K. Boysen
12/22/14	51/Attachment #9	Deleted outdated campus map	K. Boysen
8/28/15	18/ Preparedness 39/Exercises and Drills	Added “students, faculty and staff”	C. McKeathen
8/28/15	10/ Authority	Added “Department of State Health Services (DSHS), local emergency management agencies, law enforcement, health departments, and fire departments”	C. McKeathen
8/28/15	8/ Acronyms	Added “ DSHS – Department of State Health Services”	C. McKeathen
11/25/15	17/Incident Command System 33/UH Emergency Operations Center 39/Preservation of Records	Added a statement regarding the significance of using ICS forms as required by NIMS and the development of an Incident Action Plan (IAP), when warranted.	K. Boysen
11/25/15	8/Acronyms	Added “IAP – Incident Action Plan” Added “UHSL – University of Houston Sugar Land campus” Removed “EMT – Emergency Management Team” Added “EOT – Executive Operations Team”	K. Boysen
11/25/15	7/Record of Annual Review	Added “Record of Annual Review” table	K. Boysen
11/25/15	45/Attachments	Removed outdated attachment, “EMT Call Chart”	K. Boysen
11/25/15	44/Attachments	Updated Attachment 1 “Executive Operations Team” Member List	K. Boysen
11/25/15	45/Attachments	Added attachment “Emergency Operations Committee Membership Areas List”	K. Boysen
11/25/15	46/Attachments	Added attachment “UH Emergency Management Plan – Distribution List”	K. Boysen
11/25/15	10 - 11/Purpose	Updated student enrollment and employee numbers; Added statement about portions of the plan applying to UH Sugar Land (UHSL) campus; Added “UHSL specific plan can be found under a separate cover.”	K. Boysen
11/25/15	44/List of Attachments	Updated List of Attachment to current listing	K. Boysen
11/25/15	56/Attachments	Updated UH Campus Map in Attachments	K. Boysen
<u>Date</u>	<u>Page/Section</u>	<u>Description of Change</u>	<u>Entered by</u>

11/25/15	8/Adoption of the Plan Signature Page	Updated titles and personnel	K. Boysen
11/25/15	21-22/UH Emergency Planning Structure	Added new “UH Emergency Planning Structure” section	K. Boysen
11/30/2015	32/Assignment of Responsibilities	Updated “Executive Operations Team” section to reflect new emergency planning structure	K. Boysen
11/30/2015	Throughout	Changed any reference to the “Emergency Management Team (EMT) to reflect the new name and group called the Executive Operations Team (EOT).”	K. Boysen
12/3/15	Throughout	Changed “Environmental Health and Safety and “Fire Marshal’s Office” to reflect new name as “Environmental Health & Life Safety”	K. Boysen
12/11/15	31/Assignment of Responsibilities	Added “May initiate the coordination efforts to activate the UH Business Continuity Plan” to the Office of Emergency Management list of responsibilities.	K. Boysen

**The University of Houston**  
**Emergency Management Plan (EMP)**

<b>Date</b>	<b>Review facilitated by:</b>
12/22/2014	K. Boysen
12/11/2015	K. Boysen

**ADOPTION OF THE EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This supersedes all previous versions of this document.

Approved: Renu Khator Date: 12/18/15  
Dr. Renu Khator, President  
Office of the President  
University of Houston

Approved: Jim McShan Date: 12/16/15  
Jim McShan, Interim Vice Chancellor/Vice President for Administration & Finance  
Division of Administration & Finance  
University of Houston

Approved: Malcolm Davis Date: 12/14/15  
Malcolm Davis, Assistant Vice Chancellor/Assistant Vice President for Public Safety & Security  
Division of Administration & Finance  
University of Houston

Approved: Kelly Boysen Date: 12/14/15  
Kelly Boysen, Director of Emergency Management  
Office of Emergency Management  
University of Houston

## SECTION I: ACRONYMS

AAR - After Action Report

AVP – Associate/Assistant Vice President

CERT - Community Emergency Response Team

CFR - Code of Federal Regulations

COH – City of Houston

DHS - Department of Homeland Security

DSHS – Department of State Health Services

EMP - Emergency Management Plan

EOT – Executive Operations Team

ERG – Emergency Response Guide

FEMA - Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security

HCOHSEM – Harris County Office of Homeland Security and Emergency Management

HSEEP – Homeland Security Exercise Evaluation Program

HSPD - Homeland Security Presidential Directive

IAP – Incident Action Plan

IC - Incident Commander

ICP - Incident Command Post

ICS - Incident Command System

JIC - Joint Information Center

MAPP – Manual of Administrative Policies and Procedures

NIMS - National Incident Management System

NWS – National Weather Service

OEM – Office of Emergency Management

PIO - Public Information Officer

TDEM – Texas Division of Emergency Management

UH – University of Houston

UHDPS – University of Houston Department of Public Safety

UHPD – University of Houston Police Department

UHEOC - University of Houston Emergency Operations Center

UHSL – University of Houston Sugar Land campus

UIC – University Incident Commander

## SECTION II: PURPOSE AND OBJECTIVES

This Emergency Management Plan (*EMP*) replaces any previous plans and is intended to establish procedures with an organizational structure for response to any incident on campus. The *EMP* is a starting point for use by the University of Houston (UH), and it describes the roles, responsibilities and procedures for departments, units, faculty, staff and students during any incident.

This *EMP* is an “*All-Hazards Approach*” plan which provides broad guidelines for emergency management with specific emergency management functions. The basic emergency management procedures given here 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. UH Office of Emergency Management (OEM) relies on a thorough integration of its emergency plans at all levels of the campus, as well as understanding that the low levels of the organization are responsible for managing the emergency and getting additional resources and assistance from the upper levels.

This *EMP* will apply the four phases of emergency management: 1) *prevention/mitigation*, 2) *preparedness*, 3) *response*, and 4) *recovery*. Campus departments or units will establish their own department or building response plans utilizing the *EMP* and the UH Building Emergency Response Plan Template (found here: [UH Building Emergency Response Plan Template](#)) to incorporate the development of their response plans.

### PURPOSE

The purpose and use of this *EMP* can minimize casualties and property damage, and assist to recover from the effects of an incident as quickly as possible. This *EMP* will be useful during an activation of the University of Houston Emergency Operations Center (UHEOC) as well as during an incident that does not require UHEOC activation. The *EMP* provides guidance and structure to the response and actions of UH operations, academic and administrative departments. When the *EMP* becomes activated, it will provide the supporting guide for the UHEOC, the Executive Operations Team (EOT), and the Command and General Staff.

The University *EMP* was developed, to assemble, mobilize and coordinate responders and personnel with the goal of effectively managing any incident. This *EMP* includes resources of the University as well as resources of various University stakeholders. UH has a student population of 42,738 students, and 5,577 staff and faculty with a limited amount resources and therefore, it is essential that a seamless coordination is established with all internal and external

stakeholders. This plan applies to the UH Main Campus and the UH Sugar Land Campus, however the specific response structures pertain primarily to the UH Main Campus. The UHSL specific plan can be found under a separate cover.

## OBJECTIVES

The objectives of the EMP are as follows:

1. Organization
  - Provides easy-to-follow design in which campus users can quickly determine their roles and responsibilities.
  - Links and coordinates processes, actions and the exchange of critical information into an efficient and real-time overall response planning system, in which all campus entities have access to the emergency management planning.
  - Provides a starting point for training faculty, staff and partner agencies in emergency management planning.
2. Decision Making
  - Serves as a reference guide to determine the level of response, emergency controls and coordination that should be activated when incidents or disasters occur, through the use of the incident command system.
3. Response Operations
  - Provides guidelines for using campus resources to implement a comprehensive emergency response.
4. Recovery Operations
  - Provides guidelines to support transitioning response operations to normal operations processes.
  - Support campus business continuity plans and processes, as needed, during restoration phases.
  - Provides documentation and information to federal, state and local disaster assistance programs.

## SECTION III: AUTHORITY

This *EMP* shall be aligned with Federal, State and local emergency management planning and shall be consistent with established practices relating to coordination of emergency management and response. This *EMP* incorporates the National Incident Management System (NIMS) and the Incident Command System (ICS). These management systems facilitate Campus departments' integration with interagency responders. It is the intent of UH to collaborate with the Federal Emergency Management Agency (FEMA), the U.S. Department of Homeland Security (DHS), Texas Department of Emergency Management (TDEM), the Harris County Office of Homeland Security and Emergency Management (HCOHSEM), the City of Houston (COH) Office of Emergency Management (OEM), the Department of State Health Services (DSHS), local law enforcement, health departments, fire departments and other agencies in the development of emergency response planning.

## **FEDERAL**

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 USC § 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC § 1092
4. Emergency Management and Assistance, 44 CFR
5. Higher Education Opportunity Act 2008 (Public Law 110-315) (HEOA) Campus Safety Sections Emergency Response and Evacuation procedures
6. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
7. Homeland Security Act, 2002
8. Homeland Security Presidential Directive, *HSPD-5*, Management of Domestic Incidents
9. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
10. National Incident Management System
11. National Response Framework

## **STATE**

1. Government Code, Chapter 418, (Emergency Management)
2. Government Code, Chapter 421, (Homeland Security)
3. Government Code, Chapter 433, (State of Emergency)
4. Government Code, Chapter 791, (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778, (Emergency Management Assistance Compact)
6. Executive Order of the Government Relating to Emergency Management
7. Executive Order of the Government Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7, (Division of Emergency Management)
9. Education Code Title 3. Higher Education, Subtitle B. Chapter 61.
10. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003 (review)
11. *The Texas Homeland Security Strategic Plan*, Part III, February 2004

## **LOCAL**

1. Manual of Administrative Policies and Procedures (MAPP), Number 06.01.01, Emergency Management Plan
2. Inter-local Agreements & Contracts
3. Inter-agency participation and training
4. Joint Resolution between University of Houston System components

## SECTION IV: SITUATIONS AND ASSUMPTIONS

The table below provides a summary of the major hazards, detailing their probability of occurrence and estimated levels of impact. The list is not all-inclusive:

**TABLE 4.1 – SITUATIONS AND ASSUMPTIONS**

Hazard Type	Likelihood of Occurrence	Estimated Impact on Public Health & Safety	Estimated Impact on Property
	Low (1) Medium (2) High (3)	Limited (1) Moderate (2) Major (3)	Limited (1) Moderate (2) Major (3)
<i>Fire Emergencies</i>			
Minor Fire	3	1	1
Major Fire	1	2	3
Explosion	1	3	3
<i>Medical Emergencies</i>			
Death and/or Accidental Death	2	1	1
Injury	3	1	1
Food Poisoning	1	2	1
Mass Casualties	1	3	1
Serious Communicable Disease Exposure and/or Outbreak	1	3	1
<i>Hazardous Materials</i>			
Hazardous Material Release	2	1	1
Chemical/Biological - Spill/Exposure	3	2	2
Radiation Over-exposure	1	1	1

Hazard Type	Likelihood of Occurrence	Estimated Impact on Public Health & Safety	Estimated Impact on Property
	Low (1) Medium (2) High (3)	Limited (1) Moderate (2) Major (3)	Limited (1) Moderate (2) Major (3)
<b><i>Transportation Accidents</i></b>			
Automobile Accident	3	2	1
Aircraft Collision with Building	1	3	3
Automobile / Pedestrian Accident	1	1	1
Bus Accident	1	1	1
<b><i>Evacuations</i></b>			
Planned Events	1	2	1
Emergency Evacuation	1	2	1
<b><i>Weather Emergencies</i></b>			
University Closure	2	2	2
Flooding	3	1	1
Ice/Snow Storm	1	2	2
Tornado	1	3	3
Hurricane	2	2	3
Severe Weather	2	3	3
<b><i>Building Systems</i></b>			
Telephone/Telecom Failure	2	2	1
Campus Wide Utility Failure	1	2	3
Limited Utility Failure	1	1	1
Campus Wide IT Failure	2	2	1
Limited IT Failure	2	1	1
Structural Failure	1	2	2

Hazard Type	Likelihood of Occurrence	Estimated Impact on Public Health and Safety	Estimated Impact on Property
	Low (1) Medium (2) High (3)	Limited (1) Moderate (2) Major (3)	Limited (1) Moderate (2) Major (3)
<b><i>Building Systems (Continued)</i></b>			
Safety/Security	1	3	1
<b><i>Acts of Violence</i></b>			
Active Shooter	1	3	2
Bomb/Intentional Explosive	1	3	2
Civil Disturbance	2	1	1
Homicide	1	2	1
Weapons	3	1	1
Vandalism	3	1	2
Hostage Situations	1	3	1
<b><i>Threats</i></b>			
Terroristic Threat	1	1	1
Bomb Threat	1	1	1
Personal Threat	3	1	1
<b><i>Interpersonal Emergencies</i></b>			
Sexual Assault	2	2	1
Stalking	1	1	1
Relationship Violence	2	1	1
Missing Student/Staff	1	1	1
Mental Health Concern	2	2	1
Suicide	2	1	1
Student Abroad Incident	1	1	1

## SECTION V: CONCEPT OF OPERATIONS

This *EMP* does not replace policies for public safety, hazardous material regulations, or other emergency measures already established at the University. Instead, it supports the existing policies with an “All-Hazards” approach and emergency management operations structure, utilizing NIMS and ICS, to provide support for timely managerial focus on response operations and to support a transition for recovery operations.

