Overview: This process is envisioned to address the permanent allocation of space for both Academic, Student support, research, administrative, and institutional support. It is not necessary that first there must be vacant space, though if requested space is not already vacant, significant priority will be assigned to the continuing tenant if the proposal involves involuntary relocation. One-time space use allocation decisions will continue to be made on a first-come-first served, space available basis.

Title of Request: Emergency Operations Center (EOC)

Date of Request: 02/05/2019 Division/Department making Request: Emergency Operations

- **General Description of space request:**
  (Briefly identify the nature of the space request proposal, what space is being requested, and the operational requirement of the request)

  An EOC is the command center that is stood up during any emergency on the UHCL campus, and operates as the primary control/management center for the duration of the event. It is responsible to coordinate with external relief agencies and emergency responders and coordinates the University’s primary response ensuring safety of students, staff/faculty, and university resources.

  The space requested is the space previously housing the campus policy office (B1636) – located on the first floor of the Bayou building. It is safe from most anticipated extreme weather events, has backup power, and is not suitable for permanent occupancy by any other administrative function. As this space would only be occupied during emergency operations, the cramped and low ceiling would be endurable and not inhibit command and control in the EOC.

- **Current space use:**
  (Briefly outline current space allocated to the program, function, etc. If the Program is new, attach program approval supporting documents)

  The space is currently empty except for a technical work room in the rear that is still in use and some storage in the front office. The space is maintained by the UHCL Police department. It is likely that the full space will not be required for EOC operations. The balance of the space not required may be allocated for other uses.

- **Challenges from current space use:**
  (Briefly identify why/how the current space allocation inhibits the success of the program)

  The current EOC location is the Vice President A&F’s conference room. This space is not equipped to handle emergency management operations. It will not accommodate the number of individuals that maybe needed during operations. It also is lacking in adequate technology (computers connections and audio/video support). Currently this room is lacking security features that would allow for the space to be secured during emergency operations as recommended by the Federal Emergency Management Agency for EOC locations.

  The Police Building could be used, except during an extreme weather event, that space may not be habitable, and require evacuation, leaving no space set up in advance to perform this function. Due to the communications and necessity to track/manage several functions simultaneously, appropriate communication equipment must be in place in advance of an emergency event. It cannot be set up ad-hoc.
• **Alternate solutions not requested:**
  (Briefly identify alternative solutions to the challenges identified above and why those solutions are not being sought)

  1. Leaving the Police station as the EOC – this is acceptable except in any extreme weather event, when that space would not be habitable.
  2. Identifying alternative spaces in one of the other buildings on campus – many other spaces would support the EOC, such as a computer lab or sufficiently equipped conference room, but all would have other permanent functions. The space identified in this request, due to the low ceiling height would be challenging for any permanent use, and is only acceptable in a temporary use status.

• **Proposal Metrics if applicable:**
  (Identify what metrics can be used to measure success of the program if this space request is approved, compare to current metrics)

  As this is a space for a function only used in emergency operations, no metrics are suggested.

• **Alignment with Strategic Plan:**
  (Briefly identify how this proposal aligns with the strategic plan for the University, Division, or Department)

  Within the current UHCL Strategic Plan, the following Strategic Goal and Strategies apply:

  • Strategic Goal 3: Enhance a campus which is attractive, functional, safe and supportive of the university’s mission; promote an environment for effective collaboration; and maintain fiscal responsibility.
    - **Strategy A:** Acquire and maintain an appropriate infrastructure, including property, facilities, and technology
    - **Strategy B:** Ensure the physical safety and security of the campus
    - **Strategy E:** Exercise prudent stewardship of human, financial, physical and environmental resources.

