

University of Houston Clear Lake

Emergency Management Plan 2018

Letter of Promulgation

The University of Houston-Clear Lake is committed to protecting the welfare of its community members as well as its intellectual property and facilities. For this reason, the Director of Emergency Management has developed the Emergency Management Plan. With this plan, the university strives to minimize the impact of emergencies and maximize the effectiveness of the campus community's response to and recovery from their inevitable occurrence.

We can best prepare to meet the enormous challenges emergencies present by working together. Thus, the University of Houston-Clear Lake expects individual departments to develop their own detailed plans to effectively organize, coordinate, and direct available resources toward emergency response and recovery. As such, the Emergency Management Plan includes a chain of command that establishes the authority and responsibilities of campus officials and staff members. The plan also requires departments to designate emergency coordinators who will have the authority to make modifications in emergency procedures and commit resources to emergency preparedness as necessary.

The Emergency Management Plan is designed to help university employees respond appropriately when emergency conditions exist. Although these situations are unpredictable, this plan allows for an immediate response by university employees, thereby minimizing danger to our campus.

Every member of the University of Houston-Clear Lake community should understand his or her role in emergency situations. Please review this manual so you can support your colleagues and protect our students, faculty, staff, and visitors should an emergency arise.

Thank you,



Albert Black

Director, Emergency Management

University of Houston-Clear Lake

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A. ACRONYMS/ABBREVEATIONS

ARC	American Red Cross
AVP	Associate Vice President
BAT	Behavior Assessment Team
BEM	Building Emergency Manager
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CCMT	Core Crisis Management Team
CFR	Code of Federal Regulations
CIRT	Critical Incident Response Team
CMHC	Counseling and Medical Health Center
COOP	Continuity of Operations Plan
DEM	Director, Emergency Management
ECC	Emergency Command Center
EDHR	Executive Director, Human Resources
EHS	Environmental, Health and Safety
EM	Emergency Manager
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPI	Emergency Public Information
ES	Emergency Situation
ESF	Emergency Support Function
EST	External Support Team
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Administration
FMC	Facilities Management and Construction
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
HAZMAT	Hazardous Material
IC	Incident Command
IC/QI	Incident Commander/Qualified Individual
ICP	Incident Command Post
ICS	Incident Command System
ICT	Incident Command Team
IST	Internal Support Team
LEPC	Local Emergency Planning Committee
LLEA	Local Law Enforcement Agency
NFPA	National Fire Protection Agency
NIMS	National Incident Management System
NRC	National Response Center
NRT	National Response Team
NWS	National Weather Service
OEM	Office of Emergency Management
OSHA	Occupational Health and Safety Administration
OSIC	On-Scene Incident Commander
PIO	Public Information Officer
QI	Qualified Individual
RRT	Regional Response Team (Federal)
SAC	Student Assistance Center

SERC	State Emergency Response Center
SOP	Standard Operating Procedure
SOSC	State On-Scene Coordinator
SVPP	Senior Vice President/Provost
TAT	Threat Assessment Team
UHCLPD	UHCL Police Department
VPAF	Vice President, Administration and Finance

B. AUTHORITY

1. Federal

- [Robert T. Stafford Disaster Relief & Emergency Assistance Act](#), (as amended), 42 USC 5121
- [Emergency Planning Community Right-to-Know Act](#), 42 USC Chapter 116
- [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#), 20 USC 1092
- [Emergency Management and Assistance](#), 44 CFR
- [Higher Education Opportunity Act 2008 \(Public Law 110-315\)\(HEOA\) Campus Safety Sections Emergency Response and Evaluation Procedures](#)
- [Hazardous Waste Operations & Emergency Response](#), 29 CFR 1910.120
- [Homeland Security Act, 2002](#)
- [Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents](#)
- [Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System](#)
- [National Incident Management System](#)
- [National Response Framework](#)

2. State

- [Government Code, Chapter 418, \(Emergency Management\)](#)
- [Government Code, Chapter 421, \(Homeland Security\)](#)
- [Government Code, Chapter 433, \(State of Emergency\)](#)
- [Government Code, chapter 791, \(Inter-local Cooperation Contracts\)](#)
- [Health & Safety Code, Chapter 778, \(Emergency Management Assistance Compact\)](#)
- [Executive Order of the Governor \(RP32\) Relating to Emergency Management](#)
- [Executive Order of the Governor \(RP40\) Relating to the National Incident Management System](#)
- [Administrative Code, Title 37, Part 1, Chapter 7, \(Division of Emergency Management\)](#)
- [Texas Homeland Security Strategic Plan, 2015-2020](#)

3. Local

- Inter-local Agreements & Contracts
- Inter-agency participation and training
- Joint Resolution between University of Houston System components

C. PLAN REVIEW

The Emergency Management Plan will be reviewed annually and will be updated and revised as appropriate.

Interim revisions will be made when one of the following occurs:

- A change in university site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the Emergency Management Plan
- A material change in response resources
- An incident occurs that requires a review of the Emergency Management Plan
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan
- Other changes deemed significant

Plan changes, updates, and revisions are the responsibility of the Director of Emergency Management who will ensure that any plan changes are distributed accordingly.

D. CONCEPT OF OPERATIONS

The University of Houston-Clear Lake Emergency Management Plan is designed to provide framework and guidance for coordinated response to minor emergencies, major emergencies and disasters. This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at the university. Instead, it supplements these existing procedures with a temporary crisis management structure, which provides for an immediate focus on response operations and an early transition to recovery operations.

The Emergency Management Plan is an “All Hazards” document. It contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster. It is not designed to address unique conditions that result from a particular hazard or event. The plan does, however, provide a framework within which emergency operations staff and other relevant department and agency personnel work together to develop and maintain hazard specific annexes.

Because the plan is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Although it is based on a worst-case scenario and provides for the critical functions and roles of UHCL during disaster response, its general

procedures for the management of information, activities, and operations can be applied as needed during any level of emergency.

The planning in this manual is based on the management structure adopted by the U.S. and international communities known as the Incident Command System (ICS). It also stems from the State of Texas Emergency Planning Guidance, the National Incident Management system (NIMS), and various U.S. Department of Homeland Security Presidential Directives. This manual is rooted in a four-phase structure where the phases of mitigation, preparedness, response and recovery each contain a critical university procedure for emergencies, which provides for a smooth transition to restoring normal services and implementing recovery programs.

While the EMP can be used as a reference for integrating internal plans into the university's strategic operational plans, it does not replace departments' responsibility to develop and test their own emergency plans. Departments may use this manual as a model to help determine the relationships, responsibilities, and general guidelines to establish in their detailed "quick action" emergency guides. Departments may also use this manual as a reference in creating emergency related checklists, departmental plans, standard operating procedures, and field plans.

E. EXPLANATION OF TERMS

Incident Command System (ICS): Defines the operating characteristics, management components, and structure of the emergency management organizations throughout the life cycle of an incident.

Multi-agency Coordination System: Defines the operating characteristics, management components, and organizational structure of supporting entities.

Public Information System: Includes the processes, procedures, and systems for communicating timely and accurate information to the public during emergency situations.

University Emergency Command and Operations System: Certain incidents may require activation of the UHCL President's Core Crisis Management Team. This group of university officials will meet at a designated Emergency Command Center (ECC), currently Bayou 2317, and exercise command and control of the university during an incident. Several Emergency Operations Centers (EOC) may be established during an emergency. These EOCs are special facilities that will allow university officials to direct and coordinate necessary resources and personnel. EOCs include Bayou 1636, Central Services Building (FMC), and/or UHCL Police Department.

Emergency Public Information (EPI): Information that is disseminated to the public via the news media before, during and/or after an emergency or disaster.

Hazard Analysis: A document published separately from the plan that identifies the local hazards that have caused or possess the potential to adversely affect health and safety, public or private property, or the environment.

Hazardous Material (Hazmat): An item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Inter-local Agreement: Arrangements between UHCL and governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. This also commonly referred to as a mutual aid agreement.

