

Emergency Operations Plan

Original Implementation: November 1986

Last Revision: July 26, 2016

Preface

Stephen F. Austin State University provides this Emergency Operations Plan (EOP) as an all-hazard emergency management guidance document. This EOP is built upon scalable, flexible, and adaptable coordinating systems to align key roles and responsibilities across the university when an emergency occurs, since it is not always obvious at the outset of a seemingly minor event whether the incident will remain minor and contained, or whether it might be the initial phase of a larger and rapidly growing threat. This plan describes both authorities and practices for managing and coordinating the response to incidents that range from the serious but purely isolated, to large-scale incidents and natural disasters.

This plan is founded on the principles of the National Incident Management System (NIMS), which provides a national template that enables federal, state, and local governments and private sector nongovernmental organizations to work together effectively and efficiently.

Implementation of this plan will require cooperation, collaboration, and information sharing among all university departments, as well as with external agencies that may assist the university during major emergencies and disasters.

Definitions

For the purposes of this plan, the following definitions are provided and listed in order of severity:

Critical Incident - an incident that does not pose a comprehensive and ongoing threat to the university community, and/or the functioning of the institution. Critical incidents may be handled under the Critical Incident Response Plan (CIRP), which is separate from this EOP. When an emergency or disaster occurs, the CIRP will operate as a sub-plan within the EOP. An example would be the report of a missing student.

Emergency - a sudden or unexpected occurrence, or combination of occurrences, that may cause injury, loss of life, and/or destruction of property, and creates a disruption of the university's normal operations to such an extent that it poses a threat to the campus community. An example would be a building fire.

Disaster - a sudden, unplanned event with a significant scope of impact involving many people, if not the entire community, and is based on the scope of the event, number of lives impacted, and the devastation of property. An example would be a hurricane.

(Portions of this plan are adapted from the National Response Framework, January 2008.)

EOP Organization

The Stephen F. Austin State University Emergency Operations Plan contains three fundamental elements that follow the format of the National Response Framework:

- Base Plan,
- Support Function Annexes, and
- Situational Annexes.

The Base Plan

The Base Plan describes structure and process using an all-hazards planning approach, and is scalable to an emergency or disaster of any magnitude or geographic size. The Base Plan provides general guidance for primary university resources and outlines the procedures for such major tasks as notification, organizational structure, and emergency operations center coordination. The Base Plan is the fundamental guiding document for all emergency incident and disaster operations, while the annexes may be used to supplement the Base Plan according to the specific situation. The Base Plan may be continually reviewed and is subject to revision.

Functional Annexes

Support function annexes are based on models developed in the National Response Framework and adapted for the specific functions necessary at Stephen F. Austin State University. These annexes provide direction for specific functions during preparedness, response, and recovery phases of an emergency incident or disaster. These annexes do not address specific incidents or disasters, but rather provide a general framework that may be adapted for emergency operations during any type of incident. Functional Annexes may also be continuously adapted based upon the current risks and vulnerabilities of the university.

Situational Annexes

Certain hazards or situations present a greater risk to, or vulnerability for, the university. Situational annexes are specific plans for such incidents. Examples of these situations include a hurricane, a hostile intruder, or a fire. Situational annexes expand on the framework of the Base Plan, and provide additional guidance for responding to specific situations. Situational annexes may also be continuously adapted based upon the current risks and vulnerabilities of the university.

1.0 Purpose

The purpose of the Stephen F. Austin State University Emergency Operations Plan (EOP) is to provide the framework and guidance for emergency operations designed to protect the faculty, staff, students, and visitors of Stephen F. Austin State University during an incident that could impact the functioning of the university for an extended period of time. To protect the Stephen F. Austin community, the Plan establishes both general and specific responsibilities during emergencies and disasters, and at other times when the Emergency Operations Center (EOC) may be activated.

The EOP addresses specific hazards and provides general guidelines for university operations should emergency situations arise. This plan will not, nor can it be expected to, address every possible emergency situation. Therefore, it encourages generalized preparedness and helps inform university stakeholders of the resources and knowledge they need to prepare.

The EOP is not designed as a shelf plan, but rather a readable working document that is continuously revised through exercises and evaluation.