The following priorities are listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the operational demand that is highest on this list will prevail.

1. Save Lives
  - Save lives.
  - Treat the injured.
  - Warn the campus community to avoid further casualties.
  - Evacuate people from the vicinity of the emergency or shelter-in-place from the hazards.
2. Protect Property
  - Save property from damage or destruction.
  - Take action to prevent further loss.
  - Provide security for property.
3. Restore the Campus community to normal.
  - Restore essential utilities.
  - Restore campus infrastructure (such as roads, telecommunications, etc.).
  - Help restore learning environment of the campus community.
  - Provide for continuity of University operations.

## HANDLING INCIDENTS

The University’s public safety answering point is normally the first responders to be notified of an emergency. The UH Police Department (UHPD) dispatch is the responsible unit for obtaining all the required information and notifying the appropriate emergency response department(s) or agency (*according to UH internal protocol and procedures*). UH Office of Emergency Management serves as the coordinating group for each of the participating departments or units in the event of any Level 4, 3, 2, or 1 incident (*See University Levels of Readiness*).

The Incident Command System (ICS) will be used to manage emergency scenes and incidents that occur within the University. The On-Scene Incident Commander (IC) at the scene of any incident may request from the police dispatch to notify the Chief of Police or designee and others on the Executive Operations Team (*See Executive Operations Team*), and form the Command Staff to determine whether the UH Emergency Operations Center (UHEOC) will be partially or fully activated in support of on-scene incident management. UH Office of Emergency Management in conjunction with the University Incident Commander (UIC) will identify the location for the UHEOC as needed. The campus police dispatch will notify the appropriate designated members according to the respective succession and through the established chain of command.

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## **AN “ALL-HAZARDS APPROACH” EMERGENCY MANAGEMENT PLAN**

1. This EMP contains concepts and procedures that apply to a multi-hazard emergency management planning approach regardless of the nature or origin of a campus incident.
2. Provides a framework within emergency management operations for students, faculty and staff to work together during and after incidents.
  - It is designed as a flexible emergency management operational “All-Hazards” plan using NIMS and ICS.
  - It describes critical functions and roles of campus personnel during any incident.

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## **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

1. Facilitates the ability of the campus to communicate and coordinate emergency management operations and actions with consistency.
2. The key principles of the National Incident Management System (NIMS) are:
  - Common terminology – applied to position titles, and facility designations
  - Unified command structure – linked to form a single managerial structure with span-of-control
  - Comprehensive resource management – to coordinate resources
  - Integrated communications – assures information systems operate smoothly among response agencies
  - Generic positions - created and individuals are trained for emergency preparedness and response roles

## INCIDENT COMMAND SYSTEM (ICS)

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1. ICS is:

- A management structure adopted throughout the U.S. and international communities. It also stems from the State of Texas Emergency Planning Guidance, the National Incident Management System (NIMS), and the U.S. Department of Homeland Security, and Presidential Decision Directives among others.
- A standardized, on scene, all-hazards incident management concept.

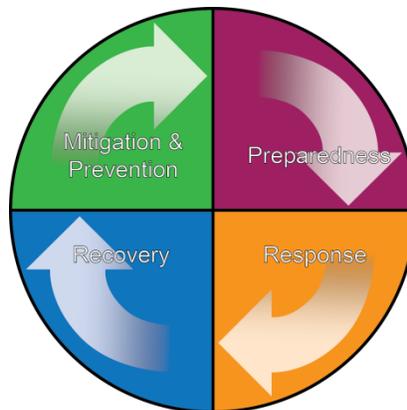
2. ICS benefits include:

- Meeting the needs of incidents of any kind or size
- Allowing personnel from a variety of agencies to rapidly link together into a common management structure
- Being a cost effective system which avoids duplication of efforts
- Allowing the transfer of command from one incident commander to another to meet the severity of the incident
- Use of standardized ICS forms and the development of Incident Action Plans (IAPs) when the situation warrants

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## FOUR PHASES OF EMERGENCY MANAGEMENT

1. The emergency management phases include:



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## PREVENTION/MITIGATION

1. Prevention activities are an integral part of the emergency management programs.
2. Prevention and mitigation phase is intended to eradicate hazards, reduce the probability of hazards, which may be related to causing an incident, or lessen the consequences of unavoidable hazards.
3. Campus wide prevention and technical assistance programs include but are not limited to:

- Presentations conducted by the Office of Emergency Management (OEM) for the campus community with supported materials, and information on emergency prevention, and preparedness activities
- Preparedness and educational information is available at: <http://www.uh.edu/oem>
- Presentation and awareness new employee training
- FEMA Emergency Management Institute - Self-study programs and certifications  
<http://training.fema.gov/EMI/>
- University Communications – collaboration for emergency notification actions

## **PREPAREDNESS**

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1. Preparedness activities are conducted for students, faculty and staff to develop prevention and response campus capabilities that may be used in developing proactive activities.
  - Departments/units will develop their own department/unit-level response plans by using the UH Building Emergency Response Plan Template (found here: <http://www.uh.edu/emergency-management/planning-and-response/building-emergency-response-plan-template/>) as a reference tool.
2. The preparedness activities supported by the OEM include:
  - Coordinate with campus departments and external agencies
  - Maintain a current list of campus personnel who will oversee response actions
  - Conduct appropriate training for students, faculty, and staff and including emergency responders, campus administrators, and other groups who may be assisting during incidents
  - Emergency planning, including maintaining this plan and its appendices
  - Conduct periodic exercises to test the EMP
  - Preparedness and educational information is available at: <http://www.uh.edu/oem>

## **RESPONSE**

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1. Response operations are intended to resolve a situation while minimizing casualties and property damage.
2. Response activities may include: warning notifications and alert information, emergency medical services, law enforcement, campus evacuations, shelter in place, search and rescue, and other associated emergency response functions.
3. UH Emergency Alert Notification System is designed to alert and inform people in an emergency

## RECOVERY

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1. If an incident occurs, the campus will carry out its recovery programs, both short-term and long-term.
  - Short-term recovery seeks to restore vital services to the University and provides for basic campus needs
  - Long-term recovery focuses on restoration of the University to its normal state
2. The recovery process includes assistance to campus departments.
  - Examples of recovery programs may include, temporary housing, and restoration of University services, debris removal, student health services, and reconstruction of damaged roads and facilities.
  - Business Continuity Planning Training Program available to the campus community
  - Business Continuity training and educational materials available at [www.uh.edu/oem](http://www.uh.edu/oem)

## UH EMERGENCY PLANNING STRUCTURE

The UH Emergency Planning Structure is comprised of the following three primary groups:

- Executive Operations Team (EOT)
- Emergency Operations Committee
- Emergency Operations Subgroups and Workgroups

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## EXECUTIVE OPERATIONS TEAM (EOT)

The Emergency Operations Team (EOT) has the following roles in regard to emergency planning:

- Policy approval
- Procedure Analysis
- Compliance related matters
- Making recommendation to the University President regarding campus closure/cancellation of classes
- Making recommendations to the University President regarding campus response/recovery efforts in the event of a campus-wide emergency

The EOT is comprised of the Vice Chancellors/Vice Presidents of the President's Cabinet and can be viewed in Attachment #1.

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## EMERGENCY OPERATIONS COMMITTEE

The purpose of the Emergency Operations Committee is to improve campus-wide emergency operations through campus-wide collaboration, coordination and the development of specific emergency procedures and processes. The

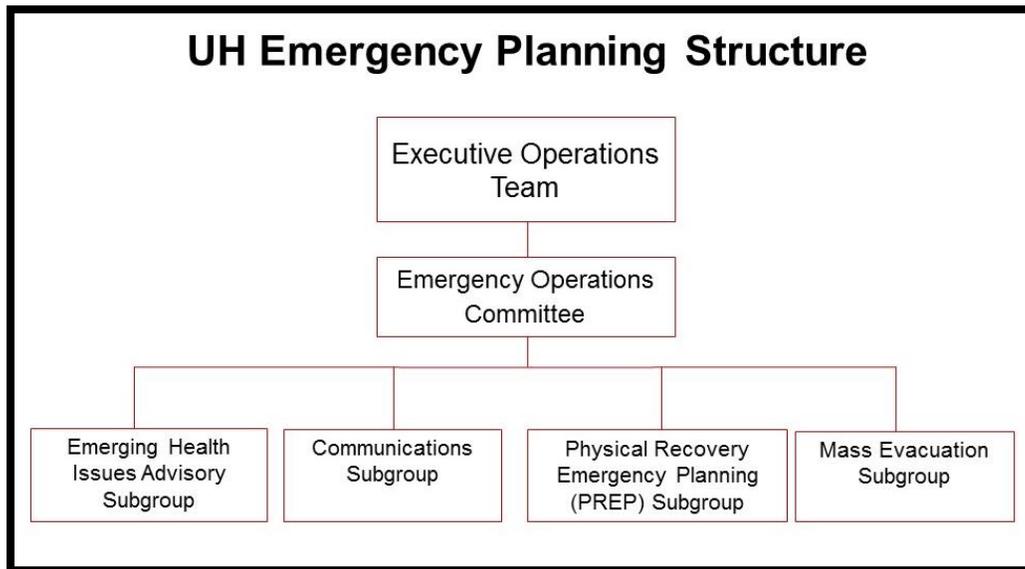
Emergency Operations Committee is responsible for identifying areas within the university's emergency operations that need improvement and lack coordination. In addition, the committee collaborates and participates in campus-wide emergency response and recovery planning in order to facilitate effective emergency operations. The committee includes representatives from various departments and divisions who are responsible for providing support and giving direction within their area of expertise.

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## **EMERGENCY OPERATIONS SUBGROUPS AND WORKGROUPS**

The Emergency Operations subgroups are developed to improve specific aspects of campus-wide emergency operations. These subgroups will be potentially made up of Committee members as well as outside members who play a specific role and provide technical expertise to assist in the planning and collaboration of the subgroup. These subgroups are responsible for developing the specific processes and procedures to improve emergency operations. Each subgroup will have a Chair or Project Manager who is responsible for reporting developments and plans to the overall Emergency Operations Committee.

The Executive Operations Team (EOT) is responsible for the final approval of any major planning developments or changes created by the Emergency Operations Committee.



## UNIVERSITY LEVELS OF READINESS

The University will use a graduated emergency response approach to managing incidents and/or disasters, these states are called readiness conditions and consist of a four-tier system. As the potential severity of the incident or the demand on University resources grows, emergency response and coordination activities will increase to meet the demands. UH organizes around four levels of readiness which provide a rapid method for mobilizing emergency response resources. In addition, this approach is used for activating the campus UHEOC.

### LEVEL 4: NORMAL CONDITIONS - MINOR INCIDENT

**Level 4: Normal Conditions - Minor Incidents:** are localized campus incidents that may quickly be resolved with internal resources and/or limited assistance from the initial responders. A Level 4 minor incident may result in minor injuries to members of the campus community and may only affect a single localized area of the campus. Therefore, most normal campus operations are not disrupted.