Standard Operating Procedures (SOP): Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

Emergency Situation (ES): As used in this plan, this term is intended to describe a range of situations, from a minor emergency to a major disaster. It includes the following:

- **Level 1 Emergency (L1E):** A minor emergency situation that is limited in scope of situations, potential effects, which involves:
 - A limited area and/or limited population
 - An evacuation or in-place sheltering, typically limited to the immediate area of the incident
 - The provision of warning and public instructions in the immediate area, not university-wide
 - Incident management by one or two local response agencies or departments acting under Incident Command, with requests for resource support being handled through agency and/or department channels
 - The limited external assistance from other local response agencies or contractors
- **Level 2 Emergency (L2E):** A major emergency situation that is larger in scope and more severe in terms of actual or potential effects than a Level 1 Emergency. Characteristics of a Level 2 Emergency include:
 - A large area, significant population, or important facilities
 - The implementation of large scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations
 - University wide warning and public instructions

- A multi-agency response operating under IC
- External assistance from other local response agencies, contractors, and limited assistance from state or federal agencies
- Activation of the ECC and one of the EOCs to provide general guidance and direction, coordinate external support, and provide resource support for the incident
- **Level 3 Emergency (L3E):** A disaster involving the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capacity of the university and local government to handle with its organic resources.
 - A large area, sizable population, and/or important facilities
 - The implementation of large scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations
 - Community wide warning and public instructions
 - Response by multiple local response agencies operating under one or more ICs
 - Significant external assistance from other local response agencies, contractors, and extensive state and federal assistance
 - Activation of the ECC and EOCs to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations

F. PLAN ASSUMPTIONS

Emergency planning requires commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the potential worst-case conditions.

For the university, severe weather hazards pose the most probable threat of emergency conditions. Using the severe weather model, the following planning assumptions were incorporated into this plan:

1. Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and other information systems.
2. Local and regional services may not be available.
3. Major roads, overpasses, bridges, and local streets may be damaged.
4. Buildings and structures may be damaged.
5. Damage may cause injuries and displacement of people.
6. Normal suppliers may not be available to deliver materials.
7. Contact with families and households of the university community may be interrupted.
8. People may become stranded at the university, and conditions may be unsafe to travel off campus.
9. Emergency conditions that affect the campus will likely affect the surrounding community, including the Cities of Houston, Pasadena, Pearland, and/or Harris and surrounding counties.
10. The university may not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of on-site resources and management of emergency operations on campus, through the campus ECC/EOC while emergency conditions exist.
11. Communication and exchange of information will be one of the highest priority operations for the campus ECC/EOC.

G. PLAN OBJECTIVES

1. Organization

This plan will:

- Provide guidelines for the most critical functions during an emergency response
- Provide an easy to follow format in which users can quickly determine their roles, responsibilities, and primary tasks.
- Link and coordinate processes, actions and the exchange of critical information into an efficient and real time overall response, in which all entities have access to the emergency response process and know what is occurring at the university

2. Communications and Information Management

The plan will:

- Identify who shall serve as the central point of communications both receipt and transmission of urgent information and messages
- Identify who shall serve as the official point of contact for the university during emergencies when normal channels are interrupted
- Describe how 24 hour, comprehensive communication services for voice, data and operational systems shall be provided
- Identify who shall Collect and collate all disaster information for notification, public information, documentation and post incident analysis
- Provide a basis for training staff and organizations in emergency response management

3. Decision Making

This plan will serve as reference for:

- Determining the level of response and extent of emergency control and coordination that should be activated when incidents occur, through a clear decision process

4. Response Operations

This plan will provide guidelines for:

- Utilizing university resources to implement a comprehensive and efficient emergency management response team
- Continuously preparing a pro-active emergency response management action plan, for the possibilities and eventualities of emerging incidents

5. Recovery Operations

This plan will supply guidelines for:

- Transitioning response operations over to normal management process as soon as possible

- Supporting business resumption plans and processes, as needed during restoration phases
- Providing documentation and information support to the FEMA disaster assistance program

H. ACTIVITIES BY PHASE OF EMERGENCY MANAGEMENT

This plan addresses emergency preparedness activities that take place during all four phases of emergency management. These emergency management phases include the following:

1. Mitigation

The University of Houston-Clear Lake will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

2. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Colleges, departments and offices must develop plans and procedures to assist in the overall implementation and maintenance of the emergency plans. Among the preparedness activities included in the emergency management program are:

- Providing emergency equipment and facilities
- Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies
- Conduct periodic drills and exercises to test emergency plans and training

3. Response

The University of Houston-Clear Lake will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include but are not limited to: warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

4. Recovery

If a disaster occurs, the University of Houston-Clear Lake will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the university community and provide for the basic needs of the public. Long-term recovery focuses on restoring the university to its normal operational state. The federal government, pursuant to the

[Stafford Act](#), provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, government, and other public institutions. Examples of recovery programs include but are not limited to , temporary housing, restoration of university services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities.

I. LEVELS OF RESPONSE

The university classifies responses using a three level system, according to increasing severity. The incident commander or first qualified individual to arrive at the scene of the incident will identify the severity of an incident. The severity of an incident may increase or decrease during response activities, requiring the level of response to be adjusted. The severity of an incident is determined by threat to the safety of the campus community and university property, as well as the ability of the university to handle the incident.

Level 1:

Level 1 incidents/events are the least severe of the three levels of emergencies. Normal university response services will be able to deal with the incident without activation of an EOC. The incident may result in minor injury to members of the campus community and minor damage to university facilities, and will affect a single localized area of the campus.

Level 2:

Level 2 incidents/events require activation of one or more EOCs, with the possibility of activating the ECC. Coordination between several campus departments may be required for an effective response to the incident. The incident may result in major damage to university facilities or severe injury to members of the campus community. A Level 2 incident may effect one or more areas of the university campus.

Level 3:

Level 3 incidents/events are those in which disaster conditions are present. Response will require activation of numerous EOCs and activation of the ECC. A Level 3 incident may result in major damage to several university facilities, mass casualties and severe injury to members of the campus community. The incident will not be localized to a single area and will affect the entire university community. The university may need to request assistance from several external support teams at the local, state and federal level in order to properly respond to the incident.

J. STATE OF READINESS CONDITIONS

Many emergencies involve a recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. These states are called readiness conditions, and consist of a four-tier system. Levels of readiness conditions will be recommended to the University President for her/his decision by the Senior Vice President of Academic Affairs and Provost, Vice President of Administration and Finance, the Director of Emergency Management, and/or the Chief of UHCL Police Department.

General actions to be taken for each readiness condition are outlined in the annexes to this plan. Actions that are more specific will be detailed in departmental SOPs.

Condition 1 – Normal Conditions

- Emergency events occur and local officials are notified. One or more departments responds to handle the incident, and an ICP may be established. Limited assistance may be requested from other jurisdictions pursuant to establish inter-local agreements.
- The normal operations of the university are not affected.

Condition 2 – Increased Readiness

- Increased readiness refers to a situation that presents a greater potential threat than “Condition 1”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when situations similar to the following occur:
 - Tropical Weather Threat: Indicates that a tropical weather system has developed that has the potential to affect the local area. Readiness actions may include monitoring the situation regularly, reviewing plans and resource status, determining staff available, and placing personnel on call.
 - Tornado/Severe Thunderstorm Watch: As issued by the NWS, indicates the possibility of tornados and /or severe thunderstorm development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - Flash Flood Watch: Indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increasing situation monitoring, conducting reconnaissance of known trouble spots, and deploying warning signs/alerts.
 - Wildfire Threat: During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily reconnaissance, or initiating burn bans.
 - Mass Gathering: For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire

protection, and first aid planning with organizers, and determining additional requirements.

- Declaration of “Condition 2” will generally require the initiation of the “Increased Readiness” activities identified in each annex of this plan.

Condition 3 – High Readiness

- High readiness refers to a situation with significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather service, such as:
 - Tropical Weather Threat: A tropical weather system may affect the local area within 72 hours. Readiness actions may include conducting continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public with information for techniques to protect homes and businesses on the evacuation routes.
 - Tornado/Severe Thunderstorm Warning: As issued by the NWS, when a tornado and/or severe thunderstorm has been sighted/reported in the area or indicated by weather radar and is imminent or occurring in the warning area. Readiness actions may include activating the EOC, conducting continuous situation monitoring, and notifying the public about the warning.
 - Flash Flood Warning: Issued to alert persons when flash flooding is imminent or occurring on a certain stream or designated areas, indicating immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, opening shelters to house evacuees, and conducting continuous situation monitoring.
- Declaration of “Condition 3” will generally require the initiation of “High Readiness” activities identified in each annex of this plan.

Condition 4 – Maximum Readiness

- Maximum readiness refers to a situation in which hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Condition 3” event. Actions could also be generated by severe weather warning information issued by the National Weather Service, combined with factors making the event imminent.
 - Tropical Weather Threat: Indicates the evacuation decision period is nearing for an approaching tropical weather system that may affect the local area. Readiness actions may include conducting continuous situation monitoring, activation of appropriate EOCs, recommending precautionary actions for special facilities, placing emergency personnel

- and equipment into position for emergency operations, and preparing university transportation resources for evacuation support.
- Tornado/Severe Thunderstorm Warning: A warning issued by the NWS, when a tornado, very large hail, or widespread, straight-line, and damaging wind has been sighted or is approaching a highly populated area or a special event (highly attended outdoor venue). Readiness action may include taking immediate shelter and putting damage assessment teams on stand-by.
 - Flash Flood warning: Flooding is imminent or occurring at specific locations. Readiness action may include conducting evacuations, placing rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and conducting continuous monitoring of the situation.
 - Mass Gathering: Civil disorder is about to erupt into large scale and widespread violence. Readiness actions may include putting hospitals, fire departments on alert, requiring all law enforcement present for duty, and conducting continuous monitoring of the situation.
- Declaration of “Condition 4” will generally require the initiation of the “Maximum Readiness” activities identified in the annex of this plan.

