University of Houston
Emergency Management Plan

2023-2024

Promulgation Statement

In keeping with the University of Houston (UH) mission, the university must always work to provide an environment that is conducive for learning, discovery and engagement. The Emergency Management Plan strives to support the campus community of staff, faculty, and students by ensuring that as a collective group we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

The Emergency Management Plan (EMP) incorporates the 'all-hazard approach' and addresses a planned response to emergencies associated with natural, technological, and man-made incidents/disasters. The EMP is the underlying framework for protection of health, safety, and property of students, staff, faculty, and visitors during incidents/disasters at the UH. It is intended to facilitate multiple agency/jurisdiction coordination; specifically between the UH and Local, State, Federal governments, UH System campuses, other institutions of Higher Education, private industry and contract partners. This plan formally incorporates the National Incident Management System (NIMS) concepts and processes during activations of components within this plan either in whole or in part and falls under the authority of the President of the University of Houston (UH) as delegated by the University of Houston System Board of Regents. The UH emergency response planning is based on the NIMS, a standard model throughout the United States and the Incident Command System (ICS), the management structure used by first responders at UH.

In order to execute this plan effectively, all emergency response personnel must have knowledge and familiarity of the procedures set forth in this plan. Organizations having roles and responsibilities established by this plan are expected to develop plans and procedures in support of this plan. This plan is a statement of policy regarding emergency management and assigns roles and responsibilities to UH colleges, divisions, departments, and individuals.

The UH Emergency Management Plan is hereby approved. This supersedes all previous versions of this document.

Approved: _____   _____
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Record of Annual Plan Review

Date	Review facilitated by:
12/22/2014	K. Boysen
12/11/2015	K. Boysen
12/8/2016	C. McKeathen
9/25/2017	C. McKeathen
11/27/2018	G. Walker
11/8/2019	G. Walker
9/30/2020	B. Hall
11/29/2021	B. Hall
9/30/2022	B. Hall
8/29/2023	M. Solomon

Record of Change

The changes implemented through the current year will be highlighted in the chart below. All other previous year changes will be kept on file in the Office of Emergency Management.

Date	Section	Description of Change	Entered by
9/30/2022	Delegations of Authority	Update Link URLs	B. Hall
9/30/2022	Emergency Notification	Removal of UH ALERT Facebook	B. Hall
9/30/2022	Attachment 2 – Emergency Planning Committee	Removal of "Enrollment Services" from Student Affairs	B. Hall
9/30/2022	Section C – Assignment of Responsibilities	Update UH Student Affairs – Health and Well-Being section b to say Human Resources Wellness	B. Hall
9/30/2022	Section C – Assignment of Responsibilities	Addition of UH at Sugar Land and UH at Katy instructional sites	B. Hall
12/1/2022	Attachment 1 – Executive Operations Team	Updated Titles	B. Hall
8/29/2023	State Authority	Updates to the State Authority	M. Solomon
8/29/2023	Federal Authority	Updates to the Federal Authority	M. Solomon
9/22/2023	Roles Section	Updated Titles for the UH at Sugar Land/UH at Katy Role	M. Solomon

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Section A - Purpose & Scope, Situation and Assumptions

Purpose and Scope

The Emergency Management Plan (EMP) is intended to establish the framework with an organizational structure for response to any incident on campus. The EMP provides guidance for the University of Houston (UH), and it describes the roles and responsibilities for colleges, divisions, departments, units, areas, faculty, staff, and students during any incident.

The EMP utilizes an "*All-Hazards Approach*" which provides broad guidelines for emergency management with specific emergency management functions. The basic emergency management procedures given here are designed to assist in the protection of 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. The UH Office of Emergency Management (OEM) relies on a thorough integration of its emergency plans at all levels of the campus, as well as understanding that the lower levels of the organization are responsible for managing the emergency and getting additional resources and assistance from the upper levels. The University of Houston EMP was developed to assemble, mobilize and coordinate responders and personnel with the goal of effectively managing any incident.

This *EMP* incorporates the National Incident Management System (NIMS) and the Incident Command System (ICS). These management systems facilitate Campus departments' integration with interagency responders. It is the intent of UH to collaborate with the Federal Emergency Management Agency, the U.S. Department of Homeland Security, Texas Department of Emergency Management, the Harris County Office of Homeland Security and Emergency Management, the City of Houston Office of Emergency Management, the Department of State Health Services, local law enforcement, health departments, fire departments and other agencies in the development of emergency response planning.

The EMP includes resources of the University as well as resources of various University stakeholders. UH has a student population of more than 47,000+ students, and more than 6,500 staff and faculty with a limited amount of resources and therefore, it is essential that a seamless coordination is established with all internal and external stakeholders. This plan applies to the UH Campus, UH Sugar Land Campus and the UH Katy Campus; however, the specific response structures pertain primarily to the UH Campus. The UHSL specific plan can be found under a separate cover.

Situation Overview

The University of Houston is exposed to various hazards, many of which have the potential to disrupt the campus community and can have a significant impact on campus life and property. A Hazard and Risk Assessment is performed by the Emergency Planning Committee in conjunction with the Office of Emergency Management every five years. This assessment follows guidance outlined by FEMA for institutions of higher education. Each hazard is evaluated based on its probability or likelihood of occurrence and its potential impacts to the University. Per the guidance, the probability metric is based on the likelihood that the hazard will occur in the next 15 years. Similarly, the impact value is based on assessing each hazard in six different areas per the guidance. These areas include: (1) whether the

hazard has occurred on campus in the past and caused any impacts to life safety, (2) potential/future impacts to life safety, (3) extent of property damage, (4) total cost to respond, repair or replace damaged facilities, (5) duration of interruption to campus-wide activities/operations, and lastly (6) impacts to campus reputation or image. A summary of the Hazard and Risk Assessment results is provided in the following table.