- a. For example, Level 4 minor incidents may include, but are not limited to:
  - Small fires
  - Small hazardous material incidents/spills
  - Limited power outages
  - Ambulance call - minor injury

### LEVEL 3: INCREASED READINESS

**Level 3: Increased Readiness:** refers to a situation that presents a greater potential threat than “Level 4”, and may pose no immediate threat to life and/or property.

- a. For example, Level 3 Increased Readiness may include, but is not limited to:
  - Tropical Weather Threat
  - Tornado Watch
  - Flash Flood Watch
  - Mass Gathering

### LEVEL 2: HIGH READINESS

**Level 2: 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 campus community.

- a. Includes serious incidents that may disrupt one or more operations of the campus and may affect mission critical functions or life safety.

- b. External emergency assistance may be required, as well as other major efforts from campus support services. Portions of the campus may not be accessible to students, faculty, and staff.
- c. A Level 2 High Readiness may require an evacuation of sections of the campus and/or buildings. Coordination between campus departments may be required. Actions could be triggered by severe weather warning information issued by the National Weather Service (NWS) and other media sources.
- d. For example, Level 2 High Readiness may include, but is not limited to:
  - Tropical Weather Threat
  - Tornado
  - Flash Flood Warning
  - Winter Weather Threat
  - Mass Gatherings
  - Campus laboratory fire or explosion
  - Major campus building fire
  - Campus civil disturbance
  - Widespread power outage
  - Bomb threat(s)
  - Campus suicide
  - Death of a student, faculty or staff member (depending on circumstances)

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## **LEVEL 1: MAXIMUM READINESS - UNIVERSITY DISASTER/CRISIS**

**Level 1: Maximum Readiness: University Disaster/Crisis Incident:** may be classified as a campus wide incident with serious potential impacts that may impair or halt the operations of the University.

- a. External emergency responders and services may be required. Incidents may escalate quickly and have serious campus consequences.
- b. May require evacuation or shelter-in-place of several sections or entire campus buildings.
- c. Activation of the UHEOC may be required.
- d. For example, Level 1 Maximum Readiness incidents may include, but are not limited to:
  - Natural disasters – tornadoes, hurricanes, earthquakes, and high winds
  - Large scale hazardous material spills, and biological threats
  - Mass evacuation
  - Health epidemics
  - Hostage situation/Active shooter
  - Terrorist incidents

## DECLARATION OF A CAMPUS EMERGENCY

The campus emergency levels define the magnitude of a campus incident, which allows for an assessment of the impact on the campus facility, its services, and its impact to students, faculty and staff. Campus incidents must be assessed according to its particular characteristics and levels of potential impact in order to make a final decision regarding a *declaration of a campus emergency*.

### DECLARATION OF A CAMPUS EMERGENCY

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A declaration of campus emergency is an official designation intended to communicate to the University, as well as to state and local officials, that the University's normal functions and operations are interrupted and our resources are *unable to meet demands resulting from the event*. Only the President or his/her designee is authorized to issue a declaration of campus emergency. It must exist in written form and be communicated publically.

The Assistant Vice Chancellor/Assistant Vice President for Public Safety and Security or designee shall immediately consult with the President or Executive Vice President regarding the incident to assess the need for *declaration of a campus emergency*, in collaboration with the Director of Emergency Management, University Incident Commander and other emergency responders, if necessary.

This *EMP* will promulgate under the authority of the President of the University.

1. Decisions concerning the discontinuation of University functions, cancellation of classes, or cessation of operations, rest with the institution President or designee.
2. During a Declaration of a Campus Emergency, the institution President and the Executive Vice President or designee, shall place into immediate operation its procedures to meet the incident to the extent possible and to safeguard its students, faculty, staff and property.

### DELEGATION OF AUTHORITY

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The University of Houston will utilize existing Delegations of Authority authorized by the University of Houston President if needed in the event of an emergency. In addition, the President's Organizational structure currently in place will be utilized as those individuals are trained and prepared to assume leadership roles in the absence of the President. Additional information regarding UH Delegation of Authority and Organizational Charts may be found at the locations below.

Delegation of Authority:

<http://www.uh.edu/president/about/delegations/>

Organizational Charts:

<http://www.uh.edu/president/administration/org-chart/>

## UH EMERGENCY ALERT NOTIFICATION SYSTEMS

The UH Emergency Alert Notification System (EANS) is defined as a life safety system, designed to alert and protect people in an emergency. The UH Emergency Alert Notification System can transmit emergency alert information simultaneously to a large segment of the university community via various notification means in order to communicate what to do in response to a threat. Most communication channels used in the UH Emergency Alert Notification System are integrated through the PIER System. The PIER System will be used to send notifications through e-mail, SMS text messaging, phone calls, the UHEOC website, social media, and the Alertus Beacons. Other communication channels such as the Outdoor Warning Siren System will also be utilized in order to reach as many people as possible if a “shelter-in-place” action is required. The UH EANS is utilized and maintained through various UH stakeholders including the Police Department, UH PIOs in University Communications, Office of Emergency Management and Information Technology.

The UH Emergency Alert Notification System provides messages using the following communication channels:

- UH Emergency Operations Center website: [www.uh.edu/emergency](http://www.uh.edu/emergency)
- E-mail
- Office of Emergency Management Facebook page ([www.Facebook.com/UHEMB](http://www.Facebook.com/UHEMB))
- Office of Emergency Management Twitter page ([www.Twitter.com/UHEMB](http://www.Twitter.com/UHEMB))
- Campus Phone
- SMS Text Messaging
- Outdoor Warning Sirens (if shelter-in-place or lockdown action required)
- University of Houston official website ([www.uh.edu](http://www.uh.edu))
- Alertus beacons
- Police Door to Door

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## **RESPONSIBILITIES**

### **POLICE DEPARTMENT**

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Primary responsibilities for the following functions are assigned to UHPD dispatch as supervised by the Chief of UHPD or designee. These emergency functions and tasks include:

- Receive information on emergency situations
- Alert Key UH personnel of emergency situations
- Disseminate ALERTS information and instructions to the university through available warning systems.

### **UNIVERSITY COMMUNICATIONS (UH PIOs)**

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The following secondary communications functions are assigned to UH PIOs from University Communications. These emergency functions and tasks include:

- Identify the external communication systems needed within the local area
- Develop plans and procedures for coordination of the various communications systems available external and internal.
- Respond to media inquiries.
- Determine and implement means of augmenting communications during emergencies.
- Provide updates to the campus community as directed.
- Update the main UH webpage (uh.edu) with Emergency Alert information, when needed.

### **OFFICE OF EMERGENCY MANAGEMENT**

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The following secondary communications functions are assigned to the UH Office of Emergency Management. These emergency functions and tasks include:

- Responsible for the oversight of the UH Emergency Operations Center website.
- Responsible for distributing “General Notifications” and “Advisories” when needed. See “Emergency Information Terms” below.
- Assist in coordinating communications between response agencies and UH PIOs for updates during emergencies.

## UNIVERSITY INFORMATION TECHNOLOGY

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The following secondary functions are assigned to the University Information Technology. These emergency functions and tasks include:

- Maintain the PIER System to ensure that alerts are distributed when the alert system is activated.
- Assist with making sure that inquiries in PIER are being responded to by the UH Emergency Inquiry Responders
- Assist with the Emergency Check-in System

## EMERGENCY INQUIRY RESPONDERS

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The UH Emergency Inquiry Responders are responsible for replying to inquiries made via the UH Emergency Operations Center (EOC) and Check-in websites. This group is made up of subject matter experts (SMEs) from respective areas that cover many categories of inquiries that have been seen in previous emergencies. The Emergency Inquiry Responders have been trained on how to use PIER, how to respond to an inquiry and how to escalate an inquiry if they are unable to answer it. The following secondary functions are assigned to the UH Emergency Inquiry Responders. These emergency functions and tasks include:

- Replying to inquiries made via the UH Emergency Operations Center (EOC) and Check-in websites during an emergency and during non-emergency situations throughout the year.
- If unable to answer the inquiry, escalate the inquiry to ensure that it is not overlooked.

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## EMERGENCY INFORMATION TERMS

The University of Houston will utilize the following terms to push-out emergency information to the campus community. This section details the different terms and the communication channels used to distribute the information.

### GENERAL NOTIFICATION

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**General Notification** – addresses a possible threat

- Purpose:** To raise awareness
- Distributed via the following possible channels:
  - E-mail to internal UH personnel (EOT, UHDPS Command Staff, University Communications)
  - Post to UHEOC website ([www.uh.edu/emergency](http://www.uh.edu/emergency))
  - Office of Emergency Management Facebook page ([www.Facebook.com/UHEMB](http://www.Facebook.com/UHEMB))

- Office of Emergency Management Twitter page ([www.Twitter.com/UHEMB](http://www.Twitter.com/UHEMB))

## ADVISORY

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**Advisory** – addresses a threat that exists

- ❑ **Purpose:** To raise awareness and to advise the campus to take mitigation and preparedness measures
- ❑ Examples of when this type of message may be used are to advise the campus that there several infectious disease cases in the Houston area or that UH is in the cone of uncertainty for a hurricane that is still days away.
- ❑ Distributed via the following possible channels:
  - E-mail
  - Post to UHEOC webpage ([www.uh.edu/emergency](http://www.uh.edu/emergency))
  - Office of Emergency Management Facebook page ([www.Facebook.com/UHEMB](http://www.Facebook.com/UHEMB))
  - Office of Emergency Management Twitter page ([www.Twitter.com/UHEMB](http://www.Twitter.com/UHEMB))

## EMERGENCY ALERT

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**EMERGENCY ALERT** – addresses a threat that is imminent/actualized

- ❑ **Purpose:** Requires immediate action (Evacuation, Shelter-in-place, or Lockdown)
- ❑ Examples of when this type of message may be used include, but are not limited to: an active shooter, an explosion, an unknown or uncontrolled chemical release, tornado damage to campus, or an approaching hurricane (12-36 hours away)
- ❑ Distributed **Campus Wide** via the following possible channels:
  - UH Emergency Operations Center website: [www.uh.edu/emergency](http://www.uh.edu/emergency)
  - E-mail
  - Office of Emergency Management Facebook page ([www.Facebook.com/UHEMB](http://www.Facebook.com/UHEMB))
  - Office of Emergency Management Twitter page ([www.Twitter.com/UHEMB](http://www.Twitter.com/UHEMB))
  - Phone
  - SMS Text Messaging
  - Outdoor Warning Sirens (if shelter-in-place or lockdown action required)
  - University of Houston official website ([www.uh.edu](http://www.uh.edu))
  - Alertus beacons
  - Police Door to Door

## UH EMERGENCY ALERT LOGO

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# UNIVERSITY of HOUSTON **EMERGENCY ALERT**

## **UH EMERGENCY CHECK-IN SYSTEM**

After an emergency declaration, the Executive Operations Team (EOT) can choose to use the UH Emergency Check-in System as dependent on the incident to survey the status of students, faculty and staff. Emergency Check-in is a flexible tool that is used by students, faculty and staff to let us know when they can safely return to campus by:

- Responding through 2-way text messaging
- Calling the UH Contact Center (713-743-1000 or 713-743-2255)
- Filling out a form on the Check-in site ([www.uh.edu/checkin](http://www.uh.edu/checkin))

For activation or information regarding the UH Emergency Check-In System, contact University Information Technology (UIT).

## **SECTION VI: ASSIGNMENT OF RESPONSIBILITIES**

The University President, Executive Vice President for the University, the Assistant Vice President of Public Safety and Security, campus Chief of Police, Associate Vice President for Administration and the Director of Emergency Management are responsible for establishing objectives and guidance for emergency management, response and recovery operations during any incident which may require the activation of the University of Houston Emergency Operations Center (UHEOC). In addition, individual departments and units are responsible for having their own department level response plans.