K. PLAN ACTIVATION

This plan identifies the functional groups, management structure, key responsibilities, emergency assignments and general procedures to follow during emergency conditions. The plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- I. Save and protect lives
- II. Coordinate communications
- III. Prevent damage to the environment, systems and property
- IV. Provide essential services
- V. Temporarily assign university staff to perform emergency duties
- VI. Invoke emergency authorization to procure and allocate resources
- VII. Activate and staff the ECC and other EOCs

L. TYPES OF EVENTS

This list contains some of the potential emergencies the university addresses in emergency management planning, and is not all-inclusive.

Fire Emergencies

Minor Fire
Major Fire
Explosion

Medical Emergencies

Communicable Disease Exposure
and/or Outbreak
Injury / Mass Casualties
Death or Homicide
Food Poisoning

Hazardous Material

Release (Toxic Cloud)
Chemical/Bio/Radiation/Spill
CBRNE Exposure

Evacuation

High Profile Planned Events
Student Housing Evacuation
Shelter-In-Place

Weather Emergencies on Campus

Weather Closure
Tornado/Severe or Inclement Weather
Ice/Winter Storm
Hurricane in Gulf of Mexico

Threat of Violence

Bomb Threat, Campus Violence, Weapons,
Vandalism, Hostage Situation

Terrorism

National Level Terrorism
Local Level Terrorism

Interpersonal Emergencies

Sexual Assault / Stalking
Relationship Violence
Missing Person
Study Abroad Accident
Suicide

Transportation Accidents

Auto Accidents
Aircraft Collision with Building / Pedestrians

Building Systems

Telephone/Telecom Failure Campus-wide
Data Network Outage Campus Wide/Partial
Utility Outage Campus Wide / Limited
Campus Wide Building Security System
Outage

M. SITUATIONS AND ASSUMPTIONS

The University of Houston-Clear Lake is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying university, public and/or private property. The tables below provide a summary of the major hazards, detailing their probability of occurrence and estimated levels of impact.

Probability of Occurrence

Low

Hazards that have a low probability of occurrence but cannot be ruled out completely

Moderate

Hazards that have a 50% - 75% chance of occurring

High

Hazards that have a more than 75% chance of occurring and are almost certain to occur

Estimated Impact on Public Safety

Low

Hazards that will cause a near negligible amount of damage to public safety

Medium

Hazards that will cause a moderate amount of damage to public safety

High

Hazards that will cause a significant amount of damage to public safety

Estimated Impact on Property and Environment

Low

Hazards that will cause a near negligible amount of damage to property or the environment

Medium

Hazards that will cause a moderate amount of damage to property and the environment

High

Hazards that will cause a significant amount of damage to property and the environment

Hazard	Probability of Occurrence			Estimated Impact on Public Safety			Estimated Impact on Property & Environment		
	Low	Moderate	High	Low	Moderate	High	Low	Moderate	High
Fire/Explosion									
Minor		X		X			X		
Major	X				X				X
Medical Emergency									
Human Injury			X	X			X		
Food Poisoning	X			X			X		
Communicable Disease	X					X	X		
Off Campus Medical Emergency		X		X			X		
Hazardous Materials Emergency									
Contained		X			X		X		
Not Contained	X					X			X
Transportation Accident									
Pedestrian			X		X		X		
Bicycle			X		X		X		
Automobile		X			X		X		
Aircraft	X				X			X	
Evacuation									
Building / Venue		X			X			X	
Campus	X				X			X	
Weather Emergency									
Ice	X				X			X	
Wind		X			X				X
Water / Flood		X			X			X	
Heat		X			X		X		
Building Systems									
Telecommunication	X				X			X	
Data / Network	X				X			X	
Utilities	X				X			X	
Security system	X				X			X	
Structural Failure	X					X			X
Threat / Act of Violence									
Vandalism	X			X			X		
Bomb Threat	X			X					X
Use of Weapon	X				X			X	
Hostage	X					X	X		
Riot / Civil Disorder	X					X		X	
Interpersonal Threat									
Sexual Assault	X				X		X		
Stalking		X			X		X		
Relationship Violence		X			X		X		
Missing Person	X				X		X		
Suicide	X				X		X		
Study Abroad Incident	X				X		X		

Incident and Hazard Goals and Objectives

In order to properly mitigate hazards and respond effectively to emergencies, objectives and goals need to be established for each hazard and incident. The following tables address broad goals related to the desired outcomes from each hazard/incident. Objectives are then established regarding the actions that need to be taken in order to achieve those goals.

These objectives are established and reviewed based on the SMART concept: Specific, Measurable, Attainable, Realistic, and Timely.

- **S**pecific – Provide a precise description of what actions need done
- **M**easurable – Incorporate short-term measurements to mark progress
- **A**ttainable – Ensure that the end goal can be achieved
- **R**ealistic – Determine manageable expectations and provide appropriate resources to attain goals
- **T**imely – Set clear deadlines for each of the goals

Incident / Hazard	Goals	Objectives
Fire / Explosion		
	1. Protect all persons from injury and property from damage by fire/smoke or explosion	1. Develop building evacuation plans for all facilities 2. Execute a full building evacuation drill for each university facility each semester 3. Safety Liaisons conduct frequent facility inspections 4. Account for all personnel during fire or explosion incident or drill
	2. Prevent a fire or explosion in all university housing	1. Train all university housing resident life personnel and students in fire prevention and detection 2. Conduct full evacuation drills each semester 3. Account for all personnel during a fire or drill 4. Fire Marshal shall conduct room inspection each semester
	3. Ensure that all fire and life safety systems are fully operational	1. Monitor all fire alarm systems 24/7 2. Test campus emergency notification systems 3. Ensure that all facilities and renovations are compliant with NFPA codes and standards
	4. Notify the campus and community in the event of a fire or explosion	1. Execute emergency notification protocols 2. Inform campus and community of event by use of all notification systems necessary 3. Provide timely follow-up messages and instructions by all means possible
	5. Maintain Academic Continuity	1. Support UHCL students' academic progress at UHCL 2. Support UHCL International students' academic progress at UHCL 3. For colleges and departments, see response plans for specific units
	6. Maintain Business Continuity	1. Establish systems to ensure business viability for all UHCL entities 2. Establish systems to protect and provide access to all data 3. For colleges and departments, see response plans for specific units

Incident / Hazard	Goals	Objectives
Medical Emergencies		
	1. Mitigate the impact of an infectious disease or communicable disease on campus	1. Implement an infectious disease prevention program on campus 2. Monitor all infectious disease cases on campus 3. Coordinate clinical response and/or treatment with the State Health authorities 4. Coordinate clinical response and/or treatment with local hospitals
	2. Mitigate the impact of a major medical traumatic event on campus (e.g. natural disaster, building fire, shooting, etc.)	1. Assess nature and scope of the event 2. Identify available resources 3. Triage and possibly treat injured persons 4. Coordinate clinical response and/or treatment with community responders as appropriate
	3. Mitigate the impact of a major chemical or biological release on campus	1. Assess nature and scope of event 2. Identify available resources 3. Triage and possibly treat injured persons 4. Coordinate clinical response and/or treatment with community responders as appropriate
	4. Notify the campus and community in the event of a medical emergency	1. Execute emergency notification protocols 2. Inform the campus and community of event by use of all notification systems necessary 3. Provide timely follow-up messages and instructions by all means available
	5. Maintain Academic Continuity	1. Support UHCL students' academic progress at UHCL 2. Support UHCL International students' academic progress at UHCL 3. For colleges and departments, see response plans for specific units
	6. Maintain Business Continuity	1. Establish systems to ensure business viability for all UHCL entities 2. Establish systems to protect and provide access to all data 3. For business continuity of medical response, cease all routine operations and direct all resources to the event 4. For colleges and departments, see response plans for specific units