2.0 Scope

This EOP is designed to address hazards that may affect the university. Through the utilization of an all-hazards planning model, this plan may be used for any type of incident, whether natural, man-made, or technological. This plan applies to all departments, personnel, and agents of Stephen F. Austin State University, although some departments or agencies may have more specific roles and responsibilities within emergency operations.

3.0 Authority

The Stephen F. Austin State University Emergency Operations Plan is based upon the foundations of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), Pub. L. 93-288, as amended, 42 U.S.C. §§ 5121-5207; Homeland Security Presidential Directive 5 (HSPD-5); The Texas Disaster Act of 1975, Tex. Gov't Code §§ 418.001-.191; Tex. Gov't Code Ch. 433; Executive Order by the Governor, Exec. Order RP32 or current version; Tex. Att'y Gen. Op. No. MW-140 (1980); Hazard Communication Act, Tex. Health & Safety Code §§ 502.001-.019; Texas Hazardous Substances Spill Prevention and Control Act, Tex. Water Code §§ 26.261-.267; Solid Waste Disposal Act, Tex. Health & Safety Code Ch. 361; and the State of Texas Emergency Management Plan (Disaster Plan).

4.1 Situation

1. Stephen F. Austin State University enrolls more than 12,000 students and employs more than 1,400 faculty and staff. As student enrollment increases, faculty and staff positions may also increase. The university is governed by a Board of Regents appointed by the

- governor of Texas.
2. Stephen F. Austin State University's main campus is located in the city of Nacogdoches, within Nacogdoches County in Eastern Texas. Nacogdoches is a community of approximately 30,000 residents, with population surges during numerous months of the year due to the university population and the local tourism industry.
 3. The main campus of Stephen F. Austin State University includes approximately 103 buildings across more than 400 acres. In addition, the university owns or leases property and facilities located within other areas of the city of Nacogdoches, including the DeWitt School of Nursing and the Discovery Research Center. Other property and facilities in Nacogdoches County include the Walter Todd Agricultural Research Center and the SFA Observatory. Outside of Nacogdoches County the university owns a facility known as the Pineywoods Conservation Center in San Augustine County.
 4. The university operates student residential facilities that can house more than 5,000 students.
 5. The A.L. Mangham Regional Airport in Nacogdoches is a city-owned facility. Runway 18-36 has an asphalt surface and is 5001 feet x 75 feet in length. It is equipped with a precision instrument approach and is capable of serving aircraft up to larger corporate jets. There is no scheduled commercial service. The most accessible airports capable of handling scheduled commercial flights are East Texas Regional Airport (GGG) in Longview (59 miles), Tyler Pounds Regional Airport (TYR) in Tyler (84 miles), Shreveport Regional Airport (SHV) located in Shreveport, Louisiana (93 miles), and George Bush Intercontinental Airport (IAH) in Houston (130 miles).
 6. The university is exposed to hazards which have the potential to disrupt normal operations within the university and local community, causing damages and/or casualties.
 7. The university experiences population surges at numerous times during the year for specific events such as football games, graduation, new student orientations and other events that are hosted on campus from time to time.

5.1 Assumptions

Incident Assumptions

1. An incident that affects the university is likely to also affect the surrounding communities and region. Therefore, the university should plan to manage all incidents with limited or no external resources and assistance for the first 72 hours.
2. During an incident, university operations and interests will remain under the coordination and management of the university; therefore, it is necessary to plan accordingly and maintain incident operations until the incident is concluded. Requests for external resources will be forwarded to the appropriate entity as needed.
3. An emergency incident or disaster may occur at any time of the day or night, weekend,

- or holiday, with little or no warning.
4. The succession of events in an emergency incident or disaster is unpredictable; therefore this plan should be utilized as a guidance document, and adapted for the specific needs of the emergency incident or event.
 5. Although Stephen F. Austin State University is more vulnerable to specific hazards, such as severe weather and its consequences, the university must plan to respond using a standard structure and organization to any hazard that may affect the university.
 6. The fundamental priorities for Stephen F. Austin State University during an emergency incident or disaster are:
 - A. The preservation of life and protection of people.
 - B. The protection and restoration of property and infrastructure.
 - C. Stabilization of the emergency incident or disaster.
 - D. Recovery to pre-incident conditions.
 7. During an emergency incident or disaster, all operations will be coordinated through the Emergency Operations Center (EOC). The EOC will coordinate with other entities as needed.
 8. Stephen F. Austin State University may seek the advice and guidance of other entities when making emergency management decisions, but reserves the right to make decisions beyond those of other entities.
 9. Extended incidents that require 24 hour operations will most likely be divided into two (2) operational periods or shifts of 12 hours each. Staffing should be planned accordingly.

