

# University of Houston Clear Lake

## MEMORANDUM OF ADMINISTRATIVE POLICY

**SECTION:** Administration

**Number:** 01.F.05

**AREA:** Public Safety

**SUBJECT:** Emergency Management Policy

### I. PURPOSE AND SCOPE

The University of Houston-Clear Lake is responsible for adopting and implementing a multi-hazard emergency plan as outlined in Texas Education Code, Section 51.217. The purpose of this document is to outline the emergency management planning structure and maintenance of the University-wide Emergency Management Plan

### II. POLICY

This policy establishes the structure and membership for elements of the UHCL Emergency Management Structure.

### III. DEFINITIONS

- 3.1 Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management activities and on-scene operations normally takes place. The primary function of an EOC are information gathering and sharing, coordinating, communication, resource tracking and assessing priorities for the overall response.
- 3.2 Incident Command System (ICS): A management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. It is used for all kinds of emergencies and is applicable to small as well as large complex incidents.
- 3.3 National Incident Management System (NIMS): A systematic, proactive approach to guide departments and agencies at all levels of government, non-governmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards – regardless of cause, size, location, or complexity – in order to reduce loss of life, property and harm to the environment.
- 3.4 UHCL Emergency Management Plan: A campus-wide, "All-Hazards" plan which provides the framework for managing any type of emergency. The plan provides broad guidelines for emergency management with specific emergency management functions and is designed to protect lives and property through an effective use of campus and community resources.
- 3.5 University Incident Commander (IC): The university individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

#### IV. SUPPORT INFORMATION

- 4.1 The University of Houston-Clear Lake has established and utilizes an Emergency Management Plan (EMP) which serves as the basic framework for how the University will manage any type of emergency. The complete EMP can be accessed from [UHCL Emergency Management Plan](#).
- 4.2 The EMP utilizes the "All-Hazards Approach" which provides broad guidelines for emergency management with specific emergency management functions. The basic emergency management procedures are designed to protect lives and property through an effective use of campus and community resources. Since an incident may happen suddenly and without warning, the procedures in the EMP are designed to be flexible to accommodate contingencies of various types and magnitudes.
- 4.3 The EMP is also compliant with the National Incident Management System (NIMS), a common approach used to manage incidents, and utilize the Incident Command System (ICS) standards and structures for emergency response.
- 4.4 Individual departments, buildings and units will develop and maintain their own Emergency response Plans to improve the efficiency of the response to an incident in order to promote safety. These plans should be reviewed and updated annually.

#### V. UHCL EMERGENCY PLANNING STRUCTURE

- 5.1 The UHCL Emergency Planning Structure is made up of the following primary groups:
- Core Crisis Management Team
  - Emergency Planning Committee
  - Subgroups and Workgroups of the EPC
- 5.2 Core Crisis Management Team (CCMT):
- 5.2.1 The CCMT provides executive leadership on all high level items relating to emergency management with regard to policy approval, procedure analysis and compliance.
- 5.2.2 During an emergency, the CCMT assesses and makes recommendations to the University President on matters such as campus closure, class cancelation, and campus response and recovery efforts during an incident.
- 5.2.3 The CCMT also provides resources and information to stabilize a campus incident as quickly as possible when requested through the University Incident Commander and the UHCL Emergency Operations Center.
- 5.2.4 The CCMT is comprised of:
- President
  - Sr. Vice President of Academic Affairs and Provost
  - VP Administration and Finance
  - VP Student Affairs
  - AVP Finance
  - AVP Facilities Management and Construction
  - AVP Enrollment Management
  - Ex Director Human Resources
  - Ex. Director Marketing and Communications
  - UHCL Police Chief
  - Director Emergency Management

**5.3 Emergency Planning Committee (EPC):**

- 5.3.1 The purpose of the EPC is to improved campus-wide emergency planning through campus-wide collaboration, coordination and the development of specific emergency procedures, plans, and processes.
- 5.3.2 The EPC is chaired by the Director of Emergency Management.
- 5.3.3 The committee membership includes:
  - 5.3.3.1 Representatives from various departments and divisions which have a key role in emergency planning as determined by best practices, as well as emerging hazards, vulnerabilities and threats.
  - 5.3.3.2 Representatives from the Student Government Association, Faculty Senate and University Staff Association.

**5.3.4 Subgroups and Workgroups of the EPC:**

- 5.3.4.1 These groups are developed to improve specific aspects of campus-wide emergency planning.
- 5.3.4.2 They may consist of members of the EPC, as well as outside members who play a specific role and/or provide technical expertise to assist in the objectives of the subgroup/workgroup.
- 5.3.4.3 Each subgroup/workgroup will have a Chair or project manager who is responsible for reporting developments and plans to the EPC.

**VI. EMERGENCY MANAGEMENT PLAN (EMP) REVIEW AND MAINTENANCE**

The Emergency Management Plan will be reviewed and updated annually. The annual plan review is coordinated by the Office of Emergency Management as outlined in the EMP.

**VII. REVIEW AND RESPONSIBILITY**

Responsible Party: University of Houston-Clear Lake President

Review schedule: Every three years on or before June 1<sup>st</sup>.

**VIII. APPROVAL**



Mark Denney

Vice President for Administration and Finance

DR. IRA BLAKE

*Ira K. Blake*

President

Date of President's Approval: May 26, 2020

**IX. REFERENCES**

The following references will give insight and support this policy:

- Texas Education Code, Section 51.217
- UHCL Emergency Management Plan
- National Incident Management System (NIMS)
- Incident Command System (ICS)

**REVISION LOG**

<b>Revision Number</b>	<b>Approved Date</b>	<b>Description of Changes</b>
1	08/30/2019	Policy origination
2		
3		
4		