Incident / Hazard	Goals	Objectives
Hazardous materials Emergency (Hazmat)		
	1. Prevent Hazmat emergencies on all university campuses	1. Train campus community on appropriate Hazmat handling (SOPs, emergency plans, etc.) 2. Minimize amounts of hazardous materials (chemicals and biological) used and stored on campus 3. Perform appropriate safety inspections to identify areas of concern and address corrective action 4. Maintain emergency response equipment
	2. Protect all persons on campus from personal injury and property damage in Hazmat emergencies	1. Wear appropriate personal protective equipment when working with hazardous materials and utilize safety equipment for storage and use of such 2. Follow building evacuation plans 3. Account for all persons
	3. Provide necessary medical attention to those in need and provide response to minimize Hazmat emergencies	1. Notify UHCL Police, EHS, and FMC of any Hazmat emergency as a result of an injury, exposure or building evacuation 2. Immediately begin to provide first aid 3. Respond to Hazmat emergencies to begin mitigation procedures
	4. Notify the campus and community in the event of a Hazmat emergency	1. Execute emergency notification protocols 2. Inform the campus community of event by use of all notification systems necessary 3. Provide timely follow-up messages and instructions by all means available
	5. Maintain Academic Continuity	1. Support UHCL students' academic progress at UHCL 2. Support UHCL International students' academic progress at UHCL 3. For colleges and departments, see response plans for specific units
	6. Maintain Business continuity	1. Establish systems to ensure business viability for all UHCL entities 2. Establish systems to protect and provide access to all data 3. For colleges and departments, see response plans for specific units

Incident / Hazard	Goals	Objectives
Transportation Accidents		
	1. Reduce transportation accidents	1. Encourage alternate transportation 2. Enforce traffic rules 3. Re-evaluate transportation routes
	2. Mitigate Hazards	1. Maintain transportation surfaces and infrastructure 2. Ensure proper signage is visible and maintained 3. Provide means to report hazardous surfaces and or conditions
	3. Educate the campus community regarding transportation rules and regulations	1. Provide easily accessible information to the campus community 2. Participate in campus events 3. Review and evaluate incident and accident reports
	4. Notify the campus and community in the event of a transportation accident emergency	1. Execute emergency notification protocols 2. Inform the campus and community of event by use of all notification systems necessary 3. Provide timely follow-up messages and instructions by all means available
	5. Maintain Academic Continuity	1. Support UHCL students' academic progress at UHCL 2. Support UHCL International students' academic progress at UHCL 3. For colleges and departments, see response plans for specific units
	6. Maintain Business continuity	1. Establish systems to ensure business viability for all UHCL entities 2. Establish systems to protect and provide access to all data 3. For colleges and departments, see response plans for specific units

Incident / Hazard	Goals	Objectives
Evacuation		
	1. Have current evacuation plans for all university buildings and campuses	1. Identify building Safety Liaisons 2. Create evacuation plan 3. Schedule annual plan review and updates
	2. Preserve life and safety of building inhabitants	1. Have clear concise language in plan 2. Schedule evacuation drills 3. Provide after action review
	3. Community outreach and education	1. Provide training 2. Serve as an information clearing house 3. Attend relevant university events
	4. Notify the campus and community in the event of a transportation accident emergency	1. Execute emergency notification protocols 2. Inform the campus and community of event by use of all notification systems necessary 3. Provide timely follow-up messages and instructions by all means available
	5. Maintain Academic Continuity	1. Support UHCL students' academic progress at UHCL 2. Support UHCL International students' academic progress at UHCL 3. For colleges and departments, see response plans for specific units
	6. Maintain Business continuity	1. Establish systems to ensure business viability for all UHCL entities 2. Establish systems to protect and provide access to all data 3. For colleges and departments, see response plans for specific units

Incident / Hazard	Goals	Objectives
Weather Emergencies		
	1. Maintain situational awareness of weather conditions	1. Real time access to NWS weather radar data 2. Maintaining a UHCL Emergency Information Hotline 3. Provide weather radar to UHCL Police dispatch
	2. Create an Incident Meteorologist position on the ICS staff	1. Integrate the Incident Meteorologist into Unified Command 2. Provide necessary resources to support IM position
	3. Provide weather support for university events and other scheduled / unscheduled events	1. Incident Meteorologist position staffed for OEM during EOC activations 2. Communicate with meteorologists weather network 3. Maintain communications with event production
	4. Notify the campus and community in the event of a weather emergency	1. Execute emergency notification protocols 2. Inform the campus and community of event by use of all notification systems necessary 3. Provide timely follow-up messages and instructions by all means available
	5. Maintain Academic Continuity	1. Support UHCL students' academic progress at UHCL 2. Support UHCL International students' academic progress at UHCL 3. For colleges and departments, see response plans for specific units
	6. Maintain Business continuity	1. Establish systems to ensure business viability for all UHCL entities 2. Establish systems to protect and provide access to all data 3. For colleges and departments, see response plans for specific units

Incident / Hazard	Goals	Objectives
Building System Emergencies		
	1. Maintain utility distribution	1. Continue preventive maintenance 2. Provide for necessary expansion 3. Partner with local jurisdictions
	2. Secure operations	1. Utility security 2. Equipment security 3. Control room security
	3. Provide skilled personnel	1. Hire engineers for complex problems 2. Hire qualified personnel for skill set requirements 3. Continued training and education
	4. Notify the campus and community in the event of a building system emergency emergency	1. Execute emergency notification protocols 2. Inform the campus and community of event by use of all notification systems necessary 3. Provide timely follow-up messages and instructions by all means available
	5. Maintain Academic Continuity	1. Support UHCL students' academic progress at UHCL 2. Support UHCL International students' academic progress at UHCL 3. For colleges and departments, see response plans for specific units
	6. Maintain Business continuity	1. Establish systems to ensure business viability for all UHCL entities 2. Establish systems to protect and provide access to all data 3. For colleges and departments, see response plans for specific units

Incident / Hazard	Goals	Objectives
Threat / Act of Violence / Terrorism		
	1. Prevent an act of violence on campus	1. Train and maintain an interdisciplinary Behavior Assessment Team(BAT) to assess concerns involving students 2. Train and maintain an interdisciplinary Threat Assessment Team(TAT) to assess concerns involving staff and faculty 3. Develop and provide training to the campus on violence prevention, resources, the nature and type of concerns to be report such concerns 4. Assess reports of concern and implement and mitigate actions, as appropriate 5. Provide on-going case monitoring and case management, as needed
	2. Prevent an act of terrorism on campus	1. Harden prime campus targets
	3. Response to an act of violence or terrorism on campus	1. Assess the nature and scope of the event 2. Identify available resources 3. UHCL Police Department manages response and coordinates with local responders, as appropriate
	4. Notify the campus and community in the event of a threat, act of violence or terrorism emergency	1. Execute emergency notification protocols 2. Inform the campus community of event by use of all notification systems necessary 3. Provide timely follow-up messages and instructions by all means available
	5. Maintain Academic Continuity	1. Support UHCL students' academic progress at UHCL 2. Support UHCL International students' academic progress at UHCL 3. For colleges and departments, see response plans for specific units
	6. Maintain Business continuity	1. Establish systems to ensure business viability for all UHCL entities 2. Establish systems to protect and provide access to all data 3. For colleges and departments, see response plans for specific units

Incident / Hazard	Goals	Objective
Interpersonal Emergencies		
	1. Mitigate the impact of interpersonal emergencies on campus	1. Educate the campus community on strategies to mitigate interpersonal emergencies 2. Inform the campus on recognizing the signs of interpersonal emergencies (by-stander training) 3. Inform the campus community on resources related to interpersonal emergencies
	2. Reduce the incidents of interpersonal emergencies on campus	1. Through education and programmatic efforts, shift the social norms related to interpersonal emergencies 2. Enforce policy related to interpersonal emergencies 3. Examine, review and revise interpersonal emergency policies
	3. Response to interpersonal emergencies on campus	1. Community members will utilize the reporting when an incident of interpersonal emergency arises (UHCL police Department) 2. Reported interpersonal emergencies will be addressed according to university policy 3. Provide outreach and assistance to those impacted by interpersonal emergencies
	4. Notify the campus and community in the event of an interpersonal emergency	1. Execute emergency notification protocols 2. Inform the campus and community of event by use of all notification systems necessary 3. Provide timely follow-up messages and instructions by all means available
	5. Maintain Academic Continuity	1. Support UHCL students' academic progress at UHCL 2. Support UHCL International students' academic progress at UHCL 3. For colleges and departments, see response plans for specific units
	6. Maintain Business continuity	1. Establish systems to ensure business viability for all UHCL entities 2. Establish systems to protect and provide access to all data 3. For colleges and departments, see response plans for specific units

N. COMMAND AND CONTROL

1. The Senior Vice President of Academics and Provost (SVPP) and Vice President of Administration & Finance (VPAF), Director of Emergency Management (DEM) and the Chief of UHCLPD are responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. During emergencies or disasters, these responsibilities may be carried out by any or all ECC/EOCs.
2. The DEM, in conjunction with the Core Crisis Management Team (CCMT), Emergency Command Center (ECC), and Emergency Operations Center (EOC) will provide overall direction of the response activities of all departments. During major emergencies or disasters, these responsibilities could be carried out by the UHCLPD, EOC, and/or the ECC.
3. The President will manage the CCMT and the ECC. The Director of Emergency Management will manage all EOCs.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an event site.
5. During emergency operations, department heads will retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the IC and/or DEM. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures (i.e., common communications protocol) may be adopted to facilitate coordinated efforts.
6. If UHCL's own resources are insufficient or inappropriate to deal with an emergency, assistance from the University of Houston System, other jurisdictions, organized volunteer groups, or the state may be requested. The process for requesting local, state or federal assistance is covered in the "Local, State, Federal, and Other Assistance" section of this plan. External agencies are expected to conform to the general guidance and direction provided by authorities with jurisdiction.