Additional comments: UHCL has applied for, and been awarded a Federal Dept. of Education grant for costs associated to the recovery of past costs and the mitigation of future extreme weather events such as Hurricane Harvey of approximately $25,000 which will be used to refurbish and space and purchase the necessary command and control technology to be placed in the space. Cost estimates related to this proposal are still being collected, so the extent at which the grant funds will fully satisfy the needs of this request are not yet known, but it is anticipated that there will be residual costs, primarily in the installation of the equipment that are not covered by the grant. As the space will be used on a temporary basis, upgraded furniture beyond what is currently in the space will not be required, and no modification of the physical space beyond the potential minor access control measures (install doors, remove windows, etc.) to ensure proper information dissemination and flow will be required.
Endorsement:

Requestor:
Name: ___________________ Email: ___________________ Date: ___________
Phone: _________________ Alternate: ___________________

Division/Department: ____________________________

Vice President: ____________________________ Signature: ____________________________

Approve this request: Y / N (circle one)

SUAS Co-Chair: _________________ Signature: ____________________________

SUAS Co-Chair: _________________ Signature: ____________________________

Recommendation: ____________________________________________________________

____________________________________________________________________________

Attachments:
1. Shared Governance Space Utilization and Allocation Subcommittee Comments
2. Shared Governance Space Utilization and Allocation Subcommittee Pro/Con listing

FSSC Co-Chair: _________________ Signature: ____________________________

FSSC Co-Chair: _________________ Signature: ____________________________

Recommendation: ____________________________________________________________

____________________________________________________________________________
Space Allocation and Utilization Subcommittee

Proposal: Emergency Ops Center  Date presented to SAUS: 03/19/2019

Please provide your thoughts and comments on each element of the presentation.

1) General Description of Space Request:
   a) In general, was the request clearly stated?  
      ✔ Yes  ☐ No
   b) In general, were the elements of the request well presented?
      ✔ Yes  ☐ No
   c) Additional comments: ________________________________

2) Current space use:
   a) Additional comments: ________________________________

3) Challenges from current space use:
   a) Additional comments: ________________________________

4) Alternate solutions requested:
   a) Did the proposal offer any alternate solutions?  
      ☐ Yes  ☐ No
   b) Were the arguments connected to program outcomes?  
      ✔ Yes  ☐ No
   c) Additional comments: ________________________________

5) Proposed Metrics if applicable:
   a) Do the provided metrics align with the overall program goals?  
      ☐ Yes  ☐ No
   b) Is data for the metrics obtainable?  
      ✔ Yes  ☐ No
   c) Additional comments: ________________________________

6) Alignment with Strategic Plan:
   a) Does this proposal align with the University’s Strategic Plan?  
      ☐ Yes  ☐ No
   b) Additional comments: ________________________________

If desired, provide additional comments on reverse.
The location is suitable for Emergency Ops Center.

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities and Support Services Committee (FSSC)?

☐ Yes, this is a fully developed proposal, which I support, as expressed in the above comments.

☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments.

☐ No, this proposal is not fully developed, as expressed in the above comments.
Space Allocation and Utilization Subcommittee

Proposal: Emergency Ops Center

Date presented to SAUS: 03/19/2019

Please provide your thoughts and comments on each element of the presentation.

1) General Description of Space Request:
   a) In general, was the request clearly stated?  
      [X] Yes  [ ] No
   b) In general, were the elements of the request well presented?  
      [X] Yes  [ ] No
   c) Additional comments:
      
      Space seems adequate for proposed use.

2) Current space use:
   a) Additional comments: old police use

3) Challenges from current space use:
   a) Additional comments: not appropriate to use for other general entities on campus, would not appear professional. Security would be an issue to allow others in the space.

4) Alternate solutions requested:
   a) Did the proposal offer any alternate solutions?  
      [ ] Yes  [X] No
   b) Were the arguments connected to program outcomes?  
      [ ] Yes  [X] No
   c) Additional comments:
      
      Safety should be given high priority.

5) Proposed Metrics if applicable:
   a) Do the provided metrics align with the overall program goals?  
      [X] Yes  [ ] No
   b) Is data for the metrics obtainable?  
      [X] Yes  [ ] No
   c) Additional comments:

6) Alignment with Strategic Plan:
   a) Does this proposal align with the University’s Strategic Plan?  
      [ ] Yes  [ ] No
   b) Additional comments:
      
      Campus is revising the strategic plan. Having an emergency response area should be high priority.

*If desired, provide additional comments on reverse.*
Space Allocation and Utilization Subcommittee

Safety Top Priority!!!

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities and Support Services Committee (FSSC)?

☑ Yes, this is a fully developed proposal, which I support, as expressed in the above comments.

☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments.

