

# Emergency Operations

**Original Implementation:** November 1986

**Last Revision:** April 20, 2021

## Preamble

Stephen F. Austin State University (SFA) is committed to the safety and security of our students, faculty, staff and surrounding communities. We demonstrate this commitment by preparing for and mitigating risks to the extent possible, establishing multi-hazard preparedness activities, plans and programs. This commitment is operationalized through coordination of efforts and clear communication with local, regional, state, and federal-level stakeholders.

## 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 the Emergency Operations Plan (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.

## Emergency Operations Plan

The Texas Education Code (TEC) 51.217 requires institutions of higher education to adopt and implement a multi-hazard EOP for use at the institution. The University Police Department is responsible for maintaining this plan which must address mitigation, preparedness, response and recovery. This plan should be reviewed annually and updated whenever necessary. 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.

### **National Incident Management System and Incident Command System (NIMS/ICS)**

The EOP is founded on the principles of the National Incident Management System (NIMS) and Incident Command System (ICS), 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 the plan requires 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.

### **Safety and Security Audit**

At least once every three years, the university will conduct a safety and security audit of the institution's facilities. To the extent possible, the university shall follow procedures developed in consultation with the division of emergency management of the Office of the Governor. The university will report the results of the safety and security audit to SFA's Board of Regents and the Division of Emergency Management of the Office of the Governor.

### **Mitigation**

The NIMS defines mitigation as "the capabilities necessary to reduce the loss of life and property from natural and/or manmade disasters by lessening the impacts of disasters." In the pursuit of this objective, the university should develop procedures for hazard analysis as well as for behavioral risk assessment and intervention. The university's (BIT) Behavior Intervention Team, shall serve as an important resource.

### **Hazard Analysis**

The university, as part of its EOP, should complete a hazard analysis of university properties and their surrounding communities to identify potential hazards from natural, technological, and human-caused incidents, including violence and property crime. The university should utilize the results of the hazard analysis to develop specific mitigation and prevention activities and plans as part of their multi-hazard EOP.

### **Behavioral Risk Assessment and Intervention**

The university should have processes in place to identify and appropriately assist/address students, faculty and staff who exhibit early warning signs of violence, harmful and risk-taking behaviors, or a potential threat to life or property.

### **Preparedness**

The NIMS defines preparedness as "the process of identifying the personnel, training and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident." In the pursuit of this objective, the university should designate individuals to oversee emergency management on campus, establish coordination with other agencies, train employees, make detailed plans and ensure that the university has the necessary equipment to respond.

### **Emergency Management Committee (EMC)**

The university has an emergency management committee (EMC) and it serves as the point of contact for emergency management programs. The university police chief serves as the emergency operations coordinator and chair of the emergency management committee. The responsibilities of the EMC include ensuring that all state and federal mandates for emergency

planning, review and updates are implemented. Members of the Emergency Management Committee (EMC) must be trained on NIMS and ICS at least every three years.

### **Coordination with Other Agencies**

The university should engage in interagency collaboration and adopt mutual-aid agreements, memoranda of understanding, inter-jurisdictional/ inter-local agreements, and other collaborative documents. The university's multi-hazard EOP should include procedures for interoperability with all stakeholders. According to NIMS, interoperability refers to the ability to communicate across jurisdictions and disciplines to support incident management when needed and as authorized.

### **Mandatory Drills**

The university multi-hazard EOP should include the development and implementation of a comprehensive multi-hazard exercise/drill program and schedule. At least one table-top program must be conducted each year, and one full-scale drill should be conducted every five years.

### **Employee Training**

The university's multi-hazard EOP should establish a program and schedule of training to educate stakeholders about safety and emergency management programs. The plan should establish how often training should be conducted.

### **Program Liaisons**

The university should ensure that each facility has a designated emergency management program liaison.

### **Equipment**

The university multi-hazard EOP should address equipment needed to respond to an emergency.

### **Access to Facilities**

The university should have policies and procedures that govern access to its facilities.

### **Public Information**

The university should establish public information procedures and processes to gather, verify, coordinate and disseminate information during an incident.

### **Individuals with Special Needs**

The university multi-hazard EOP should address assistance to individuals with special needs during an incident.

### **Pandemic and Public Health Issues**

The university multi-hazard EOP should include policies and procedures to address pandemic and public health issues.

### **Maps and Floor Plans**

The university multi-hazard EOP should include maps and floor plans that show evacuation options, utility shut-offs, and other relevant locations and information.

### **Response**

The NIMS defines response as “the capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.” In pursuit of this objective, the university should identify the appropriate personnel to initiate established response protocols.

### **Emergency Operation Plan Annexes**

The university’s EOP should include functional and situational annexes, which are detailed plans for how to manage specific emergencies that can be anticipated. These annexes should be consistent with the NIMS.

#### **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 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.

### **Notification and Communications**

The university multi-hazard EOP should establish communications protocols for both internal and external notification. Specific strategies for notifying and communicating with students, faculty and staff should be addressed.

### **Early Alert**

Section 51.218 of the Texas Education Code requires that each institution of higher education and private or independent institution of higher education shall establish an emergency alert system for the institution's students and staff, including faculty. The emergency alert system must use e-mail or telephone notifications in addition to any other alert method the institution considers appropriate to provide timely notification of emergencies affecting the institution or its students and staff. Any faculty, staff or student may elect not to participate in an emergency alert system

established under this section of the code.

### **Timely Warnings**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the university will issue a timely warning if there is a serious or continuing threat to the safety of the campus community.

### **Recovery**

The NIMS defines recovery as, “the capabilities necessary to assist communities affected by an incident to recover effectively.” The university should implement adopted policies, plans and procedures for continuity of operations as well as addressing the emotional and physical health of students and employees after an incident.

#### **Continuity of Operations**

The university should implement adopted policies, plans and procedures for Continuity of Operations to resume essential functions during and after an incident.

#### **Emotional and Physical Health**

The university should implement adopted policies, plans and procedures for emotional and physical health recovery needs for students/faculty/staff during and after an incident.

#### **After Action Review**

The university should implement adopted policies, plans and procedures for after-action reviews and corrective action plans following an exercise/drill or incident.

**Cross Reference:** Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092; 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; Students Displaying Serious Psychological Problems (10.13)

**Responsible for Implementation:** President

**Contact for Revision:** Chief of Police; Vice President for Finance and Administration

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs Committee

**Revision History:** April 30, 2019  
July 26, 2016  
July 16, 2013  
July 20, 2010