O. SUPPORT TEAMS

1. Internal Support Team (IST)

The members of the Internal Support Team include but are not limited to:

- Director, Emergency Management
- Executive Director, Human Resources
- Associate Vice President, Facilities Management and Construction
- Executive Director University Communications
- Vice President, Student Affairs
- Dean of Students
- Senior Vice President, Academic Affairs and Provost
- Chief of Police, University Police Department
- Executive Director, Counseling, Health and Career Services
- Associate Vice President, Enrollment Management

2. Core Crisis Management Team

The Core Crisis Management Team (CCMT) consists of executive-level positions from across campus and serves as the definitive decision-making body for crisis issues on campus. The CCMT convenes to address and provide guidance to a variety of emergency incidents. The members of the president's CCMT include:

- President – Chair
- Sr. Vice President of Academic affairs and Provost
- VP Administration and Finance
- Director, Emergency Management
- AVP Finance
- AVP Facilities Management & Construction
- Executive Director Human Resources
- Executive Director University Communications
- UHCL Police Chief
- VP Student Affairs

3. Critical Incident Response Team

The purpose of the Critical Incident Response Team (CIRT) is to provide services to the students, faculty and staff of the university in times of individual or community wide crisis or trauma. Members of the CIRT meet as needed to review critical incidents and to implement coordinated response protocols to a specific crisis or emergency. Depending on the nature of the incident, either the entire team will meet or select members of the

team will convene to identify an appropriate response. Other campus partners may be invited to participate in the response as appropriate. The members of the CIRT include:

- President – Chair
- Sr. Vice President of Academic Affairs and Provost
- VP Administration and Finance
- AVP Student Affairs
- AVP Academic Affairs
- AVP Enrollment Management
- Executive Director Neumann Library
- Executive Director University Computing and Telecommunications
- Executive Director Student Aid/Registrar
- Executive Director Counseling, Health & Career Services
- Dean of Students
- Dean of College of Science & Engineering
- Dean of College of Education
- Dean of College of Human Sciences & Humanities
- Dean of College of Business
- AVP Finance
- AVP Facilities Management & Construction
- Executive Director Human Resources
- Director Student Business Services
- Director Campus Operations, Pearland Campus
- AVP University Advancement
- Executive Director University Communications
- UHCL Police Chief
- Director, Emergency Management

4. Behavioral Assessment Team

The Behavioral Assessment Team (BAT) is a group of individuals representing central administration, academic affairs, campus police, and student affairs who serve as a strategy development resource team for the University community to address situations involving students who are exhibiting some sort of aberrant or menacing behavior. In these situations, the student is not necessarily violating an institutional rule, breaking a law, or exhibiting any sort of threatening behavior toward themselves, others, or property. However, the behavior could be considered by the reasonable person to be abnormal, anti-social, problematic, menacing, and/or aberrant. In the majority of the cases, the

student exhibits behavior that rises to the level of a mental health concern. On occasion, an actual suicide threat or attempt has been made. The members of the BAT include:

- Sr. Vice President of Academic Affairs and Provost
- Vice President Student Affairs
- Dean of Students
- Executive Director of Student Involvement and Inclusion
- Executive Director Counseling, Health and Career Services
- University of Houston-Clear Lake Police Department

5. Threat Assessment Team

The Threat Assessment Team (TAT) is an interdisciplinary group of professionals that assess troubling workplace behaviors or situations involving staff and faculty with the purpose of providing guidance to mitigate and/or de-escalate risk factors on the path to violence. The team will investigate reported concerns, develop and help implement an action plan in partnership with the affected party and assists in managing the concerns to resolution. The TAT includes but is not limited to:

- Human Resources
- Sr. Vice President of Academic Affairs and Provost
- Vice President Administration & Finance
- University of Houston-Clear Lake Police Department

6. External Support Team

The External Support Team (EST) provides resources on an as-needed basis depending on the availability of university resources. The members of the EST include but are not limited to:

- American Red Cross
- Center Point Energy
- Clear Creek Independent School District
- Cities of Houston, Pasadena and/or Pearland
- Houston, Pasadena and/or Pearland Fire Departments
- Houston, Pasadena and/or Pearland Police Departments
- Houston, Pasadena and/or Pearland Office of Emergency Management
- Harris County Constable Office
- Harris County Health and Human Services Department
- Clear Lake Water Authority
- Federal Bureau of Investigations
- Federal Emergency Management Agency

- Salvation Army
- National Weather Service
- University of Houston System

P. EMERGENCY SUPPORT FUNCTION / ANNEXES

The purpose of this section is to provide an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs, and the basic content that is to be contained in each of the ESF Annexes. The following section includes a series of annexes describing the roles and responsibilities of the University departments and agencies as ESF coordinators, primary agencies, or support agencies. The ESFs provide the structure for coordinating interagency support for coordinated response to an incident.

Each ESF Annex identifies roles and responsibilities of the coordinator and the primary and support agencies pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, response, and recovery activities. ESFs with multiple primary agencies designate an ESF coordinator for the purpose of pre-incident planning and coordination of primary and supporting agency efforts throughout the incident. Following is an overview of the roles and responsibilities of the ESF coordinator and the primary and support agencies related to the function. For the complete annex, see the corresponding annex attached to this plan.

- **ESF 1 – Transportation**

The primary responsibility for these functions is assigned to the Director of Building Maintenance, System Operations & Fleet who will prepare and maintain the Transportation Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Performing post-incident reconnaissance and damage assessment coordinating their use in emergencies
- Coordinating deployment of transportation equipment to support emergency operations
- Establishing and maintaining a reserve pool of drivers, maintenance personnel, parts, and tools
- Maintaining records on use of transportation equipment and personnel for purpose of possible reimbursement

- **ESF 2 – Communications**

The primary responsibility for these functions is assigned to the Executive Director University Computing and Telecommunications who will prepare and

maintain the Communication Annex of this plan and supporting SOPs.

Emergency tasks to be performed include:

- Coordination with telecommunications and information technology industries
- Restoration and repair of telecommunications infrastructure
- Protection, restoration, and sustainment of national cyber and information technology resources

- **ESF 3 – Public Works & Engineering**

Primary responsibility for these functions are assigned to the Associate Vice President Facilities Management and Construction who will prepare and maintain the Facilities Management and Engineering Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Protecting university facilities and vital equipment where possible
- Assessing damage to streets, bridges, traffic control devices, and other university facilities
- Directing temporary repair of vital facilities
- Restoring damaged university roads and bridges
- Arranging for debris removal
- Providing general damage assessment support
- Providing building inspection support
- Providing specialized equipment to support emergency operations
- Supporting traffic control and search & rescue operations

- **ESF 4 – Firefighting**

Primary responsibility for these functions is assigned to the university Fire Marshal in coordination with the Cities of Houston, Pasadena and Pearland Fire Departments. The university Fire Marshal will prepare and maintain the Firefighting Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Executing fire prevention activities, including education and informational activities
- Performing fire detection and control
- Performing Hazmat and oil spill response
- Providing evacuation support
- Performing post-incident reconnaissance and damage assessment
- Performing fire safety inspection of temporary facilities
- Prepare and maintaining fire resource inventory

- **ESF 5 – Emergency Management**

The Director, Emergency Management will:

- Establish objectives and priorities for the emergency management program for the University of Houston-Clear Lake and provide general policy guidance.
- Monitor the emergency response during disaster situations and provide direction when appropriate
- Coordinate activation of the University of Houston-Clear Lake CCMT/ECC and other EOCs, and supervise their operation
- Have primary responsibility for the ICS “command and control” function, and prepare/maintain the Direction and Control Annex of this plan and supporting SOPs
- Direct and control local operating forces
- Maintain the CCMT/ECC/EOC in an operating mode or be able to convert the designated facility space into an operable CCMT/ECC/EOC rapidly
- Assign representatives, by title, to report to the CCMT/ECC/EOC and develop procedures for crisis training
- Develop and identify the duties of the staff, use of displays and message forms, and procedures for CCMT/ECC/EOC activation
- Coordinate the evacuation of at-risk areas
- Implement the policies and decisions of the governing body relating to emergency management
- Coordinate with organized campus volunteer groups and university groups regarding emergency operations
- Coordinate local planning and preparedness activities and the maintenance of this plan
- Keep the university governing body informed of the university’s preparedness status and emergency management needs
- Manage the CCMT/ECC/EOC, develop procedures for its/their operation, and conduct training for those who staff it/them
- Activate the university CCMT/ECC/EOC when required