☐ No, this proposal is not fully developed, as expressed in the above comments.
Space Allocation and Utilization Subcommittee

Proposal: Emergency Ops Center Date presented to SAUS: 03/19/2019

Please provide your thoughts and comments on each element of the presentation.

1) General Description of Space Request:
   a) In general, was the request clearly stated?  
      [ ] Yes  [ ] No
   b) In general, were the elements of the request well presented?  
      [ ] Yes  [ ] No
   c) Additional comments: ____________________________________________________________________

     ____________________________________________________________________

2) Current space use:
   a) Additional comments: ____________________________________________________________________
     ____________________________________________________________________

3) Challenges from current space use:
   a) Additional comments: ____________________________________________________________________

4) Alternate solutions requested:
   a) Did the proposal offer any alternate solutions?  
      [ ] Yes  [ ] No
   b) Were the arguments connected to program outcomes?  
      [ ] Yes  [ ] No
   c) Additional comments: ____________________________________________________________________

     ____________________________________________________________________

5) Proposed Metrics if applicable:
   a) Do the provided metrics align with the overall program goals?  
      [ ] Yes  [ ] No
   b) Is data for the metrics obtainable?  
      [ ] Yes  [ ] No
   c) Additional comments: ____________________________________________________________________

     ____________________________________________________________________

6) Alignment with Strategic Plan:
   a) Does this proposal align with the University's Strategic Plan?  
      [ ] Yes  [ ] No
   b) Additional comments: ____________________________________________________________________

     ____________________________________________________________________

*If desired, provide additional comments on reverse.*
Space Allocation and Utilization Subcommittee

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities and Support Services Committee (FSSC)?

- Yes, this is a fully developed proposal, which I support, as expressed in the above comments.
- No, this proposal is fully developed, but I do not support it, as expressed in the above comments.
- No, this proposal is not fully developed, as expressed in the above comments.
Space Allocation and Utilization Subcommittee

Proposal: Emergency Ops Center
Date presented to SAUS: 03/19/2019

Please provide your thoughts and comments on each element of the presentation.

1) General Description of Space Request:
   a) In general, was the request clearly stated? [X] Yes [ ] No
   b) In general, were the elements of the request well presented? [X] Yes [ ] No
   c) Additional comments: 

2) Current space use:
   a) Additional comments: PD space would not serve this well. Proposed space is better suited to deal w/ emergency

3) Challenges from current space use:
   a) Additional comments: distance, set-up

4) Alternate solutions requested:
   a) Did the proposal offer any alternate solutions? [ ] Yes [X] No
   b) Were the arguments connected to program outcomes? [X] Yes [ ] No
   c) Additional comments: I can't see how else this space would be used by others

5) Proposed Metrics if applicable:
   a) Do the provided metrics align with the overall program goals? [ ] Yes [X] No
   b) Is data for the metrics obtainable? [ ] Yes [X] No
   c) Additional comments: Not aware of metrics

6) Alignment with Strategic Plan:
   a) Does this proposal align with the University's Strategic Plan? [X] Yes [ ] No
   b) Additional comments: Scale campus

If desired, provide additional comments on reverse.
Space Allocation and Utilization Subcommittee

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities and Support Services Committee (FSSC)?

☐ Yes, this is a fully developed proposal, which I support, as expressed in the above comments.

☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments.

☐ No, this proposal is not fully developed, as expressed in the above comments.
Space Allocation and Utilization Subcommittee

4-16-2019

Proposal: Emergency Ops Center

Date presented to SAUS: 03/19/2019

Please provide your thoughts and comments on each element of the presentation.

1) General Description of Space Request:
   a) In general, was the request clearly stated? [ ] Yes [ ] No
   b) In general, were the elements of the request well presented? [ ] Yes [ ] No
   c) Additional comments:

2) Current space use:
   a) Additional comments: only locksmith currently using it

3) Challenges from current space use:
   a) Additional comments: no wireless - UTC

4) Alternate solutions requested:
   a) Did the proposal offer any alternate solutions? [ ] Yes [ ] No
   b) Were the arguments connected to program outcomes? [X] Yes [ ] No
   c) Additional comments:

5) Proposed Metrics if applicable:
   a) Do the provided metrics align with the overall program goals? [ ] Yes [ ] No
   b) Is data for the metrics obtainable? [ ] Yes [ ] No
   c) Additional comments: except for cost of wireless - unknown

6) Alignment with Strategic Plan:
   a) Does this proposal align with the University's Strategic Plan? [X] Yes [ ] No
   b) Additional comments:

If desired, provide additional comments on reverse.
Space Allocation and Utilization Subcommittee

This command center is necessary because of the temporary-type building for police. We need it for safety of students. It is covered by a grant. Pending questions have to do with UTC wireless availability & cost.