### **EXECUTIVE OPERATIONS TEAM (EOT)**

1. The Executive Operations Team (EOT) is comprised of the Vice Chancellors/Vice Presidents of the President's Cabinet and can be viewed in Attachment #1.
2. During a campus emergency, the EOT's responsibilities include:
  - Making recommendation to the University President regarding campus closure/cancellation of classes
  - Making recommendations to the University President regarding campus response/recovery efforts in the event of a campus-wide emergency

- Provide resources and information to stabilize the campus incident as quickly as possible when requested through the University Incident Commander (UIC) and members of the UHEOC.
  - Approve the request of additional external resources to stabilize a campus incident.
  - Track and request status reports on various activities that have been initiated and the resources that have been mobilized for information and guidance.
3. UHDPS dispatch will notify the appropriate groups to include the AVC/AVP for Safety and Security, Chief of Police and the Director of Emergency Management and others as deemed necessary.
  4. If a campus emergency is declared, additional members of the EOT may be requested to assemble at a location designated by the President or Executive Vice President in consultation with the University Incident Commander and/or the Director of Emergency Management.
  5. A staging area will be announced by the Director of Emergency Management or his designee to assemble the EOT at a safe location.

## **OFFICE OF EMERGENCY MANAGEMENT**

1. The Office of Emergency Management :
  - May act on behalf of the University as the University Incident Commander (UIC) or as delegated by the authority from the AVP for Public Safety and Security and/or the Executive Vice President.
  - Establish objectives and priorities for emergency management programs for the University.
  - Provide general procedures and guidance information to the Executive Operations Team and to the AVP for Public Safety and Security or designee.
  - May manage the activation of the campus UHEOC.
  - Have primary responsibility for “command and control” functions of the UHEOC or may provide a transfer of command to any other well qualified individual.
  - Monitor emergency response actions during an event, incident or disaster and provide command and direction to all members of the campus UHEOC.
  - Assist in the coordination of recovery efforts, if required.
  - Prepare and maintain the EMP and its supporting guidelines.
  - May initiate the coordination efforts to activate the UH Business Continuity Plan.

## UNIVERSITY INCIDENT COMMANDER (UIC)

1. The University Incident Commander (UIC) may respond to any campus incident and may be designated as the UIC. Any of the following trained campus individuals may be designated as the UIC:
  - Chief of Police
  - Assistant Chief(s) of Police
  - UHDPS-Police Commander(s)
  - Director of Emergency Management
  - UH Emergency Management Specialist
  - Any other *well qualified and trained individual* who may be charged with the operations of the campus UHEOC
2. The UIC in conjunction with the campus UHEOC Command and General Staff may be required to report to the primary designated UHEOC.
3. UIC and UHEOC staff are required to be trained with a minimum certificate completion in specific NIMS and ICS courses. (*See Attachment #3*)

### UNIVERSITY INCIDENT COMMANDER PURPOSE AND RESPONSIBILITIES

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1. Determines the level of the incident and impact to the campus and ability to contain the incident.
2. Possesses the requisite authority to make quick decisions regarding the incident.
3. Designates Command and General Staff, as needed for the incident.
4. Is delegated full authority by the University President to oversee the command and control of the incident.
5. Is fully trained in NIMS, ICS functions and certifications that will qualify the UIC for that position

## RIDE-OUT TEAM

There are some university functions that should remain operational during an emergency event. Critical infrastructure components to the university's function, such as utility service and computing and telecommunication equipment may be rendered inoperable by an emergency event. Therefore, if a failure occurs, continuity and recovery plans must be developed to assure prompt restoration of services.

Since emergencies may preclude access to the campus because of circumstances such as campus operations needed to continue essential tasks and affect a rapid restoration of critical infrastructure components immediately following the disaster will be designated as ride-out team members.

Ride-out team(s) will only include those essential personnel for the short period of time until access to campus is expected to be restored. University operations that are not essential during the period of time when the campus is inaccessible (not expected to exceed 48-hours) shall not be included as ride-out team personnel.

Departmental ride-out team procedures will include the specifics of reporting locations, responsibilities of individuals, operational procedures, and needed supplies and materials. Since the Ride-Out Team will be on campus during the emergency event, it is important that they be located in a safe location. The departmental ride-out procedures will specify the locations of operations as well as shelter and sleeping locations. These locations must be identified by the Director of Emergency Management and/or the University Incident Commander and coordinated through the UHEOC.

### **RIDE OUT TEAM MEMBER RESPONSIBILTIES**

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1. Will be identified by their Associate Vice President or higher
2. Must wear a Ride-Out badge identifying them as an Emergency Ride-Out Team member that includes the individual's name, department, photograph and an approval signature by the appropriate member of management.
3. Attempt to keep essential operations functioning
4. Provide rapid restoration of critical infrastructure components immediately following the disaster

All departments requiring a Ride Out Team must follow the guidelines listed in the Annual Ride Out Guide located on the Office of Emergency Management website. Annual training for all Ride Out Team Supervisors is required.

### **COMMUNITY EMERGENCY RESPONSE TEAM (CERT)**

The University Incident Commander may request assistance and support from the UH CERT through the Office of Emergency Management.

### **CERT RESPONSIBILITIES**

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1. Called on to volunteer in order to support the campus emergency management operations
2. Are activated based on the type and nature of the campus incident
3. Coordinated through the UH Office of Emergency Management

## SECTION VII: DIRECTION AND CONTROL

Direction and Control is the system for managing resources, analyzing information and making decisions in an emergency. At the University of Houston, Direction and Control is executed through the operations of an Incident Command Post, the UH Emergency Operations Center, a Staging Area for resources and a Joint Information Center for public information logistics. Each of these essential functions will coordinate to manage any emergency faced by the University of Houston.

### INCIDENT COMMAND POST (ICP)

An Incident Command Post (ICP) is a pre-designated temporary location or facility which signifies the location of the tactical-level, on-scene incident command operations. It typically comprises the on-scene Incident Commander (IC) and immediate response personnel to include, designated staff, faculty, first responders, and volunteers.

1. In the event a campus incident requires an Incident Command Post (ICP) at or near the scene, one will be established by the on-scene incident commander.
2. Other criteria to establish an ICP:
  - To be located in a safe area adjacent to or near the physical location of the incident(s). This may be determined by the gravity of the incident.
  - The on-scene IC activates the ICP and will operate it using ICS protocols.
  - The designated on-scene IC may determine the need for personnel and coordinate the resources.

### UH EMERGENCY OPERATIONS CENTER (UHEOC)

The UHEOC operational readiness is maintained by the Office of Emergency Management.

1. The primary location for the UHEOC is the Center for Public Media Building, 4343 Elgin, Houston, Texas 77204-0008.
2. Other optional secondary locations will be determined by the UIC as needs and the nature of the incident may dedicate other locations.

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## **MISSION**

The UHEOC mission can be best understood in terms of three vital tasks:

1. Communication - effectively communicate and receive information. It is critical to inform everyone about an incident. It is equally important to undertake intelligence gathering to manage an incident and to provide notification to crisis personnel, staff and to the campus community.
2. Command and Control - provide the command and control functions necessary to stabilize the incident by putting multiple response and recovery plans into action – triggering them as needed, providing the triage structure required to allocate resources and personnel, and assuring effective direction of the response operations.
3. Coordination and Documentation - create a mechanism to coordinate all of the steps taken to respond to an event and create a record of those actions to protect students, staff, faculty, infrastructure, and shareholder value. Documentation should include the use of ICS forms and the development of an Incident Action Plan (IAP) as outlined by NIMS when the situation warrants.

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## **RESPONSIBILITIES**

1. Coordination between emergency response departments within the University.
2. Ensure University and department actions are accomplished within the priorities established at the UHEOC.
3. Ensure that department and inter-agency coordination is accomplished effectively.
4. Direct the appropriate staffing level for the UHEOC and continuously monitor organizational effectiveness.
5. Document the actions such as resource requests, costs, etc. during an emergency.

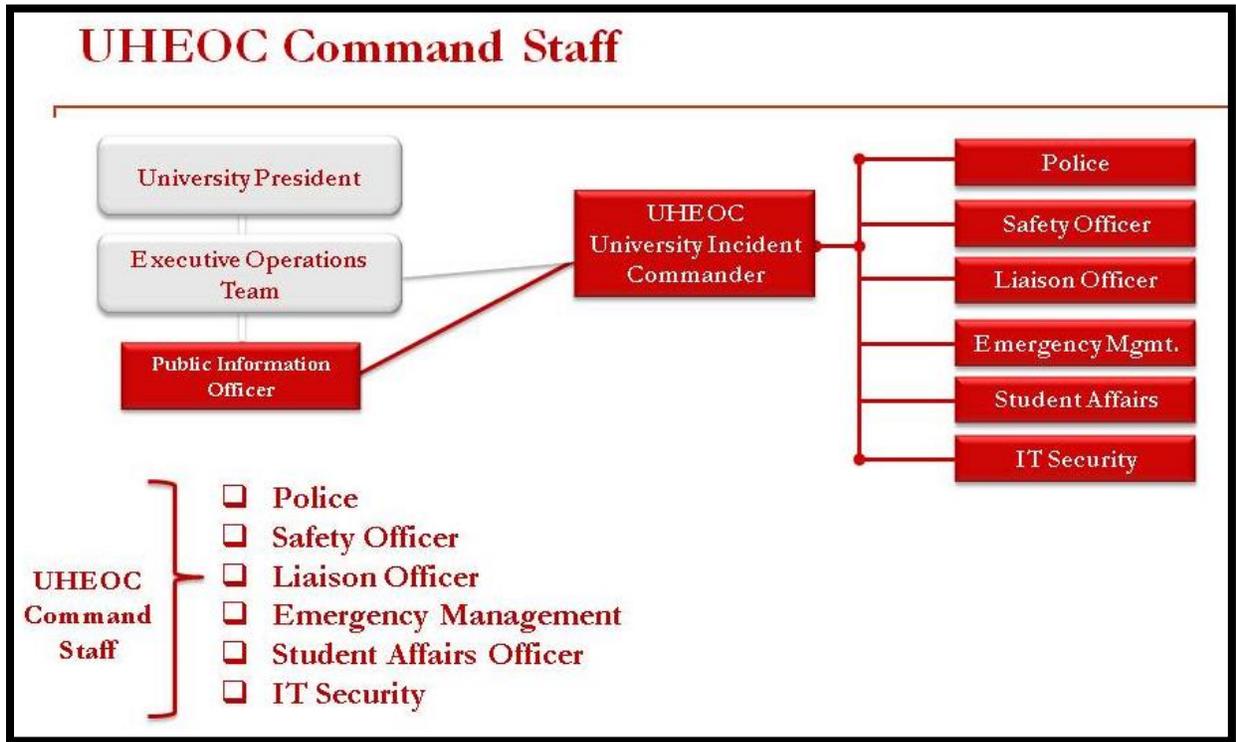
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## **UHEOC COMMAND STAFF**

As determined by the incident, the University Incident Commander may assign an immediate Command Staff consisting of the following positions and responsibilities:

1. University Incident Commander
2. Director of Emergency Management – may act as University Incident commander or in a capacity needed to insure that emergency operations are efficiently acted upon.
3. University Public Information Officer (PIO)- acts as sole media contact; distributes information
4. Safety Officer – provides overall operational safety authority
5. Liaison Officer – interfaces with cooperating agencies
6. Emergency Management Specialist- provides technical assistance in support of the communications plan to include emergency alerts, notifications and coordination of social media.
7. Student Affairs Officer – coordinates student housing and evacuation planning
8. IT Security Director – ensures IT systems are secured during incidents that may disrupt IT systems.