- **ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services**

- *Support Services Responsibilities-Shelter/Mass Care Functions*

Primary responsibility for these functions is assigned to the Associate Vice President of Student Services who will prepare and maintain the Shelter and Mass Care Annex of this plan and support SOPs. Emergency tasks to be performed include:

- 1) Performing emergency shelter and mass care planning

- 2) Coordinating and conducting shelter and mass care operations with other departments, relief agencies and volunteer groups.
 - *Human Services Functions*
Primary responsibilities for these functions is assigned to Associate Vice President of Student Services who will prepare and maintain the Human Services Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
 - Identify emergency feeding sites
 - Identify sources of clothing for disaster victims
 - Securing emergency food supplies
 - Coordinating the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies, such as the American Red Cross
 - Coordinating special care requirements for disaster victims, such as special needs individuals, and others
- **ESF 7 – Logistics Management and Resource Support**
The Director of Environment, Health, Safety and Emergency Management will organize the emergency management program for UHCL and identify personnel, equipment, and facility needs.

Primary responsibility for these functions is assigned to the Director, Emergency Management and the Sr. Business Coordinator for FMC who will prepare and maintain the Resource Management Annex of this plan and supporting SOPs.

Emergency tasks to be performed include:

- Maintaining an inventory of emergency resources
- Locating supplies, equipment, and personnel to meet specific needs during emergency operations
- Maintaining a list of supplies and equipment that may be needed immediately in the aftermath of an emergency
- Establishing emergency purchasing procedures and coordinating emergency procurements
- Establishing and maintaining a personnel reserve, and coordinating assignment of reserve personnel to departments and agencies that require augmentation
- Coordinating transportation, sorting, temporary storage, and distribution of resources during emergency situations
- Establishing staging areas for resources if required
- Identifying to the Donations Management Coordinator those goods, services, and personnel that are needed during emergency operations

- Maintaining records of emergency-related expenditures for purchases and personnel

- **ESF 8 – Public Health and Medical Services**
 - *Health and Medical Services*
Primary responsibility for Health and Medical Services functions is assigned to the Executive Director of Counseling, Health and Career Services who will prepare and maintain the Health and Medical Services Annex of this plan and supporting SOPs. Tasks to be performed include:
 - Directing and coordinating the University of Houston-Clear Lake emergency public health response
 - Counseling and Medical Health Center (CMHC)
Primary responsibility for these functions is assigned to the Executive Director of Counseling, Health and Career Services who will prepare and maintain the CMHC Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
 - Coordinating the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster
 - Coordinating mental health care and support during emergency situations
 - Providing public mental health information and education

- **ESF 9 – Search and Rescue**
The primary responsibility for these functions is assigned to the Chief of UHCL Police Department (in coordination with the Cities of Houston, Pasadena and/or Pearland police and fire departments as well as Harris County Sheriff Office) who will prepare and maintain the Search and Rescue Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
 - Coordinating and conducting search and rescue activities
 - Identifying requirements for specialized resources to support rescue operations
 - Coordinating external technical assistance and equipment support for search and rescue operations

- **ESF 10 – Oil and hazardous Materials Response**
 - *Biological Protection*

Primary responsibility for these functions is assigned to the Director of Environmental, Health, and Safety and is implemented by the Institution Biosafety Coordinator who will prepare and maintain the Biological safety Protection Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Maintain inventory of emergency response equipment
 - Ensure personnel have current training in response, containment and decontamination procedures
 - Respond to biological incidents and make notifications concerning incidents to appropriate institutional authorities
 - Utilize current applicable Laboratory Safety procedure documents to conduct biological risk assessments and assist researchers in developing emergency plans
 - Determine when affected areas may be released for safe reentry and occupancy
 - Complete and submit necessary incident reports; conduct follow up on recommendations
- *Radiological Protection*
- Primary responsibility of these functions is assigned to the Director of Environmental, Health and Safety and implemented by the Radiation Safety Officer who will prepare and maintain the radiological Protection Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
- Maintain inventory of radiological equipment and emergency supplies
 - Ensure response personnel have current training in radiological monitoring, containment, and decontamination procedures
 - Respond to radiological incidents and terrorist incidents involving radiological materials
 - Determine areas at risk and areas for which protective actions may be implemented
 - Make notifications concerning radiological incidents to state and federal authorities
 - Determine when affected areas may be released for safe reentry and occupancy
 - Complete and submit necessary incident reports
- *Hazardous Materials and Oil Spill Functions*
- The primary responsibility of these functions is assigned to the Director of Environmental, Health and Safety (in coordination with the Cities of Houston, Pasadena and/or Pearland Fire Departments) who will prepare

and maintain the Hazmat and Oil Spill Response Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Establish ICS to manage the response to hazmat incidents, in accordance with applicable local, state and federal regulations and guidelines
- Establish the incident response functional areas (e.g., Hot, Warm and Cold zones, etc.)
- Determine requirements for personal protective equipment for emergency responders
- Initiate appropriate actions to control and eliminate hazards in accordance with established hazmat response guidelines
- Determine areas at risk and areas for which protective actions may be implemented
- Determine when affected areas may be released for safe reentry and occupancy
- Complete and submit necessary incident reports

- **ESF 11 – Energy**

Primary responsibility for these functions is assigned to the AVP of Facilities Management and Construction who will prepare and maintain the Energy and Utilities Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Prioritizing restoration of the utility services to facilities
- Arranging for the provision of emergency power sources where required
- Assessing damage, and estimating needs in order to repair and restore university utilities

- **ESF 12 – Public Safety and Security**

- *Law Enforcement*

Primary responsibilities for these functions is assigned to the Chief of UHCL Police Department in coordination with other enforcement agencies who will prepare and maintain the law Enforcement Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Maintaining law and order
- Controlling traffic
- Providing security for university property and facilities
- Access control of damaged or contaminated areas
- Providing warning support

- Performing post-incident reconnaissance and damage assessment
 - Preparing and maintaining law enforcement resource inventory
- *Terrorism Incident Response*

Primary responsibility for these functions is assigned to the Chief of UHCL Police Department in coordination with local, state and federal chief law enforcement officials who will prepare and maintain the Terrorism Incident Response Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

 - Coordinating and carrying out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities
 - Coordinating terrorism incident response
 - Coordinating and carrying out offensive counter-terrorist operations to neutralize terrorist activities
 - Carry out terrorist consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property
 - Ensuring required notification of terrorist incidents is made to state and federal authorities
- **ESF 13 – Long Term Community Recovery**

Primary responsibility for these functions is assigned to the Associate VP of Finance who will prepare and maintain the Recovery Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

 - Establishing and training a damage assessment team using university personnel, and coordinating the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist in this area
 - Assessing and compiling information on damage to university property and needs of emergency and disaster victims, and formulate and carry out programs to fill those needs
 - Compiling information for use by the university officials in requesting state and federal disaster assistance, if damages are beyond the university's capability to deal with
 - Coordinating with state and federal agencies to carry out authorized recovery programs, if it is determined that the university is eligible for state or federal disaster assistance

- **ESF 14 – External Affairs**

Primary responsibilities for these functions is assigned to the Director of Emergency Management who will prepare and maintain the External Affairs Annex of this plan and supporting SOPs. The emergency tasks to be performed include:

- Keep the public informed during emergency situations with the assistance of University Communications
- Declare a local university disaster or invoke the emergency powers of government when necessary after consulting with the Internal Support Team
- Request assistance from other local governments or the state when necessary
- Coordinate the operational response of local emergency services
- Maintain coordination with neighboring jurisdictions

Additionally the Director of EHS and EM will:

- Ensure that UHCL departments and agencies participate in emergency planning, training, and exercise activities
- Perform day-to-day joint efforts with local and state emergency management staff and other local emergency management personnel
- Arrange appropriate training for university and local emergency management personnel and emergency responders
- Coordinate periodic emergency exercises to test emergency plans and training
- Coordinate with organized volunteer groups and businesses regarding emergency operations

- **Campus Alert Annex**

Primary responsibility for these functions is assigned to UHCL Police Department Dispatch as supervised by the Chief of UHCL Police and/or Director of Emergency Management who will prepare and maintain the Campus Alert Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Receive information on emergency situations
- Alert key university officials of emergency situations
- Disseminate warning information and instructions to the university through available warning systems
- Provide updates to the campus community as directed

- **Communications Annex**

Primary responsibility for these functions is assigned to the Executive Director University Communication who will prepare and maintain the Communication Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Identify the external communications systems available within the local area and determine the connectivity of these systems
- Develop plans and procedures for coordinated use of the various communication systems outside and within the university
- Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations

- **Volunteer and Other Services Annex**

Primary responsibility for these functions is assigned to the Director of Emergency Management who will prepare and maintain the Human Services Annex of this plan and supporting SOPs. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts in the local area:

- American Red Cross (ARC) – provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The ARC also assists in feeding of emergency workers
- The Salvation Army – provides emergency assistance in the form of mass and mobile feeding, temporary shelter, counseling services, missing person services, medical assistance, and warehousing and distributing donated goods including food, clothing, and household items. The Salvation Army also provides referrals to government and private agencies for special services.