Plan Assumptions

1. Stephen F. Austin State University will maintain and disseminate an all-hazard Emergency Operations Plan (EOP). In addition to the EOP itself, the university will educate individual departments and units so that all personnel will be aware of the general framework for responding to emergency incidents and disasters.
2. All university departments and units will be familiar with the emergency operations plan, and their specific responsibilities within the plan.
3. In addition to this EOP, departments should maintain specific emergency response plans relevant to their area and operations addressing issues that may affect the department. Faculty and staff within each department should understand the basic premise of the EOP, as well as any departmental plans so that emergency incident and disaster operations may be conducted in both a timely and effective manner. Departmental plans should address at a minimum:
 - A. Evacuation
 - B. Sheltering in Place
 - C. Building Lockdown
 - D. Communication procedures for both dissemination of information to staff and

students when needed.

- E. Actions to be taken to ensure continuity of operations including critical tasks, services, key systems, and infrastructure.
- F. Methods to ensure that all personnel have been made aware of the plan and the plan is reviewed at least annually.

The Emergency Management Committee may assist any department with the development of a departmental policy or plan.

- 4. The Emergency Operations Plan will be reviewed and updated at least annually by the Emergency Management Committee. A record of changes will be maintained.
- 5. The Plan will be exercised at least once annually.

6.1 National Incident Management System

The National Incident Management System (NIMS) prescribes a national template for responding to major emergencies and disasters. One of the core elements within NIMS is the directive to utilize the Incident Command System (ICS). For incidents that are site specific or limited in scope, the Incident Command System will be utilized with little or no Emergency Operations Center involvement. The Department of Public Safety will most likely fulfill the ICS structure, although other departments may be involved from time to time.

The decision to operate within the on-scene ICS model, or, to integrate operations into the Emergency Operations Center will typically be determined by:

- 1. Incident Size: If the incident is expanding beyond a limited geographic area the EOC model should be used to manage the incident.
- 2. Incident Complexity: As more departments and resources are committed to the incident, the university may utilize the EOC to improve communication and coordination.

Although the ICS model will be incorporated into the response throughout an incident, the system may also be incorporated into the EOC structure. The EOC will increase coordination capabilities and align within any ICS structure.

The use of the Emergency Operations Center to coordinate an incident does not preclude the use of the Incident Command System, but provides the university with improved capabilities to most effectively respond and recover.

7.1 Concept of Operations

- 1. This Plan will be activated when the condition of the university is downgraded from normal. Any member of the Executive Group, in coordination with the Executive Director of Public Safety/Chief of Police, or designated alternate, may activate the

Emergency Operations Plan upon increased threat, or notification of an impending or actual emergency incident or disaster. When activated, the EOP will be utilized as a decision making tool and the framework for general response and recovery coordination.

2. The Emergency Operations Center (EOC) may be activated as needed. Any member of the Executive Group, or the Executive Director of Public Safety/Chief of Police, may activate the EOC. An EOC activation and its staffing level will be dependent upon the situation. More information regarding the Emergency Operations Center is provided within Section 9 of this Base Plan.
3. When the EOC is activated, the vice president for university affairs serves as the Emergency Operations Center director, and will manage all operations within the EOC, as well as coordinate the deployment of university resources throughout the incident. The EOC director has authority to deploy any university resources necessary to respond to the incident.

The Executive Director of Public Safety/Chief of Police will serve as EOC Director during times that the vice president for university affairs is unavailable.

- The Public Information Officer will coordinate with the Executive Group and external media sources to ensure accurate and timely release of information.
- All university departments and/or divisions will contribute to the response and recovery as directed, to create an effective operation during emergencies or disasters.
- The Emergency Operations Center will coordinate with technical specialists, such as the National Weather Service, the Texas Division of Emergency Management, and other appropriate agencies to provide specialized information necessary for emergency and disaster operations.
- When the response to an incident exceeds the capabilities of university resources, assistance will be requested from appropriate agencies as needed.
- *Support Function Annexes* are provided in addition to the Base Plan to provide responsibilities for specific emergency and disaster emergency functions. These annexes will continually be updated and revised. *Situational Annexes* will also be included that provide detailed response planning for specific incidents.

