The University of Texas at El Paso

EMERGENCY MANAGEMENT

PLAN

January 2023

APPROVAL & IMPLEMENTATION

The University of Texas at El Paso

Emergency Management Plan

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

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UTEP President
Dr. Heather A. Wilson

1·13·23
DATE

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Emergency Management Coordinator
Ricardo Gonzalez

1-9-2023
DATE

Record of Changes

Change #	Date	Description	By
01	January 9, 2023	5 Year & Formatting Update	Ricardo Gonzalez, EMC
02	August 1, 2023	Direction and Control, C. Line of Succession, p.39	Ricardo Gonzalez, EMC

Contents

Authority

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act (as amended), 42 U.S.C. 5121

2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116

3. Emergency Management and Assistance, 44 CFR

4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120

5. Homeland Security Act of 2002

6. Homeland Security Presidential Directive. *HSPD-5,* Management of Domestic Incidents

7. Homeland Security Presidential Directive, *HSPD-3,* Homeland Security Advisory System

8. National Incident Management System

9. National Response Plan

10. National Strategy for Homeland Security, July 2002

11. Nuclear/Radiological Incident Annex of the National Response Plan

B. State

1. Government Code, Chapter 418 (Emergency Management)

2. Government Code, Chapter 421 (Homeland Security)

3. Government Code, Chapter 433 (State of Emergency)

4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)

5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)

6. Executive Order of the Governor Relating to Emergency Management

7. Executive Order of the Governor Relating to the National Incident Management System

8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)

9. The Texas Homeland Security Strategic Plan, 2021-2025

C. Local and UT System

1. The University of Texas System (UT System) Board of Regents Rules

2. The UT System Policy 174, Environmental Health and Safety: Risk Assessment Guidelines

3. The UT System Policy 172, Emergency Management

4. The UT System Policy 813 Emergency Notifications and Timely Warnings

5. UT System Policy 807, Civil Disorder/Disturbance Management

6. The UT System Policy 165, System Information Resources Use and Security Policy

7. The UT System Interagency Resource Guidebook Revised June 2019.

8. UTEP Police Department General Order 408, Medical Emergencies

9. Intra-local Agreements & Contracts. See the summary in Attachment 5.

Purpose and Scope

This plan outlines The University of Texas at El Paso's (UTEP) approach to emergency operations. The plan provides general guidance for emergency management activities and an overview of UTEP's mitigation, preparedness, response, and recovery methods. The plan describes UTEP's emergency response organization and assigns responsibilities for various emergency tasks. This plan applies to all University officials, departments, and personnel. The primary audience for the document includes the University President, Vice-Presidents, University Police Department, City/County of El Paso elected officials, the emergency management staff, department heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in UTEP's mitigation, preparedness, response, and recovery efforts.

This Emergency Management Plan (EMP) is intended to establish policies, procedures, and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of The University of Texas at El Paso. This plan describes the roles and responsibilities of departments, units, and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property by effectively using university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible to accommodate contingencies of various types and magnitudes.

Explanation of Terms

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations

DDC   Disaster District Committee

DHS   Department of Homeland Security

EOC   Emergency Operations Center

FBI   Federal Bureau of Investigation

FEMA   Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security

Hazmat   Hazardous Material

HSPD-5   Homeland Security Presidential Directive 5

ICP   Incident Command Post

ICS   Incident Command System

IP   Improvement Plan

JFO   Joint Field Office

JIC   Joint Information Center

NIMS   National Incident Management System

NRF   National Response Framework

NRP   National Response Plan

OSHA   Occupational Safety & Health Administration

PIO   Public Information Officer

SOPs   Standard Operating Procedures

SOC   State Operations Center

STAR	State of Texas Assistance Request
TDEM	Texas Division of Emergency Management
TSA	The Salvation Army
UTEP	The University of Texas at El Paso
UT SYSTEM	The University of Texas System

B. Definitions

1. <u>Area Command (Unified Area Command)</u>. An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocate critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met, and strategies are followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

2. <u>Disaster District.</u> Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.

3. <u>Disaster District Committee.</u> The DDC consists of a chairperson (the local Highway Patrol captain or command lieutenant) and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.

4. <u>Emergency Operations Center</u>. Specially equipped facilities from which officials exercise direction and control and coordinate necessary resources in an emergency.

5. Public Information. Information that is disseminated to the public via the news media, and other communication channels before, during, and/or after an emergency or disaster.

6. Emergency Situations. As used in this plan, this term is intended to describe a range of occurrences, from minor incidents to catastrophic disasters. It includes the following:

   a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:

      1) Involves a limited area and/or limited population.

      2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.

      3) Warnings and instructions are provided in the immediate area, not campus-wide.

      4) One or two local UTEP response groups or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through departmental channels.

      5) May require limited to no external assistance from other local response agencies or contractors.

      6) For the purposes of the National Response Framework (NRF), incidents include the full range of occurrences that require an emergency response to protect life or property.

      7) Examples include a small, contained fire, a minor hazardous material incident, or a minor injury where EMS could be called to provide care.

   b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics of an emergency include:

      1) Involves a large area, significant group, or critical facilities.

      2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.

      3) May require campus-wide warning and instructions.

4) Requires a sizable multi-agency response operating under an incident commander.

5) May require some external assistance from local response agencies, contractors, and limited assistance from state or federal agencies.

6) The UTEP EOC will be activated to provide general guidance and direction to the UTEP community, coordinate support if applicable, and provide resource support for the incident as needed.

7) For the purposes of the NRP, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States."

8) Examples include the closure of portions of campus due to infrastructure disruptions; building fire or lab spill event; death of a student, faculty, or staff member.

c. <u>Disaster</u>. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle its organic resources. Characteristics of a disaster include:

1) Involves a large area, a sizable population, and/or important facilities.

2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.

3) Requires community-wide warning and public instructions.

4) Requires a response by all local response agencies operating under one or more incident commanders.

5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

6) The UTEP EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

7) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.

8) Examples include mass campus casualties; natural disasters- earthquakes or tornados; large-scale material spills; biological threats; health epidemics; hostage and hostile intruder situations

    d. <u>Catastrophic Incident.</u> For the purposes of the NRP, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance.*

7. <u>Hazard Analysis</u>. An activity that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

8. <u>Hazardous Material (HAZMAT)</u>. A substance in a quantity or form poses an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability to inflict harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed; Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

9. <u>Incident of National Significance.</u> An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, state, local, tribal, non-governmental, and/or private sector entities in order to save lives and minimize damage and provide the basis for long-term recovery and mitigation activities.

10. <u>Inter-local agreements</u>. Arrangements between 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, commonly referred to as mutual aid agreements.

11. <u>Stafford Act</u>. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist states' efforts in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.

12. <u>Standard Operating Procedures</u>. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department level. It may also be referred to as Standard Operating Guidelines (SOGs).

Situation and Assumptions

A. Situation

This plan is a university-level plan that guides the emergency response of university personnel and resources during an emergency. It is the official emergency response plan of the University and precludes actions not in concert with the intent of this plan or the organization created by it.

However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal and state plans during a disaster declaration by those authorities. This Emergency Management Plan is consistent with established practices relating to the coordination of emergency response. Accordingly, this plan incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies (Section F).