Hazard & Risk Assessment Summary

	LIKELIHOOD OF OCCURRENCE			ESTIMATED IMPACT ON THE UNIVERSITY (PUBLIC HEALTH & SAFETY, PROPERTY, OPERATIONS & REPUTATION)		
HAZARD TYPE	UNLIKELY	POSSIBLE	HIGHLY LIKELY	LIMITED	MODERATE	MAJOR
Hurricane/Tropical Storm			Highly Likely			Major
Flood/Flash Flood			Highly Likely		Moderate	
Extreme Temperatures			Highly Likely		Moderate	
Hazardous Material Release			Highly Likely		Moderate	
Construction hazards/accident			Highly Likely		Moderate	
Infectious Disease			Highly Likely		Moderate	
Suicide			Highly Likely		Moderate	
Vehicular or light rail accident			Highly Likely		Moderate	
Fire			Highly Likely	Limited		
Civil Disturbance			Highly Likely		Moderate	
Electrical/Power Outage			Highly Likely	Limited		
Loss of Water Supply/Contamination			Highly Likely	Limited		
Terrorism		Possible			Moderate	
Winter Weather/Ice Storm			Highly Likely	Limited		
Infestation (insects/animals)			Highly Likely	Limited		
Drought			Highly Likely	Limited		
Severe Thunderstorm			Highly Likely	Limited		
Cyber Attack – Compromised Systems			Highly Likely	Limited		
IT Infrastructure Disruption			Highly Likely	Limited		
Bomb Threat			Highly Likely	Limited		
Plane Crash	Unlikely				Moderate	
Hail			Highly Likely	Limited		
Utility Infrastructure Disruption			Highly Likely	Limited		
Cyber Attack – Denial of Service			Highly Likely	Limited		
Active Shooter		Possible			Moderate	
Tornado		Possible		Limited		
Building Collapse	Unlikely				Moderate	
Hostage Situation	Unlikely			Limited		
Earthquakes	Unlikely			Limited		
Sinkholes	Unlikely			Limited		
Rail Accident	Unlikely			Limited		

Assumptions

The following listing of planning assumptions on which the plan is based:

1. The University of Houston will continue to be exposed to and subject to the impact of the hazards described above as well as any additional hazards that may develop into the future.
2. It is possible that a major disaster or emergency may occur at any time and/or place. While in many cases the dissemination of information to the campus community, and the implementation of preparedness measures may be possible in advance of an emergency, some emergency situations may occur with little to no warning.
3. Outside assistance will likely be available in most emergency situations affecting the University of Houston. However, due to the unforeseeable response times in requesting external assistance, it is essential that university entities are prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions can prevent or reduce potential disaster-related losses. Through emergency planning, the training of emergency responders and other personnel, and regular implementation of emergency drills and exercises, the university's capacity and readiness to respond to emergency situations can be increased and enhanced.

Phases of Emergency Management

The University of Houston Emergency Management Plan will apply the phases of emergency management to include: prevention, mitigation, preparedness, response, recovery. Campus departments or units will establish their own department or building response plans utilizing the Emergency Management Plan and the UH Building Emergency Response Plan Template (found here: UH Building Emergency Response Plan Template) to incorporate the development of their response plans.

A. Prevention/Mitigation

Prevention activities are an integral part of the emergency management programs. The prevention and mitigation phase is intended to eradicate hazards, reduce the probability of hazards, which may be related to causing an incident, or lessen the consequences of unavoidable hazards.

Campus wide prevention and technical assistance programs include but are not limited to:

- Hazard Mitigation Planning activities
- Enhancements and mitigation projects made to campus infrastructure and facilities including those outlined in the UH Hazard Mitigation Plan Annex.
- Continuity of Operations Planning Program available to the campus community including training and educational materials.

B. Preparedness

Preparedness activities are conducted for students, faculty, and staff to develop prevention and response campus capabilities that may be used in developing proactive activities.

Departments/units can develop their own department/unit-level response plans by using the UH Building Emergency Response Plan Template as a reference tool.

Campus wide preparedness programs and activities include but are not limited to:

- Presentations conducted by the Office of Emergency Management (OEM) on emergency preparedness
- Preparedness and educational information available at: https://www.uh.edu/oem
- Presentation and awareness for new employee training
- FEMA Emergency Management Institute - Self-study programs and certifications https://training.fema.gov/emi.aspx
- Coordination with campus departments and external agencies with regard to emergency preparedness and planning
- OEM maintaining a current list of campus personnel who will oversee response actions
- Training conducted by OEM for students, faculty, and staff and including emergency responders, campus administrators, and other groups who may be assisting during incidents
- Periodic exercises to test the EMP

C. Response

   Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities may include:

   - Warning notifications and alert information
   - Emergency medical services
   - Law enforcement
   - Campus evacuations
   - Shelter-in-place
   - Search and rescue
   - Other associated emergency response functions

D. Recovery

   If an incident occurs, the campus will carry out its recovery programs, both short-term and long-term.

   - Short-term recovery seeks to restore vital services to the University and provides for basic campus needs
   - Long-term recovery focuses on restoration of the University to its normal state

   The recovery process includes assistance to campus departments. Examples of recovery programs may include temporary housing, restoration of University services, debris removal, student health services, and reconstruction of damaged roads and facilities.