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities and Support Services Committee (FSSC)?

☐ Yes, this is a fully developed proposal, which I support, as expressed in the above comments.

☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments.

☐ No, this proposal is not fully developed, as expressed in the above comments.
Space Allocation and Utilization Subcommittee

Proposal: Emergency Ops Center  
Date presented to SAUS: 03/19/2019

Please provide your thoughts and comments on each element of the presentation.

1) General Description of Space Request:
   a) In general, was the request clearly stated?  
      [ ] Yes  [ ] No
   b) In general, were the elements of the request well presented?  
      [ ] Yes  [ ] No
   c) Additional comments: ______________________________________________________

2) Current space use:
   a) Additional comments: Empty old police department space

3) Challenges from current space use:
   a) Additional comments: Area not a professional area that should be used
      for any other purpose.

4) Alternate solutions requested:
   a) Did the proposal offer any alternate solutions?  
      [ ] Yes  [ ] No
   b) Were the arguments connected to program outcomes?  
      [ ] Yes  [ ] No
   c) Additional comments: PD is an alternate, however there needs to be an alternate to
      the PD because the PD will be used in certain severe weather conditions or a
      loss of power.

5) Proposed Metrics if applicable:
   a) Do the provided metrics align with the overall program goals?  
      [ ] Yes  [ ] No
   b) Is data for the metrics obtainable?  
      [ ] Yes  [ ] No
   c) Additional comments: Grant funding will be used to obtain equipment needed
      to set the crew up.

6) Alignment with Strategic Plan:
   a) Does this proposal align with the University’s Strategic Plan?  
      [ ] Yes  [ ] No
   b) Additional comments: We should have the necessary resources in place that
      align with state’s federal guidelines. The insularity of the building will be
      hinged on how we respond; mitigate crises.

If desired, provide additional comments on reverse.
Summary of Feedback:

Is this proposal ready to be submitted to the Facilities and Support Services Committee (FSSC)?

☑ Yes, this is a fully developed proposal, which I support, as expressed in the above comments.

☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments.

☐ No, this proposal is not fully developed, as expressed in the above comments.
Space Allocation and Utilization Subcommittee

Proposal: Emergency Ops Center  Date presented to SAUS: 03/19/2019

Please provide your thoughts and comments on each element of the presentation.

1) General Description of Space Request:
   a) In general, was the request clearly stated?  Yes  No
   b) In general, were the elements of the request well presented?  Yes  No
   c) Additional comments: ____________________________________________

2) Current space use:
   a) Additional comments: Vacant now

3) Challenges from current space use:
   a) Additional comments: Not a usable space for other functions & activities, zero satellite signal, Need WiFi

4) Alternate solutions requested:
   a) Did the proposal offer any alternate solutions?  Yes  No
   b) Were the arguments connected to program outcomes?  Yes  No
   c) Additional comments: ____________________________________________

5) Proposed Metrics if applicable:
   a) Do the provided metrics align with the overall program goals?  Yes  No
   b) Is data for the metrics obtainable?  Yes  No
   c) Additional comments: ____________________________________________

6) Alignment with Strategic Plan:
   a) Does this proposal align with the University's Strategic Plan?  Yes  No
   b) Additional comments: ____________________________________________

If desired, provide additional comments on reverse.
Space Allocation and Utilization Subcommittee

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities and Support Services Committee (FSSC)?

☐ Yes, this is a fully developed proposal, which I support, as expressed in the above comments.

☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments.

☐ No, this proposal is not fully developed, as expressed in the above comments.
Space Allocation and Utilization Subcommittee

Proposal: Emergency Ops Center

Date presented to SAUS: 03/19/2019

Please provide your thoughts and comments on each element of the presentation.