- **Donation Management Annex**

Primary responsibility of these functions is assigned to the Executive Director Human Resources who will prepare and maintain the Donations Management Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Compiling resource requirements identified by Human Resources staff
- Soliciting donations to meet known needs

- Establishing and implementing procedures to receive, accept, or turn down offers of donated goods, money and services, and providing instructions to donors of needed goods or services.
 - Establishing a facility to receive, sort, and distribute donated goods, in coordination with the Human Resources staff
- **Legal Affairs Annex**
The primary responsibility for these functions is assigned to the President who will prepare and maintain the Legal Affairs Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
 - Advising local officials on emergency powers of local government and procedures for invoking these measures
 - Reviewing and advising the local officials on possible legal issues arising from disaster operations
 - Preparing and/or recommending legislation to implement the emergency powers that may be required during an emergency
 - Advising local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers
 - Coordinating with state and federal agencies to carry out authorized recovery programs, if it is determined that the university is eligible for state or federal disaster assistance

NOTE: Department and agency heads not assigned specific functions in this plan will be prepared to make their resources available for emergency duty at the direction of the University President.

Q. LOCAL, STATE, FEDERAL, and OTHER ASSISTANCE

- **Local Assistance**
If the University of Houston-Clear Lake's resources are inadequate to meet the needs of an emergency, the university will request assistance from the University of Houston System, Cities of Houston, Pasadena, and/or Pearland, Harris County, and the State of Texas. All external assistance furnished to the university is intended to supplement university resources, equipment purchases, leases, or resources covered by emergency service contracts. As noted previously, the

university must request assistance from the Cities of Houston, Pasadena, and/or Pearland and Harris County before requesting state assistance.

- **State Assistance**

Requests for assistance from the Cities of Houston, Pasadena and Pearland should be made to the Office of Emergency Management for those cities. In essence, state emergency assistance to local governments begins at the city level and the key person to validate a request for, obtain, and provide state assistance and support is the city's Director of Emergency Management. This official has the authority to request city and county resources within their district to respond to a request for assistance.

- A request for state assistance must be made by the Director of Emergency Management or the Chief of UHCL Police Department to the city, and may be made by telephone, fax, e-mail or WebEOC.
- The Cities of Houston, Pasadena and/or Pearland OEM will forward the requests for assistance that cannot be satisfied by local resources within the area to the state EOC for action.

- **Federal Assistance**

If resources required to control an emergency are not available within the city and county, the government of Texas may request assistance from other states pursuant to a number of interstate compacts. In this instance, the government may also request assistance from the federal government through the Federal Emergency Management Agency (FEMA).

- For major emergencies and disasters for which a presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The Federal Response Plan (FRP) describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The Federal Radiological Emergency Response Plan (FRERP) addresses the federal response to major incidents involving radioactive materials.
- FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration, and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.

R. CONTINUITY OF GOVERNMENT

- The line of succession for the University of Houston-Clear Lake is:
 - University President
 - Sr. Vice President of Academic Affairs and Provost
 - Vice President of Administration & Finance

- The line of succession for the campus safety and security is:
 - Director, Environmental, Health, Safety and Emergency Management
 - Chief of Police, UHCL Police Department
 - Assistant Chief of Police, UHCL Police Department or designee

- The lines of succession for each department and agency heads shall be in accordance with the Business Continuity Plan established by those departments and agencies.

S. DEPARTMENT SPECIFIC PLANS

The Department Specific Plans contain the emergency response operational plans for individual departments, and provide specific information for functional areas in which these departments have primary responsibility. It is the responsibility of each department to develop and maintain department specific plans that contain emergency response operational plans in support of the Emergency Management Plan. Departments are to notify the Director, Emergency Management when their Department Specific Plan is complete. Though not all departments are required to prepare and maintain a Department Specific Plan, it is highly recommended. Following are the departments required to have a Department Specific Plan.

- Office of the President
- Sr. Vice President of Academic Affairs and Provost
- Office of the Vice President, Administration and Finance
- Dean of Students
- University Police department
- Facilities, Management and Construction
- Environmental, Health and Safety
- University Communications
- Human Resources
- Counseling, Health and Career Services
- University Computing and Telecommunications
- Fire Prevention Services
- Institute for Animal Care and Use Committee

T. EMERGENCY FACILITIES

The University of Houston-Clear Lake maintains the university Emergency Command Center (ECC), and the Emergency Operations Centers (EOC). During campus wide emergencies, the ECC serves as the command center for UHCL's response and recovery operations. A variety of communications tools are employed by the ECC and EOCs to aid in the receipt and release of vital information.

The EOC brings together decision makers to coordinate the flow of information and strategy development. A variety of organizations and government agencies may be represented during an ECC or EOC activation, depending on the type and severity of emergency. The university's emergency facilities involve the following aspects:

- The University of Houston-Clear Lake Emergency Command and Control System
 - ECC (B2317, VPA&F Conference Room)
 - EOCs (Conf. Rm B, Central Services and/or 2402-38, Neumann Library classroom)

- Incident Command Post

Upon the occurrence of an incident, an ICP or command posts will be established in the vicinity of the incident site(s). The Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene

- EOC Activation

The following individuals are authorized to activate the EOC:

 - President of the University of Houston-Clear Lake
 - Sr. Vice President of Academic Affairs and Provost
 - Vice President, Administration and Finance
 - Director, Emergency Management
 - Chief of Police, UHCL Police Department

- General EOC Responsibilities

The general responsibilities of all EOCs are to:

 - Assemble accurate information on the emergency situation and current recourse data to allow local officials to make informed decisions on courses of action
 - Determine and prioritize required response actions and coordinate their implementation, working with the representatives of emergency services
 - Provide resource support for emergency operations

- Suspend or curtail university services, recommend the closure of university buildings or campus, and the cancellation of public events
 - Organize and activate large-scale evacuation and mass care operations
 - Provide emergency information to the public
- **ECC/EOC Staffing**
Representatives of those departments and agencies assigned emergency functions in this plan will staff the ECC, and appropriate EOCs.

U. COMMUNICATIONS

Rapid and timely communication of information to the university population during emergency situations is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents.

The University of Houston-Clear Lake utilizes several means of communication in managing varying levels of incidents. These means of communication will be tested for proper functionality each month in accordance with the office of Emergency Management. It is the responsibility for each member of university departments involved in emergency management to be familiar with these means of communication. Individuals must also ensure that their personal contact information is up to date and accurate in order for proper communication. Discrepancies in contact information will be reported through supervisory channels and addressed as soon as possible.

- **Emergency Web Page**
Up-to-date information regarding the status of the university is always available on the university's emergency web page. During and following emergency situations, information as it applies to the university community will be posted on the web page as it becomes available, including information about such things as university closure, etc. This web page also provides links to department specific information (i.e., entertainment venue and program changes, class schedules and emergency operations procedures). In the event of an emergency or campus crisis, it is the responsibility of each department to update University Communications with department specific information as it becomes available, so that the emergency web page can be kept accurate and up-to-date. Other information will be posted as deemed appropriate.

- **Emergency Text Messaging/Communications Platform – Everbridge**
 “Everbridge “is an advanced communication platform that allows specific groups of people to be notified of an emergency through text messages, cell phones, and landline phones, as well as email. The platform is capable of automatically delivering text and spoken messages to university students, faculty and staff simultaneously in select groups or on an individual basis. Messages will also be delivered to cellphones in order to ensure that individuals have received notification of an incident regardless of their current locations.
- **University Group E-mail**
 Mass e-mails will be used to provide students, faculty, and staff with information regarding potential threats to the safety and security of the campus community. Emails will also be used as a way to notify students, faculty, and staff of emergencies and keep them updated on the situation. The university employs the following types of e-mails:

 - Informational: any communication that increases the awareness of campus activities, events, or services (i.e., parking disruptions)
 - Operational: communication that requires some action on the recipient’s part or a required notification by the university (i.e., a message about benefits eligible information)
 - Official: a non-urgent communication from an executive officer (i.e., a message from the university president)
 - Urgent: an urgent announcement from an executive officer regarding an imminent event, such as the university closing
- **Local Media**
 University Communications sends press releases and makes calls to contacts on a local media list. Because of the transient nature of our population, the university depends a great deal on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.
- **Text Messaging**
 Through partnership with a third party provider, emergency officials have the ability to disseminate important information via text message directly to the cell phones of users subscribed to the service. This provides emergency officials with another option to communicate with faculty, students and staff during a crisis.
- **Telephone Tree**
 Certain offices implement a telephone tree of departmental contracts that is initiated during an emergency.