8.1 Organization

When the Emergency Operations Center is activated, one or more of the identified groups in this organization may also be activated. Depending on the situation, each group may be partially or fully activated. Similar to the Incident Command System, this organization may be expanded for each incident.

- **Executive Group:** the president, vice presidents and other key personnel to make executive decisions and provide general incident oversight.

- **Emergency Operations Center Group:** identified personnel to manage the incident, provide coordination for the ground operations, and communicate with the Executive Group.
- **Operations Group:** the departments and personnel that physically provide the services to prepare, respond, and recover from the incident.
- **Public Information:** Information that must be delivered to the Stephen F. Austin community is managed through this group that is in communication with the EOCG, Executive Group, and Operations Group.

8.2 The Executive Group

The Executive Group is responsible for major decisions that impact university operations, such as university closure. Additionally, the Executive Group will plan and prioritize the long term recovery efforts following a disaster. The Executive Group will communicate with the Emergency Operations Center, generally through the vice president for university affairs, and provide oversight to the Emergency Operations Center Group as needed.

Each member of the Executive Group will identify at least one alternate to serve in his/her absence. The Executive Group is comprised of the following:

- President
- Provost
- Vice President for University Affairs
- Vice President for Finance and Administration
- General Counsel

Once the Executive Group is convened, they will make decisions as needed in regards to the following:

- Cancellation of classes
- Cancellation of university sponsored events and activities
- Closing of non-essential buildings and sending non-essential personnel home
- Evacuation of the entire or part of the campus
- Closure of the university

Direction and Succession of the Executive Group

The president will call the Executive Group meetings and provide direction. If the President is not available, the line of succession is as follows:

1. Vice President for University Affairs
2. Provost / Vice President for Academic Affairs
3. Vice President for Finance and Administration

8.3 The Emergency Operations Center Group (EOCG)

The Emergency Operations Center Group will provide staffing in the Emergency Operations Center to represent the primary divisions of the university. The EOCG, through the EOC director, has the authority to assign university resources and make operational decisions to provide the most efficient response and recovery possible. The Emergency Operations Center Group consists of a primary divisional representative and one alternate.

In accordance with the National Incident Management System, each of the primary university divisions will be referred to as a branch during activation. The Emergency Operations Center Group members that report to the Emergency Operations Center are dependent on the situation, although each of the following university divisions has a representative identified in the EOCG:

- Academic Affairs
- Finance and Administration
- University Affairs
- University Marketing Communications
- Department of Public Safety (Emergency Management)

Immediately upon notification of an emergency or disaster, the representative of each branch within the EOCG will report to the Emergency Operations Center.

If the primary EOC is not available, a secondary location will be identified.

Once the Emergency Operations Center Group is convened and operating within the EOC, they will make operational decisions for their respective division, coordinate with external resources, provide information to the Executive Group, and maintain continuous operations until the emergency or incident is terminated.

8.4 Operations Group

Although many university departments will most likely be utilized to some degree during a major emergency or disaster, the Operations Group (OG) consists of primary departments that are identified to provide critical services or perform emergency functions. Each member of the Operations Group will coordinate activities through its representative at the Emergency Operations Center, or the Incident Commander. The head of each department represented in the Operations Group will identify an alternate to manage department operations in his/her absence.

The following departments are identified as members of the Operations Group:

- Information Technology Services
- Athletics
- Counseling Center
- Dean of Student Affairs
- Food Services
- Health Services
- Residence Life
- Physical Plant
- Environmental Health, Safety, & Risk Management
- Student Services
- Department of Public Safety

Immediately upon notification of an emergency or disaster, the primary representative of each department within the OG will report to their office, where they will communicate with the Emergency Operations Center (Incident Commander during incidents with no EOC activation) and coordinate departmental resources.

8.5 Essential Staff

All university personnel may be requested to work during a major emergency or disaster; however, Essential Staff are those that are more likely to be requested. Essential Staff are those university personnel that work within one of the Operations Group Departments, members of the Emergency Operations Center Group, and other personnel that may be designated as essential by the department director.