1) General Description of Space Request:
   a) In general, was the request clearly stated? [Yes] [No]
   b) In general, were the elements of the request well presented? [Yes] [No]
   c) Additional comments:

2) Current space use:
   a) Additional comments: NOT USED

3) Challenges from current space use:
   a) Additional comments:

4) Alternate solutions requested:
   a) Did the proposal offer any alternate solutions? [No]
   b) Were the arguments connected to program outcomes? [No]
   c) Additional comments:

5) Proposed Metrics if applicable:
   a) Do the provided metrics align with the overall program goals? [No]
   b) Is data for the metrics obtainable? [No]
   c) Additional comments:

6) Alignment with Strategic Plan:
   a) Does this proposal align with the University’s Strategic Plan? [Yes] [No]
   b) Additional comments:

If desired, provide additional comments on reverse.
Space Allocation and Utilization Subcommittee

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities and Support Services Committee (FSSC)?

☑ Yes, this is a fully developed proposal, which I support, as expressed in the above comments.

☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments.

☐ No, this proposal is not fully developed, as expressed in the above comments.
Space Allocation and Utilization Subcommittee

Proposal: Emergency Ops Center

Date presented to SAUS: 03/19/2019

Please provide your thoughts and comments on each element of the presentation.

1) General Description of Space Request:
   a) In general, was the request clearly stated? [ ] Yes [ ] No
   b) In general, were the elements of the request well presented? [ ] Yes [ ] No
   c) Additional comments: well presented

2) Current space use:
   a) Additional comments: no specified purpose

3) Challenges from current space use:
   a) Additional comments: none at this moment.

4) Alternate solutions requested:
   a) Did the proposal offer any alternate solutions? [ ] Yes [ ] No
   b) Were the arguments connected to program outcomes? [ ] Yes [ ] No
   c) Additional comments:

5) Proposed Metrics if applicable:
   a) Do the provided metrics align with the overall program goals? [ ] Yes [ ] No
   b) Is data for the metrics obtainable? [ ] Yes [ ] No
   c) Additional comments:

6) Alignment with Strategic Plan:
   a) Does this proposal align with the University’s Strategic Plan? [X] Yes [ ] No
   b) Additional comments:

If desired, provide additional comments on reverse.
Space Allocation and Utilization Subcommittee

The proposal is well planned and addresses the current need to have a back up location for an Emergency response center. The space under consideration for the proposal is not being used effectively.

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities and Support Services Committee (FSSC)?

☑️ Yes, this is a fully developed proposal, which I support, as expressed in the above comments.

☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments.

☐ No, this proposal is not fully developed, as expressed in the above comments.
### PRO

1. Space is available
2. Grant $ available
3. Need it for safety
4. No similar centers is available

### CON

1. No wireless currently in the area
### PRO

1. Puts the university in line with state/federal guidelines
2. Security already in place
3. Grant to fund setting up the area.
4. Safe from inclement weather.

### CON

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# Space Allocation and Utilization Subcommittee

Proposal: Emergency Ops Center

## PRO

1. Optimal use of current vacant space
2. Fits the need of a control center
3. TV monitors, security camera image safety displayed.
4. Space for multiple group meetings
5. Multiple exit or doorway (Good for emergency)

## CON

1. Uneven head space; may be difficult to walk in/out
2. Reception to internet signal depends on WiFi (which can be up and down)
3. Ground floor. (Flood possibilities?)
## Space Allocation and Utilization Subcommittee

**Proposal:** Emergency Ops Center  
**Date presented to SAUS:** 3/19/19

### PRO

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<td>Costs covered by grant</td>
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**Space Allocation and Utilization Subcommittee**

Proposal: Emergency Ops Center  
Date presented to SAUS: 3/19/19

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### PRO

1. **Space is need for Emergency**
2. **Location is Suitable**

### CON

1. **None**
# Space Allocation and Utilization Subcommittee

**Proposal:** Emergency Ops Center  
**Date presented to SAUS:** 3/19/19

## PRO

1. Low cost to use
2. Able to secure
3. Able to use immediately - no major construction

## CON

1. Space not a visual appropriate to use for general use