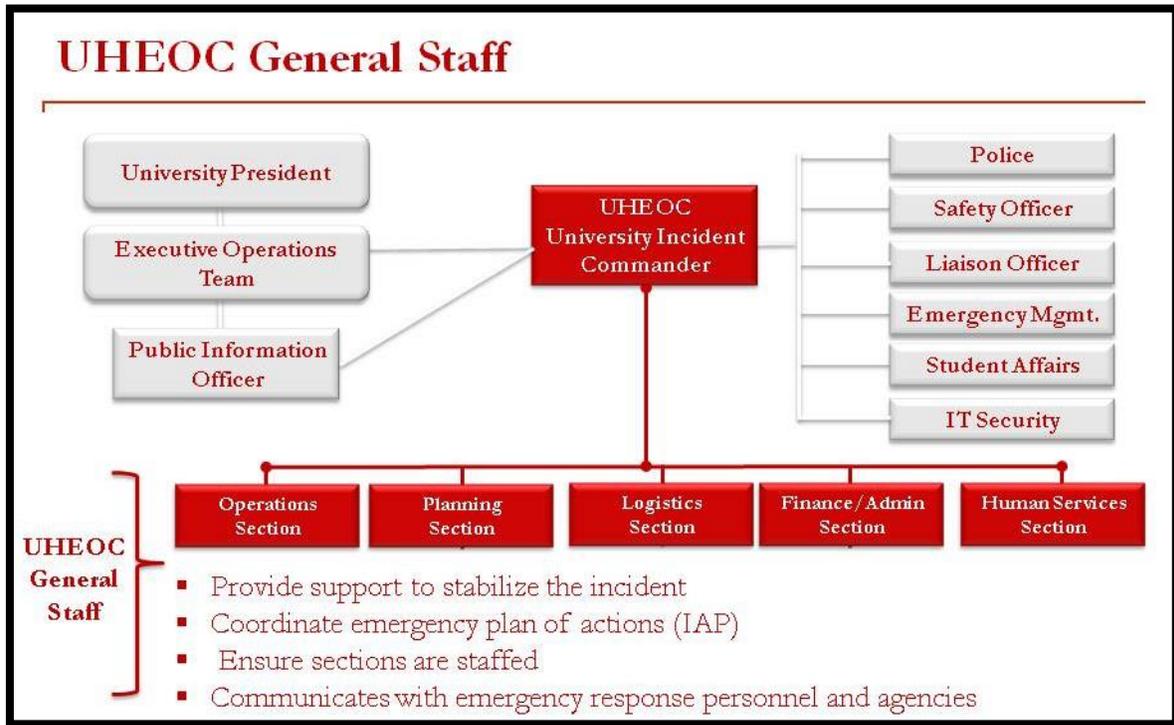
## SAMPLE UHEOC COMMAND STAFF



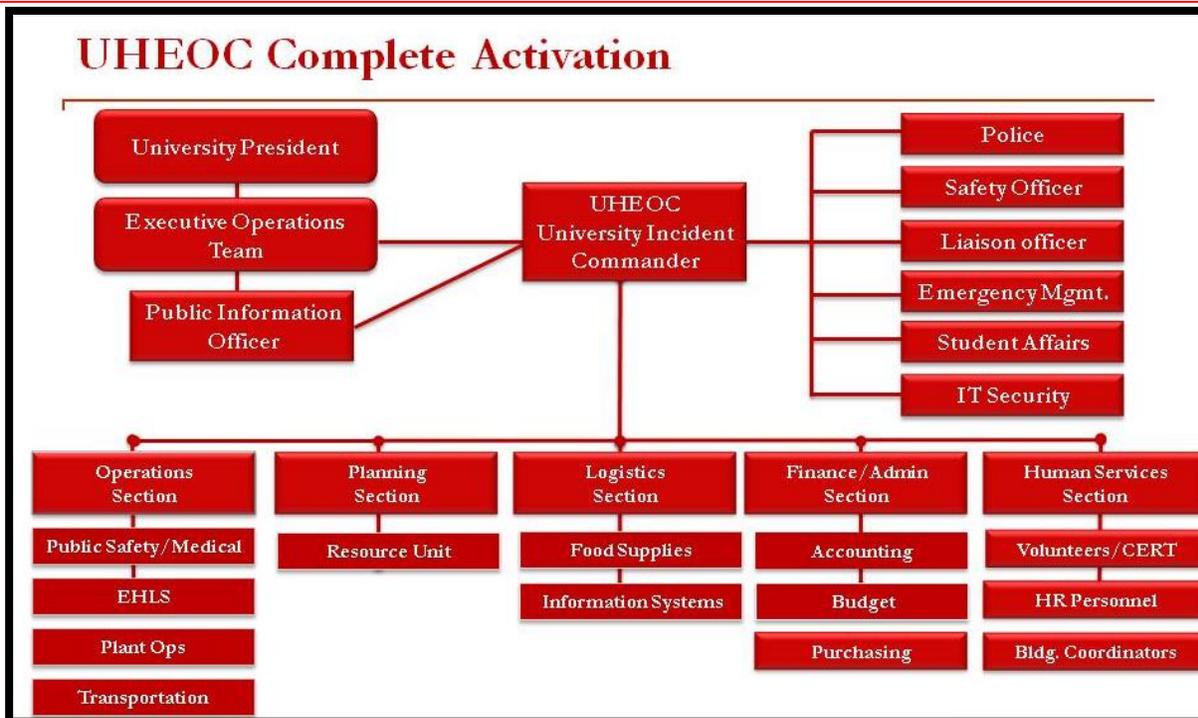
## UHEOC GENERAL STAFF

1. The General Staff will fill the positions at the UHEOC as needed.
2. The General Staff Responsibilities:
  - Provide support to stabilize the incident and protect life
  - Implement and coordinate the emergency plan of action
  - Account for the presence of faculty, staff and students
  - Communicate with emergency response personnel on site
  - Report to the UIC.
3. As determined by the incident, the General Staff may include the following five sections:
  - Operations Section
  - Planning Section
  - Logistics Section
  - Finance/Administration Section
  - Human Services Section

**SAMPLE UHEOC GENERAL STAFF**



**SAMPLE UHEOC FULL ACTIVATION**



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## **UHEOC ACTIVATION PHASE**

The UHEOC is generally responsible to mobilize appropriate internal/external response and support campus resources pursuant to the specific Incident Command Post (ICP) needs.

1. Campus police dispatch will notify the Chief of Police (or designee) and the Director of Emergency Management (or designee).
2. The Chief will notify the AVC/AVP for Public Safety and Security.
3. The University Incident Commander (UIC) may activate the UHEOC based on the listed criteria below.
4. The designated UIC is responsible for notifying the appropriate lead Command and General Staff member(s) through the designated channels to report to the designated UHEOC.

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## **UHEOC ACTIVATION CRITERIA**

It is important to activate the UHEOC at an appropriate level to manage the emergency and to safely control the situation. The following information is provided to serve as a quick guide regarding when the activation of the UHEOC would be appropriate.

- Emergency response resources beyond the University capabilities are required
- The emergency is anticipated to be of long duration
- Major decisions must or may be required
- A local or state of emergency will be declared and it may affect the Campus
- Activation of the UHEOC will be advantageous to the successful management of the emergency

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## **UHEOC DEACTIVATION AND DEMOBILIZATION PHASE**

The University Incident Commander (UIC) or designee may conclude that the immediate threat of danger posed by the incident is over or the continuity of operations phase has concluded, will determine when to deactivate the UHEOC and transition to normal campus operations.

1. The UHEOC Incident Commander will notify Command and General staff sections when they are no longer required in the UHEOC
2. All UHEOC staff must ensure that any open action items not yet completed will be handled after the deactivation.
3. All UHEOC staff must ensure that all required forms or reports are completed prior to deactivation and copies made of all logs, reports, messages, and other documents used or received at the UHEOC.
4. The UHEOC Incident Commander will ensure that all equipment is stored and secure.

5. The UHEOC Incident Commander or designee will send the notification that the UHEOC is deactivated to all involved internal and external stakeholders.

## **SECURITY FOR UHEOC ACCESS**

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Access to the UHEOC will be controlled. UH staff is required to carry their University ID cards and sign in and out.

## **ESTABLISHING AN ALTERNATE UHEOC**

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Depending on the severity of the incident, it may be necessary to relocate to another site to perform the UHEOC functions. The incident may either disturb the functionality of the primary UHEOC or it may jeopardize the safety of UH staff operating at the primary UHEOC.

## **UHOEM TRANSFER OF UHEOC EQUIPMENT AND SUPPLIES**

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UHOEM will arrange for the transfer of needed supplies and equipment from the primary UHEOC to the alternate site. This includes:

1. Computers and laptops
2. Telephones
3. Maps and displays
4. EOC forms
5. Binders and Handbooks
6. Any documents compiled by the UHEOC staff.

## **STAGING AREA**

One or more staging areas for arriving off-campus responders, equipment and other resources shall be established by University Incident Commander.

1. Pre-designated staging areas that could be considered will be announced as necessary and may include areas outside of the campus jurisdiction, if necessary.
  - Staging area should have different access routes for incoming and outgoing resources.
  - Staging area must be located out of any possible line of direct hazard effects, to minimize risk to resources.
2. Trained and volunteer personnel will report to the staging areas as needed or may be assigned through the UHEOC.
3. There may be multiple Staging Areas assigned for specific needs such as medical, fire, police, etc...

## **JOINT INFORMATION CENTER (JIC)**

If a university incident is expected to last for a prolonged period of time, a staging site for a media center or a Joint Information Center (JIC) will be established at the announced locations through the UHEOC:

1. University Communications PIO will coordinate the JIC activities.
2. Parking adjacent to these facilities will be reserved for media and staff vehicles.
3. The JIC will include space for the media, reports, a podium, a multimedia box, backdrop and appropriate signage.

## **SECTION VIII: ADMINISTRATION AND SUPPORT**

UH is responsible for the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established University fiscal policies and standard cost accounting procedures.

## **PRESERVATION OF RECORDS**

1. Activity Logs: An Incident Log is opened with then UHEOC has been activated. The UHEOC shall maintain accurate logs for recording key emergency response activities that may include:
  - Tasks assigned according to the needs of the incident
  - University resource allocation
  - Response request to other local governments and to state and federal agencies
  - UH internal cost of resources utilized or expended during the emergency incident activation period.
  - Major commitments of resources or requests for additional resources from external sources
  - Mass evacuation resource cost, campus casualties and/or containment or termination of the incident
2. ICS Forms/Incident Action Plans (IAPs): To support incident objectives during an incident with multiple operational periods, ICS forms and IAPs will be utilized for purposes of operational continuity tracking and accountability of resources.
3. Minor Incident Costs: Departments shall maintain accurate records summarizing the use of personnel, equipment, and supplies during the emergency response incident on a day-to-day incident(s) to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
4. Emergency or Disaster Costs: For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed costs for emergency operations to include:

- Personnel costs, especially overtime costs.
- Equipment operation costs
- Costs for leased or rented equipment
- Costs for contract services to support emergency operations
- Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

## SECTION IX: PLAN MAINTENANCE

### PLAN REVIEW AND MAINTENANCE

The Executive Operations Team will review the EMP annually and make any necessary revisions. In addition, the Director of Emergency Management or designee will assess the effectiveness of the EMP after each training exercise or actual emergency.

1. Review and maintenance of the *EMP* will be carried out as follows:
  - Changes to this EMP will be made as required on the Record of Change table.
  - Interim revisions shall be made when one or more of the following occurs:
    - A change in site or facility configuration that materially alters the information contained in the *EMP*.
    - Any material change in campus response resources.
    - Internal assessments, third party reviews, or experience in drills, exercises or actual response to identify significant changes that should be made to the *EMP*.
    - New laws, regulations, or internal policies, that are implemented which may affect the contents or the significance of the *EMP*.
2. Changes and updates are the responsibility of the UH Office of Emergency Management and will be distributed accordingly as they are approved by the Executive Operations Team.
  - Certain elements of the EMP however, such as UHEOC rosters, emergency contact list, will require more frequent updating.
  - The EM Director will notify campus departments by email no later than October 1st of each year if any significant revisions are being posted.
3. The AVC/AVP for Public Safety and Security will review this information quarterly and update as necessary.

## EXERCISES AND DRILLS

The Office of Emergency Management will maintain a state of readiness and test response components, with semi-annual exercises and drills. These drills will provide opportunities to ensure that adequate preparations are in place for students, faculty and employees to effectively respond to emergencies on campus and that associated personnel are ready to perform their assigned duties.