Essential Staff are expected to be directly involved with the response and recovery actions as the result of a major emergency or disaster. Immediately upon notification of an emergency or disaster, Essential Staff should stand-by for specific tasks, or follow department policy with regards to emergencies and disasters. Essential staff should use caution appropriate to the circumstances when reporting to work during emergency or disaster conditions.

Each director of an Operations Group Department is responsible for determining Essential Staff in his/her respective areas. The Director must then ensure that all employees identified as Essential Staff annually review the Emergency Operations Plan and their possible involvement during a major emergency or disaster.

8.6 Operating Within the Incident Command System

During incidents where the Emergency Operations Center is not activated, the Executive Group and Operations Group may be working directly with the Incident Commander.

The Incident Command System provides several positions the Incident Commander may designate to order and coordinate resources. The university may choose to expand or condense the structure depending on the incident.

9.0 Emergency Operations Center

The Emergency Operations Center (EOC) serves as the central location for situation assessment, resource coordination, and operational management of an emergency or a disaster. The physical location of the primary Emergency Operations Center is the EOC Room within the Department of Public Safety facility on East College Street. The Emergency Management Committee, in coordination with other university officials, will identify and maintain alternate emergency operations centers that may be utilized during an incident where the primary facility is inaccessible or damaged.

EOC Activation Levels

Level I - Routine operations; comparable to a normal university condition; EOC is not staffed.

Level II - Minimal staffing; may include limited personnel to monitor a situation or assist in planning and logistics for the on-scene Incident Command System.

Level III - Some staffing to support an expanding on-scene Incident Command System and provide communication to and from the Executive Group.

Level IV - Fully activated; includes staffing with the Emergency Operations Center Group.

The vice president of university affairs will serve as the EOC director during activation and ensure the continuity of EOC operations. The EOC director has the authority to deploy all necessary university resources to respond to the situation. The Executive Director of Public Safety/Chief of Police will serve as EOC director in the absence of the vice president for university affairs.

The vice president of university affairs, or the Executive Director of Public Safety/Chief of Police, may open the Emergency Operations Center for situational monitoring or limited operations. The decision to staff the EOC with the EOC Group will be made by the Executive Group or the vice president for university affairs.

During incidents that utilize the on-scene incident command model, the EOC may serve as a central coordination point for resource allocation and general planning. In this case the Executive Director of Public Safety/Chief of Police will serve as the EOC director, unless activation of the EOC Group is necessary for extended operations.

During emergency operations, all university departments must submit their requests for external

resources to the EOC. The EOC is the single point for coordination with the city, county and state Emergency Operation Centers.

EOC Operations

Set-Up and Readiness:

The Executive Director of Public Safety/Chief of Police is responsible for the physical set-up of the EOC, including but not limited to computers, telephones, and expendables; and is responsible for maintaining the EOC at a state of constant readiness for activation.,

Direction and Control:

The vice president for university affairs is responsible for the direction and control of the EOC as EOC director when the center is activated.

Activation:

All personnel assigned to the EOC Group are expected to report to the EOC as soon as possible after notification of activation. Should a primary member of the EOC Group be unable to immediately report, the alternate for this position should report instead.

EOC Demobilization

As an incident lessens in scope, the EOC director may reduce staffing in the EOC based on situational need. The EOC shall remain in operation until the university is placed in a normal condition status.

10.0 University Conditions

The use of a condition status for the university is intended to assist personnel in understanding the risk level of a specific hazard or threat. The Emergency Operations Center and/or the Department of Public Safety will initiate any university condition status change from normal.

Additional status changes may be released by the Emergency Operations Center / Incident Commander as an incident evolves.

Normal Condition

This indicates that the university is operating under normal conditions. There is no special hazard or threat.

Guarded Condition

This indicates that there is some general threat information that may affect the university. Examples include general threats towards a college campus in Texas or natural hazard watch.

Elevated Risk Condition

This indicates that information has been collected in regards to a specific threat directed towards the campus, such as imminent flash floods or specific threats.

High Risk Condition

There is information of an immediate threat on campus including but not limited to hazardous materials release, active shooter, storm, major fire, etc.