- **Public Safety Patrol Car Announcements**
UHCL Police Department patrol cars are equipped with PA systems, which officers can use to provide instructions to pedestrians during an emergency.
- **University Emergency Hotline: 281-283-2221**
If there were an emergency or a campus closure, students, faculty, and staff could call this number for current information.

V. COMMUNICATION MATRIX

The timely receipt of emergency communications is crucial for certain key personnel, offices, and departments. Although the need for emergency notifications is often event specific and self-identified, core support offices are always notified and represented in the matrix by the letter “I”. These key offices and personnel include Office of the President, Sr. Vice President/Provost, Vice President Administration and Finance, Executive Director of University Communications, Director of Emergency Management, and Chief of UHCL Police Department. When an incident involves a student, The Dean of Students will also be notified.

Based on the nature and extent of the emergency event/situation, a process will be put in place for the dissemination of communications to specialty teams and sub-specialty teams. This communication dissemination will include the president’s Core Crisis Management Team. To aid in the initial dispatch of critical communications, a matrix has been developed that identifies critical communications receiving individuals, offices, and departments. In this matrix, these key personnel and offices are cross referenced with specific types of incidents. A letter of priority notification is then assigned to each position, office, or department. The priority classifications are as follows:

- **I** – requires initial notification
- **A** – requires immediate notification
- **B** – requires notification at the direction of the Sr. Vice President of Academic Affairs and Provost and VP of Administration and Finance
- **C** – requires notification at the direction of the Core Crisis Management Team

Those positions, offices and departments that have self-identified as needing immediate notification must have an operational response plan for emergency incidents.

W. ADMINISTRATION AND SUPPORT

- **Agreements and Contracts**

Should university resources prove to be inadequate during an emergency; requests will be made for assistance from the University of Houston System, local jurisdictions, and other agencies in accordance with existing mutual-aid agreements and contracts and those contracts or agreements concluded during the emergency. Such assistance may include equipment, supplies, or personnel, and should follow these guidelines:

- All agreements will be entered into by authorized officials and should be in writing whenever possible
- Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents

- **Reports**

Hazmat Spill Reports

- If the university is responsible for a release of hazardous materials of a type or quantity that must be reported to the state and federal agencies, the department or agency responsible for the spill shall submit the required reports to the Office of Emergency Management.
- If the party responsible for a reportable spill cannot be located, the IC shall ensure that the required report(s) are submitted
- See the Hazardous Materials and Oil Spill Response Annex, for more information

Initial Emergency Reports

- An initial emergency report is a short report that should be prepared and transmitted by appropriate ECC, EOC, and CCMT when an ongoing emergency incident appears likely to worsen and assistance from other local governments or the state may be needed.
- See the Direction and Control Annex for the format and instructions for this report

Situation Reports

- A daily situation report should be prepared and distributed by the appropriate ECC, EOC, and CCMT during major emergency or disasters
- See the Direction and Control Annex, for the format of and instructions for this report

Other Reports

- Several other reports covering specific functions are described in the annexes to this plan

- **Activity Logs**

The ECC, EOC and the ICP will maintain accurate logs recording key response activities, including:

- Activation or deactivation of emergency facilities
- Emergency notifications to other local governments and to state and federal agencies
- Significant changes in the emergency situation
- Major commitments of resources or request for additional resources from external sources
- Issuance or protective action recommendations to the public
- Evacuations
- Casualties
- Containment or termination of the incident

- **Record Keeping for Emergency Operations**

Each incorporated area and the county are responsible for establishing the administrative controls necessary to manage the expenditure of funds, and must provide reasonable accountability and justification for expenditures made to support emergency operations within the respective area. This will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- **Incident Costs**

All departments will maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents.

- **Emergency or Disaster Costs**

For major emergencies or disasters, all departments participating in the emergency response will maintain detailed records of costs for emergency operations, including:

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

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

- **Preservation of Records**

In order to continue normal university operations following an emergency or disaster, vital records must be protected. These include legal documents as well as student and employee files. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

- Each department responsible for preparation of annexes to this plan will include protection of vital records in its Continuity of Operations Plan (COOP)
- If records are damaged during an emergency situation, the university will seek professional assistance to preserve and restore them

- **Public Protection**

Complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the university Fraud and Non-Compliance Hotline (800-461-9330)

X. POST-INCIDENT AND EXERCISE REVIEW

The Director of Emergency Management is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, an individual, department will be assigned responsibility for correcting the deficiency and a completion date shall be established for that action.

Y. PLAN DEVELOPMENT AND MAINTENANCE

- **Plan Development**

The Director of Emergency Management is responsible for the overall development and completion of the Emergency Management Plan, including annexes. All university departments are responsible for promulgating this plan.

- **Distribution of Planning Documents**
 - The Director of Emergency Management shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments and organizations tasked in this document. Copies should also be set aside for the university ECC and EOCs, The University of Houston System, and other facilities.
 - Internal Support Distribution
 - President
 - Sr. Vice President Academic Affairs/Provost
 - Vice President, Administration and Finance
 - Vice President, Student Affairs
 - AVP University Advancement
 - AVP Enrollment Management
 - AVP Academic Affairs
 - AVP Finance
 - AVP Facilities Management and Construction
 - Dean, College of Business
 - Dean, College of Human Sciences and Humanities
 - Dean, College of Education
 - Dean, College of Science and Engineering
 - Dean of Students
 - Executive Director Human Resources
 - Executive Director Financial Aid/Registrar
 - Executive Director Admissions
 - Executive Director Neumann Library
 - Executive Director University Computing & Telecommunications
 - Executive Director Planning and Assessment
 - Executive Director Sponsored Programs
 - Executive Director Counseling, Health and Career Services
 - Executive Director Student Involvement and Inclusion
 - Executive Director Academic Support Services
 - Executive Director Procurement and Payables
 - Director Campus Operations (Pearland Campus)
 - Director of UHCL Texas Medical Center Campus
 - Chief of Police
 - Director Environmental, Health, Safety & Emergency Management

- External Support Distribution
 - State of Texas Department of Emergency Management
 - Harris and surrounding counties Office of Emergency Management
 - Cities of Houston, Pasadena and Pearland Office of Emergency Management
 - University of Houston Office of Emergency Management
 - University of Houston Downtown Office of Emergency Management
 - University of Houston System
- **Maintenance**
 - Review
 - All appropriate university officials shall review this plan and its annexes annually.
 - The Director of Emergency Management will establish a schedule for annual review of planning documents by those tasked in them.
 - Update
 - This plan will be updated based upon deficiencies identified during actual emergencies and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
 - This plan and its annexes must be revised or updated with a formal change at least every five years. Responsibility for revising or updating this plan is assigned to the Director of Emergency Management. Responsibility for revising or updating the annexes to this plan is outlined in each annex.
 - The Director of Emergency Management is responsible for distributing all revised or updated planning documents to all departments and individuals tasked in those documents.

Z. ACTION PLANS

Every response to an incident must have a written action plan. The purpose of an action plan is to provide all incident supervisory personnel with directions and guidelines for their actions. Action plans that include the measurable, tactical operations to be achieved are always prepared around a period called an operational period.

Operational periods can be of various lengths, but should be no longer than 24 hours. Twelve-hour operational periods are common with many large incidents. It is not unusual, however, to have much shorter operational periods covering, for example two to four hour time periods. The length of an operational period will be based on the needs of the incident, and these can change over the course of the incident.

The planning of an operational period must be done far enough in advance to ensure that required resources are available when the operational period begins.

Large incidents, which involve a partial or full activation of the ICS organization, should have written incident action plans. Incidents extending through the operational period should also have written incident action plans to ensure continuity due to personnel changes. The decision to have a written action plan will be made by the incident commander, and essential elements in any written or oral incident action plan are:

- 1) **Statement of Objectives:** A list or outline of objectives that are appropriate to the overall incident
- 2) **Organization:** A description of what parts of the ICS organization will be in place for each operational period
- 3) **Assignments to Accomplish the Objectives:** A list or outline of assignments, which are normally prepared for each division or group and include the strategy, tactics, and resources to be used
- 4) **Supporting Material:** A list or guide to additional documents, which may include, for example, a map of the incident, communication plan, medical plan, traffic plan, etc.

NOTE: The incident action plan must be made known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan prior to the start of the operational period, or by both methods.

APPENDIX