1. The Office of Emergency Management will coordinate training at least annually.
2. Similarly UHDPS will schedule exercises to ensure that UHDPS remains in a ready state to respond to any emergency.
3. The Office of Emergency Management, collaborating with other departments, will develop a comprehensive training program that will evaluate and test both ICS capabilities and university support operations in unison.
  - *Tabletop exercises:* Participants review and discuss how the plan would be activated and response efforts implemented. This type of exercise can be conducted with portions or all of the UHEOC Command and General Staff and members of the EOT or multiple teams present.
  - *Simulated exercise / drills:* Facilitators create an environment similar to that which may exist at the campus level. Participants assume their Campus roles and initiate their roles and responsibilities. Several scenarios of various levels and complexities may unfold over the duration of the exercise. Full-scale exercises provide the opportunity to refine the Plan and improve the functionality of response teams.
  - *Equipment Testing:* The Office of Emergency Management will test emergency operations equipment periodically as determined and documented. This may be quarterly, semi-annually or annually, depending on the equipment, maintenance schedule and support. Equipment will include UHEOC capability, telephones, PIER Alert and any broadcast systems expected to be used to communicate during an emergency.
4. An After Action Report (AAR) will be generated by the Office of Emergency Management for respective drills and table top exercises.
  - After Action Reports will be developed and formatted following the Department of Homeland Security Homeland Security Exercise Evaluation Program (HSEEP) guidelines.
  - All After Action Reports will be maintained by the Office of Emergency Management.

## SECTION X: REFERENCES

- Federal Emergency Management Agency, US Department of Homeland Security. (2009). IS100SC, Introduction to the Incident Command System for Schools. Retrieved May 15, 2009 from:  
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## SECTION XI: ATTACHMENTS

### LIST OF ATTACHMENTS

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1. Executive Operations Team (EOT) member List
2. Emergency Operations Committee Membership Areas List
3. UH Emergency Management Plan – Distribution List
4. NIMS & ICS Training
5. 72-Hour Checklist
6. UHDPS Emergency Quick Reference Guide
7. UHEOC Structures
8. UHEOC Setup Checklist
9. Map of University of Houston campus

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**ATTACHMENT 2 – EMERGENCY OPERATIONS COMMITTEE - MEMBERSHIP AREAS  
LIST**

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**ATTACHMENT 3 – UH EMERGENCY MANAGEMENT PLAN - DISTRIBUTION LIST**

UH Executive Operations Team (EOT) members

UH Emergency Operations Committee members

UH Department of Public Safety

Office of Emergency Management

UH Police Department

Environmental Health and Life Safety

University Information Technology

IT Security

Facilities Services – Building Coordinator Program

Facilities Planning and Construction

University Communications – Media Relations

Division of Student Affairs and Enrollment Services

Academic Affairs

Finance

Research Administration

Human Resources

Student Health Center

Hilton Hotel

Student Government Association

Faculty Senate

Staff Council

## ATTACHMENT 4 – NIMS AND ICS TRAINING

Though Higher Education Institution (HEI) officials are not typically tasked to be highly trained, first-response, emergency management personnel, they do play a vital role in the process. Emergency management teams should determine which personnel need to received training based on their role(s) in the overall HEIs emergency management program. In accordance with guidance as provided by the U.S. Department of Education, "Key personnel" are required to complete the following four courses\* in order for an individual or HEI to be considered NIMS compliant:

- 1.) ICS-100 Introduction to the Incident Command System
- 2.) ICS-200 ICS for Single Resources and Initial Action Incidents
- 3.) IS -700 NIMS, An Introduction
- 4.) IS-800.b National Response Framework, An Introduction

REQUIRED TRAINING	REQUIRED TRAINING	RECOMMENDED TRAINING
GENERAL ROLE	CRITICAL ROLE	LEADERSHIP ROLE
<p>Personnel with <u>any</u> role in emergency preparedness, incident management, or response should complete the following <b>TWO</b> courses:</p> <ul style="list-style-type: none"> <li>- ICS-100.HE <i>Introduction to ICS</i></li> <li>- IS-700-NIMS: <i>An Introduction</i></li> </ul> <p><i>NOTE: General Role Incident personnel may include:</i></p> <ul style="list-style-type: none"> <li>• Administrators, Faculty and Staff</li> <li>• Bus Drivers</li> <li>• Coaches and Athletic Staff</li> <li>• Counselors, Psychologists, Psychiatrists, Social Workers</li> <li>• Emergency Responders</li> <li>• Facilities, Maintenance and Utilities Personnel</li> <li>• Housing and Food Service Personnel</li> <li>• Information Technology Personnel</li> <li>• Media Relations</li> <li>• Nurses and Health Center Personnel</li> <li>• Police and Security Staff</li> <li>• Research Personnel</li> <li>• Ride-out-Team Members</li> </ul>	<p>Emergency management personnel with a <u>critical</u> role in response should complete the following four courses, at a minimum:</p> <ul style="list-style-type: none"> <li>- ICS-100.HE <i>An Introduction to ICS</i></li> <li>- IS-700-NIMS: <i>An Introduction</i></li> <li>- IS-800.b National Response Framework, An Introduction</li> <li>- ICS-200 ICS for Single Resources and Initial Action Incidents</li> </ul> <p><i>NOTE: Critical Role Incident personnel may include:</i></p> <ul style="list-style-type: none"> <li>• Administrators</li> <li>• Emergency Responders</li> <li>• Facilities, Maintenance and Utilities Personnel</li> <li>• Media Relations</li> <li>• President</li> <li>• Provost</li> <li>• Police and Security Staff</li> <li>• Vice Presidents</li> </ul>	<p>Emergency management personnel typically obligated to command and/or manage an incident in the absence of traditional emergency/incident response personnel may complete:</p> <ul style="list-style-type: none"> <li>- ICS-100.HE <i>An Introduction to ICS</i></li> <li>- IS-700-NIMS: <i>An Introduction</i></li> <li>- IS-800.b National Response Framework, An Introduction</li> <li>- ICS-200 ICS for Single Resources and Initial Action Incidents</li> <li>- ICS-300 <i>Intermediate ICS for Expanding Incidents</i></li> <li>- ICS-400 <i>Advanced Incident Command</i></li> </ul> <p><i>NOTE: Leadership Role Incident personnel may include:</i></p> <ul style="list-style-type: none"> <li>• President</li> <li>• Provost</li> <li>• Vice President</li> <li>• Chief of Police</li> <li>• Director of Emergency Management</li> </ul>

# UNIVERSITY of HOUSTON

DEPARTMENT of PUBLIC SAFETY  
Office of Emergency Management



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

The 72-Hour Emergency Campus/Travel Preparedness Kit Checklist is essential and tailored to meet the basic survival needs for a period of 72-hours during or after a disaster. Individuals can store emergency supplies, tools, and water in one location that is readily available in your room, home, office and/or vehicle. Supplies can be stored in advance in an easy to carry suitcase, duffle bag or backpack ensuring they are easily accessible in the event of an evacuation.

### First Aid Supplies

- ✓ Adhesive bandages, various sizes
- ✓ Sterile dressing and pads, various sizes
- ✓ Conforming roller gauze bandage
- ✓ Triangular bandages
- ✓ Roll cohesive bandage
- ✓ Hand sanitizer
- ✓ Non-latex gloves
- ✓ Adhesive tape, 2 " width
- ✓ Antibacterial ointment
- ✓ Cold pack
- ✓ Scissors and tweezers
- ✓ Safety pins
- ✓ Cotton balls
- ✓ Sunscreen
- ✓ First aid manual

### Non-Prescription and Prescription Med-Kit

- ✓ Aspirin and non-aspirin pain reliever
- ✓ Anti-diarrhea medication
- ✓ Antacid
- ✓ Prescriptions/medications
- ✓ Extra eyeglasses/contact lenses

### Sanitation and Hygiene Supplies

- ✓ Washcloth and small towel
- ✓ Soap
- ✓ Toothpaste, toothbrush, shampoo
- ✓ Deodorant
- ✓ Lip balm, insect repellent
- ✓ Plastic garbage bags, small/large
- ✓ Feminine supplies
- ✓ Toilet paper



### Equipment and Tools

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

### Food and Water

- ✓ Water
- ✓ Ready-to-eat meats, fruits, and vegetables
- ✓ Canned or boxed juice and soup
- ✓ High-energy foods (peanut butter, low sodium crackers, granola bars & trail mix)
- ✓ Special dietary needs
- ✓ Cookies, hard candy, cereals and powdered milk

### Clothes and Bedding Supplies

- ✓ Clothing (3-day supply)
- ✓ Sturdy shoes or boots
- ✓ Rain gear, hat, sunglasses
- ✓ Blankets/sleeping bags and pillows

### Documents and Keys

- ✓ Personal ID (Driver's License/Passport)
- ✓ Cash
- ✓ Extra set of home and vehicle keys
- ✓ Insurance papers, immunization records
- ✓ Emergency contact list
- ✓ Map

# UNIVERSITY of HOUSTON | DPS

## EMERGENCY QUICK REFERENCE GUIDE

### FIRES

- Activate the nearest fire alarm pull station.
- Call 911 to report the fire.
- Notify and assist people in the immediate area.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit.
- Do not re-enter the building until authorized to do so by emergency personnel.

### BUILDING EVACUATIONS

- When the fire alarm is activated, evacuation is mandatory.
- Do not use the elevators.
- Take personal belongings (ID, keys, purses, wallets) that you can quickly and easily access.
- Close doors as you exit.
- Move to a safe area as designated by emergency responders, well away from the building.

### SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call UH police at 713-743-3333 or dial 911.
- Notify your building administrator, residence hall director or RA.

### BOMB THREATS

- Remain calm. Get as much information as possible from the threatening caller.
- Call UH police at 713-743-3333 or dial 911.
- Follow instructions from emergency personnel.

### SUSPICIOUS BEHAVIOR/ PERSONS OF CONCERN

- Do not physically confront the person.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call UH Police at 713-743-3333.

### ACTIVE SHOOTERS

- If possible, exit the building immediately and call 713-743-3333 to reach UH Police, or dial 911.
- If you cannot exit, clear the hallway quickly and remain behind closed doors in a locked or barricaded room if possible. Stay away from windows.
- Remain calm and call at 713-743-3333 or dial 911. Do not assume someone else has called police or emergency personnel.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see what is going on outside the room.
- Do not attempt to confront or apprehend the shooter, unless as a last resort.
- Visit <http://www.uh.edu/police/shots-fired> for more information.

### SEVERE WEATHER

- Seek shelter indoors.
- Check [www.uh.edu/emergency](http://www.uh.edu/emergency) for shelter-in-place directives for the UH campus.
- If a Tornado WARNING or shelter-in-place is issued, seek shelter indoors in an interior room away from windows, and on the lowest floor possible.

**EMERGENCY QUICK REFERENCE GUIDE**

**FLOODING**

- Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding:
- If you can do so safely:
  - Secure vital equipment, records and hazardous materials.
  - Shut off non-essential electrical equipment.
  - Wait for instructions from emergency responders or Physical Plant.
- Move all personnel to a safe area, away from the building in danger.
- Do not return to the building until instructed to do so by emergency responders or Physical Plant.
- Call Physical Plant for assistance with flood clean-up at 713-74-FIXIT.