The UTEP community is exposed to many hazards, all of which have the potential to disrupt the campus community, cause casualties, and damage or destroy property. A hazard analysis of our major hazards is provided in the El Paso County Threat Hazard Identification Risk Analysis (THIRA) (Figure 1) which guides prevention, mitigation, preparedness, response, and recovery planning for this Plan, associated continuity plans, and other plans, policies, and procedures that encompass UTEP's emergency management program. A more detailed THIRA and Consequence Analysis is provided in the El Paso County Hazard Mitigation Action Plan, published separately by the Rio Grande Council of Governments.

UTEP EMERGENCY MANAGEMENT PLAN

Threat and Hazard Identification and Risk Assessment (THIRA)

Figure 1- Rio Grande Council of Government's 2020 THIRA

HAZARD	LIKELIHOOD	IMPACT ON:								
		Public Health and Safety	Property	Responders	Continuity of Operations	Continued Delivery of Services	Facilities and Infrastructure	Economic Cost	Environment	Public Confidence in Governance
Drought	Highly Likely	Moderate	Moderate	Moderate	Limited	Limited	Moderate	Moderate	Major	Limited-Moderate
Earthquake	Occasional	Moderate	Moderate	Limited	Moderate	Moderate	Moderate	Moderate	Major	Major
Lightning	Highly Likely	Moderate	Limited	Moderate	Limited	Limited	Limited	Limited	Limited	Limited
Flood	Highly Likely	Major	Moderate-Major	Moderate	Moderate	Moderate-Major	Moderate	Moderate	Moderate	Major
Thunderstorm Wind	Highly Likely	Moderate	Major	Major	Limited	Limited	Moderate	Moderate	Moderate	Limited
Hail	Likely	Moderate	Major	Major	Limited	Limited	Moderate	Major	Limited	Limited
Tornado	Likely	Moderate	Moderate	Moderate	Moderate	Limited	Moderate	Limited	Moderate	Limited
Wildfire	Occasional	Moderate	Moderate	Moderate	Limited	Limited	Limited	Limited	Moderate	Moderate
Winter Storm	Likely	Moderate	Moderate	Major	Moderate	Moderate	Moderate	Moderate	Limited	Moderate
Extreme Heat	Highly Likely	Major	Moderate	Major	Moderate	Limited	Limited	Moderate	Limited	Limited
Dam/Levee Failure	Occasional	Major	Major	Major	Major	Moderate	Moderate	Major	Major	Major
Hazardous Materials	Highly Likely	Moderate	Moderate	Limited	Limited	Moderate	Moderate	Moderate	Major	Major
Terrorism	Likely	Moderate	Moderate	Major	Major	Major	Moderate	Major	Limited-Major	Major
Infectious Disease	Likely	Major	Limited	Major	Moderate	Moderate	Moderate	Major	Limited	Major
Cyber-Attack	Likely	Limited	Limited	Moderate	Moderate	Limited	Limited	Moderate	Limited	Major
Mass Migration	Likely	Limited	Limited	Moderate	Limited	Limited	Moderate	Major	Limited	Moderate

Likelihood definition: Unlikely (not probable, though possible), **Occasional** (likely to occur occasionally), **Likely** (probable, will occur in a given time), **Highly Likely** (Frequent, to be expected)

B. Assumptions

1. The University of Texas at El Paso will cooperate with FEMA, the Department of Homeland Security, the Texas Division of Emergency Management, the El Paso City/County Office of Emergency Management, and other responders in developing emergency response plans and participate in multi-jurisdictional emergency planning exercises.

2. The UTEP community will continue to be exposed to and subject to the impact of those hazards described above, as well as lesser hazards and others that may develop in the future.

3. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warnings to the UTEP community and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.

4. Outside assistance will be available in most emergency situations affecting the UTEP community. Since it takes time to summon external assistance, it is essential for UTEP to be prepared to carry out the initial emergency response on an independent basis.

5. Proper mitigation actions, such as flood management, lab safety, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

6. The succession of events in an emergency or a disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist and may require modifications to meet the requirements of the emergency.

Concept of Operations

A. Objectives

UTEP's emergency management program aims to protect UTEP public health and safety and preserve UTEP assets and property.

The University will respond to an emergency in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

1. Protection of Human Life

2. Protection of University Assets

3. Restoration of General Campus Operations

B. General

1. It is UTEP's responsibility to protect the health and safety of faculty, staff, students, and visitors to the campus and preserve property from the effects of hazardous events. UTEP has the primary role in identifying and mitigating hazards, preparing for, responding to, and managing the recovery from emergency situations that affect the UTEP community.

2. It is impossible for the University to do everything that is required to protect the lives of our personnel and property within campus. Individuals within the UTEP community have the responsibility to prepare themselves and their students or coworkers to cope with emergency situations and manage their affairs in ways that will aid the University in managing emergencies. UTEP will assist its community in carrying out these responsibilities by providing the campus with public information and instructions prior to and during emergency situations.

3. The University is responsible for organizing, training, and equipping UTEP emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and contracting emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities. UTEP provides mitigation activities to include active shooter training, fire inspection as per the Life Safety Code, Property Protection Programs, fire drills, emergency pre-planning, fire safety training, blood-borne pathogen training, asbestos awareness, and hazardous waste operations from laboratory activities.

4. To achieve UTEP's objectives, the University has organized an emergency management program that integrates both local and campus-wide resources to address mitigation, preparedness, response, and recovery. This plan is one element of UTEP's preparedness activities.

5. This plan is based on an all-hazard approach to an emergency. It addresses general functions that may need to be performed during <u>any</u> emergency and is not a collection of plans for specific types of incidents. It is applicable to the natural, technical, and human-caused emergencies and disasters that are identified in Figure 1 of this plan.

6. Administrative and academic departments and all other university organizations tasked with this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and organizations are charged with ensuring that training and equipment necessary for an appropriate response are in place.

7. This plan is based upon the concept that emergency functions must be performed by many and generally parallel to some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

8. UTEP has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5 and UT System policy. The adoption of NIMS provides a consistent approach to the effective management of situations involving natural or man-made disasters or terrorism. NIMS allows UTEP to integrate response activities using a set of standardized organizational structures designed to improve interoperability between campus stakeholders, the external private sector, all levels of government, and nongovernmental organizations.

9. This plan, in accordance with the National Response Plan (NRP), is an integral part of the national effort to prevent and reduce America's vulnerability to terrorism, major disasters, and other emergencies and minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, UTEP will integrate all operations with all levels of government, private sector, and non-governmental organizations through the use of NRP coordinating structures, processes, and protocols.

C. Operational Guidance

UTEP will employ the components of the NIMS in all operations, which will provide a standardized framework that facilitates operations in all phases of emergency management. Attachment 6 provides further details on the NIMS.

1. Initial Response. UTEP's emergency responders are likely to be the first on the scene of an emergency. They will normally take charge and remain in charge of the incident until it is resolved or others who have the legal authority to do so assume responsibility. They will seek guidance and direction from university officials and seek technical assistance from local, state, and federal agencies where appropriate.

2. Implementation of ICS

   a. The first local emergency responder to arrive at the scene of an emergency will implement the incident command system and serve as the Incident Commander (IC) until relieved by a more senior or more qualified individual. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to UTEP officials, identify response resources required, and direct the on-scene response from the ICP.

   b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase, and the UTEP EOC may accomplish initial response actions, such as mobilizing personnel and equipment as well as issuing a precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites are identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.