11.1 Public Notification and Information

The initial notification of an emergency or disaster will usually be received first by the Department of Public Safety. The Department of Public Safety is the department within the university that is responsible for issuing timely campus alerts in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act {20 U.S.C. § 1092(f)}.

The determination of when an alert will be issued will be made on a case-by-case basis and will consider the facts surrounding the incident; including such factors as the nature of the incident, and the imminent or continuing threat to the university community. The Department of Public Safety will make a determination regarding the information presented to help ensure it does not hinder the successful response to an incident, or the investigation of the cause or nature of an incident. Weather alerts may be issued when there is an imminent threat to the safety of the campus community from severe weather.

When a determination is made that an alert should be issued, DPS will inform the campus community by utilizing a number of communication methods. The following are ways in which the campus community may be notified when the incident in question warrants. These methods may be used individually, or in any combination, depending upon the message being conveyed and the nature of the incident prompting the alert.

1. **Emergency Alert Website Activation:** The emergency alert website, maintained by [DPS \(http://www.sfasu.edu/dps/campus-alert.asp\)](http://www.sfasu.edu/dps/campus-alert.asp) may be activated and as much information as can be concisely presented about the current state of the incident triggering the alert will be posted. When this site is activated, an alert banner is posted on top of each webpage hosted on the main university Web server indicating an alert and directing visitors to the alert Web site. Web pages and websites hosted on individual departmental servers do not display this alert banner. The emergency alert website will be updated with evolving information as it becomes available and can be shared.
2. **Campus Alerts System Activation:** Depending on the incident, the Department of Public Safety will issue text and/or voice messages to all participants registered in the Campus Alerts system. These alert messages will notify the recipients that an event has occurred that requires notification, will contain a very brief description of the event if possible, and will direct them to the emergency alert website for details and updates.

3. **Outdoor Alert System:** To promptly alert the campus in case of an imminent threat, there is a centrally located outdoor alert system installed on the roof of the Ralph W. Steen Library to ensure the alert sound may be heard inside some buildings on campus; the system is designed to provide an audible alert outdoors only. The outdoor alert system will be sounded when there is an imminent threat to SFA students, faculty, staff and visitors, such as severe weather, such as a tornado that is on a direct path toward the campus, or the development of an active danger situation, such as a hostile, armed individual on campus.
4. **Campus-Wide Broadcast E-Mail:** E-mail messages may be sent to all faculty, staff, and students via the Stephen F. Austin State University e-mail system. These alert messages will notify the recipients that an event has occurred that requires notification, will contain a very brief description of the event if possible, and will direct them to the emergency alert website for details and updates.
5. **Call Center Activation:** When needed, an informational Call Center will be activated as soon as possible to field telephone calls relative to the alert issued. This call center is located adjacent to the primary EOC in the Department of Public Safety facility and is staffed by pre-designated staff members. Once the Call Center is active, the telephone number assigned to the center will be posted on the alert website.
6. **Non-alert related communications** will be handled through University Marketing Communications in coordination with the Executive Group, Emergency Operations Center, or the Incident Commander.
7. **In the event of an expanded incident,** the University Marketing Communications office, in coordination with the Emergency Operations Center, may establish a Joint Information Center to handle media inquiries. The Joint Information Center will be established by the University Marketing Communications office and located at the Baker Pattillo Student Center Theater unless an alternate location is necessary.

12.0 Plan Annexes

The Base Plan is intended to provide the general framework based on an all-hazards planning model. The general response roles and responsibilities of the Base Plan provide basic guidelines to ensure that the university is prepared to respond to any major emergency or disaster. Annexes expand on the information provided in the Base Plan to outline more specific responsibilities.

Functional Annexes

Specific functions that support the Base Plan can be defined and associated roles and responsibilities assigned to individual departments within the university. Each Functional Annex is constructed as a supplement to this Base Plan.

Situational Annexes

Additionally, specific hazards that present a significant risk or vulnerability may have specific plans to provide more detailed guidance than the Base Plan provides. Each Situational Annex is constructed as a supplement to this Base Plan.

13.1 Preparedness

Although the majority of the Emergency Operations Plan discusses response mechanisms and procedures, the ultimate resilience and capability of the university to respond is dependent upon the preparedness of all students, faculty, staff, and departments.