**GAS LEAKS, FUMES, VAPORS**

- If you detect natural gas, fumes or vapors:
- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Call UH Police at 713-743-3333.
- Clear the area immediately if instructed to do so by the emergency dispatcher.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

**HAZARDOUS MATERIALS SPILLS**

Hazardous material spill, incident or release for which assistance is needed:

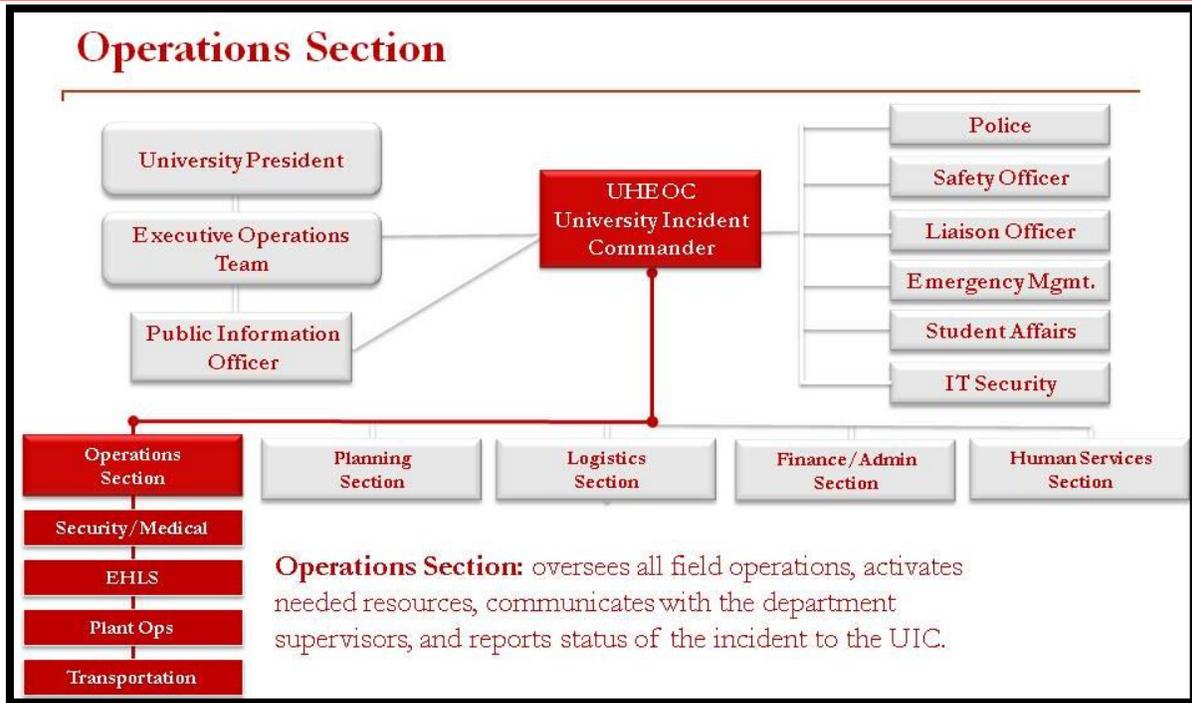
- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area call UH Police at 713-743-3333.
- Be prepared to provide the following information:
  - Name of the material
  - Quantity of material
  - Time of the incident
  - Location of the incident
  - If anyone is injured or exposed to material
  - If a fire or explosive is involved
  - Your name, phone number and location
- Follow instructions provided by the emergency responders.
- Evacuate, if necessary.

**MEDICAL EMERGENCIES**

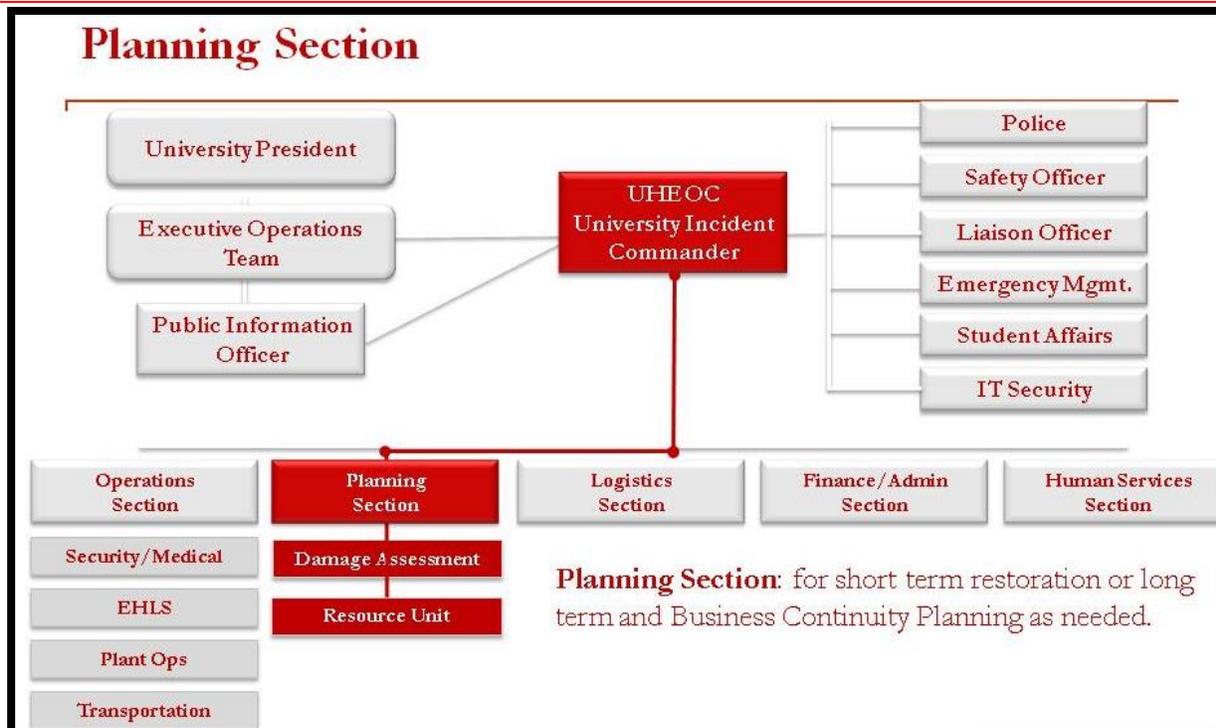
- Cardiac Arrest/Heart Attack
  - Assess the scene for danger.
  - Check the victim.
  - Call or instruct someone to call 911.
  - Locate an Automated External Defibrillator (AED), if one is available.
  - Perform CPR or find someone who can.
- Burns
  - Remove the cause of the burn.
  - Flush the area with water.
  - Do not apply a dressing or creams or lotions.
  - Call 911.
- Bleeding
  - Apply firm but gentle pressure to the wound with a clean cloth or tissue.
  - Immobilize the body part.
  - Keep person lying down.
  - Call 911.