3. Source and Use of Resources.

   a. UTEP will use its own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchase supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate.   Chapter 418.102 of the Government Code provides the first channel through which a municipality requests assistance when its resources are exceeded. Additionally, UTEP may request aid from the Disaster District Emergency Operations Center (DDEOC) and the UT System Interagency Resource Coordinator. If additional resources are required, UTEP will:

      1) Summon those resources available to UTEP pursuant to the UT System Interagency Resource Plan and inter-local agreements. See Attachment 5 to this plan, which summarizes the University's Mutual Aid Agreements/Memorandums of Understanding and inter-local agreements, which identify the officials authorized to request those resources.

      2) Summon contracted emergency service resources. See Attachment 5.

      3) Request assistance from volunteer groups active in disasters (VOAD).

      4) Request assistance from industry or individuals who have the resources needed to deal with the emergency.

b. When external agencies respond to an emergency within UTEP, it is expected that these agencies conform to the guidance and direction provided by the UTEP Incident Commander in accordance with the NIMS.

D. Incident Command System (ICS)

UTEP intends to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different departments or groups into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 6.

1. The incident commander is responsible for carrying out the ICS function of command and control for managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all these functions. For larger incidents, a number of individuals from different UTEP departments may be assigned to separate staff sections charged with those functions.

2. An incident commander using response resources from one or two departments can handle the majority of emergency situations. Departments participating in this type of incident response will normally obtain support through their own department.

3. In emergency situations where other local jurisdictions, the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 6 provides additional information on Unified and Area Commands.

E. ICS - EOC Interface

1. For major emergencies and disasters, UTEP's Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

2. The incident commander is generally responsible for field operations, including:

a. Isolating the scene of an incident.

    b. Directing and controlling the on-scene response to the emergency and managing the emergency resources committed there.

    c. Warning the UTEP community in the area of the incident and providing emergency instructions to them.

    d. Determining and implementing protective measures (evacuation or in-place sheltering) for the UTEP community in the immediate area of the incident and for emergency responders at the scene.

    e. Implementing traffic control arrangements in and around the incident scene.

    f. Requesting additional resources from the UTEP EOC.

3. The UTEP EOC is generally responsible for:

    a. Providing resource support for the incident command operations.

    b. Issuing campus-wide warnings.

    c. Issuing instructions and providing information to the public, if necessary.

    d. Organizing and implementing large-scale evacuations to include the coordination of traffic control.

    e. Organizing and implementing shelter and mass care arrangements for evacuees.

    f. Requesting assistance from local, State, and other external sources.

4. Some emergencies extend long durations of periods of time, and a specific incident scene may not exist, i.e., pandemics. Direction and control may be established remotely and utilize mechanisms other than the EOC.

5. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through UTEP's EOC.

F. Local, State, Federal & Other Assistance

1. State & Federal Assistance

a. If UTEP resources are inadequate to deal with an emergency, we will request assistance from local agencies or the State. State assistance furnished to the University is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.

b. A request for state assistance must be made by the University President or designee and may be made through a State of Texas Assistance Request (STAR). Requests for state assistance should be made to the District Coordinator, Field Response DDC08, who then reports to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in El Paso. In essence, the state emergency assistance begins at the DDC level, and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, except for the National Guard. The use of National Guard resources requires the approval of the Governor.

c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) in Austin for action.

2. Other Assistance

a. If resources required to control an emergency are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

b. 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 *National Response Plan (NRP)* describes the policies, planning assumptions, the concept of operations, and the responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRP* addresses the federal response to major incidents involving radioactive materials.

c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster 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.

d. The NRP applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents but also the threat of incidents. Therefore, NRP implementation is possible under a greater range of incidents.

G. Actions by Phases of Emergency Management

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.

   a. Prevention

   UTEP 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, 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 with the intent of avoiding repetition of the situation.

   b. Preparedness

   UTEP will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in our emergency management program are:

   1) Providing emergency equipment and facilities.

   2) Emergency planning, including maintaining this plan, and appropriate SOPs.

   3) Conducting or arranging appropriate training for UTEP emergency responders, emergency management personnel, and volunteer groups who assist UTEP during emergencies.

   4) Conduct periodic drills and exercises to test UTEP's plans and training.

   c. Response

   UTEP will respond to emergency situations effectively and efficiently. The focus of most of this plan and its appendices is on planning for the response to emergencies. Response operations are intended to resolve an emergency while minimizing casualties and property damage. Response activities include warning,

law enforcement operations, evacuation, shelter, emergency public information, as well, as other associated functions.

d. Recovery

If a disaster occurs, UTEP 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 UTEP community and provide for basic needs. Long-term recovery focuses on restoring the UTEP community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. Examples of recovery programs include restoration of UTEP services, debris removal, restoration of campus utilities, IT services, disaster mental health services, and reconstruction of damaged UTEP roads.

Functional Roles and Responsibilities

A. Organization

1. General

Some departments within UTEP have emergency functions in addition to their normal day-to-day duties. During emergency situations, UTEP's normal organizational arrangements are modified to facilitate emergency operations. The University's organization for emergencies includes the University leadership group, UTEP Police, the Dean of Students Office, Environmental Health and Safety personnel, the Office of Emergency Management, Facilities Services, and other support departments or groups. Attachment 3 depicts our emergency organization.

2. University Leadership Group

The University Leadership Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The group includes the University President, Chief of Staff, Provost, VP of Business Affairs, VP of Information Resources, VP of Institutional Advancement, VP of Marketing and Communications, VP of Research, VP of Student Affairs, Athletic Director, Chief of Police, Assistant Chief of Police, Dean of Students, Associate VP for Facilities Services, Assistant VP for Environmental Health and Safety, and Emergency Management Coordinator.

3. Emergency Services

Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.

4. Emergency Support Services

   This group includes departments that support and sustain emergency responders and coordinate emergency assistance.

B. Assignment of Responsibilities

1. General

   For most emergency functions, successful operations require a coordinated effort from several departments, agencies, and groups. To facilitate a coordinated effort, University officials, department heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department that has responsibility for that function or possesses the most appropriate knowledge and skills. Other campus personnel and departments may be assigned subordinate and/or lateral responsibilities for specific emergency functions.

   When facilitating coordination activities with neighboring jurisdictions, personnel, equipment, and resources of any Assisting Party will be under the operational control of the Requesting Party, typically. Direct supervision and control of personnel, UT police, equipment, resources, and personnel accountability shall remain with the designated supervisory personnel of the Assisting Party. The designated supervisory personnel of the Assisting Party shall: maintain daily personnel time records, material records, and a log of equipment hours; be responsible for the operation and maintenance of the equipment and other resources furnished by the Assisting Party; and shall report work progress to the Requesting Party. The Assisting Party's personnel and other resources shall remain subject to recall by the Assisting Party at any time, subject to reasonable notice to the Requesting Party. The response effort to which shall be organized and function in accordance with the guidelines outlined in the National Incident Management System.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating the preparation of and maintaining that portion of the emergency plan that addresses that function. Listed below are general responsibilities assigned to the University Leadership Group, emergency services, and other support service groups.

3. University Leadership Group Responsibilities

a. UTEP's President's Office will:

1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.

2) Monitor the emergency response during disaster situations and provide direction where appropriate.

3) With the assistance of the Public Information Officer, keep the public informed during emergency situations.

4) Request assistance from other local governments, UT System, or the State when necessary.

5) Direct activation of the UTEP EOC.

b. The University of Texas at El Paso's Office of Emergency Management will:

1) Implement the policies and decisions of UTEP relating to emergency management.

2) Organize the emergency management program and identify personnel, equipment, and facility needs.

3) Assign emergency management program tasks to departments and agencies.

4) Ensure that internal UTEP departments and external support agencies participate in emergency planning, training, and exercise activities.

5) Coordinate the operational response of local emergency services.

6) Coordinate activation of the UTEP EOC and supervise its operation.

c. The Emergency Management Coordinator will:

1) Serve as the staff advisor to the Assistant Vice President of Environmental Health and Safety on emergency management matters.

2) Keep the University Leadership apprised of preparedness status and emergency management needs through the Campus Safety Taskforce.

3) Coordinate local planning, preparedness activities, and the maintenance of this plan.

4) Prepare and maintain a resource inventory.

5) Arrange appropriate training for UTEP emergency management personnel and emergency responders.

6) Coordinate periodic emergency exercises to test our plan and training.

7) Manage the UTEP EOC, develop procedures for its operation, and conduct training for those who staff it.

8) Activate the UTEP EOC when required.

9) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.

10) Coordinate with organized volunteer groups regarding emergency operations.

4. Common Responsibilities

All emergency services and support services will:

a. Provide personnel, equipment, and supplies to support emergency operations upon request.

b. Develop and maintain SOPs for emergency tasks.

c. Provide trained personnel to staff the incident command post, UTEP EOC, and conduct emergency operations.

d. Provide current information on emergency resources for inclusion in the Resource List.

e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

5. Emergency Services Responsibilities

a. The Incident Commander will:

1) Manage emergency response resources and operations at the incident site command post to resolve the emergency.

2) Determine and implement required protective actions for response personnel and the public at an incident site.

b. Warning

1) Primary responsibility for this function is assigned to the EMC, who will prepare and maintain this plan and support SOPs.

2) UTEP Police and other emergency services may be required to disseminate emergency warnings to the UTEP community that cannot be reached by primary warning systems, such as National Oceanic and Atmospheric Administration (NOAA), the Emergency Alert System, and Integrated Public Alert & Warning System (IPAWS). In most areas, UTEP police vehicle units and other vehicles equipped with sirens or public address systems can be used for route alerting. In some areas, such as campus residential buildings, a door-to-door warning may be necessary.

3) Emergency tasks to be performed include:

a) Receive information on emergency situations.

b) Alert key University officials of emergency situations.

c) Disseminate warning information and instructions to the public through available warning systems.

c. Communications.

1) Primary responsibility for this function is assigned to the University Police Chief, who will prepare and maintain emergency communications and outside agency radio interoperability plan and supporting SOPs.

2) Emergency tasks to be performed include:

a) Identify the communications systems available in the local area and determine the connectivity of those systems and ensure their interoperability.

b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.

c) Determine and implement means of augmenting communications during emergencies, including support from volunteer organizations.

d. Radiological Protection.

1) UTEP's Office of Environmental Health and Safety's Radiation Safety Program provides institutional support and oversight for the receipt, use, and disposal of radioactive materials, lasers, and X-ray-producing equipment, as well as compliance with applicable state and federal regulations. UTEP does not have the capabilities to support radiological emergency response functions beyond maintaining the University's inventory of radiological materials and equipment.

2) Therefore, the primary responsibility for this emergency support function is deferred to the City of El Paso Fire Department, the Fire Chief, who will prepare and maintain a Radiological Protection plan and supporting SOPs.

3) Emergency tasks to be performed include:

a) Maintain inventory of radiological equipment.

b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.

c) Respond to radiological incidents and terrorist incidents involving radiological materials.

d) Make notifications concerning radiological incidents to state and federal authorities.

e. Evacuation or Shelter in Place.

1) Primary responsibility for the campus evacuation function is assigned to UTEP's Office of Emergency Management, which will prepare and maintain an evacuation plan and supporting SOPs.

2) Emergency tasks to be performed include:

a) Identify areas where evacuation has been or may be in the future and determine the UTEP community at risk.

b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.

c) Develop simplified planning procedures for ad hoc evacuations.

d) Determine emergency public information requirements.

  e) Perform evacuation planning for special needs facilities (daycare, student housing, and other campus areas).

f. Firefighting.

 1) Primary responsibility for this function is assigned to the City of El Paso Fire Department, which will prepare and maintain the City/County of El Paso Annex F (Firefighting). UTEP does not have the capabilities to support the firefighting function but does have capabilities to support fire prevention.

 2) Emergency tasks to be performed by El Paso Fire Department include:

  a) Fire prevention activities.

  b) Fire detection and control.

  c) Hazardous material and oil spill response.

  d) Terrorist incident response.

  e) Evacuation support.

  f) Post-incident reconnaissance and damage assessment.

  g) Fire safety inspection of temporary shelters.

  h) Prepare and maintain fire resource inventory.

 3) UTEP conducts the following activities in support of this function:

  a) Fire prevention activities

  b) Fire detection and control

  c) Fire Safety inspection

  d) Prepare and maintain fire resource inventory

g. Law Enforcement.

 1) Primary responsibility for this function is assigned to the UTEP Police Department. The UTEP Office of Emergency Management will assist in the

preparation and maintenance of the Law Enforcement Plan and supporting SOPs.

2) Emergency tasks to be performed include:

a) Maintenance of law and order.

b) Traffic control.

c) Terrorist incident response.

d) Provision of security for vital facilities, evacuated areas, and shelters.

e) Access control for damaged or contaminated areas.

f) Warning support. Dissemination of emergency warnings to the public who cannot be reached by primary warning systems.

g) Post-incident reconnaissance and damage assessment.

h) Prepare and maintain law enforcement resource inventory.

h. Health and Medical Services.

1) Primary responsibility for this function is assigned to the City/County Health Director, who will prepare and maintain the City/County of El Paso Annex H (Health & Medical Services) plan and supporting SOPs.

2) Emergency tasks to be performed include:

a) Coordinate health and medical care and EMS support during emergency situations.

b) Public health information and education.

c) Inspection of food and water supplies.

d) Develop emergency public health regulations and orders.

e) Coordinate collection, identification, and interment of deceased victims.

i. Direction and Control.

1) Primary responsibility for this function is assigned to UTEP's Office of Emergency Management, which will prepare and maintain Direction and Control and supporting SOPs.

2) Emergency tasks to be performed include:

   a) Direct and control our local operating forces.

   b) Maintain coordination with neighboring jurisdictions and the Disaster District in El Paso.

   c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.

   d) Assigns representatives, by title, to report to the EOC and develop procedures for crisis training.

   e) Develops and identify the duties of the staff, use of displays, message forms, and procedures for EOC activation.

   f) Coordinates the evacuation of areas at risk.

j. Hazardous Material and Oil Spill Response

   1) UTEP's Office of Environmental Health and Safety's Hazardous Materials and Waste Program focuses on compliance with environmental regulations associated with the Federal Clean Water Act, Clean Air Act, Toxic Substances Control Act, Resource Conservation and Recovery Act, as well as other city and state-related rules. In addition to the compliance requirements, the Hazardous Materials and Waste Program provides activities and services, which include chemical and infectious waste disposal, radioactive waste disposal, universal waste recycling, pollution prevention, waste minimization activities, and education. The University does not respond to major Hazardous Materials incidents or oil spills.

   2) The primary responsibility for significant hazardous material incidents is assigned to the City of El Paso Fire Chief, who will prepare and maintain the City/County of El Paso Annex Q - Hazardous Material & Oil Spill Response Plan and supporting SOPs.

   3) Emergency tasks to be performed include:

    a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.

    b) Establish the hazmat incident functional areas (e.g., Hot Zone, Warm zone, Cold Zone, Isolation Distances, etc.).

    c) Determine and implement requirements for personal protective equipment for University Staff, Faculty, and Environmental Health and Safety responders.

    d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.

    e) Determine areas at risk and which public protective actions, if any, should be implemented.

    f) Determines when affected areas may be safely re-entered.

k. Search & Rescue.

    1) The primary responsibility for search and rescue incidents is assigned to the City of El Paso Fire Chief who will prepare and maintain the City/County of El Paso Annex R Search and Rescue plan and supporting SOPs. UTEP does not have the capabilities to support the search and rescue function.

    2) Emergency tasks to be performed include:

        a) Coordinate and conduct search and rescue activities.

        b) Identify requirements for specialized resources to support rescue operations.

        c) Coordinate external technical assistance and equipment support for search and rescue operations.

l. Terrorist Incident Response.

    1) Primary responsibility for this function within the University is assigned to the UTEP Police Department. The El Paso Police Chief is primarily responsible to prepare and maintain the City/County of El Paso Annex V Terrorist Incident Response plan and supporting SOPs. In a terrorist event, police departments will work under unified command.

    2) Emergency tasks to be performed include:

a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.

b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.

c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.

d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

   a. Shelter and Mass Care.

   1) Primary responsibility for this function is assigned to the American Red Cross, which will prepare and maintain the City/County of El Paso Annex C - Shelter and Mass Care plan and supporting SOPs. UTEP does not have the capabilities to support the shelter and mass care function.

   2) Emergency tasks to be performed include:

      a) Perform emergency shelter and mass care planning.

      b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.

   b. Public Information.

   1) Primary responsibility for this function within the University is assigned to UTEP's Marketing and Communications Department which will prepare and maintain a communication plan and supporting SOPs.

   2) Emergency tasks to be performed include:

      a) Establish a Joint Information Center (JIC)

      b) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.

    c) Provide information to the media and the public during emergency situations.

    d) Arrange for media briefings.

    e) Compiles print and photo documentation of emergency situations.

c. Recovery.

  1) Primary responsibility for this function is assigned to UTEP's Facilities Services. The UTEP Office of Emergency Management (OEM) will prepare and maintain the Recovery plan and supporting SOPs.

  2) Emergency tasks to be performed include:

    a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.

    b) Assess and compile information on damage to public and private property, the needs of disaster victims, formulate, and carry out programs to fill those needs.

    c) If damages are beyond the University's capability to deal with, compile information for use by UTEP's Office of the President and City/County of El Paso's elected officials in requesting state or federal disaster assistance.

    d) If UTEP is determined to be eligible for state or federal disaster assistance, coordinate efforts for state and/or federal disaster assistance with state and/or federal agencies to carry out authorized recovery programs.

d. Public Works & Engineering.

  1) Primary responsibility for this function is assigned to UTEP's Facilities Services. The Office of Emergency Management will coordinate between Facilities Services and the City Office of Public Works Annex K and supporting SOPs.

  2) Emergency tasks to be performed include:

    a) Protect University facilities and vital equipment where possible.

    b) Assess damage to streets, bridges, traffic control devices, and other public facilities.

    c) Direct temporary repair of vital facilities.

    d) Restore waste disposal systems.

    e) Arrange for debris removal.

    f) General damage assessment support.

    g) Building inspection support.

    h) Provide specialized equipment to support emergency operations.

e. Utilities.

  1) Primary responsibility for this function is assigned to UTEP's Facilities Services. The Office of Emergency Management will assist in the coordination of the Energy and Utilities Appendix L and supporting SOPs.

  2) Emergency tasks to be performed include:

    a) Prioritize restoration of utility service to vital facilities and other facilities.

    b) Arrange for the provision of emergency power sources where required.

    c) Assess damage to, repair, and restore public utilities.

f. Resource Management.

  1) Primary responsibility for this function is assigned to UTEP's Facilities Services. The Office of Emergency Management will assist in the preparation and maintenance of the Resource Management Plan and supporting SOPs.

  2) Emergency tasks to be performed include:

    a) Maintain an inventory of emergency resources.

    b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.

    c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.

d) Establish emergency purchasing procedures and coordinate emergency procurements.

e) Establish and maintain a staffing reserve and coordinate the assignment of reserve personnel to departments and agencies that require augmentation.

f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.

g) Establish staging areas for resources, if required.

h) Maintain records of emergency-related expenditures for purchases and personnel.

g. Human Services and UTEP Student Affairs

1) Primary responsibility for this function is assigned to the City/County Health Director. Prepare and maintain Annex O - Human Services to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

a. Identify emergency feeding sites.

b. Identify sources of clothing for disaster victims.

c. Secure emergency food supplies.

d. Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.

e. Coordinate special care requirements for disaster victims such as special needs individuals and others.

f. Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

h. Hazard Mitigation.

1) The primary responsibility for this function is assigned to UTEP's Office of Emergency Management will prepare and maintain the Hazard Mitigation Plan and supporting SOPs.

2) Emergency tasks to be performed include:

   a) Maintain the local Hazard Analysis.

   b) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate the implementation of those actions.

i. Transportation.

1) The primary responsibility for this function is assigned to UTEP's Business Affairs Division, Parking and Transportation Services. The Office of Emergency Management will assist in the preparation and maintenance of the Transportation Plan and supporting SOPs.

2) Emergency tasks to be performed include:

   a) Identifies local public and private transportation resources and coordinates their use in emergencies.

   b) Coordinates deployment of transportation equipment to support emergency operations.

   c) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.

   d) Maintains records on the use of transportation equipment and personnel for the purpose of possible reimbursement.

j. Donations Management.

1) The primary responsibility for this function is assigned to the university's Institutional Advancement and American Red Cross as the Donations Coordinators, who will prepare and maintain the Donations Management plan and supporting SOPs.

2) Emergency tasks to be performed include:

   a) Compile resource requirements identified by the Resource Management staff.

b) Solicit donations to meet known needs.

c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.

d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

k. Legal.

1) The primary responsibility for this function is assigned to UTEP's Office of Legal Affairs, which will plan and support legal SOPs.

2) Emergency tasks to be performed include:

a) Review and advise UTEP officials on possible legal issues arising from disaster operations.

b) Advise UTEP officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

l. Department heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of UTEP's President's Office.

7. Volunteer & Other Services

a. Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts within our local area of operations:

1) American Red Cross, El Paso Area Chapter.

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 Red Cross also provides feeding for emergency workers.

2) Salvation Army.

Provides emergency assistance, including mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance,

warehousing, and distribution of donated goods, including food, clothing, and household items. It also provides referrals to government and private agencies for special services.

3) United Way of El Paso

Focuses their work on meeting community needs, raising resources to support that local work, and being accountable to members of the communities. United Way of El Paso supports the community through long-term recovery efforts through resource navigation (connecting community members to resources and helping them navigate through the referral procedures. The United Way of El Paso works with individuals, businesses, school districts, private foundations, the public sector, and other community partners.

4) El Paso Volunteer Organizations Active in Disaster (VOAD)

Fosters the four C's—communication, coordination, collaboration, and cooperation to better serve people impacted by disasters. El Paso VOAD is a leader and voice for nonprofit organizations and volunteers that work in all phases of disaster—preparedness, response, relief, recovery, and mitigation. El Paso VOAD drives volunteer recruitment and engagement through corporate partnerships and the volunteerelpaso.org platform.

Direction and Control

A. General

1. The University President is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, the President may carry out those responsibilities from the EOC.

2. UTEP Chief of Staff or Emergency Management Coordinator will provide overall direction for the response activities of all our departments. During major emergencies and disasters, they will normally carry out those responsibilities from the EOC.

3. The Emergency Management Coordinator will manage the EOC.

4. The Incident Commander, assisted by sufficient staff for tasks to be performed, will manage the emergency response at an incident site.

5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency are responsible for having its own operating procedures to be followed during response operations, such as common communications protocol, may be adopted to facilitate the coordinated effort.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency threatens but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.

2. Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, UTEP will activate our EOC, which is isolated at the UTEP Police Department.

3. The following individuals are authorized to activate the EOC:

   a. UTEP University President or University Chief of Staff

   b. UTEP PD Chief of Police and Assistant Chief

   c. UTEP EH&S/OEM Emergency Management Coordinator

4. The general responsibilities of the EOC are to:

   a. Assemble accurate information on the emergency and current resource data to allow University officials to make informed decisions on courses of action.

   b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.

   c. Provide resource support for emergency operations.

   d. Suspend or curtail UTEP services, recommend the closure of school and university business, and cancellation of public events.

   e. Organize, and activate large-scale evacuations and mass care operations.

f. Provide emergency information to the public.

5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. The interface between the EOC and the Incident Command Post is described in Concept of Operations paragraph E. above.

6. The primary EOC is located at 3118 Sun Bowl Dr at the University Police Department. The Alternate EOC is located at Mike Loya Building. This facility will be used if our primary EOC becomes unusable.

C. Line of Succession

1. The line of succession for The University of Texas at El Paso is:

   a. University President

   b. Chief of Staff

   c. University Provost

   d. Vice President of Business Affairs

2. The line of succession for the Police Department is:

   a. Chief of Police

   b. Assistant Chief of Police

   c. University Police Captain

3. The line of succession for Emergency Management is:

   a. EH&S Emergency Management Coordinator

   b. Assistant Vice President of EH&S

   c. EH&S Assistant Director

4. The lines of succession for each of our departments and agency heads shall be in accordance with the SOPs established by those departments and agencies.

Readiness Levels

A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the University President for the university or, in some circumstances, the Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental SOPs.

B. The following Readiness Levels will be used as a means of increasing UTEP's alert posture.

   1. Level 4: Normal Conditions

     a. Emergency incident occurs, and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.

     b. The normal operations of the university are not affected.

   2. Level 3: Increased Readiness

     a. Declaration of "Level 3" will generally require the initiation of the "Increased Readiness" activities identified in each annex to this plan.

     b. Increased Readiness refers to a situation that presents a greater potential threat than "Level 4" but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when situations like the following occur:

     1) <u>Tropical Weather Threat.</u> A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability, and placing personnel on-call.

     2) <u>Tornado Watch.</u> Indicates the possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.

     3) <u>Flash Flood Watch.</u> Indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation monitoring, reconnaissance of known trouble spots, and deploying warning signs.

     4) <u>Wildfire Threat</u>. 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 aerial reconnaissance, or initiating burn bans.

5) <u>Mass Gathering</u>. For mass gatherings with a previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.

3. Level 2: High Readiness

   a. Declaration of a "Level 2" will generally require the initiation of the "High Readiness" activities identified in each appendix to this plan.

   b. 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:

      1) <u>Tropical Weather Threat.</u> A tropical weather system may impact the local area within 72 hours. Readiness actions may include 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 information for techniques to protect homes and businesses on the evacuation routes.

      2) <u>Tornado Warning.</u> Issued when a tornado has been sighted in the vicinity or indicated by radio and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.

      3) <u>Flash Flood Warning.</u> Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and 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 continuous situation monitoring.

      4) <u>Winter Storm Warning.</u> Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.

      5) <u>Mass Gathering.</u> Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence,

putting hospitals and fire departments on alert, and continuous situation monitoring.

4. Level 1: Maximum Readiness

   a. Declaration of "Level 1" will generally require the initiation of the "Maximum Readiness" activities identified in this plan.

   b. Maximum Readiness refers to situations where hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a "Level 2" event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.

      1) Tropical Weather Threat. The evacuation decision period is nearing an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, full activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation or shelter-in-place support.

      2) Tornado Warning. Tornado has been sited especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and putting damage assessment teams on standby.

      3) Flash Flood Warning. Flooding is imminent or occurs at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.

      4) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notifying the DDC that assistance may be needed and keeping them apprised of the situation, and continuous situation monitoring is required.

Administrative Support and Logistics

A disaster may be prolonged and severe; therefore, supplemental resources from the state and federal government, non-governmental organizations, and the private sector may be required to support operations and recovery.

Each department will provide facilities and other resources to support the affected mission essential functions and services according to established responsibilities, policies, and plans. The Emergency Management Coordinator will manage logistics and resources required for recovery operations using the procedures identified in this Plan and its appendices for those incidents requiring activation of the Plan. EMC will collaborate with departments to secure communications, equipment, supplies, vital records, resources, and alternate facilities.

A. Agreements and Contracts

1. Should UTEP's resources prove to be inadequate during an emergency, requests will be made for assistance from other UT System institutions, local jurisdictions, other agencies, and industries in accordance with existing mutual-aid agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the University officials authorized to request assistance pursuant to those documents.

2. To facilitate assistance pursuant to mutual aid agreements, our available resources are identified and are a part of the UT System Mutual Aid Agreement and Texas Regional Response Network (TRRN).

3. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 5.

B. Reports

1. Hazardous Materials Spill Reporting. UTEP is responsible for the release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the Environmental Health and Safety department shall make the required report. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) and notifications are completed.

2. Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an ongoing emergency incident appears likely to worsen, and UTEP may need assistance from other local governments or the State.

3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters.

C. Records

1. Record-Keeping for Emergency Operations.

   UTEP is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

   a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:

      1) Activation or deactivation of emergency facilities.

      2) Emergency notifications

      3) Significant changes in the emergency.

      4) Major commitments of internal resources or requests for additional resources from external sources.

      5) Issuance of protective action recommendations to the UTEP community.

      6) Evacuations.

      7) Casualties.

      8) Containment or termination of the incident.

   b. Incident Costs. All UTEP departments shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department budgets.

   c. Emergency or Disaster Costs. For major emergencies or disasters, all departments participating in the emergency response shall maintain detailed costs for emergency operations to include:

      1) Personnel costs, especially overtime and compensatory time costs

      2) Equipment operations costs

3) Costs for leased or rented equipment

4) Costs for contract services to support emergency operations

5) 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.

2. Preservation of Records.

a. To continue normal University operations following an emergency or disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each department will include the protection of vital records in its SOPs.

b. If records are damaged during an emergency, UTEP will seek professional assistance to preserve and restore them.

D. Training

It will be the responsibility of each division's Vice President, Dean, or Director to ensure that UTEP personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

E. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to UTEP's Office of Vice President for Business Affairs, which will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

Plan Development and Maintenance

A. Plan Development

The EMC is responsible for developing and maintaining this plan.

B. Approval and Implementation

1. The Emergency Management Plan shall be approved by UTEP's Office of the President.

2. Upon adoption, the Plan and Appendices shall be implemented and serve as the emergency management plans for The University of Texas at El Paso.

C. Distribution of Planning Documents

1. UTEP's Office of Emergency Management shall recommend distribution of this plan. In general, copies of plans should be distributed to those individuals, departments, and organizations tasked with this document. Copies should also be set aside for the EOC and other emergency facilities.

2. The Plan includes a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the plan.

D. Maintenance

1. Method: Maintenance of the Plan includes ongoing reviews of content to ensure plans are accurate and following current practices. Maintenance of procedures includes the monitoring of organizational, procedural changes or other events that impact processes or procedures. Minor maintenance updates allow for modifications to be made to existing processes or procedures without the need for input from a larger stakeholder group or an extended review process.

2. Schedule: The Plan shall be reviewed annually by the UTEP Office of Emergency Management. The EMC will establish a schedule for the annual review of planning documents by those tasked with them.

E. Update and Revision

1. Method: This plan will be updated based on deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources, capabilities, or University organizational structure occur.

2. Schedule: The Plan must be revised or updated by a formal change at least every five years. Responsibility for revising or updating the Plan is assigned to the Emergency Management Coordinator and vetted through the Campus Safety Task Force for an official review of the plan.

3. Revised or updated planning documents will be provided to all departments, and individuals tasked with those documents.

F. **Evaluation**

1. Method: Evaluation of the Plan involves exercising and/or testing through exercises and real-world events. The Emergency Management Coordinator is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After-Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency, and a due date shall be established for that action to sustain continuous improvement.

2. Schedule: Evaluation of the Plan and its annexes is ongoing but occurs at least annually.

Attachments

1. Distribution List

2. References

3. Organization for Emergencies

4. Summary of Agreements & Contracts

5. National Incident Management System

6. House Bill 1831 Requirements

ATTACHMENT 1
DISTRIBUTION LIST

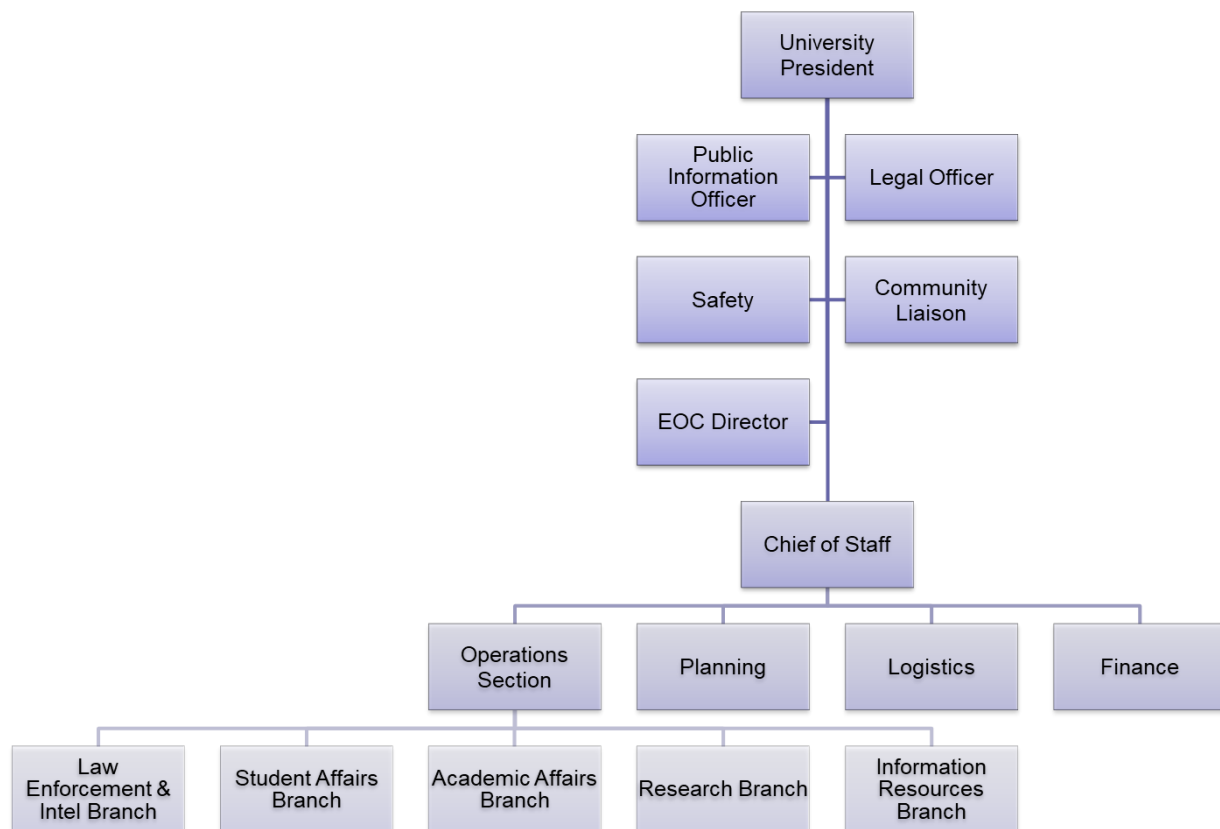| Departments	Plan Copies
EOC Reference Library	2
President	1
Chief of Staff	1
Police Chief	1
Assistant Police Chief	1
VP of Business Affairs	1
Provost, VP of Academic Affairs	1
VP of Marketing and Communications	1
VP of Information Resources	1
VP of Institutional Advancement	1
VP of Student Affairs	1
Athletics Director	1
Office of Special Events	1
AVP of Planning	1
AVP of Facilities Management	1
El Paso Office of Emergency Management	1
El Paso County Sheriff	1
El Paso Police Department	1
El Paso Fire Department	1
Office of Legal Affairs	1
TDEM District Coordinator	1

ATTACHMENT 2
REFERENCES

1. Texas Department of Public Safety, Texas Division of Emergency Management, *Local Emergency Management Planning Guide*, TDEM-10

2. Texas Department of Public Safety, Texas Division of Emergency Management, *Disaster Recovery Manual*

3. Texas Department of Public Safety, Texas Division of Emergency Management, *Mitigation Handbook*

4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*

5. FEMA, *State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning*

6. U. S. Department of Homeland Security, *National Response Plan*

UTEP EMERGENCY MANAGEMENT PLAN

ATTACHMENT 3
ORGANIZATION FOR EMERGENCY MANAGEMENT

UTEP Leadership Group for Emergencies Organizational Chart

University President

Public Information Officer

Legal Officer

Safety

Community Liaison

EOC Director

Chief of Staff

Operations Section

Planning

Logistics

Finance

Law Enforcement & Intel Branch

Student Affairs Branch

Academic Affairs Branch

Research Branch

Information Resources Branch

UTEP EMERGENCY MANAGEMENT PLAN

ATTACHMENT 4
SUMMARY OF AGREEMENTS & CONTRACTS

Agreements

Description: UT System Interagency Resource
Costs: TBD by UT Interagency Resource Guidebook
Copies held by: Chief of Staff, UTEP Chief of Police, UTEP Emergency Management Coordinator, and Assistant Vice President EH&S

UTEP has several verbal Mutual Aid Agreements authorized by UT System Policy 172

Contracts

Description: Sodexo Food Service Contract
Summary of Provisions: Sodexo may provide emergency food service for responders and all individuals impacted by the event as identified by the University.
Cost: As used per person basis
Copies held by: Chief of Staff, and Purchasing and General Services, and the Emergency Management Coordinator

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ATTACHMENT 5
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

A. **BACKGROUND**

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.

2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

B. **COMPONENTS**

1. <u>Command and Management</u>. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

   a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

   1) FEATURES OF ICS

      ICS has several features that work together to make it a real management system. Among the primary attributes of ICS are:

      a) Modular Organization. ICS and EOC organizational structures develop in a modular fashion based on incident's size, complexity, and hazard environment. Responsibility for establishing and expanding ICS organizations and EOC teams ultimately rest with the Incident Commander (or Unified Command) and EOC director. Responsibilities for functions that

subordinates perform default to the next higher supervisory position until the supervisor delegates those responsibilities. As incident complexity increases, organizations expand as the Incident Commander, Unified Command, EOC director and subordinate supervisors delegate additional functional responsibilities.

b) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications. Common terminology allows diverse incident management and support organizations to work together across a wide variety of functions and hazard scenarios. This common terminology covers the following:

  i. Organizational Functions: Major functions and functional units with incident responsibilities are named and defined. Terminology for incident organizational elements is standard and consistent.
  ii. Resource Descriptions: Major resources—including personnel, equipment, teams, and facilities—are given common names and are typed to help avoid confusion and to enhance interoperability.
  iii. Incident Facilities: Incident management facilities are designated using common terminology.

c) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be "typed" with respect to capability. This typing will minimize confusion and enhance interoperability.

d) Manageable Span of Control. Maintaining an appropriate span of control helps ensure an effective and efficient incident management operation. It enables management to direct and supervise subordinates and to communicate with and manage all resources under their control. The type of incident, nature of the task, hazards and safety factors, experience of the supervisor and subordinates, and communication access between the subordinates and the supervisor are all factors that influence manageable span of control. Span of control should ideally vary from three to seven. Anything less or more requires consolidation or expansion of the organization.

e) Predesignated Facilities and Locations. Depending on the incident size and complexity, the Incident Commander, Unified Command, and/or EOC director establish support facilities for a variety of purposes and direct their identification and location based on the incident. Typical facilities include the Incident Command Post (ICP), incident base, staging areas, camps, mass casualty triage areas, points of distribution, and emergency shelters.

f) Use of Position Titles. All ICS positions have distinct titles.

g) Action Planning Process through an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel with a common understanding of the situation and guide incident management activities. Every incident should have an action plan; however, not all incidents need written plans. The necessity for written plans depends on incident complexity, command decisions, and legal requirements. Formal IAPs are not always developed for the initial operational period of no-notice incidents. However, if an incident is likely to extend beyond one operational period, becomes more complex, or involves multiple jurisdictions and/or agencies, preparing a written IAP becomes increasingly important to maintain unity of effort and effective, efficient, and safe operations. Staff in EOCs also typically conduct iterative planning and produce plans to guide their activities during specified periods, though these are typically more strategic than IAPs. The plans include a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

h) Integrated Communications. Integrated communications include interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications. Integrated communications provide and maintain contact among and between incident resources, enable connectivity between various levels of government,

achieve situational awareness, and facilitate information sharing.

i) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

2) UNIFIED COMMAND

a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from several different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.

b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan, and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions. Unified Command does not affect individual agency authority, responsibility, or accountability but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan. A Unified Command allows these participating organizations to set aside issues such as overlapping and competing authorities, jurisdictional boundaries, and resource ownership to focus on setting clear priorities and objectives for the incident.

3) AREA COMMAND

a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS

organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

b) The organization of an Area Command is different from a Unified Command in that there is no operations section since all operations are conducted on-scene, at the separate ICPs.

b. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher-level resource management or information management. They are established and organized to make cooperative multi-agency decisions. Multiagency Coordinating Systems act as policy-level bodies during incidents, supporting resource prioritization and allocation, and enabling decision-making among elected and appointed officials and those responsible for managing the incident (e.g., the Incident Commander). In some instances, EOC staff also carry out this activity. The components of multiagency coordination systems are primarily responsible for resource prioritization and allocation and include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications, all of which are integrated into a common framework for coordinating and supporting incident management.

c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System* Plan, dated March 2004.

2. <u>Preparedness.</u> Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.

3. <u>Comprehensive Resource Management</u>. Resources include personnel, equipment, teams, supplies, and facilities available or potentially available for assignment or allocation, must be identified and typed.

Systems for describing, inventorying, requesting, and tracking resources must also be established.

4. <u>Communications and Information Management</u>. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.

5. <u>Supporting Technologies.</u> This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.

6. <u>Ongoing Management and Maintenance.</u> The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

> **ATTACHMENT 6**
> **HOUSE BILL 1831 REQUIREMENTS**

Sec. 51.217. Multi-hazard emergency operations plan; safety and security audit.

(A) in this section, "institution" means a general academic teaching institution, a medical and dental unit, or other agency of higher education, as those terms are defined by section 61.003.

(B) An institution shall adopt and implement multi-hazard emergency operations plan for use at the institution. The plan must address mitigation, preparedness, response, and recovery. The plan must provide for:

(1) Employee training in responding to an emergency;

(2) Mandatory drills to prepare students, faculty, and employees for responding to an emergency;

(3) Measures to ensure coordination with the department of state health services, local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency; and

(4) The implementation of a safety and security audit as required by

Subsection (c).

(C) At least once every three years, an institution shall conduct a safety and security audit of the institution's facilities. To the extent possible, an institution shall

Follow safety and security audit procedures developed in consultation

with the division of emergency management of the office of the

governor.

(D) An institution shall report the results of the safety and security audit

Conducted under subsection (c) to the institution's board of regents and the division of emergency management of the office of the governor.

(E) Except as provided by subsection (f), any document or information collected, developed, or produced during a safety and security audit conducted under subsection

(C)Is not subject to disclosure under chapter 552, government code.

(F) A document relating to an institution's multi-hazard emergency operations plan is subject to disclosure if the document enables a person to:

(1) Verify that the institution has established a plan and determine the agencies involved in the development of the plan and the agencies coordinating with the

Institution to respond to an emergency, including the department of state health services, local emergency services agencies, law enforcement agencies, health departments, and fire departments;

(2) Verify that the institution's plan was reviewed within the last 12 months and determine the specific review dates;

(3) Verify that the plan addresses the four phases of emergency management under subsection (b);

(4) Verify that institution employees have been trained to respond to an emergency and determine the types of training, the number of employees trained, and the person conducting the training;

(5) Verify that each campus has conducted mandatory emergency drills and exercises in accordance with the plan and determine the frequency of the drills;

(6) Verify that the institution has completed a safety and security audit under subsection (c) and determine the date the audit was conducted, the person conducting the audit, and the date the institution presented the results of the audit to the board of regents; and

(7) Verify that the institution has addressed any recommendations by the board of regents for improvement of the plan and determine the institution's progress within the last 12 months