Emergency Planning Structure

As outlined in the University's Emergency Management Policy (MAPP 06.01.01), the UH Emergency Planning Structure is comprised of the following three primary groups:

Executive Operations Team (EOT):

The Executive Operations Team (EOT) has the following roles in regard to emergency planning: policy approval, procedure analysis, compliance related matters, making recommendation to the University President regarding campus closure/cancellation of classes, as well as making recommendations to the University President regarding campus response/recovery efforts in the event of a campus-wide emergency. The Executive Operations Team (EOT) is responsible for the final approval of any major planning developments or changes created by the Emergency Planning Committee. The EOT is comprised of Vice Chancellors/Vice Presidents of the President's Cabinet.

Emergency Planning Committee:

The purpose of the Emergency Planning Committee is to improve campus-wide emergency planning through campus-wide collaboration, coordination and the development of specific emergency procedures and processes. The Emergency Planning Committee is responsible for identifying areas within the university's emergency operations that need improvement and lack coordination. In addition, the committee collaborates and participates in campus-wide emergency response and recovery planning in order to facilitate effective emergency operations. The committee includes representatives from various departments and divisions who are responsible for providing support and giving direction within their area of expertise, as well as, have a key role in emergency planning.

When required, subgroups will be developed to address specific aspects, processes and procedures to improve campus-wide emergency operations.

Section B - Concept of Operations

This *EMP* does not replace policies for public safety, hazardous material regulations, or other emergency measures already established at the University. Instead, it supports the existing policies with an "All-Hazards" approach and emergency management operations structure, utilizing the National Incident Management System (NIMS) and the Incident Command System (ICS), to provide support for timely managerial focus on response operations and to support a transition for recovery operations.

Declaration of a Campus Emergency

A declaration of campus emergency is an official designation intended to communicate to the University, as well as to state and local officials, that the University's normal functions and operations are interrupted, and our resources are *unable to meet demands resulting from the event.* Only the President or his/her designee is authorized to issue a declaration of campus emergency. It must exist in written form and be communicated publicly.

The Assistant Vice Chancellor/Assistant Vice President for Campus Safety or designee shall immediately consult with Senior Vice President regarding the incident to assess the need for recommendation for the need of a *declaration of a campus emergency,* in collaboration with the Executive Operations Team and other emergency responders, if necessary.

This EMP will promulgate under the authority of the President of the University. Decisions concerning changes to campus status (discontinuation of University functions, cancellation of classes, or cessation of operations), rest with the institution President. In the President's absence, the Senior Vice President for Administration and Finance will act in his/her place with regard to changes to campus status per recommendation from the Executive Operations Team. During a Declaration of a Campus Emergency, the institution President and the Senior Vice President or designee, shall place into immediate operation its procedures to meet the incident to the extent possible and to safeguard its students, faculty, staff and property.

Delegations of Authority

The University of Houston will utilize existing Delegations of Authority authorized by the University of Houston President if needed in the event of an emergency. In addition, the President's Organizational structure currently in place will be utilized as those individuals are trained and prepared to assume leadership roles in the absence of the President.

National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a systematic approach to guide all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents.

The National Incident Management System (NIMS) facilitates the ability of the campus to communicate and coordinate emergency management operations and actions with consistency. The key principles of the National Incident Management System (NIMS) are:

- Common terminology – applied to position titles, and facility designations
- Unified command structure – linked to form a single managerial structure with span-of-control
- Comprehensive resource management – to coordinate resources
- Integrated communications – assures information systems operate smoothly among response agencies
- Generic positions - created and individuals are trained for emergency preparedness and response roles

Emergency Management Plan Response Priorities

The following priorities are listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the operational demand that is highest on this list will prevail.

- Save Lives
  - Save lives
  - Treat the injured
  - Warn the campus community to avoid further casualties
  - Evacuate people from the vicinity of the emergency or shelter-in-place from the hazards
- Incident Stabilization
  - Assess and address the issue
  - Elimination of the threat or hazard through law enforcement response, firefighting, etc
  - Prevent future life safety issues

- Protect Property and Environment
  - Save property from damage or destruction
  - Take action to prevent further loss
  - Provide security for property
  - Restore essential utilities
  - Restore campus infrastructure (such as roads, telecommunications, etc.)
  - Help restore learning environment of the campus community
  - Provide for continuity of University operations

The University's public safety answering point is normally the first responders to be notified of an emergency. The UH Police Department (UHPD) dispatch is the responsible unit for obtaining all the required information and notifying the appropriate emergency response department(s) or agency (*according to UH internal protocol and procedures*). UH Office of Emergency Management serves as the coordinating group for each of the participating departments or units in the event of any Level 3, 2, or 1 incident (*See Emergency Operations Center Readiness Levels*).

Incident Command System

Incident Command System is a standardized approach to the command, control, and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be effective. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.

The Incident Command System (ICS) will be used to manage emergency scenes and incidents that occur within the University. Incident Command System (ICS) is a management structure adopted throughout the U.S. and international communities.

ICS benefits include:

- Meeting the needs of incidents of any kind or size
- Allowing personnel from a variety of agencies to rapidly link together into a common management structure
- Being a cost-effective system which avoids duplication of efforts
- Allowing the transfer of command from one incident commander to another to meet the severity of the incident
- Use of standardized ICS forms and the development of Incident Action Plans (IAPs) when the situation warrants

The On-Scene Incident Commander (IC) at the scene of any incident may request from the police dispatch to notify the Chief of Police or designee and others on the Executive Operations Team (*See Executive Operations Team*), and form the Command Staff to determine whether the UH Emergency Operations Center (UHEOC) will be partially or fully activated in support of on-scene incident management. UH Office of Emergency Management in conjunction with the University Incident Commander (UIC) will identify the location for the UHEOC as needed. The Incident Command Post will coordinate and communicate with the UHEOC regarding information and resources as needed or deemed necessary during an activation. Additional information can be found in the

UHEOC Operating Manual. The campus police dispatch will notify the appropriate designated members according to the respective succession and through the established chain of command. The basic Incident Command Structure is shown below:
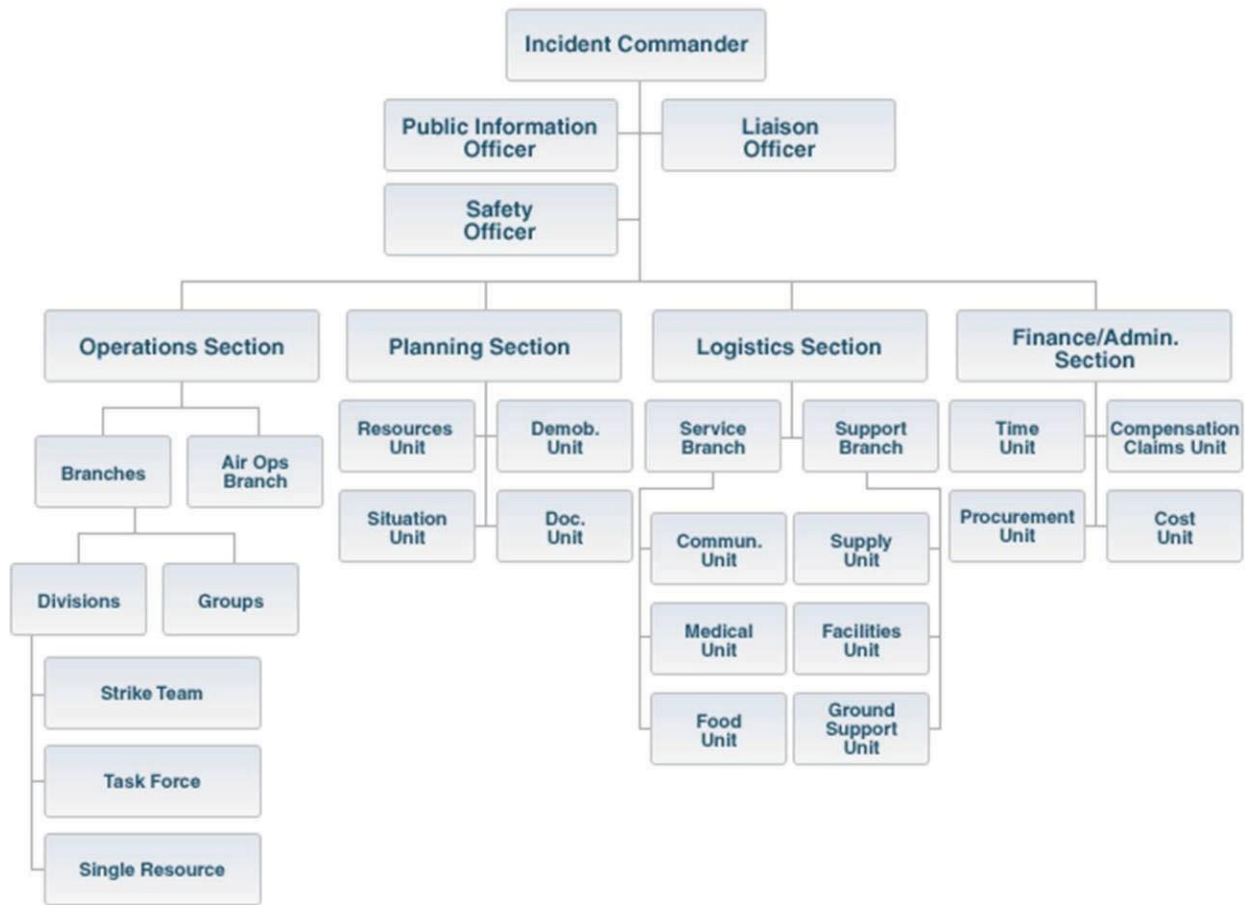
Section C - Organization and Assignment of Responsibilities

Assignment of Responsibilities

The roles section contains specific information and direction provided by the individual department, division or college on said responsibilities during an emergency for the University of Houston. The roles are reviewed annually and approved by the Emergency Planning Committee. The items listed may be done at any time in order to maintain the safety of the campus.

1. The University President will:
    a. Authorize the cancellation of classes or a campus closure, if necessary
    b. Authorize the activation of the UH Executive Operations Team
    c. Provide overall direction for the University of Houston

2. Executive Operation Team (EOT) will:
   a. Make recommendation to the University President regarding campus closure/cancellation of classes
   b. Provide guidance and/or advisement to the University President in order to assist in the decision-making process regarding the safety of the university
   c. Make recommendations to the University President regarding campus response/recovery efforts in the event of a campus-wide emergency
   d. Provide the strategic implementation of University's response and recovery efforts
   e. Coordinate with the UH Emergency Operations Center (UHEOC), when activated