ATTACHMENT 7 – UHEOC STRUCTURES

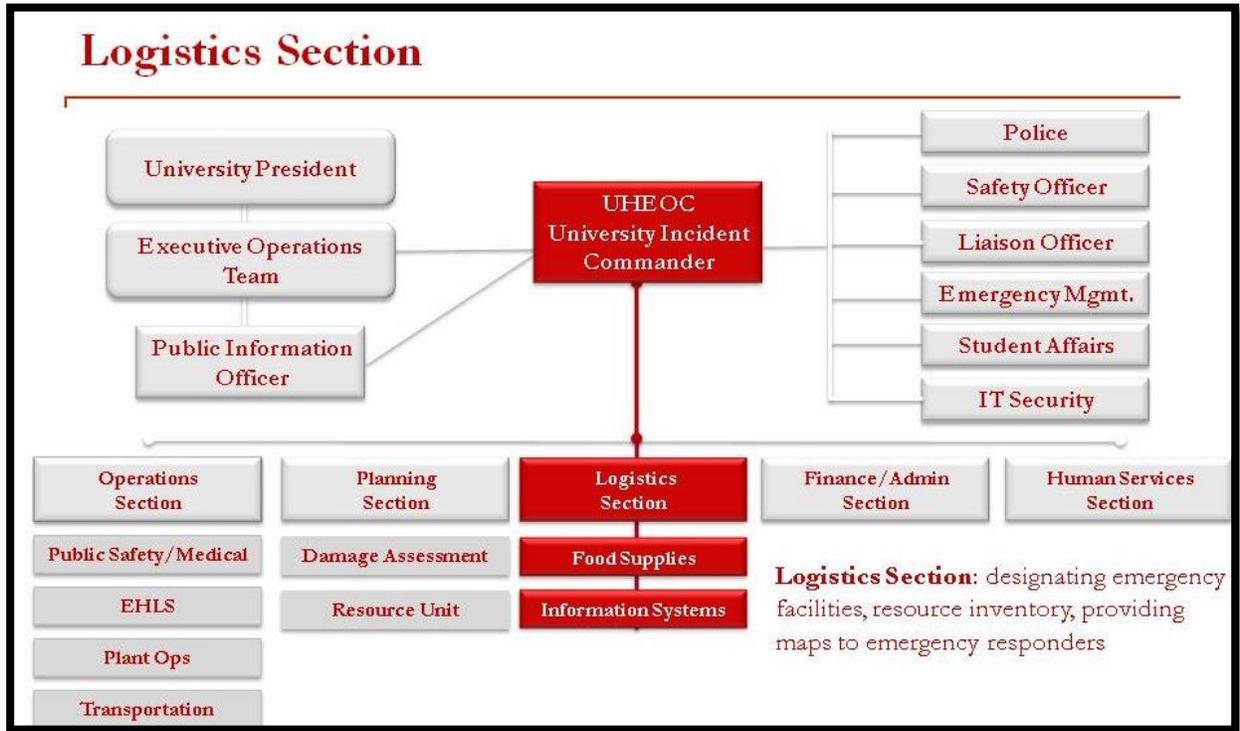
OPERATIONS SECTION



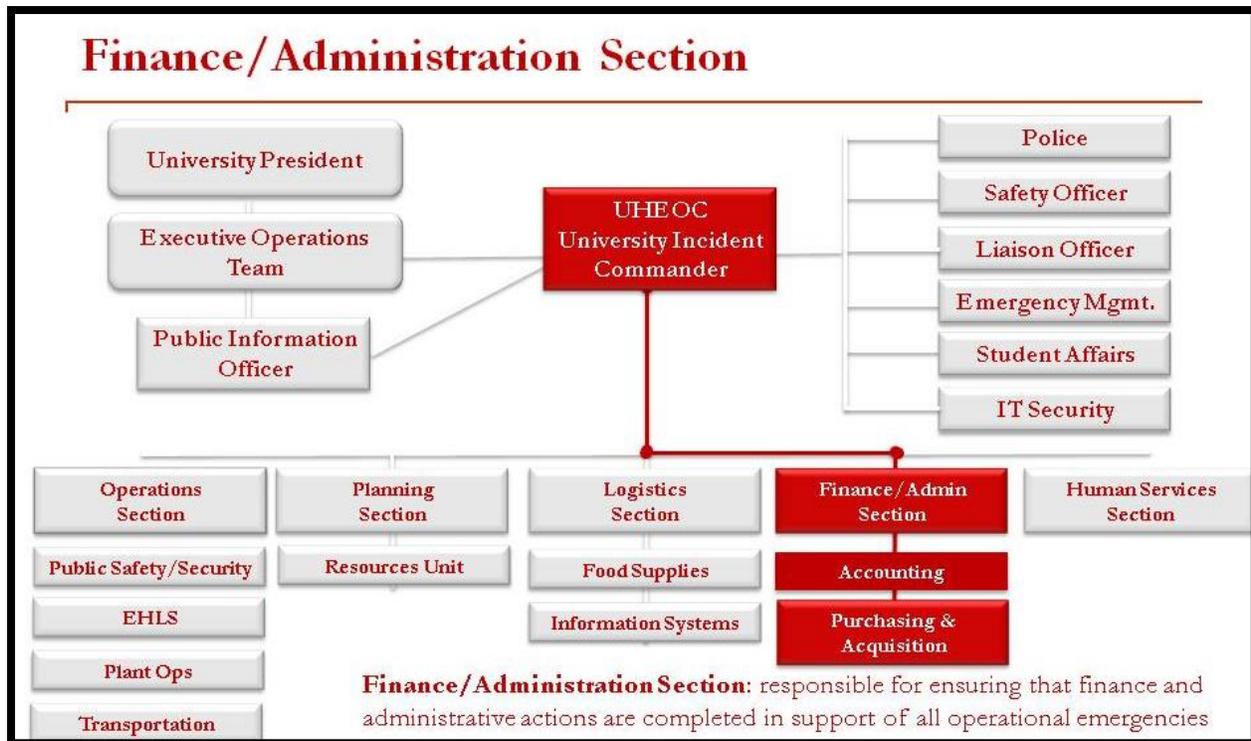
PLANNING SECTION



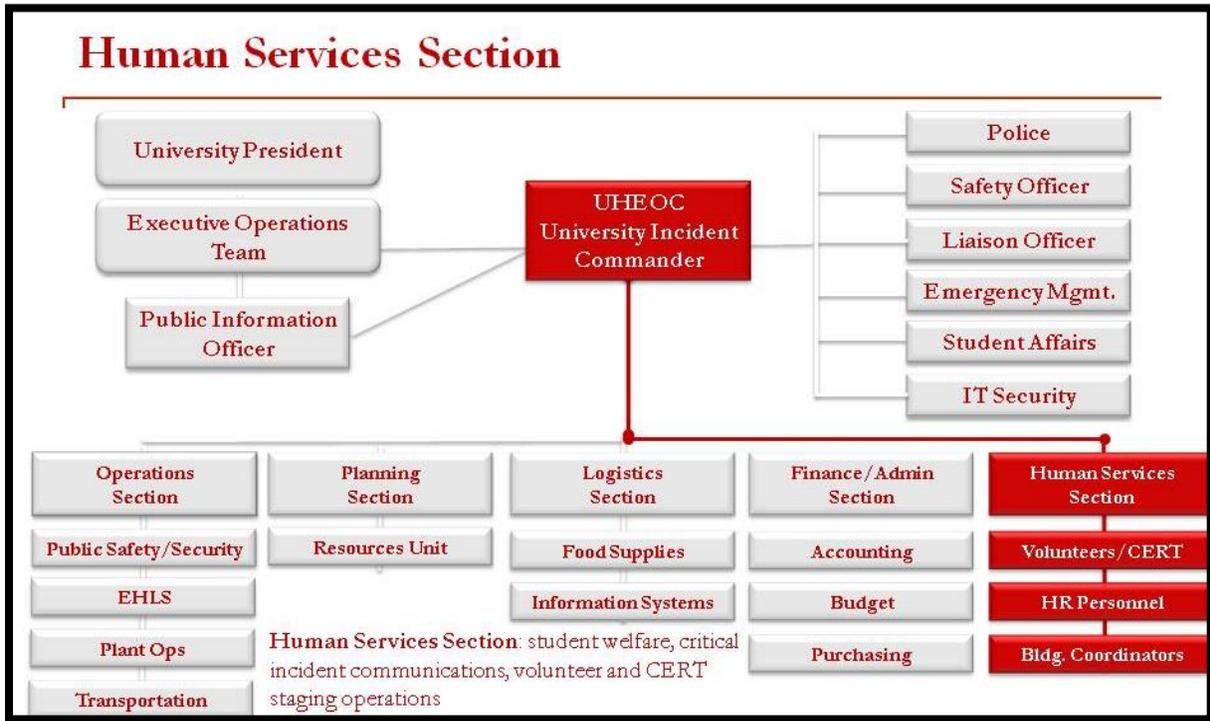
LOGISTICS SECTION



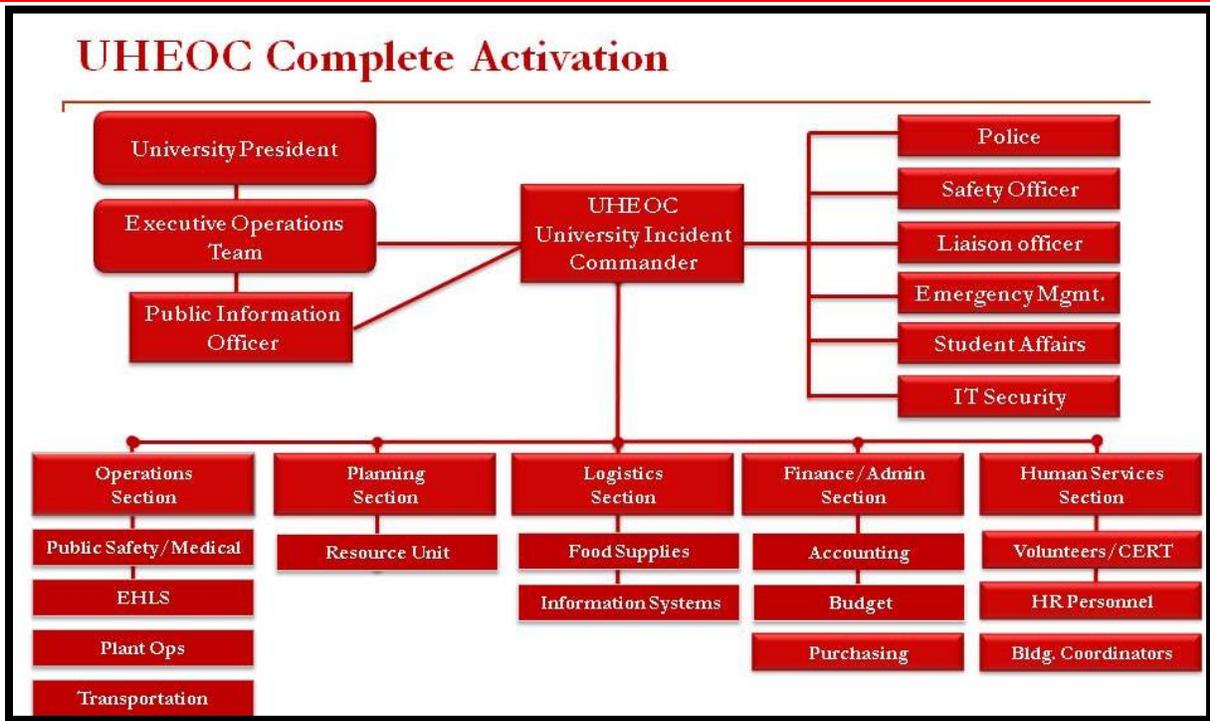
FINANCE/ADMINISTRATION SECTION



**HUMAN SERVICES SECTION**



**UHEOC COMPLETE ACTIVATION**



# UNIVERSITY of HOUSTON

## DEPARTMENT of PUBLIC SAFETY

### Office of Emergency Management

#### ***UHEOC SETUP CHECKLIST!***

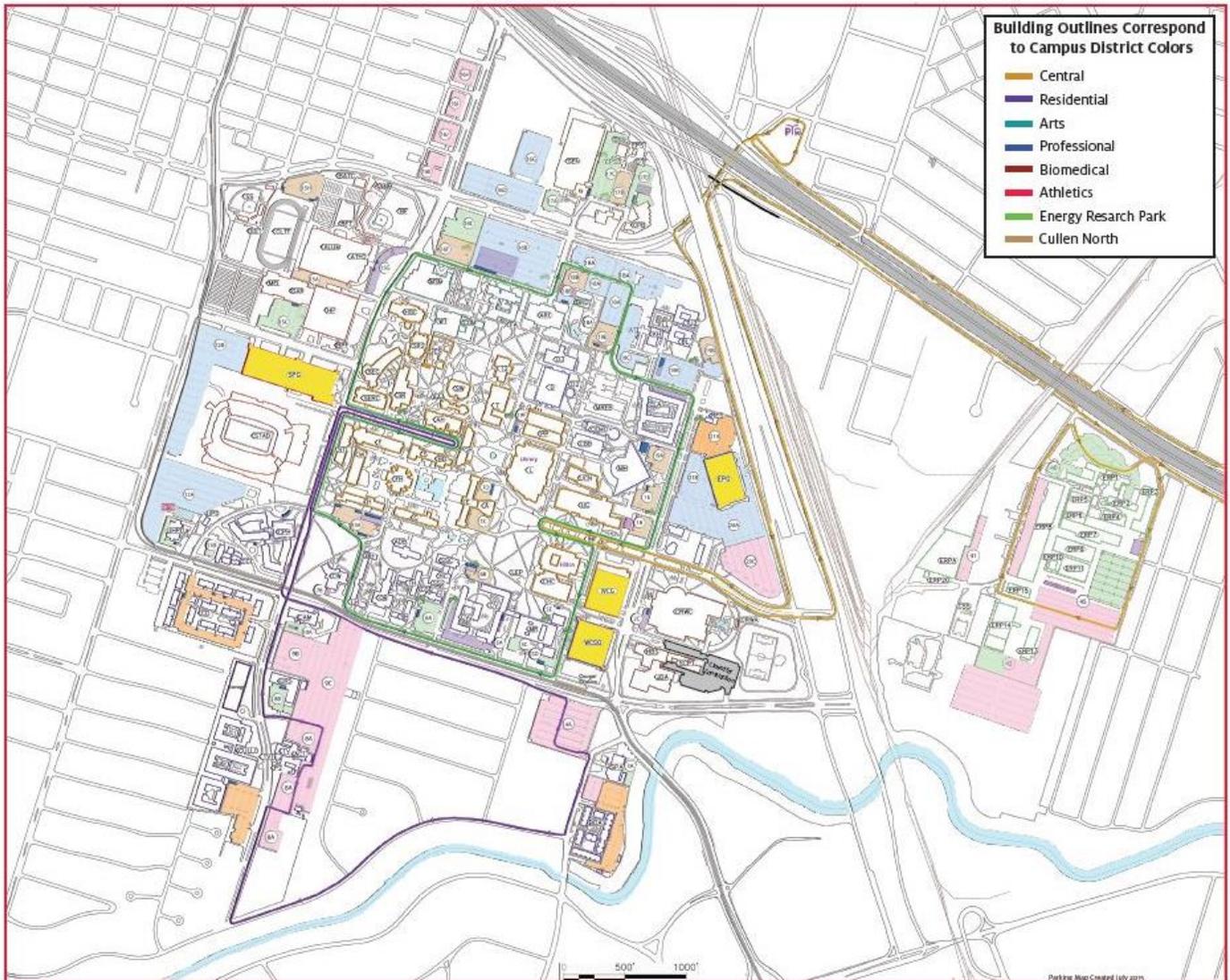
Upon notification of UHEOC activation, the Director of Emergency Management, or his/her designee will report to the facility and initiate setup of equipment. Supplies, forms, and layout diagrams are kept in the UHEOC.

#### **GENERAL SETUP RESPONSIBILITIES INCLUDE:**

- Ensure that the UHEOC is accessible.
- Ensure that adequate furniture, computer equipment, fixtures, telephones, and space are available.
- Locate UHEOC Activation binder and supplies in UHEOC.
- Locate the “forms” box in the UHEOC room.
- Establish a sign-in/sign-out log by the entrance to the UHEOC.
- Remove the UHEOC entry/exit log sheet clipboard and ensure staff sign-in as they arrive.
- Set up and test telephones, fax machines, and other logistical supplies that may have been held in storage pending UHEOC activation.
- Connect computers to network. .
- UHEOC Command and General members are to bring their own laptops into the UHEOC, when possible. The UHEOC campus locations have wireless connectivity.
- Set up pre-positioned emergency EMP, ERG and visual aids including:
  - General message board
  - White boards
  - Flip Charts
  - Maps
- Establish a resting and sleeping space where UHEOC staff can take a break and make private calls.
- Continue to monitor UHEOC operations and logistical needs during the time the UHEOC is operational.
- Schedule UHEOC operations staffing in regular intervals, as required by the incident, to begin after the first operational period.

## ATTACHMENT 9 – MAP OF UNIVERSITY OF HOUSTON CAMPUS

The University of Houston Campus Map can be found at <http://www.uh.edu/af-auxiliary-services/parking/docs/Parking%20Map%202015-2016.pdf>



## **SECTION XII: ANNEXES**

These appendices are in development and can be found under a separate cover and are stored in the UHEOC.

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**ANNEX A            WARNING**

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**ANNEX B            COMMUNICATION**

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**ANNEX C            SHELTER AND MASS CARE**

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**ANNEX D            RADIOLOGICAL PROTECTION**

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**ANNEX E            EVACUATION**

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**ANNEX F            FIREFIGHTING**

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**ANNEX G            LAW ENFORCEMENT**

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**ANNEX H            HEALTH AND MEDICAL SERVICES**

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**ANNEX I            EMERGENCY PUBLIC INFORMATION**

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**ANNEX J            RECOVERY**

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**ANNEX K            PUBLIC WORKS AND ENGINEERING**

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**ANNEX L            UTILITIES**

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**ANNEX M            RESOURCE MANAGEMENT**

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**ANNEX N            DIRECTION AND CONTROL**

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**ANNEX O            HUMAN SERVICES**

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**ANNEX P            HAZARD MITIGATION**

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**ANNEX Q            HAZMAT AND OIL SPILLAGE**

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**ANNEX R            SEARCH AND RESCUE**

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**ANNEX S            TRANSPORTATION**

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**ANNEX T            DONATIONS MANAGEMENT**

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**ANNEX U            LEGAL**

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**ANNEX V            TERRORIST INCIDENT RESPONSE**