# RECORD OF CHANGES

## Basic Plan

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## BASIC PLAN

### I. AUTHORITY

#### A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 United States Code (USC) 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
7. National Incident Management System (NIMS)
8. National Response Framework (NRF)

#### B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 43 (State of Emergency)
3. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
4. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
7. Texas Education Code Section 52.217
8. 34 CFR 668.46

#### C. Local

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 813, Emergency Notifications and Timely Warnings
7. The UT System Policy 165, System Information Resources Use and Security Policy
8. The UT System Disaster Response Mutual Aid Guidebook Revised 05/03/2012
9. The University of Texas at El Paso (UTEP) Police Department General Order 222, Active Shooter/Barricaded Suspect
10. UTEP Police Department General Order 408, Medical Emergencies
II. PURPOSE

This Basic Plan outlines the approach to emergency operations, and is applicable to The University of Texas at El Paso (UTEP). It provides general guidance for emergency management activities and an overview of the methods of mitigation, preparedness, response, and recovery. The plan describes the emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional appendixes that describe in more detail who does what, when, and how. This plan applies to all UTEP officials, departments, organizations and agencies. The primary audience for the document includes the staff, faculty, students, volunteers, visitors, and others who may participate in the mitigation, preparedness, response, and recovery efforts who make up the university community.

III. EXPLANATION OF TERMS

A. Acronyms

ARC         American Red Cross
CASS        Center for Accommodations and Support Services
CERT        Community Emergency Response Team
CFR         Code of Federal Regulations
DDC         Disaster District Committee
COOP        Continuity of Operations Plan
EH&S        Environmental Health and Safety
EOC         Emergency Operations Center
EMP         Emergency Management Plan
FEMA        Federal Emergency Management Agency
Hazmat      Hazardous Material
HSPD        Homeland Security Presidential Directive
IAP         Incident Action Plan
ICP         Incident Command Post
ICS         Incident Command System
IMT         Incident Management Team
JIC         Joint Information Center
MAC Group   Multiagency Coordination Group
MOU         Memorandum of Understanding
NIMS        National Incident Management System
NRF         National Response Framework
OEM         Office of Emergency Management
PIO         Public Information Officer
SOP         Standard Operating Procedures
SOC         State Operations Center
STAR        State of Texas Assistance Request
TDEM        Texas Division of Emergency Management
UTEP        The University of Texas at El Paso
UT System   The University of Texas System
VOAD        Volunteer Organizations Active in Disaster
B. Definitions

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

2. **Business Continuity Plan.** A roadmap for continuing operations under adverse conditions such as a storm or disaster also referred to as Continuity of Operations Plan (COOP) or Business Resiliency Plan.

3. **Chain of Command.** The orderly line of authority within the ranks of the incident management organization.

4. **Command Staff.** The staff who report directly to the incident Commander (IC), including the Public Information Officer (PIO), Safety Officer, Liaison Officer, and other positions as required. They may have an assistant, as needed.

5. **Delegation of Authority.** A statement provided to the IC by the university executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, exceptions, constraints, and other considerations or guidelines, as needed.

6. **Disaster District.** 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.

7. **Disaster District Committee.** The DDC consists of a chairperson the local DPS highway patrol captain, and representatives of state agencies and volunteer groups that mirror the membership of the State Emergency Management Council. The El Paso DDC chairperson is located in El Paso at 915 849-4000, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.

8. **Emergency.** Any incident, whether natural or man-made, that requires responsive actions to protect life or property.

9. **Emergency Operations Center.** The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. The EOC may be a temporary facility or may be located in a more central or permanently established facility. The EOC may be organized by functional disciplines (e.g., fire, law enforcement and medical services), by department (e.g., Police Department, Environmental Health and Safety (EH&S) or Information Systems), or some combination.
10. **Emergency Public Information.** Information that is disseminated to the university community via the alert notification or news media before, during, and/or after an emergency or disaster.

11. **Emergency Situations.** As used in this plan, the term is intended to describe a range of occurrences, from a minor incident to a major disaster. It includes the following levels:

   a. **Minor Incident Level I:** An incident is a situation that is limited in scope and potential effects. Characteristics of a level I incident include:
      
      1) Involves a limited campus area and/or limited campus population.
      2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
      3) Warnings and public instructions are provided in the area of the incident not university wide.
      4) One or two campus response agencies or departments acting under an IC normally handle incidents. Requests for resource support are normally handled through the University Police Department dispatch.
      5) May require limited external assistance from other local response agencies or contractors.

   b. **Emergency Response Level II:** An emergency situation that is larger in scope and more severe in terms of actual or potential effects than a level I incident. Characteristics of a level II incident include:
      
      1) Involves a large area, significant campus population, or mission-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 university-wide warning and public instructions.
      4) Requires a sizable multi-agency response operating under an IC.
      5) May require external assistance from multiple local response agencies, contractors, and limited assistance from state or federal agencies.
      6) May require evacuation of part or sections of the campus.
      7) The EOC may be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

   c. **University Disaster Level III:** A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the university to handle with its organic resources. Characteristics of a level III incident 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 university-wide warning and public instructions.
      4) Requires a response by all campus response agencies operating under one or more ICs.
      5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
6) The EOC and Joint Information Center (JIC) may 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.

12. Event or Planned Event. A scheduled non-emergency activity (e.g., sporting event, concert, parades, monster truck, etc.).

13. Executive Policy Group. The University Administration including the President, Provost, Executive Vice President, Senior Executive Vice President, Assistant to the President, VP Business Affairs, VP Student Affairs, AVP University Communications, Chief of Police, AVP Environmental Health & Safety and AVP Facilities Services. Other specialist may be included at the discretion of the President.

14. Hazard. Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

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

16. Hazardous Material (Hazmat). A substance in a quantity or form posing 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 for inflicting 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.

17. Incident. An occurrence or event, natural or man-made that requires a response to protect life of property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, fires, floods, hazmat spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

18. Incident Action Plan. An IAP is an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide directions and important information for management of the incident during one or more operational periods.

19. Incident Commander. The IC is the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

20. Incident Command Post. The ICP is the field location in the immediate vicinity of the incident site where the tactical level functions are performed. It is typically the location of the IC and immediate staff.
21. **Incident Command System.** The ICS is a standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is not a location or position rather a system of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents.

22. **Incident Management Team.** An IMT includes the IC and the appropriate command and general staff personnel assigned to an incident.

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

24. **Inter-local Agreement.** Statement of support between government agencies or organizations both public and private.

25. **Joint Information Center.** A JIC is a facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies may co-locate at the JIC.

26. **Mutual Aid Agreement or Memorandum Of Understanding.** Both a MAA or MOU are written or oral arrangements between and among governments, agencies 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. Sometime referred to as an Inter-local agreement.

27. **National Incident Management System (NIMS).** A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

28. **National Response Framework.** The NRF contains the guiding principles enabling all levels of domestic response partners to prepare for and provide a unified national all-hazards response to disasters and emergencies. The NRF replaced the National Response Plan on March 22, 2008.

29. **Operational Period.** The time scheduled for executing a given set of operation actions, as specified in the IAP. Operational periods can be of various lengths, although usually they last 12 to 24 hours. Often during extended operations the operational period may be operational shifts of work.
30. Span of Control. The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. Under NIMS, an appropriate span of control is between 3 & 7 with the optimal being 5, between 8 & 10 for large scale law enforcement operations.

31. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act is a United States federal law which authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster. It created the system by which a presidential disaster declaration of an emergency triggers financial and physical assistance through the Federal Emergency Management Agency (FEMA).

32. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or organization level. May also be referred to as Standard Operating Guidelines. SOGs are less authoritative than an SOP and used only to assist in providing options.

33. State Operations Center. The SOC is operated by the Texas Division of Emergency Management (TDEM) and serves as the state warning point. It uses an extensive suite of communications to receive and disseminate warning of threats to regional warning points and to state and local officials; monitors emergency situations throughout the state and provides information on these events to federal state, and local officials; and coordinates state assistance to local governments that are dealing with emergencies.

34. Texas Division of Emergency Management (TDEM). Chapter 418 of the Texas Government Code assigned TDEM specific responsibilities for carrying out a comprehensive all-hazard emergency management program for the state and assisting cities, counties and state agencies in implementing their own emergency management programs. TDEM implements programs to increase public awareness about threats and hazards, coordinates emergency planning, provides and extensive array of specialized for emergency responders and local officials, and administers disaster recovery and hazard mitigation programs in the State of Texas. TDEM is within the Department of Public Safety under the DPS Assistant Director. The state is divided into seven regions with a state coordinator responsible for each region and the regions are divided into districts with a district coordinator responsible for each district. El Paso is within Region 4 District 4B.

35. Unified Command. An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior persons from agencies and or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single IAP.

36. University Community. University officials, departments and organizations and includes the staff, faculty, students, volunteers, visitors, and others who may participate in the mitigation, preparedness, response, and recovery efforts.

37. WebEOC. A web-enabled crisis and event information management system and provides secure real-time information sharing to help managers make sound decisions quickly.
IV. SITUATION AND ASSUMPTIONS

A. Situation

UTEP is exposed to hazards, all of which have the potential for disrupting the campus community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards is provided in Figure 1.

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<td>Pandemic Disease</td>
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<td>Wild Fire</td>
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<td>Severe Thunderstorm</td>
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<td>Low</td>
<td>Moderate</td>
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<td>Drought</td>
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<td>None</td>
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<td>Low</td>
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<tr>
<td>Tornado</td>
<td>Low</td>
<td>Moderate</td>
<td>High</td>
<td>High</td>
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<tr>
<td>Earthquake</td>
<td>Low</td>
<td>Low</td>
<td>High</td>
<td>High</td>
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<td>Ice or Snow Storm</td>
<td>Low</td>
<td>Low</td>
<td>Moderate</td>
<td>High</td>
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<td>Dam Inundation</td>
<td>Low</td>
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<td>High</td>
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<tr>
<td>Landslide</td>
<td>Low</td>
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<td><strong>TECHNOLOGICAL HAZARDS</strong></td>
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<tr>
<td>Water Failure</td>
<td>Moderate</td>
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<td>Sewer Failure</td>
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<td>Power Failure</td>
<td>Moderate</td>
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<td>Moderate</td>
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<td>Fire, Small Local</td>
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<td>Low</td>
<td>Moderate</td>
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<tr>
<td>Fire, Structural Damage</td>
<td>Low</td>
<td>Moderate</td>
<td>High</td>
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<tr>
<td>Flood, Internal</td>
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<td>Low</td>
<td>Moderate</td>
<td>High</td>
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<td>IT Systems Failure</td>
<td>Low</td>
<td>Low</td>
<td>Moderate</td>
<td>High</td>
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<tr>
<td><strong>VIOLENCE AND HUMAN HAZARDS</strong></td>
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<td>Mass Casualty Incident</td>
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<td>Student Abduction</td>
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<td>Labor Action</td>
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<td>Bomb Threat</td>
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B. Assumptions

1. UTEP will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future. UTEP cannot plan for every single hazard that may happen so UTEP is taking an all hazards approach thus the university can be better prepared for most hazards that may affect the university community.

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

3. Outside assistance may be available in most emergency situations affecting UTEP. 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.

4. Proper mitigation actions, such as floodplain management, 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.

V. CONCEPT OF OPERATIONS

A. Objectives

The objective of the emergency management program is to protect public health and safety of the students, faculty, staff, and visitor and preserve UTEP’s property to the best of its ability.

B. General

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

2. UTEP will strive to do everything reasonably possible to protect the lives and property of the university and the university community. The university community has the responsibility to prepare to cope with emergency situations and manage the university affairs and property in ways that may aid in managing emergencies. UTEP will assist
the university community in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations. Members of the campus community are strongly encouraged to obtain their own personal property insurance, health insurance, life insurance, and any other insurance to protect against damages or losses to persons or property.

3. The UTEP Office of Emergency Management (OEM), Police Department, EH&S and Facilities Services are responsible for organizing, training, and equipping university emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.

4. To achieve the objectives, UTEP has organized an emergency management program that is both integrated and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of the preparedness activities.

5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning appendix addresses techniques that can be used to warn the university community during any emergency situation, whatever the cause.

6. Departments and personnel tasked in this plan are expected to develop and keep current SOPs that describe how emergency tasks should be performed. Departments and personnel are charged with ensuring the training and equipment necessary for an appropriate response are in place.

7. This plan is based upon the concept that the emergency functions that must be performed by many departments or personnel generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities should 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 may be redirected to accomplish emergency tasks.

8. UTEP has adopted the NIMS in accordance with the HSPD-5. The adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate the response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

9. This plan, in accordance with the NRF, is an integral part of the national effort to prevent, and reduce America’s vulnerability to terrorism, major disasters, and other emergencies, 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 may integrate all operations with all levels of government, private sector, and
nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

C. Operational Guidance

UTEP employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates the operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. The university police officers are likely to be the first on the scene of an emergency situation. They should normally take charge and remain in charge of the incident until it is resolved or others who are more qualified or have legal authority to do so assume responsibility. They may seek guidance and direction from the police department chain of command and seek technical assistance from university departments; city, county, state and federal agencies and outside industry where appropriate.

2. Implementation of ICS.

a. The first qualified emergency responder to arrive at the scene of an emergency situation should implement the ICS and serve as the IC until relieved by a more senior or more qualified individual. The IC may establish an ICP and provide an assessment of the situation to the chain of command, identify response resources required, and direct the on-scene response from the ICP. In the event that other agencies such as El Paso Fire Department arrive and designate an IC it may become necessary to establish a unified command.

b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the police dispatch or EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the campus. As the potential threat becomes clearer and a specific impact site or sites identified, an ICP may be established, and direction and control of the response transitioned to the IC.

c. For most emergency situations, the University Police Department Dispatch Center may initially function as the EOC and provide the alert notifications, mobilize personal and equipment. During an emergency situation when time is critical the Dispatch Center has the authority to activate and send alert notifications about time sensitive situations.

3. Source and Use of Resources.

a. UTEP may use internal resources to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance when internal resources are insufficient or inappropriate. El Paso city and county are available to provided additional resources and support for emergency situations that exceed UTEPs capabilities. The UT System is also available to provide resources when required, as necessary UTEP may:
1) Request assistance and resources from the city and county of El Paso.
2) Request assistance and resources from the UT System.
3) Request state or federal assistance and resources through the UT System.
4) Request emergency service resources that UTEP on contract.
5) Request assistance from volunteer groups active in disasters.
6) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.

b. When external agencies respond to an emergency situation within UTEP's jurisdiction, UTEP expects the agencies to conform to the guidance and direction provided by the IC, which should be in accordance with the NIMS.

D. Incident Command System (ICS)

1. 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 organizations/agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.

2. The IC is responsible for carrying out the ICS function of command and 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 IC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.

3. An IC using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response should normally obtain support through their own department or agency.

4. In emergency situations where other jurisdictions, city, county, 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 Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

E. ICS - EOC Interface

1. For major emergencies and disasters, the EOC may be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP 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 IC is generally responsible for field operations, including:
   a. Isolating the scene.
   b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
c. Warning the population in the area of the incident and providing emergency instructions.
d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population 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 EOC.

3. The EOC is generally responsible for:

a. Providing resource support for the incident command operations.
b. Issuing community-wide warning.
c. Issuing instructions and providing information to the general public.
d. Organizing and implementing large-scale evacuation.
e. Organizing and implementing shelter and mass arrangements for evacuees.
f. Coordinating traffic control for large-scale evacuations.
g. Requesting assistance from the State and other external sources.

4. 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 should be coordinated through the EOC.

F. State, Federal & Other Assistance

1. State Organization.

a. The governor is responsible for directing homeland security in the state and for developing a statewide homeland security strategy. The governor is responsible for dealing with dangers to the state and people presented by disasters and disruptions to the State and people caused by energy emergencies.

b. The state Emergency Management Council, which is composed of 32 state agencies, the American Red Cross (ARC), and the Salvation Army, is established by Chapter 418 of the Texas Government Code to advise and assist the Governor in all matters relating to disaster mitigation, emergency preparedness, disaster response, and recovery.

c. Chapter 418 of the Texas Government Code established TDEM and assigned specific responsibilities for carrying out a comprehensive all-hazard emergency management program for the State of Texas and assisting cities, counties and state agencies in implementing their own emergency management programs. Among the specific responsibilities of TDEM are:

1) Emergency Planning: TDEM maintains the State of Texas Emergency Management Plan (EMP) and other specialized state plans. It also adopts standards for local EMPs, reviews those plans, and maintains a database of planning accomplishments.
2) Training: TDEM conducts an extensive emergency management-training program for local and state officials and emergency responders.

3) Public Education & Information: TDEM provides threat awareness and preparedness educational materials for the public, and also provides emergency public information during disasters.

4) Hazard Mitigation: TDEM administers a number of pre and post-disaster programs to eliminate or reduce the impact of known hazards.

5) Response: TDEM coordinates mobilization and deployment of state resources to respond to major emergencies and disasters.

6) Disaster Recovery: TDEM administers disaster recovery programs for individuals and for local governments, state agencies, schools, hospitals, and other public entities.

d. The SOC is operated by the TDEM and serves as the state warning point. It uses an extensive suite of communications to receive and disseminate warning of threats to regional warning points and to state and local officials; monitors emergency situations throughout the state and provides information on these events to federal state, and local officials; and coordinates state assistance to local governments that are dealing with emergencies.

During major emergencies, council representatives convene at the SOC to provide advice on and assistance with response operations and coordinate the activation and deployment of state resources to respond to the emergency. Generally, state resources are deployed to assist local governments that have requested assistance because their own resources are inadequate to deal with an emergency.

e. Disaster Districts are the state’s regional emergency management organizations that serve as the initial source of state emergency assistance for local governments. A chairman, who is the local Texas Highway Patrol commander, directs each district consisting of state agencies and volunteer groups that have resources within the district’s area of responsibility, assist the DDC in identifying, mobilizing, and deploying personnel, equipment, supplies, and technical support to respond to requests for emergency assistance from local governments and state agencies. Disaster District chairs may activate and commit all state resources in their area of responsibility to aid requesters, except that activation of the National Guard or State Guard requires prior approval by the governor.

If the resources of a disaster district are inadequate to provide the type or quantity of assistance that has been requested, the request for assistance is forwarded to the SOC for state-level action.

State resources committed to assist local governments normally work under the general direction of the disaster district chair and take their specific task assignments from the local IC.

2. State Assistance.

a. If university and local resources are inadequate to deal with an emergency situation, UTEP may request assistance from the state. UTEP will coordinate all requests for
state support through the UT System and may coordinate with the county when requesting state support. State assistance furnished to the University is intended to supplement local resources and not substitute for such resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, UTEP must request assistance from El Paso city/county before requesting state assistance.

b. Requests for state assistance will be made to the DDC 8 chairperson. The request is made through the WebEOC using a State of Texas Assistance Request (STAR) form. This request should be received by the district coordinator 4B and forwarded to the DDC 8 chairman for approval. The DDC chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the governor.

c. The disaster district staff should forward requests for assistance that cannot be satisfied by state resources within the district to the SOC in Austin for action.

2. Other Assistance.

a. If resources required to control an emergency situation 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 NRF describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.

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 NRF assistance applies incidents covered by the Stafford Act and those that are not and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

G. Emergency Authorities

1. Evacuation:

a. University Evacuation: All or any part of the university may be evacuated by the University President, designee, and chief of police or when time is critical by the on duty police department commander of uniform operations or dispatch supervisor.
b. University Special Event Facility Evacuation: Special event facilities may be evacuated when in the determination of the event manager or IC there is a hazardous situation that may threaten the health or lives of the occupancy.

c. University Building Evacuation: A university building may be evacuated by any individual who may discover a hazardous situation which may threaten the health or lives of the occupancy. Examples of a hazardous situation are a fire or chemical explosion. The evacuation may be initiated by pulling the fire alarm, calling 911 or University Police Department.

d. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

2. The University President is the authority to close the university.

3. The University President may declare a university State of Emergency if a disaster has occurred or the occurrence or threat of a disaster is imminent.

   a. A university State of Emergency continues until the President or Executive Vice President terminates the State of Emergency.

   b. University State of Emergency authorizes the following:

      1) The disaster recovery aspects of the EOP.
      2) The deployment and use of all personnel to which the plan applies and use or distribution of any supplies, equipment, and materials or facilities assembled, stockpiled, or arranged to be made available under the EOP.

4. UT System policy 813 provides that the Chief of Police will notify the institution president of any evolving emergency through the chain of command; the Chief of Police or the senior police commander on duty has the authority to make timely decisions on the institution's response to the emergency; decisions must always err on the side of caution and ensuring the safety of university community.

H. Actions by Phases of Emergency Management

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

   a. Mitigation.

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

UTEP should conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in the 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 emergency responders, emergency management personnel, other university officials, and volunteer groups who assist us during emergencies.
4) Conducting periodic drills and exercises to test the plans and training.

c. Response.

UTEP should 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 situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

d. Recovery.

If a disaster occurs, UTEP may carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals and departments and other university organizations. Examples of recovery programs include temporary housing for resident students, restoration of university services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General.

Many departments have emergency functions in addition to their normal day-to-day duties. During emergency situations, normal organizational arrangements are modified to facilitate emergency operations. The university organization for emergencies includes: an executive group, emergency services, and support services. Attachment 3 depicts the emergency organization.

2. Executive Policy Group.
The Executive Policy Group officials are accountable for the incident. Along with this responsibility these individuals have the authority to make policy decisions, commit resources, obligate funds, and obtain the resources necessary to protect the students and facilities. The Executive Policy Group does not assume a command role over the on-scene incident but will delegate authority to the Incident Commander.

The Executive Policy Group provides policy guidance on priorities, objectives and direction for emergency management programs, and for emergency response and recovery operations. The Executive Policy Group include the University President, Provost, Executive Vice President, Assistant to the President, VP Business Affairs, VP Student Affairs, AVP University Communications, Chief of Police, AVP Environmental Health & Safety, AVP Facilities and Coordinator Emergency Operations.


Emergency services include the IC and those departments and agencies with emergency response actions. The IC is the person in charge at an incident site. These departments may include: Student Health Services Center, EH&S, Facilities Services, IT, PIO/University Communications and Police departments.


This group includes departments and agencies that support and sustain emergency responders. They also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

5. Volunteer and Other Services.

This group includes organized volunteer groups and businesses that agree to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. General.

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, university executives, department and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function should be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and appendix assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the executive group, university departments, emergency services, support services, and
other support agencies. Additional specific responsibilities can be found in the functional appendixes to this Basic Plan.

3. Executive Group Responsibilities.

a. President of the university should:

   1) Provide resources and leadership support.
   2) Designate a declaration of a university State of Emergency.

b. The chief of police should:

   1) Coordinate with the coordinator emergency operations to organize the emergency management program and identifies personnel, equipment, and facility needs.
   2) Coordinate the assignment of emergency management program tasks to departments and agencies.
   3) Coordinate the operational response of university emergency services.
   4) Coordinate activation of the EOC and supervise its operation.

c. The coordinator emergency operations should:

   1) Serve as the university coordinator on emergency management matters.
   2) Keep the chief of police apprised of the preparedness status and emergency management needs.
   3) Coordinate university planning and preparedness activities and the maintenance of this plan.
   4) Arrange appropriate training for university emergency management personnel and emergency responders.
   5) Coordinate periodic emergency exercises to test the plan and training.
   6) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
   7) Perform day-to-day liaison with The UT System and state emergency management staff and other local emergency management personnel.
   8) Coordinate with organized volunteer groups and businesses regarding emergency operations.


All emergency services and support services should:

a. Review their responsible appendixes annually.

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

c. Develop actions to be taken at each readiness level as outlined in section VIII Readiness Levels of this plan. More specific actions may be detailed in departmental or best practices or SOPs.

d. Develop and maintain SOPs for emergency tasks.

e. Provide trained personnel to staff the ICP and EOC and conduct emergency operations.
f. Provide current information on emergency resources for inclusion in the resource.
g. Report information regarding emergency situations and damage to facilities and equipment to the IC or the EOC.
h. Department and agency heads not assigned a specific function in this plan should be prepared to make their resources available for emergency duty at the direction of the IMT.

5. Emergency Services Responsibilities.

a. The IC.

1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
2) Determine and implement required protective actions for response personnel and the public at an incident site.

b. Warning Appendix A.

1) Primary responsibility: Police Chief.
2) Supporting Departments: EH&S, IT and University Communications.
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 university community through available warning systems.
   d) Disseminate warning and instructions to special facilities such as Miner Heights and Miner Village.
   e) Provide timely warnings.

c. Communications Appendix B.

1) Primary responsibility: Police Chief.
2) Supporting Departments: University Communications, IT, EH&S.
3) Suggested Reviewer: El Paso County OEM.
4) Emergency tasks to be performed include:
   a) Identify the communications systems available with 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 by volunteer organizations.
   d) Develop a process for communicating with and directing the dispatch center, including the activation of the emergency contact list.
   e) Develop procedures to warn threatened elements of the campus community.
d. Radiological Protection Appendix D.

1) Primary responsibility: AVP EH&S.
3) Emergency tasks to be performed include:
   a) Maintain inventory of radiological equipment.
   b) Establish procedures for acquiring assistance from local and state resources to assist with radiological protection.
   c) Ensure that hazmat procedures are consistent with the state and local environmental safety hazmat plans.
   d) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
   e) Respond to radiological incidents and terrorist incidents involving radiological materials.
   f) Make notification concerning radiological incidents to state and federal authorities.

e. Evacuation Appendix E.

1) Primary responsibility: Police Chief.
2) Supporting Departments: EH&S, Student Affairs, Office of Student Life, Center for Accommodations and Support Services (CASS), Facilities Services, University Communications and Parking and Transportation.
3) Suggested reviewer: El Paso County OEM.
4) Emergency tasks to be performed include:
   a) Identify areas where evacuation has been or may in the future and determine of population 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 evacuations.
   d) Determine emergency public information requirements.
   e) Perform evacuation planning for special needs personnel.

f. Firefighting Appendix F.

UTEP does not have a fire department on campus. UTEP relies on the El Paso Fire Department for fire response.

1) Primary responsibility: AVP EH&S.
2) Supporting Departments: Facilities Services, Police, University Communications and Facilities Services.
3) Suggested reviewer: EPFD.
4) Emergency tasks to be performed include:

   a) Fire prevention activities.
   b) Fire detection and control.
   c) Minor hazmat and oil spill response.
   d) Evacuation support.
   e) Post-incident analysis and damage assessment.
   f) Fire safety inspection of temporary shelters.
   g) Prepare and maintain fire resource inventory.

4. Law Enforcement Appendix G.

   1) Primary responsibility: Police Chief.
   2) Supporting Departments: Student Affairs, Facilities Services, and University Communications.
   3) Suggested reviewer: El Paso Police Department.
   4) Emergency tasks to be performed include:

   a) Maintenance of law and order.
   b) Traffic control.
   c) Develop procedures for mobilizing the Police Department and pre-positioning personal.
   d) Terrorist incident response.
   e) Civil disturbance response.
   f) Provision of security for vital facilities, evacuated areas, and shelters.
   g) Access control for damaged or contaminated areas.
   h) Warning support.
   i) Assist facilities with post-incident analysis and damage assessment.
   j) Prepare and maintain law enforcement resource inventory.

4. Student Health and Medical Services (Student Health Center) Appendix H.

   UTEP does not have an emergency medical service on campus and relies on the city of El Paso Fire Department for emergency medical services.

   1) Primary responsibility: Dean of Health Science.
   2) Supporting Departments: Student Affairs, Director Student Health Center, University Counseling, Business Affairs, Police, EH&S and CASS.
   3) Suggested reviewers: El Paso Fire Department.
   4) Emergency tasks to be performed include:

   a) UTEP Student Health Center does not provide emergency medical services.
   b) Coordinate health and medical care and Emergency Medical Services support during emergency situations.
   c) Public health information and education.
a) Inspection of food and water supplies.
b) Develop emergency health policies and procedures.
c) Coordinate collection, identification, and interment of deceased disaster victims.
d) Develop procedures for mobilizing personnel on campus and at external partners.
e) Consider developing procedures for mutual aid agreements.
f) Develop pandemic flu and infectious disease plans.
g) Develop system for disease surveillance and tracking for resident students.
h) Coordinate with local and state public health partners.

i. Utilities Appendix L.

1) Primary responsibility: AVP Facilities Services.
3) 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) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
   d) Assess damage to, repair, and restore public utilities.
   e) Monitor recovery activities of privately owned utilities.

j. Direction and Control Appendix N.

1) Primary responsibility: Executive Vice President office of the president.
2) Supporting Departments: Business Affairs, EH&S, Police, UTEP OEM, University Communications, Provost and Student Affairs.
3) Suggested reviewer: El Paso OEM.
4) Emergency tasks to be performed include:
   a) Direct and control the local operating forces.
   b) Maintain coordination with UT Systems, city/county agencies and the DDC as required.
   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 develops procedures for crisis training.
   f) Coordinates the evacuation of areas at risk.

k. Hazard Mitigation Appendix P.

1) The primary responsibility: Police Department.
2) Supporting Departments: Facilities Services, EH&S, Police and El Paso Fire Department.

3) Emergency tasks to be performed include:
   a) Maintain the local hazard analysis.
   b) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
   c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
   d) Coordinate and carry out post-disaster hazard mitigation program.

I. Search & Rescue Appendix R.
   1) The primary responsibility: Police Chief.
   2) Supporting Departments: Facilities Services, EH&S, Student Affairs, University Communications, city of El Paso Fire Department and Department of Public Safety.
   3) 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.

m. Terrorist Incident Response Appendix V.
   1) Primary responsibility: Police Chief.
   2) Supporting Departments: Office of the President.
   3) Suggested reviewers: Department of Public Safety, FBI and El Paso Police Department.
   4) 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.

   a. Shelter and Mass Care Appendix C.
1) Primary responsibility: VP Student Affairs.

2) Supporting Departments: Office of Student Life, Student Recreation, Resident Life, EH&S, CASS, Food Services, University Communication, Student Health and Facilities Services.

3) Suggested reviewers: by ARC and El Paso OEM.

4) Emergency tasks to be performed include:
   a) Perform emergency shelter and mass care planning.
   b) Coordinate and conduct shelter and mass care operations with other departments, relief agencies, and volunteer groups.

b. Public Information Appendix I.

1) Primary responsibility: AVP University Communications.

2) Supporting Departments: Police, Office of the President and city of El Paso.

3) Emergency tasks to be performed include:
   a) Establish a JIC.
   b) Develop the communications plan.
   c) Conduct on-going hazard awareness and public education programs.
   d) Pursuant to the Joint Information System, compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
   e) Provide information to the media and the public during emergency situations.
   f) Arrange for media briefings.
   g) Compiles all print and photo documentation of emergency situations.

c. Recovery Appendix J.

1) Primary responsibility: AVP Facilities Services.

2) Supporting Departments: Business Affairs, Provost, IT, Human Resources, EH&S, Police, Office of the President.

3) 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 and needs of disaster victims and formulate and carry out programs to fill those needs.
   c) If damages are beyond the capability to deal with, compile information for use by the local officials in requesting state or federal disaster assistance.
   d) If UTEP is determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out the authorized recovery programs.

d. Public Works & Engineering (Facilities Services) Appendix K.
1) Primary responsibility: AVP Facilities Services.
2) Supporting Departments: Business Affairs and city of El Paso.
3) Emergency tasks to be performed include:
   a) Protect UTEP facilities and vital equipment where possible.
   b) Assess damage to streets, traffic control devices, and other public facilities.
   c) Direct temporary repair of vital facilities.
   d) Restore damaged roads.
   e) Restore waste disposal systems.
   f) Arrange for debris removal.
   g) General damage assessment support.
   h) Building inspection support.
   i) Provide specialized equipment to support emergency operations.
   j) Support traffic control and search and rescue operations.

e. Resource Management Appendix M.

1) Primary responsibility: VP Business Affairs.
2) Supporting Departments: Human Resources, Facilities Services, Food Services and office of the President.
3) 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 manpower reserve and coordinate 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) During emergency operations, identify to the donations management coordinator those goods, services, and personnel that are needed.
   i) Maintain records of emergency-related expenditures for purchases and personnel.
   j) Identify sources for mutual aid agreements and assistance.
f. Human Services Appendix O.

1) Primary responsibility: VP Student Affairs.
2) Supporting Departments: University Counseling Services, Student Health Center, Office of Student Life, Resident Life, Food Services, Transportation, Student Recreation Center, Human Resources, CASS and city of El Paso.
3) Suggested reviewer: State Department of Health.
4) 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 ARC.
   e) Coordinate special care requirements for disaster victims such as the aged, 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.
   g) Coordinate to provide appropriate developmentally and culturally appropriate mental health services.
   h) Coordinate for specific mental health interventions.
   i) Provide basic training on available resources and common reactions to trauma for all staff.
   j) Train faculty and staff on early warning signs of potentially dangerous individuals.
   k) Identify internal and external partners who may be able to assist, and develop a structure for support.
   l) Develop template letters for alerting students, parents, family, and staff.
   m) Identify sources for mutual aid agreements and assistance.

   g. Hazmat & Oil Spill Appendix Q.

1) The primary responsibility: AVP EH&S.
2) Supporting Departments: Police, Facilities Services and El Paso Fire Department.
3) Emergency tasks to be performed include:
   a) Determine if the incident can be safety handled with internal staff or whether additional resources such as El Paso Fire, EMS or HAZMAT response are required.
   b) For small scale incidents and in accordance with Occupational Safety and Health Administration regulations, establish ICS to manage the response to hazardous materials incidents.
c) Establish the hazmat incident functional areas (e.g., hot zone, warm zone, cold zone, etc.).

d) Determine and implement requirements for personal protective equipment for emergency responders.

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

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

g) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.

h) Determines when affected areas may be safely reentered.

h. Transportation Appendix S.

1) The primary responsibility: AVP Parking and Transportation Services.

2) Supporting Departments: Police, First Group/Miner Metro, Facilities Services and city of El Paso.

3) 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 use of transportation equipment and personnel for purpose of possible reimbursement.

i. Donations Management Appendix T.

1) The primary responsibility VP Business Affairs.

2) Supporting Departments: Student Affairs, Police, Institution Advancement, Facilities Services, Human Resources, University Relations and Volunteer Organizations Active in Disasters (VOAD).

3) Suggested reviewer: El Paso City/County OEM.

4) 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.
j. Legal Appendix U.

1) The primary responsibility: Director Office of Legal Affairs.
2) Support Departments: Police, office of the President and Business Affairs.
3) Emergency tasks to be performed include:

   a) Advise University President and administration on appropriate measures to take in the event of a declared disaster or major emergency.
   b) Review and advice university officials on possible legal issues arising from disaster operations.

k. Business Continuity Plan Appendix W.

1) Primary responsibility: Coordinator Emergency Operations.
2) Supporting Departments: Provost, Student Affairs, Facilities Services, Police Department, Human Resources, IT, Purchasing, Enrollment Services.
3) Emergency Tasks to be performed include:

   a) Identify essential functions.
   b) Establish order of succession.
   c) Develop delegation of authority.
   d) Identify continuity facilities.
   e) Establish continuity communications.
   f) Identify vital records management system.
   g) Establish human capital.
   h) Establish testing, training, and exercise program.
   i) Devolution of control and direction.
   j) Reconstitution operations.

l. Special Events and Large Venue Appendix X.

1) Primary responsibility: AVP Business Affair.
2) Supporting Departments: Police, Facilities Services, EH&S, IT, Student Affairs, Athletics, Transportation, Student Recreation, Food Service, University Relations and CASS.
3) Emergency Tasks to be performed include:

   a) Event control and direction.
   b) Emergency contact list.
   c) Establish emergency contact numbers.
   d) Establish evacuation plan.
   e) Establish security plan.
   f) Establish evacuation scripts.
   g) Establish alcoholic beverage controls.
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 with the local government and the university:

1) El Paso county volunteer organizations are listed in attachment 8.
2) The Radio Amateur Civil Emergency Service provides amateur radio support for emergency operations, including communications support in the EOC.


The following businesses have agreed to provide support for emergency operations as indicated:

1) Hilton Garden Hotel has provided hotel room in support of emergency situations.
2) Providence Memorial Hospital has provided parking support during emergency situations.

VII. DIRECTION AND CONTROL

A. General

1. The University President or designee 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. The University President or designee may provide overall direction of the response activities of all departments. During major emergencies and disaster, the University President may carry out those responsibilities from the EOC.

The Coordinator Emergency Operations may manage the EOC.

3. The IC assisted by a staff sufficient for the tasks to be performed, may manage the emergency response at an incident site.

4. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment should carry out mission essential assignments directed by the IC or manager of the EOC. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.

5. If UTEP’s own resources are insufficient or inappropriate to deal with an emergency situation, UTEP may request assistance from El Paso city/county, UT System, state of Texas or organized volunteer groups. The process for requesting state or federal assistance is covered in section V. paragraph F. of this plan.
B. Emergency Facilities

1. ICP. Except when an emergency situation 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 ICP may be established in the vicinity of the incident site. As noted previously, the IC 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 may activate the EOC, which is located primarily at the Police Department Community Training room or the Facilities Services classroom as an alternate or at an appropriate location designated by the University President or Chief of Police.

3. The following individuals are authorized to activate the EOC:
   
   a. University President  
   b. Executive VP  
   c. AVP Facilities Services  
   d. Chief of Police  
   e. AVP EH&S  
   f. Coordinator Emergency Operations

4. The general responsibilities of the EOC are to:
   
   a. Provide resource support for emergency operations.  
   b. Assemble accurate information on the emergency situation and current resource data to allow EOC members and officials to make informed decisions.  
   c. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.  
   d. Suspend or curtail university services, recommend the closure of campus and cancellation of special events.  
   e. Organize and activate large-scale evacuation and mass care operations.  
   f. Provide emergency information to supporting ODOP agencies, university community and UT System.

5. Representatives of those departments and agencies assigned emergency functions in this plan may staff the EOC. EOC operations are addressed in Appendix N (Direction and Control). The interface between the EOC and the ICP is described in section V paragraph E above.

6. The alternate EOC is located at Facilities Services Classroom, 3120 Sun Bowl Drive. This facility may be used if the primary EOC becomes unusable.

7. UTEP has a Sport Utility Vehicle used for command and control, operated by the UTEP Police Department, which may be used as an ICP.
C. Line of Succession

1. The line of succession for the University President is:
   a. Executive Vice President.
   b. Vice President Business Affairs.
   c. Senior Executive Vice President.

2. The line of succession for the provost is:
   a. Executive Vice President.
   b. Vice President Business Affairs.
   c. Senior Vice Provost.

3. The line of succession for emergency management is:
   a. Coordinator Emergency Operations.
   b. Chief of Police.
   c. Assistant Police Chief.

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

VIII. 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. UTEP uses a four-tier system. Readiness levels should be determined by the Chief of Police, designee or, for certain circumstances, the coordinator emergency operations. General actions to be taken at each readiness level are outlined in the appendixes to this plan; more specific actions should be detailed in departmental or best practices or SOPs.

B. The following readiness levels may be used as a means of increasing the alert posture.

1. Level 1: Normal Conditions.
   a. Emergency incidents occur and university officials are notified. One or more departments or agencies respond to handle the incident; an ICP 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 2: Increased Readiness.
   a. 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 the situations similar to the following occur:
1) **Severe Weather Threat.** A severe weather system has developed that has the potential to impact the local area. Readiness actions may include regular weather monitoring, contacting National Weather Service, review of plans and resource status, determining staff availability and placing personnel on-call.

2) **Tornado Watch** indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.

3) **Flash Flood Watch** 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, deploying warning signs.

4) **Mass Gathering.** For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.

b. Declaration of “Level 2” may require the initiation of the “Increased Readiness” activities identified in each appendix to this plan.

3. **Level 3: High Readiness.**

a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the university community. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:

1) **Severe Weather Threat.** A severe 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, prepositioning equipment, updating evacuation checklists, verifying evacuation route status, and providing a timely warning to university community.

2) **Tornado Warning.** Issued when a tornado has actually been sighted in the vicinity or indicted by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the university community about the warning.

3) **Flash Flood Warning.** Issued to alert persons that flash flooding is imminent or occurring on certain steams or designated areas, and immediate action should be taken. Readiness actions may include notifying the university community about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.

4) **Winter Storm Warning.** 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. Prepare notices and conditions for closing the university.
5) **Mass Gathering.** 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.

b. Declaration of a “Level 3” may require the initiation of the “High Readiness” activities identified in each appendix to this plan.

4. Level 4: Maximum Readiness.

   a. Maximum Readiness refers to situation that 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) **Severe Weather Threat.** The decision to close the university except for essential personnel or possibly evacuate resident students should be discussed. Readiness actions may include continuous situation monitoring, activation of the EOC, cancelling special events, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.

   2) **Tornado Warning.** Tornado has been sited especially close to the university area or moving towards the university area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.

   3) **Flash Flood Warning.** Flooding is imminent or occurring 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 response units on stand-by, all law enforcement present for duty, notify UT System and DDC that assistance may be needed and keep all apprised of the situation, and continuous situation monitoring is required.

b. Declaration of “Level 4” may require the initiation of the “Maximum Readiness” activities identified in each appendix to this plan.

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**IX. ADMINISTRATION AND SUPPORT**

**A. Agreements and Contracts**

1. Should local resources prove to be inadequate during an emergency, requests should be made for assistance from the City of El Paso, El Paso County, UT System, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.
and those agreements concluded during the emergency. Such assistance may include 
equipment, supplies, or personnel. All agreements should be entered into by authorized 
officials and may be in writing whenever possible however not required. Agreements 
and contracts may identify the local officials authorized to request assistance pursuant to 
those documents.

2. The agreements and contracts pertinent to emergency management that UTEP is a 
party to are summarized in Attachment 6.

B. Coordination

1. Coordination with the Department of State Health Services is accomplished monthly 
through meetings of the regional emergency managers. The group meets monthly and 
discusses issues, events, training and exercises.

2. Coordination with local emergency management agencies, law enforcement, health 
department/agencies and fire department is accomplished through meetings at the Rio 
Grande Council of Governments, the Local Emergency Preparedness Committee, the 
Regional Emergency Managers Committee and quarterly training meeting through the 
city/county OEM.

C. Reports

1. Hazmat Spill Reporting. If UTEP is responsible for a release of hazmat of a type or 
quantity that must be reported to state and federal agencies, the department or agency 
responsible should contact EH&S and discuss who should make the required report. 
See Appendix Q, Hazmat and Oil Spill Response, for more information. If the party 
responsible for a reportable spill cannot be located, the IC should contact EH&S and 
sure that the required report(s) are made.

2. Initial Emergency Report. This short report may be prepared and transmitted by the 
EOC when an on-going emergency incident appears likely to worsen and UTEP may 
need assistance from other local governments or the State. See Appendix N, Direction 
and Control for the format and instructions for this report.

3. Situation Report. A daily situation report may be prepared and distributed by the EOC 
during major emergencies or disasters. See Appendix N, Direction and Control, for the 
format of and instructions for this report.

4. Other Reports. Several other reports covering specific functions are described in the 
appendixes to this plan.

D. 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 may be done in accordance with the established local fiscal policies and standard cost accounting procedures.

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

1) Activation or deactivation of emergency facilities.
2) Emergency notifications to other local governments and to state and federal agencies.
3) Significant changes in the emergency situation.
4) Major commitments of resources or requests for additional resources from external sources.
5) Issuance of protective action recommendations to the public.
6) Evacuations.
7) Casualties.
8) Containment or termination of the incident.

b. Incident Costs. All department and agencies 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 as in preparing future department or agency budgets.

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

1) Personnel costs, especially overtime costs.
2) Equipment operational 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.


a. In order to continue normal university operations following an emergency situation 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 agency responsible for preparation of appendixes to this plan may include protection of vital records in its best practices or SOPs.

b. If records are damaged during an emergency situation, UTEP may seek professional assistance to preserve and restore the records.
E. Training

1. Each department head is responsible to ensure department personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any emergency position they are tasked to fill.

2. Students living in residential apartments or residence halls should have necessary training to efficiently evacuate the facility and assist others who may be disabled or otherwise need assistance.

3. Fire drills are conducted within each student apartment complex twice a year and once each year for other university structures.

4. Table top exercises are conducted at the beginning of each football and basketball season and a full scale exercise is conducted once each year.

5. Community Emergency Response Team (CERT) training is offered to all students, staff and faculty. CERT members assist with other training and exercises.

6. Leadership staff and faculty members are required to complete an emergency management module within their annual compliance training.

F. Post-Incident and Exercise Review

The Chief of Police or coordinator emergency operations is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report may entail both written and verbal input from all appropriate participants. An Improvement Plan may be developed based on the deficiencies identified, and an individual, department, or agency may be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The Coordinator Emergency Operations is responsible for developing reviewing and maintaining the emergency management plan. The University President is responsible for approving promulgating this plan.

B. Distribution of Planning Documents

1. The Chief of Police and Coordinator Emergency Operations should determine the distribution of this plan and various appendixes. In general, copies of plans and appendixes should be distributed to those individuals, departments, agencies, and
organizations tasked in this document. Copies may also be set-aside for the EOC and other emergency facilities.

2. The basic plan includes a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan. In general, individuals who receive appendixes to the basic plan should also receive a copy of this plan, because the basic plan describes the emergency management organization and basic operational concepts.

C. Review

The basic plan and its appendixes shall be reviewed annually. The Coordinator Emergency Operations should establish a schedule for annual review of planning documents. Responsibility for revising or updating the appendixes to this plan is outlined in the section VI. B. 4. a Assignment of Responsibilities.

D. Update

1. This plan may be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or university structure occur.

2. Revised or updated planning documents should be provided to all departments, agencies, and individuals tasked in those documents.

ATTACHMENTS:
1. Distribution List.
2. References.
5. Appendix Assignments.
8. El Paso County Volunteer Organizations.
ATTACHMENT 1
DISTRIBUTION LIST OF BASIC PLAN AND ALL ANNEXES ON CD

UTEP Departments:

University President
Provost
Executive Vice President
Assistant to the President
Vice President for Business Affairs
Vice President for Research
Vice President for Student Affairs
Assistant Vice President Business Affairs
Vice President Human Resources
Police Chief
Assistant Vice President EH&S
Associate Vice President Facilities Services
Associate VP University Communications
Executive Director Special Events
Director Athletics
Director Resident Life
OEM

UT System:

Office of Director Police
Office of Risk Management

El Paso city/county:

OEM
Fire Department
Police Department
Sheriff’s Department

State Agencies:

Texas Division of Emergency Management
Texas Department of State Health
Disaster District Chairperson

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

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

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


7. 79th Texas Legislature, *House Bill 3111*

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P – INDICATES PRIMARY RESPONSIBILITY
S – INDICATES SUPPORT RESPONSIBILITY
C – INDICATES COORDINATION RESPONSIBILITY
## APPENDIX ASSIGNMENTS

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<td>Appendix S: Transportation</td>
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<td>Appendix T: Donations Management</td>
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<td>AVP Business Affairs</td>
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Agreements

Description: University of Texas Mutual Aid Guidebook
Summary of Provisions: Mutual aid for police services at UTEP campuses
Officials authorized to implement: Executive Vice President
Costs: None
Copies held by: Executive Vice President 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: Executive Vice President and campus operations and the coordinator emergency operations

Description: First Group/Miner Metro emergency transportation contract
Summary of Provisions: Transportation may be provided to students without means to evacuate the campus based upon availability of a vehicle at the time of need by Eagle Tours INC.
Cost: As designated in purchase order
Copies held by: Assistant Vice President Business Affairs
A. Background

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

B. Components

1. **Command and Management.** 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 a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

      a) 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.

      b) 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 should minimize confusion and enhance interoperability.

      c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.

      d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

      e) Use of Position Titles. All ICS positions have distinct titles.
f) Reliance on an IAP. The IAP, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes 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.

g) Integrated Communications. Integrated communications includes 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.

h) 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 a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation 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 IAP; 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, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the IAP.

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 IMT 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. Multi-Agency Coordination System. A MACS may be required for incidents that require higher level resource management or information management. The components of MACS, equipment, EOCs, specific multi-agency 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 and the 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 Department of Homeland Security National Incident Management System Plan, dated March 2004.

2. **Preparedness.** 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. **Resource Management.** All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.

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

5. **Supporting Technologies.** 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. **Ongoing Management and Maintenance.** 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.
1. ARC El Paso Chapter  
   Executive Director Mark Matthey  
   3620 Admiral Street, El Paso 79925  
   915 592-0208 X 222  
   Chapter Support Specialist  
   Ashley Rendon  
   915 592-0208 X 224  
   Department Disaster Services  
   Manager Freddy Martinez  
   915 592-0208 X 226

2. United Way of El Paso  
   President and CEO Deborah Zuloaga  
   100 North Stanton St.  
   Suite 500  
   El Paso, TX 79901  
   915 532-2104

3. Salvation Army  
   Maj. Michael Morton Area Commander  
   4300 E. Paisano Dr. El Paso 79905  
   915 544-9811

4. Texas Baptist Men  
   Director Region 01 William Wickline  
   915 755-3030 Home  
   915 474-3729 Cellular

5. El Paso County General Assistance  
   Project Bravo  
   800 E. Overland Suite 301, Suite LL-108  
   El Paso, Texas 79924  
   Socorro Rd Suite B-1 79902  
   915 759-7990  
   Services: Financial assistance for families with no income

6. El Paso VOAD  
   El Paso VOAD is a forum where organizations share knowledge and resources throughout the disaster cycle—preparation, response and recovery—to help disaster victims and their communities
SEC. 51.217. MULTIHAZARD 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 A 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 © 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