3. Police Department will:
   a. Serve as the initial Incident Commander during most emergency incidents
   b. When deemed necessary, the Incident Commander will relocate to the EOC for an incident and/or emergency
   c. Distribute the initial messages from the UH ALERT System in the event of a major campus emergency
   d. Make initial notifications to response partners, as necessary
   e. Request activation of the UHEOC, if necessary
   f. Request the assistance of outside response agencies, if necessary
   g. Ensure safety of campus community members during an emergency
   h. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency
   i. Serve in a supporting role for the responsibilities outlined in the State of Texas Basic Plan for Emergency Support Function 13 (Public Safety and Security)

4. Office of Emergency Management (OEM) will:
   a. Activate the UHEOC, if and when needed
   b. Monitor the status of the current emergency event and provide regular updates to the Executive Operations Team (EOT)
   c. Provide support to the Incident Commander for the emergency response by assisting with resource requests and/or coordinating with the appropriate response partners
   d. Liaison with City of Houston OEM, Harris County OEM, National Weather Service and other external agencies, as necessary
   e. Serve in a supporting role for the responsibilities outlined in the State of Texas Basic Plan for Emergency Support Function 5 (Emergency Management)

5. Fire Marshal's Office will:
   a. Serve as the Incident Commander during fire related emergency incidents
   b. Liaison with Houston Fire Department and the State Fire Marshal's Office
   c. Ensure life safety of campus community members during an emergency
   d. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency

6. Office of University Marketing and Communications will:
   a. Provide updates to the campus community during an emergency event through available channels

     b. Serve as the Public Information Officer (PIO) for the University of Houston and when deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency

     c. Respond to media inquiries

     d. Draft updates in an emergency and any campus closure notices (as needed), and distribute through the UH ALERT System

     e. Organize and coordinate the UH Joint Information Center (JIC), when necessary

7. <u>Facilities/Construction Management will:</u>
   a. Ensure that the recovery contract for the university is in place at all times
   b. Coordinate and collaborate with the UHEOC, when activated
   c. Work to maintain campus critical infrastructure
   d. Lead the damage assessment and recovery process of campus buildings
   e. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency

8. <u>Information Technology will:</u>
   a. Coordinate and collaborate with the UHEOC, when activated
   b. Maintain technology services supporting campus critical infrastructure including those required for emergency communications
   c. Facilitate technology services required for remote access to university resources as necessary for faculty, staff and students
   d. Work in collaboration with Facilities/Construction Management on the damage assessment and recovery process for campus buildings related to infrastructure technology components
   e. Handle cybersecurity incident identification and response for the University, including liaison with external cybersecurity authorities regarding potential threats
   f. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency

9. <u>UH Student Affairs – Health and Well-Being will:</u>
   a. Coordinate with the OEM during a potential pandemic event and health related response incidents
   b. Coordinate with Human Resources Wellness as needed
   c. Activate Student Health Center, CAPs and other Health and Well-Being departments as required
   d. Provide guidance, coordination and expertise as appropriate

10. <u>UH Student Affairs - Student Housing and Residential Life (SHRL) will:</u>
    a. Train SHRL staff on emergency procedures annually
    b. If campus is closed, ensure support of individuals remaining on campus including international students
    c. Assist with parent concerns
    d. Distribute, via listserv (building specific or all residents), specific communication to residents of the UH outside the communication distributed through UH ALERT
    e. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency

11. <u>Campus Safety Systems will:</u>
    a. Ensure all electronic Camps Safety Systems, procedures and protocols are maintained for use during an emergency
    b. Conduct training on all campus safety systems for all partners as related to emergency incidents (as needed)

12. <u>Animal Care Operations (ACO) will:</u>
    a. Continue to maintain animal welfare, socialization and the research animals.
    b. Arrange for the evacuation of animals, if needed
    c. Maintain animal health standards and treat any medical condition that occurs in the research animals
    d. Continue to maintain sanitation and cleaning of the animal facilities as normally scheduled
    e. Continue to provide food and water on schedule to all research animals
    f. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency

13. <u>Academic Affairs will:</u>
    a. In conjunction with the Executive Operations Team, provide recommendation regarding cancelation of classes to the President during an emergency
    b. Provide guidance to faculty regarding class cancellation procedures due to an emergency
    c. Share emergency preparedness resources with faculty from www.uh.edu/oem/faculty.
    d. Be responsible for coordinating the university's teaching efforts in event of a long-term disruption as a result of a major incident
    e. In concert with Facilities Management, address classroom accommodations, including any necessary class relocations, for the University during the recovery phase
    f. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency

14. <u>Division of Research will:</u>
    a. Coordinate with the UHEOC (when activated) regarding impacts to research facilities.
    b. Serve as the liaison to research facilities in the event of significant emergency
    c. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency

15. <u>Ride-Out Teams will:</u>
    a. Coordinate with the UHEOC (when activated)
    b. Follow requirements outlined in the <u>Ride-Out Team Guide</u>

16. <u>EOC Department Liaisons will:</u>
    a. Serve as a liaison between department and the EOC
    b. Provide information and situational updates from department to the EOC
    c. Coordinate any resource needs and information sharing through the EOC
    d. Complete EOC Situation Reports and other critical communications with representative department
    e. When requested, assist the EOC with any resource requests

17. <u>UH at Sugar Land & UH at Katy Instructional Sites will:</u>
    a. Ensure the EOC department liaison(s) coordinates with the UH Emergency Operations Center (UHEOC), when activated
    b. Ensure Instructional Site Marketing & Communications department coordinates with OEM and UH Office of University Marketing & Communications departments as needed
    c. Ensure site Assistant Fire Marshal coordinates with OEM in emergency incidents and ensure life safety of the instructional site communities
    d. Ensure site UHPD representatives coordinate with UHPD and OEM to ensure safety of the instructional site communities during an emergency. Will work as liaison with Sugar Land Police Department and/or the Harris County Sheriff's Office as necessary.
    e. Ensure site Information Technology department coordinates and collaborates with UIT to maintain technology services as needed during an emergency situation for the instructional sites
    f. Ensure site Academic Support Services department addresses classroom and building accommodations and necessary class relocations using guidance from the Office of Academic Affairs for the instructional sites

Sections D - Direction, Control and Coordination

Incident Command Post

The Incident Command Post (ICP) is the field location at which the primary tactical-level, on-scene incident command functions are performed and where the Incident Commander oversees all incident operations. This location may be located outdoors, in a vehicle, trailer or within a building, but should always be positioned outside of the present and potential hazard zone, but close enough to the incident to maintain command.

Emergency Operations Center

The UH Emergency Operations Center (EOC) is the physical location where the coordination of information and resources to support incident management (on-scene operations) occurs, while the ICP focuses on command and operations.

The University will use a graduated emergency response posture which conforms to the four-tier system of readiness levels of local jurisdictions, and the State of Texas. These levels are used to communicate the University's state of readiness to internal and external response partners. As the potential severity of the incident or the demand on university resources grows, emergency response and coordination activities will increase to meet the demands. In addition, this approach is used for assessing activation of the campus UHEOC. In the event the UHEOC is activated, EOC Department Liaisons may be requested to respond either virtually or in person at the EOC. Additional information can be found in the UHEOC Operating Manual.

The UH Emergency Operations Center readiness levels are as follows:

Level 4: Normal Readiness

LEVEL 4 - NORMAL READINESS

A Level 4 incident describes localized campus incidents that may quickly be resolved with internal resources and/or limited assistance from the external responders. The incident may only affect a single, localized area of the campus, and most normal University operations are not disrupted.

Level 3: Increased Readiness

LEVEL 3 -INCREASED READINESS

A Level 3 incident refers to a situation that presents a greater potential threat than "Level 4", but poses no immediate threat to life and/or property. A Level 3 may be implemented for planning of large events, gatherings, high-level dignitary presence; or an incident or situation in which threatening conditions "may" or "may never" cause adverse effects.

Level 2: High Readiness

LEVEL 2 - HIGH READINESS

A Level 2 incident refers to a situation with a significant potential and possibility of causing adverse effects to life and/or property. A Level 2 may be implemented during monitoring of large events, or a situation or event in which threatening conditions have developed, but which have not yet caused adverse effects.

Level 1: Maximum Readiness

LEVEL 1 - MAXIMUM READINESS

An emergency or disaster that is imminent or already impacted a large portion or all of the campus community requiring a broad array of university departments and outside agencies to respond.

The campus emergency levels define the magnitude of a campus incident, which allows for an assessment of the impact on the campus facility, its services, and its impact to students, faculty and staff.

Staging Area

One or more staging areas for arriving off-campus responders, equipment and other resources shall be established by the University Incident Commander. Pre-designated staging areas that could be considered will be announced as necessary and may include areas outside of the campus jurisdiction, if necessary. The staging area should have different access routes for incoming and outgoing resources and located out of any possible line of direct hazard effects, to minimize risk to resources. Trained and volunteer personnel will report to the staging areas as requested or may be assigned through the UHEOC. There may be multiple Staging Areas assigned for specific needs such as medical, fire, police, etc.

Joint Information Center

If a university incident is expected to last for a prolonged period of time, a staging site for a media center and a Joint Information Center (JIC) will be established at an announced location(s). The University Communications PIO will coordinate the JIC activities. Parking adjacent to these facilities will be reserved for media and staff vehicles. The JIC will include space for the media, reports, a podium, a multimedia box, backdrop and appropriate signage.

Section E - Emergency Notification

UH ALERT Emergency Notification System

UH ALERT Emergency Notification System is the official emergency notification system for the University of Houston. UH ALERT Emergency Notification System is used to provide prompt notification to students, faculty and staff in the event that there is a condition which may threaten the health or safety of those on campus.

UH ALERT utilizes multiple notification methods in an effort to reach out to students, faculty and staff during an emergency. The UH ALERT Emergency Notification System utilizes the following channels to send emergency messages:

- The UH ALERT website
- E-mail
- Text Message
- UH ALERT Twitter
- UH homepage
- Digital Signage
- UHGo Mobile App
- Outdoor Warning Sirens (if shelter-in-place action is required)

The UH ALERT Emergency Notification System will only send messages when a significant emergency or dangerous situation that represents an immediate threat to the health or safety of the campus community or when certain criminal offenses have been reported that represent a serious or continuing threat to the university community.

In order to receive text messages from UH ALERT, students, faculty and staff must provide their cell phone number in MyUH or PASS using the [instructions](#) found on uh.edu/emergency. UH ALERT will never send out unsolicited messages and all personal contact information provided for purposes of the emergency notification system is kept confidential and is not subject to disclosure under Section 552.021, Government Code.

Parents and members of the public are encouraged to download the [UHGo Mobile App](#) to receive UH ALERTs. The UHGo App will push emergency notifications directly to the user through UHGo. When utilizing UHGo for emergency notifications, the mobile device must enable "push notifications" for the app on the mobile device. For more information, please visit the [General Public information page.](#)

Additional information regarding the operations of UH ALERT Emergency Notification System can be found in the UH Mass Notification Plan.

UH ALERT Responsibilities

UH Police Department:

The UH Police Department has the primary responsibilities for the following functions assigned to UHPD dispatch as supervised by the Chief of UHPD or designee. These emergency functions and tasks include:

- Receive information on emergency situations
- Alert Key UH personnel of emergency situations
- Disseminate UH ALERT information and instructions to the University through available warning systems

University Media Relations (UH PIOs):

The following secondary communications functions are assigned to UH PIOs from University Media Relations. These emergency functions and tasks include:

- Identify the external communication systems needed within the local area
- Develop plans and procedures for coordination of the various communications systems available external and internal
- Respond to media inquiries
- Determine and implement means of augmenting communications during emergencies
- Provide updates to the campus community as directed
- Update the main UH webpage (uh.edu) by distributing updates through the UH ALERT System, when needed

Office of Emergency Management:

The following secondary communications functions are assigned to the UH Office of Emergency Management. These emergency functions and tasks include:

- Assist in coordinating communications between response agencies and UH PIOs for updates during emergencies
- Serve as a back-up to UHPD and UH PIOs in the event assistance is needed in sending a UH ALERT

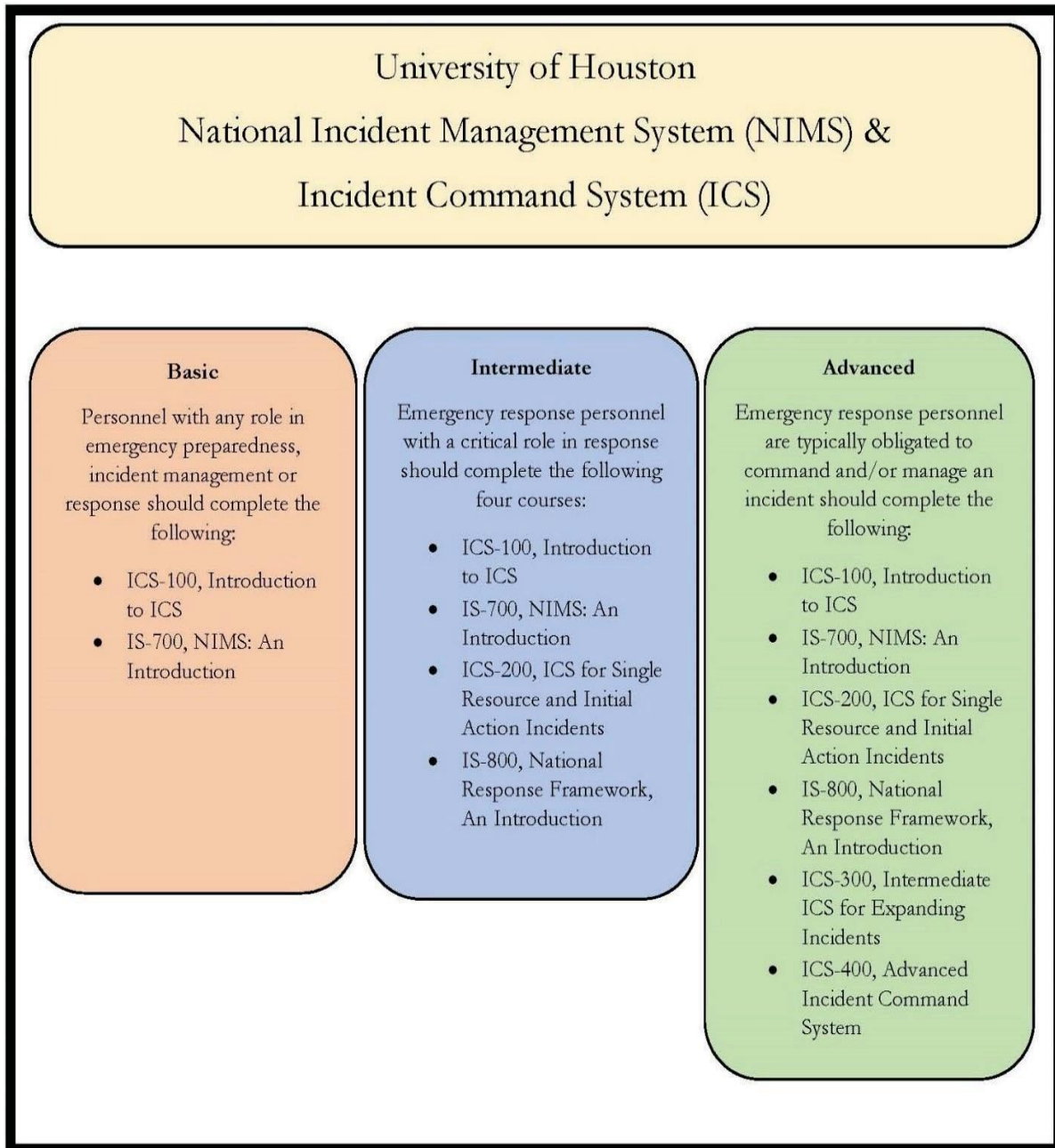University Information Technology:

The following secondary communications functions are assigned to the University Information Technology. These emergency functions and tasks include:

- Maintain the UH ALERT emergency notification system to ensure that alerts are distributed when the alert system is activated

Section F - Training and Exercise

The Office of Emergency Management maintains a comprehensive training and exercise program to enhance the University's emergency management capabilities. NIMS and ICS training is required by certain individuals based on their role in emergency preparedness and/or incident management. The figure below indicates the basic, intermediate, and advanced ICS training categories and the required training for each of those areas:

University of Houston

National Incident Management System (NIMS) &

Incident Command System (ICS)

Basic

Personnel with any role in emergency preparedness, incident management or response should complete the following:

- ICS-100, Introduction to ICS
- IS-700, NIMS: An Introduction

Intermediate

Emergency response personnel with a critical role in response should complete the following four courses:

- ICS-100, Introduction to ICS
- IS-700, NIMS: An Introduction
- ICS-200, ICS for Single Resource and Initial Action Incidents
- IS-800, National Response Framework, An Introduction

Advanced

Emergency response personnel are typically obligated to command and/or manage an incident should complete the following:

- ICS-100, Introduction to ICS
- IS-700, NIMS: An Introduction
- ICS-200, ICS for Single Resource and Initial Action Incidents
- IS-800, National Response Framework, An Introduction
- ICS-300, Intermediate ICS for Expanding Incidents
- ICS-400, Advanced Incident Command System

In addition, the University of Houston will maintain a state of readiness and test response components, with annual exercises and drills. Exercises will provide opportunities to ensure that adequate preparations are in place for students, faculty and staff to effectively respond to emergencies on campus and that associated personnel are ready to perform their assigned duties.

The Office of Emergency Management will coordinate training at least annually. Similarly, UH Police Department will schedule exercises to ensure that UH Police Department remains in a ready state to respond to any emergency. The Office of Emergency Management, collaborating with other departments, will maintain a comprehensive training program that will evaluate and test both ICS capabilities and university support operations in unison. The Office of Emergency Management will conduct exercises such as tabletop exercises, simulated exercises, drills and testing of systems for example.

An After Action Report (AAR) will be generated by the Office of Emergency Management for large scale exercises. After Action Reports will be developed and formatted following the Department of Homeland Security Exercise Evaluation Program (HSEEP) guidelines. All After Action Reports will be maintained by the Office of Emergency Management.

Section G – Administration, Finance and Logistics

Incident Documentation

Activity Logs, ICS forms and Incident Action Plans will be maintained when the UHEOC has been activated. The UHEOC shall maintain accurate logs and records for key emergency response activities that may include:

- Tasks assigned according to the needs of the incident
- University resource allocation
- Response request to other local governments and to state and federal agencies
- UH internal cost of resources utilized or expended during the emergency incident activation period.
- Major commitments of resources or requests for additional resources from external sources
- Mass evacuation resource cost, campus casualties and/or containment or termination of the incident
- To support incident objectives during an incident with multiple operational periods, ICS forms and IAPs will be utilized for purposes of operational continuity tracking and accountability of resources.

Minor Incident Costs

Departments shall maintain accurate records summarizing the use of personnel, equipment, and supplies during the emergency response incident on a day-to-day incident(s) to obtain an estimate of

annual emergency response costs that can be used as in preparing future department or agency budgets.

Emergency or Disaster Costs

For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed costs for emergency operations to include:

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

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

Section H - Plan Development and Maintenance

Annual Plan Review

The Emergency Planning Committee will review the EMP annually and make any necessary revisions. In addition, the Director of Emergency Management or designee will assess the effectiveness of the EMP after each training exercise or actual emergency. The review and maintenance of the EMP will be carried out as follows:

- Changes to this EMP will be made as required on the current year Record of Change table.
- Interim revisions shall be made when one or more of the following occurs:
  - A change in site or facility configuration that materially alters the information contained in the EMP.
  - Any material changes in campus response resources.
  - Internal assessments, third party reviews, or experience in drills, exercises or actual response to identify significant changes that should be made to the *EMP*.
  - New laws, regulations, or internal policies, that are implemented which may affect the contents or the significance of the EMP.

Changes and updates are the responsibility of the UH Office of Emergency Management and will be distributed accordingly.

- Certain elements of the EMP however, such as UHEOC rosters, emergency contact list, will require more frequent updating.
- A copy of the Emergency Management Plan will be distributed to the Executive Operations Team.
- A copy of the Emergency Management Plan will be distributed to the Emergency Planning Committee.
- A redacted version of the plan will be posted on the Office of Emergency Management website (https://uh.edu/emergency-management) for public view.

Section I - Authorities and References

This *EMP* shall be aligned with Federal, State and local emergency management planning and shall be consistent with established practices relating to coordination of emergency management and response.

Local Authority

Manual of Administrative Policies and Procedures (MAPP), Number 06.01.01, Emergency Management Policy
Manual of Administrative Policies and Procedures (MAPP), Number 06.01.02, Business Continuity Planning
Inter-local Agreements & Contracts
Inter-agency participation and training
Joint Resolution between University of Houston System components
Delegation of Authority (President and Chancellor)
Organizational Charts

State Authority

Governor's Executive Order, GA 05 – Relating to Emergency Management of Natural and Human-caused Events, Emergencies, and Disasters, December 13, 2018
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 Government Relating to Emergency Management
Executive Order of the Government Relating to the National Incident Management System
Administrative Code, Title 37, Part 1, Chapter 7, (Texas Division of Emergency Management) Education Code Title 3. Higher Education, Subtitle B. Chapter 61.
Texas Homeland Security Strategic Plan 2021-2025 (*The Texas Homeland Security Strategic*

Plan, Parts I and II, December 15, 2003 (review) The Texas Homeland Security Strategic Plan, Part III, February 2004)

Federal Authority

Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended),42 USC§ 5121
Emergency Planning and 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 Evacuation 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-8, National Preparedness
System National Incident Management System

Attachment 1 – Executive Operations Team (EOT)

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Attachment 2 – Emergency Planning Committee

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