The University Emergency Management Committee is the point of contact for all emergency management programs, including preparedness. In coordination with various university departments, the Emergency Management Committee will help ensure the following preparedness mechanisms are completed on a continual basis:

Emergency Exercises

Exercises are fundamental to the university's emergency preparedness program. Exercises test plan elements, as well as the university's ability to respond to specific incidents. The Federal Emergency Management Agency identifies four types of exercises, each with a significant degree of complexity and involvement. The university will conduct at least one emergency table-top exercise per year. The university should conduct a functional or full-scale exercise at least once every five years. Exercises should involve members of the Executive Group.

Plan Maintenance

The plan should be reviewed at least annually and updated when needed. This annual plan maintenance may be completed following the exercise schedule.

Maintain Record of Incident Command System Training

The Executive Director of Public Safety/Chief of Police serves as the Emergency Management Coordinator, and will ensure that sufficient training courses are offered in Incident Command, and ensure that the university complies with standards established through National Incident Management System guidance documents. The Emergency Management Committee, chaired by the Executive Director of Public Safety/Chief of Police, will meet regularly and provide oversight for the emergency management program.

Departmental Responsibilities

All university departments should continually maintain preparedness via the following actions at a minimum:

- Review this Emergency Operations Plan and applicable annexes at least annually and provide recommendations to the Emergency Management Coordinator to be considered in the annual review/revision.
- Compile and maintain an active call/contact list with current phone numbers of all personnel within the department.
- Provide clear lines of succession identifying personnel that may fulfill the department head's role should they be absent during a major emergency or disaster.
- Train employees on basic preparedness procedures and general departmental plans for responding to an emergency.
- Identify program weaknesses and make recommendations to the university Emergency Management Coordinator.

14.1 Recovery Actions

Recovery from a major emergency or disaster will most likely begin while response activities are still being conducted. Recovery actions involve the development, coordination, and execution of university restoration. Examples of recovery actions may include debris removal, damage assessment, and re-opening of non-critical facilities.

Damage assessment is a critical process in any disaster; additionally an accurate damage assessment is critical to obtaining reimbursement during a state or federally declared disaster. Therefore, damage assessments should begin as soon as possible.

During and following larger incidents, Damage Assessment is the responsibility of the Physical Plant Department, although personnel to physically conduct the damage assessment may be provided by various departments within the university. During the damage assessment, the extent of the damage and estimated repairs will be reported to the Emergency Operations Center as long as the EOC remains activated. After the EOC is demobilized, these reports will be made to the Executive Group through the vice president for finance and administration. Essentially, recovery resources will be handled in the same manner that response resources are managed.

The two elements of recovery that are reserved for the Executive Group include:

1. Determining when to terminate the incident.
2. Determining when to return the university to normal condition.

15.0 Post-Incident Actions

Following each major emergency or incident, the university will conduct a debriefing to identify major weaknesses, strengths, lessons learned, and best practices. The initial debriefing should occur not less than twenty-four hours, but not more than one week following the conclusion of an incident.

Following the debriefing, the Emergency Management Coordinator will ensure that an After Action Report (AAR) is drafted, reviewed, and distributed. Elements discussed in the AAR and debriefing(s) will be applied to improve the university's emergency management program and Emergency Operations Plan.

Cross Reference: Stafford Act, Pub. L. 93-288, as amended, 42 U.S.C. §§ 5121-5207; Homeland Security Presidential Directive 5, HSPD-5; Texas Disaster Act of 1975, Tex. Gov't Code §§ 418.001-.191, Ch. 433; Executive Order by the Governor, Exec. Order RP32 or current version; Tex. Att'y Gen. Op. No. MW-140 (1980); Hazard Communication Act, Tex. Health & Safety Code §§ 502.001-.019; Texas Hazardous Substances Spill Prevention and Control Act, Tex. Water Code §§ 26.261-.267; Solid Waste Disposal Act, Tex. Health & Safety Code Ch. 361; Tex. Educ. Code § 51.201-.211; The Texas Emergency Management Plan, Governor's Division of Emergency Management; Employee Safety Manual / Emergency Management Plan

Responsible for Implementation: President

Contact for Revision: Executive Director of Public Safety/Chief of Police; Vice President for University Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs