Emergency Management Plan

Version 24111
Revised 04/20/2024
Approved 05/07/2024

Revised:

Letter of Promulgation

The preservation of life and property is an inherent responsibility of the University of Houston-Clear Lake (UHCL). UHCL is committed to protecting the health and welfare of its community members, intellectual property, and facilities.

The University's Office of Emergency Management (OEM) has prepared this all-hazards Emergency Management Plan (EMP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the UHCL community in times of emergency. With this plan, the university strives to minimize the impact of emergencies and maximize the effectiveness of the campus community's response to and recovery from these inevitable occurrences.

The Director of Emergency Management (EM) oversees the planning of emergency incidents involving UHCL. However, the EM Director cannot act effectively alone. UHCL expects individuals and departments to maintain their own sets of detailed plans to sustain, organize, and coordinate resources for emergency response, recovery, and continuity of operations efforts. The development and maintenance of successful plans require departments to designate persons with authority to coordinate emergency departmental procedures and commit resources to emergency preparedness to assist in the planning process.

Everyone should understand their role in emergencies. Please review this plan so you can support and protect our UHCL community when emergencies arise.

Thank you,

President

University of Houston-Clear Lake

Approvals

The University of Houston-Clear Lake Emergency Management Plan (EMP) is hereby approved. Version 22352 of the EMP supersedes all previous versions of this document.

Approved:
President, University of Houston-Clear Lake

Approved: _____   **Date:_____**
Senior Vice President, Administration and Finance UHCL

Approved: _____ Date: _____
Russell Miller
Chief, UHCL Police Department

Approved: _____ Date_____
Albert Black
Director of Emergency Management UHCL

RECORD OF CHANGE (Page 1)

Date	Page/Section	Description of Change	Entered By
04/2018	EMP	This plan was submitted to senior leadership for review and signature approval.	AB
10/2019	EMP	Additional language was added to address public health bioterrorism, infectious disease, & pandemics.	AB
5/2020	EMP	Changes to titles of senior university leadership	AB
5/2021	EMP	Creation and inclusion of the 2021 Hazard Identification and Risk Assessment	NYV
5/2021	EMP	Reviewed and updated the authority section	NYV
6/2021	EMP	Restructuring of the EMP, including additional material with assistance from the UHCL Emergency Planning Team	NYV
7/2021	Incident types	Restructured the incident types to align with national standards.	NYV
7/2021	Add to Con-Ops	Addition of the emergency evacuation and shelter- in-place section.	NYV
10/2021	EMP	Remove outdated sections; rename teams	NYV
4/2022	EMP	Add new definitions and Plan review; reviewed links,	NYV
5/2022	EMP	Reformatting and proofreading added vision & mission statement	NYV
5/2022	EMP	Submit Plan for review 22126; Made review changes	NYV
7/2022	EMP	Added plans map, Changed BAT to CARE Team, Changed CORE to Senior Leadership. Reformatting	NYV
8/2022	EMP	Added Resilience and Preparedness Sections	NYV
12/2022	EMP	Additions to the Resilience and Preparedness section	NYV

RECORD OF CHANGE (page 2)

Date	Page/Section	Description of Change	Entered By
1/18/2023	11, EM Plans	Updates to Plan map	NYV
1/18/2023	Phases of EM	Updates to the Phases of Emergency Management	NYV
1/19/2023	16-17	Adjusted unified command & Added graphic	NYV
1/20/2023		Added section on Workforce safety and health	NYV
2/10/2023		Final approval of plan	AB
2/07/2024	EMP	Accomplished a significant revision/updated.	JR

RECORD OF REVIEW

Date(s)	Version	Reviewed By
8/2021	21181	Vessey/Black
5/2022	22126	Vessey, Al Black, Chief Miller
7/2022	22126	Vessey, Miller, A. Black
1/2023	22352	Vessey, Black,
2/2023	22352	Black, VP Denney, Pres. Walker
2/20/2024	24051	Ryholt, Black

Section A - Purpose and Scope, Situation Overview, and Assumptions

Purpose and Scope

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

The EMP utilizes an "All-Hazards Approach" which provides broad guidelines for emergency management with specific emergency management functions. The basic procedures given here are designed to help protect lives and property through effective use of campus and other identified resources. Since an incident may happen suddenly and without warning, the procedures in the EMP are designed to be flexible to accommodate contingencies of various types and magnitudes. The UHCL OEM relies on a thorough integration of emergency plans at all levels of the campus.

This EMP incorporates the National Incident Management System (NIMS) and the Incident Command System (ICS). These management systems facilitate campus departments' integration with interagency responders. It is the intent of UHCL to collaborate with the Department of State Health Services, local EM agencies, law enforcement, and fire departments when the Plan is activated, or throughout any of the phases of EM.

UHCL maintains three campuses in Clear Lake City, the City of Pearland, and in the Texas Medical Center. The UHCL community is made up of over 8000 students, employs over 1800 members, and has some 75,000 alums. The UHCL campus is over 1,187,000 sq./ft of building space, including the 294-bed residence hall, the Recreation & Wellness Center, the Pearland Health and Sciences building, and the STEM and Classroom building. The main campus is a 524-acre site, including several bodies of water and natural greenspaces with abundant wildlife.

Situation Overview

The UHCL is susceptible to hazards of many kinds and degrees, some of which have the potential to disrupt the campus community and create a significant impact on campus life and property. A Hazard and Risk Assessment is performed by the Emergency Planning Committee with the OEM every five years. This assessment follows guidance outlined by FEMA for institutions of higher education. Each hazard is evaluated based on its probability or likelihood of occurrence and its potential impacts to the University. Per the guidance, the probability metric is based on the likelihood that the hazard will occur in the next 15 years. Similarly, the impact value is based on assessing each hazard in six different areas per the guidance. These areas include: (1) whether the hazard has occurred on campus in the past and caused any impacts to life safety; (2) potential impacts of future events to life safety; (3) extent of property damage; (4) total cost to respond, repair or replace damaged facilities; (5) duration of interruption to campus-wide activities/operations; and (6) impacts to campus reputation or image.

A summary of the Hazard and Risk Assessment results is provided in Appendix B.

Assumptions

The following list of assumptions help to guide the planning effort for this plan:

- The UHCL will be exposed to numerous hazard types and varying degrees of impact.
- While information dissemination and response to the campus community may be possible before an emergency, some emergency situations may occur with little to no warning.
- Outside assistance will be available in most emergency situations affecting the UHCL. However, due to the unforeseeable response times in requesting external assistance, it is essential that university entities are prepared to do the initial emergency response independently.
- Proper mitigation actions can prevent or reduce potential disaster-related losses. Through emergency planning, the training of emergency responders and other personnel, and regular implementation of emergency drills and exercises, the university's capacity and readiness to respond to emergency situations can be increased and enhanced.

Phases of Emergency Management

The EMP addresses emergency preparedness activities during the four phases of emergency management. These emergency management phases include Mitigation, Preparedness, Response, and Recovery. The four phases of EM are described below:

- **Mitigation:** Process intended to eliminate hazards, reduce the likelihood of an emergency, or lessen the consequences of unavoidable hazards. Mitigation includes prevention, property protection, education & awareness, contingency planning, and other actions designed to reduce the impact of inevitable challenges.

- **Preparedness:** Developing plans for training personnel that may become involved with an incident, creating the roles and responsibilities for responders, and obtaining or allocating resources before an event occurs. Preparedness is everyone's responsibility. Individuals and university departments & offices must develop emergency plans.

- **Response:** Actions taken immediately before, during, and immediately after an emergency. Response activities are objective-based and generally focus on saving lives, protecting property, and returning the university to a normal operating condition.

- **Recovery:** Begins as soon as the response phase ends. Recovery is the business of returning the university to normal or near-normal conditions.

Campus divisions, colleges, departments, or units will establish their own department or building response plans utilizing the Building Emergency Response Plan template (here) for the development of their respective plans.

Emergency Planning Structure

The UHCL's Emergency Planning Structure is provided with the establishment of two primary bodies:

The Executive Operations Team (EOT)

The EOT is delegated the following roles with regards to UHCL emergency planning needs: approval of policy; procedural analysis; compliance matters, making recommendations to the University President regarding campus closure and/or cancellation of classes; making recommendations to the University President regarding campus response/recovery efforts in the event of a campus-wide emergency. The EOT is responsible for final approval of any major planning developments or changes communicated by the Emergency Planning Committee (EPC). Short of any immediate need for change by the University President, the EOT is comprised of:
- Office of the President Operations
- Vice Presidents/Associate Vice Presidents
- UHCL Director of Emergency Management
- UHCL Chief of Police.

The Emergency Planning Committee (EPC)

The EPC is delegated the following roles with regards to the UHCL emergency planning needs: improve campus-wide emergency planning through effective communication and collaboration with all partners; coordinate and develop of specific UHCL emergency procedures and processes; identify areas within the university's emergency operations that need improvement and/or lack coordination. The EPC includes representatives from various departments and divisions who are responsible for providing support and giving direction within their area of expertise, as well as having a key role in emergency planning. At a minimum, the committee will include:

- UHCL OEM Emergency Preparedness Coordinator
- Academic Affairs and Provost department representative
- Student Affairs representative
- Administration and Finance representative
- University Advancement representative
- Strategic Enrollment Management
- Pearland campus representative
- Chief Strategy Officer representative

Section B – Concept of Operations

This EMP does not replace policies for public safety, hazardous material regulations, or other emergency measures already established at the UHCL. Rather, it works with established policy using

an All-Hazards approach and general emergency management operations structure established by the National Incident Management System (NIMS) and the Incident Command System (ICS). Cumulatively, they provide support for timely managerial focus on response operations, and to support a transition from response to recovery efforts.

Declaration of a Campus Emergency

A declaration of campus emergency is an official designation intended to communicate to the university and state and local officials that the university's normal functions and operations are disrupted. Only the President or their designee is authorized to issue a declaration of a campus emergency. It must exist in written form and be communicated publicly.

Campus Conditions

Campus conditions have been established by the UHCL senior leadership as a means of ensuring a clear and consistent framework that aids the EMP and accounts for variables such as severe weather, campus safety, and other operational needs as determined when necessary.

In the event that a determination needs to be made regarding campus closures and/or operations in general, the Executive Operations Team will abide by the established campus conditions determination process as listed in Appendix B.

Delegations of Authority

During an emergency, delegations of authority effect a rapid response and establish a clear chain of command. UHCL will utilize existing Delegations of Authority authorized by the UHCL President if needed in an emergency. In addition, the President's Organizational structure currently in place will be used as those individuals are trained and prepared to assume leadership roles in the absence of the President.

National Incident Management System (NIMS)

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

NIMS facilitates the campus's ability to communicate and coordinate emergency management operations and actions with consistency. The key principles of the NIMS are:
   - Common terminology: applied to positions, titles, and facility designations.
   - Unified command structure: linked to form a single managerial structure with span-of-control.
   - Comprehensive resource management: to effectively coordinate resources.
   - Integrated communications: assures information systems operate smoothly among response agencies.
   - Generic positions: created and individuals are trained for emergency preparedness and response roles.

Emergency Management Plan Response Priorities

All emergency plans contain a list of objectives designed to keep the incident on track. Objectives are flexible to meet the needs of the emergency. Whenever demands for emergency resources (personnel or equipment) conflict, the highest operational demand on this list will prevail.

- Life Safety
  - o Save lives.
  - o Treat the injured and reduce suffering.
  - o Warn the campus community to avoid further casualties.
  - o Take action to prevent further injuries.

- Incident Stabilization
  - o Continually reassess the incident and adjust the objectives.
  - o Elimination of the threat using available resources.
  - o Prevent future life safety issues.

- Property and Environment Preservation
  - o Save property from damage or destruction.
  - o Act to prevent further loss.
  - o Provide security for university property.
  - o Restore essential utilities.
  - o Restore campus infrastructure (such as utilities, roads, telecommunications, etc.).
  - o Restore the learning environment of the campus community.
  - o Provide for the continuity of university operations.

The University's public safety answering point is usually the first to be notified in an on-campus emergency. The UHCL Police Department dispatch is responsible for obtaining all the required information and notifying the appropriate emergency response departments or agencies. Once notified and activated, the EOC serves as the coordinating group for the participating departments. [See UHCL Police SOP 3.1.1]

Incident Command System (ICS)

The ICS is a standardized, on-scene, all-risk incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

ICS is a management structure adopted throughout the U.S., and it will be used to manage emergency scenes and incidents that occur within the UHCL and Pearland campuses. Some of the many benefits with the use of ICS are:
- Meeting the needs of the incidents of any kind or size.
- Allowing personnel from a variety of agencies to rapidly link together into a common management structure.
- Being a cost-effective system that avoids duplication of efforts.
- Allowing the transfer of command from one incident commander to another to meet the severity of the incident.

- Use of the standardized ICS forms and the development of Incident Action Plans (IAPs) when warranted.

The On-Scene Incident Commander (IC) at the scene of any incident may request from the police dispatch to notify the Chief of Police or designee and others on the Executive Operations Team (See Executive Operations Team) and form the Command Staff to determine whether the UHCL will be partially or fully activated in support of on-scene incident management. UHCL OEM and the IC will identify the location for the UHCL EOC as needed. The Incident Command Post will coordinate and communicate with the UHCL EOC regarding information and resources as needed or deemed necessary during an activation. The campus police dispatch will notify the appropriate designated members according to the respective succession and through the established chain of command. The basic Incident Command Structure is shown below:
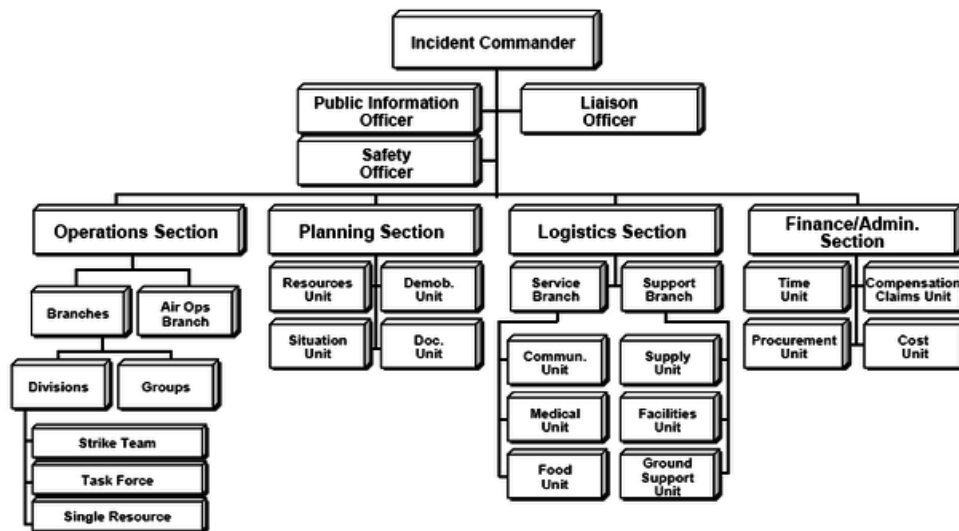
Section C – Organization and Assignment of Responsibilities

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

The University President will:
- Authorize cancellation of classes or campus closure, if required.
- Authorize activation of the Executive Operations Team.
- Provide overall direction for the UHCL.

The Executive Operations Team (EOT) will:
- Make recommendation to the University President regarding campus closure/cancellation of classes.
- Provide guidance and/or advisement to the University President to assist in the decision-making process regarding the safety of the university.
- Make recommendations to the University President regarding campus

response/recovery efforts in the event of a campus-wide emergency.
- Provide the strategic implementation of University's response and recovery efforts.
- Coordinate with the UHCL EOC when activated.

Office of Emergency Management will:
- Activate the UHCL EOC, if needed.
- Monitor the status of the current emergency event and provide regular updates to the Executive Operations Team (EOT).
- Provide support to the Incident Commander for the emergency response by assisting with resource requests and/or coordinating with the appropriate response partners.
- liaison with city and county partners, the National Weather Service, and other external agencies, as necessary.
- Serve in a supporting role for the responsibilities outlined in the State of Texas Basic Plan for Emergency Support Function 5 (Emergency Management).

University Fire Marshal will:
- Serve as the IC during fire-related emergency incidents and serve as the liaison with local fire departments and the State Fire Marshal's Office.
- Serve as the department liaison to assist the EOC in an incident or emergency.
- Act as a member of the EOT and will report and coordinate accordingly.

Office of University Marketing and Communications will:
- Provide updates to the campus community during an emergency event through available channels.
- Serve as the Public Information Officer (PIO) for the UHCL and when deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency.
- Respond to media inquiries.
- Draft updates in an emergency and any campus closure notices (as needed) and distribute through the UHCL ALERT System.
- Organize and coordinate the UHCL Joint Information Center (JIC), when necessary.

Facilities/Construction Management (FMC) will:
- Ensure that the recovery contract for the university is always in place.
- Coordinate and collaborate with the UHCL EOC, when activated.
- Work to maintain campus critical infrastructure.
- Lead the damage assessment and recovery process of campus buildings.
- When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency.

Office of Information Technology (OIT) will:
- Maintain technology services supporting critical campus infrastructure, including those required for emergency communications.
- Collaborate with Facilities/Construction Management on the damage assessment and recovery process for campus buildings related to infrastructure technology components.
- Serve as the point department during a cybersecurity event.
- Provide a Department Liaison to assist the EOC with incidents and emergencies as requested.
- Handle cybersecurity incident identification and response for the University, including liaison

with external cybersecurity authorities regarding potential threats.

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

UHCL Police Department will:
- Distribute or delegate the distribution of initial emergency messages using EVERBRIDGE in a significant campus emergency.
- Notify response partners to ensure the safety of campus community members during an emergency.
- Provide a department liaison to assist the EOC as requested. [UHCL Police SOP 4.3.4]

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

Ride-Out Teams will:
- Coordinate with the OEM and/or UHCL EOC when activated.
- Follow requirements outlined in the Ride-Out Team guide.

EOC Department Liaisons will:
- Serve as a liaison between department and the EOC.
- Provide information and situational updates from department to the EOC.
- Coordinate any resource needs and information sharing through the EOC.
- Complete EOC Situation Reports and other critical communications with representative department.
- When requested, assist the EOC with any resource requests.

Section D – Direction, Control, and Coordination

Incident Command Post (ICP)

First responders may establish an ICP near the scene of the incident. The ICP shall be in a location far enough from the scene to protect individuals operating at the ICP from scene hazards but close enough to manage resources, strategies, and tactics. The establishment of an ICP shall follow ICS procedures. [See UHCL Police SOP 3.3.3]

Emergency Operations Center (EOC)

The UHCL OEM will oversee the daily operations of the EOC ensuring the equipment, training, and procedures are maintained and up to date. The EOC manager will be either the UHCL Director of Emergency Management, the Emergency Preparedness Coordinator, or another qualified ICS member of the IMT. The IC will direct all functions of incident response, coordinate response resources, and determine when the incident no longer needs coordination from the EOC. [See the Emergency Operations Handbook]

As emergency situations threaten to occur, the representatives listed below may activate the UHCL Emergency Operations Center (EOC) to facilitate evaluation and incident planning and activation and implementation of emergency functions and resources. Certain near instantaneous events may trigger immediate, full EOC activation. The EOC is the key to successful response and recovery operations. With decision-makers and policymakers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished and minimize duplication of efforts:
- President of the University of Houston-Clear Lake
- Sr. Vice President of Academic Affairs and Provost
- Vice President, Administration, and Finance
- Director, Emergency Management
- Chief of Police, UHCL Police Department

Every effort will be made to use a time-phased approach to activation of the UHCL EOC. The UHCL OEM will follow the available time-phased guidance and/or operational procedures from local agencies or partners; however, timing of the EOC is also largely dependent on the nature of the incident. Time-phased activation is appropriate:
- When an incident occurs that is expected to build over time, such as a wildfire.
- When there is a warning period before an emergency, such as when a hurricane or storm surge has been forecasted.
- In preparation for planned events.

Additionally, the following locations may serve as the UHCL EOC:
- PRIMARY Bayou 1636, 2402-38 (Neumann Library classroom)
- UHCL Police Department training room PD 123
- Pearland 179, 650 Pearland building

The UHCL EOC operates off a scaled readiness level, and those levels are as follows:

> **Level 4: Normal Readiness:** A Level 4 incident describes localized campus incidents that may

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

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

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

Level 1: Maximum Readiness: An emergency or disaster that is imminent or has already impacted a sizable portion or the entire campus community requiring a broad array of university departments and outside agencies to respond.

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

Staging Area

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

Joint Information Center (JIC)

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

DEMOBILIZATION (DEMOB)

The IC decides when the situation is under control, and incident resources may be

deactivated. Demob requires several critical functions, including deactivation of equipment, recovery of unused supplies, personnel accountability, demob of staff, and documentation.

To begin the process, the PSC meets with the IC and General Staff to develop a demobilization plan for the incident. This plan must ensure adequate care for an orderly, safe, and cost-effective movement of personnel and equipment that are no longer required to manage the incident. The Demobilization Unit Leader is responsible for developing a comprehensive plan to allow for an orderly demobilization.

Hotwash

The PSC is responsible for holding the hotwash. A hotwash is the immediate "on-the- spot" candid discussion of the agency's performance following an exercise, training session, or major event. The primary purpose of a hotwash is to quickly identify the strengths and weaknesses of the response to a given event while the incident is still fresh and before responders forget details. A hotwash includes all the parties participating in the exercise or response activities. Hotwash items are usually used to help create the after-action review/improvement plan. Hotwashes may be held for separate groups at various times as needed to include everyone.

After-action Meeting

The IC and the PSC are responsible for bringing together key players for a deeper in- depth interview of the incident. The norm is to hold the After-action meeting a few days after the resolution of the incident. If the incident is significant in scope or extends to several operational periods these meetings may occur while the incident is still active. The After-action meeting's purpose is to formally capture significant milestones, successes, and areas of improvement before the incident's details fade. Examples of this may be during the H1N1 Flu Pandemic response that lasted many months, After-action meetings were held before staff were released back to their day-to-day duties, between major phases of the incident, and after significant events during the response.

After-Action Report/Improvement Plan (AAR/IP)

After the incident has been fully resolved, a final AAR/IP will be compiled to include information about the incident, the response actions taken, and lessons learned. The AAR/IP is a tool to analyze incidents and improve response procedures for future events. This will ensure the continuous process of enhancement of the University's mitigation, response, and recovery capabilities.

The AAR/IP is developed and conducted by UHCL OEM. The AAR/IP will be the official post-response record describing the incident. The AAR/IP will contain an improvement plan. The improvement plan will be used to update the EMP and incorporate it into future University training exercises.

Campus Recovery

Once the incident has reached a safe condition, the Executive Leadership Team will determine when

and how to return to normal campus operations. The Director of Emergency Management will be responsible for starting the recovery process while emergency response activities are still being implemented.

Section E – Emergency Notification

UHCL Alert Emergency Notification System

UHCL Alert Emergency Notification System is the official emergency notification system for the University of Houston-Clear Lake. UHCL ALERT Emergency Notification System is used to provide prompt notification to students, faculty, and staff if a condition may threaten the health or safety of those on campus.

NOTE Per the Texas Education Code 51.218, Emergency Alert System, a student, or staff member may elect *not* to participate in the UHCL emergency alert system. If a student or staff member elects for this option, they must do so either electronically or in writing to the UHCL OEM and must be renewed at the start of each academic year.
UHCL Alert uses multiple notification methods to reach out to students, faculty, and staff in an emergency. The UHCL Alert Emergency Notification System utilizes the following channels to send emergency messages:
-   Text message
-   Email
-   UHCL Alert website at www.alert.uhcl.edu
-   UHCL Facebook
-   UHCL Twitter

The UHCL Alert Emergency Notification System will only send messages when a significant emergency or dangerous situation that represents an immediate threat to the health or safety of the campus community or when certain criminal offenses have been reported that represent a serious or continuing threat to the university community.
To receive text messages from UHCL Alert, students, faculty, and staff must provide their cell phone number in E-Services (students) or PASS (employees) using the instructions found here. UHCL Alert will never send out unsolicited messages and all personal contact information provided for purposes of the emergency notification system is kept confidential and is not subject to disclosure under Section 552.021, Government Code.

Parents, visitors, and the public may also receive UHCL emergency communications by using Twitter's "Fast Follow" feature. Twitter "Fast Follow" allows an individual to receive UHCL alerts without having a Twitter account. Simply text "Follow @UHCLPD" to 40404. More information about Twitter Fast Follow:

-   Text "OFF" to 40404 to temporarily stop receiving text message alerts from Twitter.
-   Text "ON" to 40404 to begin receiving text message alerts again.
-   Text "unfollow UHCLPD" to 40404 to stop receiving UHCL alert text messages.
    Note: Message and data rates may apply. Delivery from Twitter cannot be guaranteed since UHCL does not manage this notification outlet.

UHCL ALERT Responsibilities

UHCL Police Department:

The UHCL Police Department is a primary administrator and point of contact for use of the Alert mass notification system. The UHCL Police Department will use the system for the following (see the UHCL PD SOP 4.3.4 for details):
- Receiving information on emergency situations.
- Alert key UHCL personnel of emergency situations.
- Disseminate UHCL Alert information and instructions to the University through available warning systems.

University Media Relations (PIOs (Public Information Officer)):

The following secondary communications functions are assigned to the UHCL PIOs from Media Relations. These emergency functions and tasks include:
- Identify the external communication systems needed within the local area.
- Develop plans and procedures for coordination of the various communications systems available external and internal.
- Respond to media inquiries.
- Determine and implement means of augmenting communications during emergencies.
- Provide updates to the campus community as directed.
- Update the main UHCL webpage (uhcl.edu) by distributing updates through the UH ALERT System, when needed.

Office of Emergency Management (OEM):

The OEM is a primary administrator and point of contact for the Alert mass notification system. The OEM will use the system for the following (see the UHCL PD SOP 4.3.4 for details):
- Receiving information on emergency situations.
- Alert key UHCL personnel of emergency situations.
- Disseminate UHCL Alert information and instructions to the University through available warning systems.

University Information Technology:

The University IT office will maintain the UHCL Alert Emergency Notification System to ensure that alerts are distributed when the alert system is activated.

Section F – Training and Exercise

The Office of Emergency Management maintains a comprehensive training and exercise program to enhance the University's emergency management capabilities.

The UHCL EMP is guided by the National Incident Management System (NIMS), and as such, the following training courses (at a minimum) from the Federal Emergency Management Agency

(FEMA) are mandatory for administrators/staff of the Executive Operations Team (EOT), the Emergency Planning Committee (EPC), and any employee assigned a role within the emergency management cycle:

- IS-100, Introduction to the Incident Command System, ICS
- IS-200, Basic Incident Command System for Initial Action Incidents
- IS-700, An Introduction to the National Incident Management System (NIMS)
- IS-800, The National Response Framework (NRF), an Introduction
- IS-2200, Basic EOC Functions

In addition to the required courses, FEMA also recommends that senior leadership participants (e.g. the EOT) take the following courses to improve the skills, knowledge, and abilities for emergency response and preparedness:

- ICS-300, Intermediate ICS for Expanding Incidents
- ICS-400, Advanced ICS for Complex Incidents

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

The Office of Emergency Management will coordinate exercises/drills to occur annually at a minimum. The OEM will collaborate with other departments and maintain a comprehensive training program that will evaluate and test both ICS capabilities and university support operations in unison; copies of sign-in rosters will verify employee identification for training, and the number of attendees for all training classes and training/tabletop events. The Office of Emergency Management will conduct exercises such as tabletop exercises, simulated exercises, drills and testing of systems, and the types of events to be exercised will focus on events from the hazard identification chart that are categorized as a high probability event (i.e. hurricane, storm surge, loss of power, etc.).

After-Action Reports (AAR) will be generated by the OEM for every exercise/drill. After Action Reports will be developed and formatted following the Department of Homeland Security Exercise Evaluation Program (HSEEP) guidelines. All After Action Reports will be maintained by the Office of Emergency Management.

Section G – Administration, Finance, and Logistics

Incident Documentation

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

- Tasks assigned according to the needs of the incident.
- University resource allocation.
- Response request to other local governments and to state and federal agencies.
- UHCL internal costs of resources utilized or expended during the emergency incident

activation period.
- Major commitments of resources or requests for additional resources from external sources.
- Mass evacuation resource cost, campus casualties and/or containment or termination of the incident.
- To support incident objectives during an incident with multiple operational periods, ICS forms and IAPs will be utilized for purposes of operational continuity tracking and accountability of resources.

Situation Reports (SITREPs)

ICS requires situational reports at least once per operation period to maintain accountability. Situation Reports will record key response activities, including:
- Activation or deactivation of emergency facilities
- Emergency notifications to other local governments and state and federal agencies
- Significant changes in the emergency
- Major commitments of resources or requests for additional resources from external sources
- Issuance or protective action recommendations to the public
- Evacuations
- Casualties
- Containment or termination of the incident

All Forms are available on the OEM UHCL Server and the FEMA website
https://training.fema.gov/emiweb/is/icsresource/icsforms/.

Minor Incident Costs

Departments shall maintain accurate records summarizing the use of personnel, equipment, and supplies during the emergency response incident on a day-to-day incident(s) to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

Emergency or Disaster Costs

For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed costs for emergency operations to include:
- Personnel costs, especially overtime costs.
- Equipment operation costs.
- Costs for leased or rented equipment.
- Costs of contract services to support emergency operations.
- Costs of specialized supplies expended for emergency operations.

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

and/or federal government.

Section H – Plan Development and Maintenance

Annual Plan Review

The Emergency Planning Committee (EPC) will review the EMP annually and make any necessary updates or major revisions. In addition, the Director of Emergency Management or their designer will assess the effectiveness of the EMP after each training exercise or actual event. The review and maintenance of the EMP will be carried out as follows:
- Changes to this EMP will be made as required on the current year Record of Change table.
- Interim revisions shall be made when one or more of the following occurs:
    - A change in site or facility configuration that materially alters the information contained in the EMP.
    - Any material changes in campus response resources.
    - Internal assessments, third party reviews, or experience in drills, exercises, or actual response to identify significant changes that should be made to the EMP.
    - New laws, regulations, or internal policies that are implemented which may affect the contents of the significance of the EMP.

Changes and updates are the responsibility of the UHCL OEM and will be distributed accordingly.
- Certain elements of the EMP, however, such as UHCL EOC rosters, emergency contact lists, etc., will require more frequent updating.
- A copy of the EMP will be made available digitally to the EOT.
- A copy of the EMP will be made available digitally to the EPC.
- A redacted version of the plan will be posted on the OEM website ([here](#)) for public view.

In compliance with Texas Education Code 51.217, a safety and security audit will be conducted at least every three years with results submitted to the Board of Regents and Texas Division of Emergency Management (TDEM). This audit may provide information necessitating review of the EMP. Such changes will be considered interim revisions.

Section I – Authorities and References

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

State Authority

- Governor's Executive Order, GA 05 – Relating to Emergency Management of Natural and Human-caused Events, Emergencies, and Disasters, December 13, 2018
- Government Code, Chapter 418, (Emergency Management)
- Government Code, Chapter 421, (Homeland Security)
- Government Code, Chapter 433, (State of Emergency)
- Government Code, Chapter 791, (Inter-local Cooperation Contracts)
- Health & Safety Code, Chapter 778, (Emergency Management Assistance Compact)
- Executive Order of the Government Relating to Emergency Management
- Executive Order of the Government Relating to the National Incident Management System
- Administrative Code, Title 37, Part 1, Chapter 7, (Division of Emergency Management)
- Education Code Title 3. Higher Education, Subtitle B. Chapter 61.
- The Texas Homeland Security Strategic Plan, Parts I and II, December 15, 2003 (review)
- The Texas Homeland Security Strategic Plan, Part III, February 2004

Federal Authority
- Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended),42 USC§ 5121
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC § 1092
- Emergency Management and Assistance, 44 CFR
- Higher Education Opportunity Act 2008 (Public Law 110-315) (HEOA) Campus Safety Sections Emergency Response and Evacuation procedures
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Act, 2002
- Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
- Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- National Incident Management System
- National Response Framework

APPENDIX A: Support Teams

The Executive Operations Team (EOT)

The EOT is delegated the following roles with regards to UHCL emergency planning needs: approval of policy; procedural analysis; compliance matters, making recommendations to the University President regarding campus closure and/or cancellation of classes; making recommendations to the University President regarding campus response/recovery efforts in the event of a campus-wide emergency. The EOT is responsible for final approval of any major planning developments or changes communicated by the Emergency Planning Committee (EPC). Short of any immediate need for change by the University President, the EOT is comprised of:

- Office of the President Operations
- Vice Presidents/Associate Vice Presidents
- UHCL Director of Emergency Management
- UHCL Chief of Police.

The Emergency Planning Committee (EPC)

The EPC is delegated the following roles with regards to the UHCL emergency planning needs: improve campus-wide emergency planning through effective communication and collaboration with all partners; coordinate and develop of specific UHCL emergency procedures and processes; identify areas within the university's emergency operations that need improvement and/or lack coordination. The EPC includes representatives from various departments and divisions who are responsible for providing support and giving direction within their area of expertise, as well as having a key role in emergency planning. At a minimum, the committee will include:

- UHCL OEM Emergency Preparedness Coordinator
- Academic Affairs and Provost department representative
- Student Affairs representative
- Administration and Finance representative
- University Advancement representative
- Strategic Enrollment Management
- Pearland campus representative
- Chief Strategy Officer representative

Crisis Awareness Response Emergency Team (CARE Team)

The UHCL CARE Team is a group of individuals representing central administration, academic affairs, campus police, and student affairs who serve as a strategy development resource team for the University community to address situations involving students who are exhibiting concerning behavior. CARE focuses on early intervention for any student who has raised concerns and may be at risk of harming themselves or others or poses a significant disruption to the living, learning, or work environment. The team receives and reviews reports concerning student behavior to develop a support plan that mitigates risk and promotes student well-being and success within existing University policies.

The members of the CARE Team include:
- Dean of Students (Chair)
- Associate Vice President for Student Affairs/Student Engagement
- Associate Dean of Students
- Associate Director of Student Advocacy
- Executive Director of Veteran Services
- Director of Diversity, Equity, and Inclusion
- Title IX Coordinator
- Associate Vice President for Student Success Initiatives
- Director of Student Housing and Residential Life
- Executive Director of Counseling
- Staff Therapist/Case Manager (Community Resource Specialist)
- UHCL Police Department
- UH System

APPENDIX B: Hazard Identification

The table below summarizes the identified hazards, detailing their probability of occurrence and risk to safety, and impacts on the property.

	Probability of Occurrence	Estimated Impact on Public Safety	Estimated Impact on Property and Environment
Low	Hazards that have not happened before have a low probability of occurrence and are unlikely to occur.	Hazards that have occurred in the past and have a reasonable chance of reoccurring	Hazards that have happened before having a high chance of occurring and are almost certain to reoccur
Medium	Hazards that will cause minor injuries or no morbidity	Hazards that, if they occur, would cause few injuries or low morbidity	Hazards that will cause significant numbers of injuries and loss of life.
High	Hazards that will cause a near negligible amount of damage to property or the	Hazards that will cause a moderate amount of damage to property and the environment	Hazards that will cause a significant amount of damage to property and the environment. May cause long-lasting impacts on the environment.

8/2021 Hazard identification Chart	Probability of Occurrence			Estimated Impact on Public Safety			Estimated Impact on Property & Environment		
	Low	Moderate	High	Low	Moderate	High	Low	Moderate	High
Fire /Explosion									
Minor (Single Room)		X		X			X		
Major (Full Building/Area)	X					X			X
Medical Emergency									
Human Injury			X	X			X		
Pandemic		X				X	X		
Infectious Disease			X		X		X		
Mass Casualty Incident	X					X		X	
Hazardous Materials/Environmental									
Chemical	X				X			X	
Radiological	X				X				X
Nuclear	X				X				X
Explosive	X				X			X	
Structure Failure/Collapse	X				X			X	
Transportation Accident									
Automobile		X			X		X		
Aircraft	X				X			X	
Bus		X		X			X		
Severe Weather									
Hurricane/Tropical Storm			X			X			X
Ice Storm		X			X			X	
Severe Thunderstorm			X		X			X	
Water / Flood		X			X			X	
Heat (excess of 100 deg. F)			X		X		X		
Critical Infrastructure									
Internet Disruption			X		X			X	
Loss of Utilities (power, water)			X		X			X	
Cyber Attack/Ransomware		X			X			X	

Loss of Cellular Systems		X			X			X	
Threat / Act of Violence									
Active Shooter	X			X			X		
Bomb Threats	X			X					X
Abduction	X				X		X		
Hostage	X					X	X		
Riot / Civil Disorder	X					X		X	
Missing Person	X				X		X		
Accidental Death/Suicide		X			X		X		

Reviewed: October 2021

APPENDIX C: Incident Types

Incidents may be typed to make decisions about resource requirements. Incident types are based on the following five levels of complexity.

- **Type 5:** A minor incident situation that is limited in scope. The initial responders may quickly handle the Type 5 incident. Type 5 incidents show no resistance to stabilization or mitigation. Examples of a Type 5 incident include vehicle accidents, injured persons, and law enforcement traffic stops.

- **Type 4:** A moderate incident that is larger in scope. Examples of a Type 4 incident may be a single structure fire, localized hazmat incident, multi-vehicle accident, an altercation on campus involving other law enforcement agencies, fun runs, and other medium-sized campus activities.

- **Type 3:** A moderate emergency involving casualties and property damage requires the combined capabilities of the university and local emergency responders to manage the response adequately. A Type 3 incident may have lasting impacts on the daily business of the university. Examples of a Type 3 Incident include severe weather events, violent crimes, Category 1 hurricanes, tornados, chemical fires, or civil unrest.

- **Type 2:** A major emergency or disaster involving significant numbers of casualties may include major damage to facilities and loss of critical infrastructure that overwhelms the capacity of the university and local emergency responders. A type 2 incident will involve many operational periods and attract the attention of many national media outlets. Examples of type 2 incidents include the 2015 Memorial Day floods, The Chemical Plant Fire in Deer Park 2019, the Bastrop Wildfire, major structure collapse, and large-scale civil unrest.

- **Type 1:** A catastrophic incident or disaster of nature so extreme as to eclipse the university's normal operations for a significant period. Type 1 incident often is a community-wide disaster of considerable impact. Examples include the 9/11 attacks, Hurricane Katrina or Harvey, and the California Northridge earthquakes.

APPENDIX D: Campus Conditions

Conditions of the campus will be established through a collaborative effort of the Executive Operations Team, and based off the following criteria:
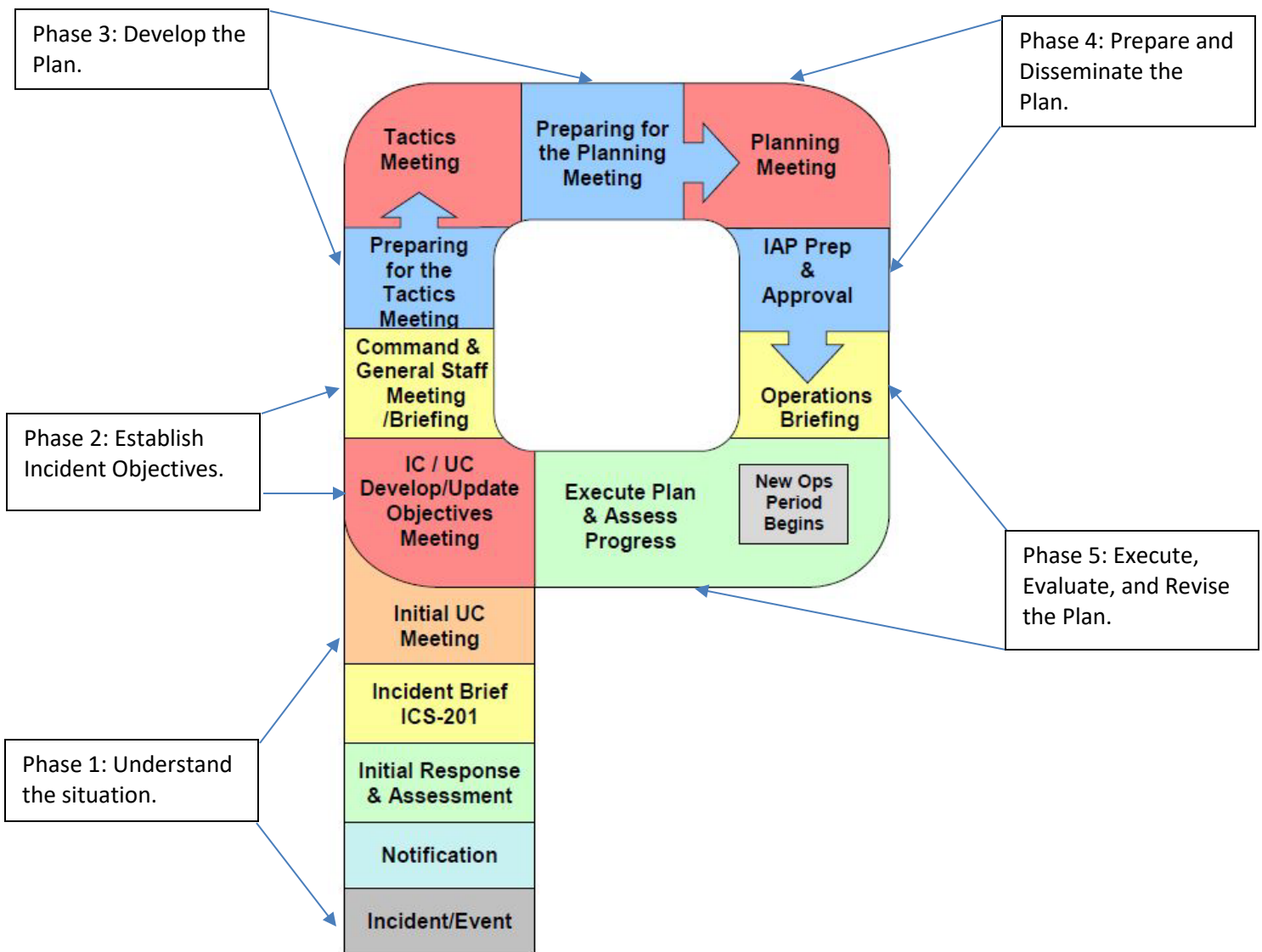
- **Establish Campus Closure Criteria**:
  - o Determine the criteria that warranted the campus closure (weather, security, pandemic, etc.).
  - o Consider factors such as severity, location, general impacts, and governmental input/directives.

- **Select Appropriate Closure Condition:**
  - o CAMPUS CLOSED: A complete closure of the campus, with all classes, activities, and operations suspended.
  - o DELAYED OPENING: Signifies a delayed start to the normal operation hours of the campus. Specify the expected time when the campus will reopen.
  - o REMOTE INSTRUCTION ONLY: Indicates that in-person classes are canceled, but remote or online instruction may continue.
  - o ESSENTIAL PERSONNEL ONLY: Specifies that only essential personnel should report to campus, while non-essential employees may work remotely.
  - o LIMITED OPERATIONS: Indicates that certain facilities or services may be closed or operating at reduced capacity.

- **Communicate and Publicize:**
  - o Clearly communicate the established campus condition to students, staff, and other stakeholders via automated system to phone, text, email, and school website.
  - o Provide instructions pertaining to the campus condition and provide expectations and anticipated timelines for return to normal operations, or other milestones.

- **Adjust Campus Condition/Return to Normal Operations:**
  - o CHANGE IN CAMPUS CONDITION: Establish an operational period and meet with the EOT to discuss any changes to campus conditions if/when needed. Communicate approved recommendation by the EOT to the President for a decision – communicate changes (if any) to the students, staff, and stakeholders of all changes, and adjust operations accordingly.
  - o RETURN TO NORMAL OPERATIONS: Once the EOT determines that the current campus condition is no longer required and that a return to normal operations is recommendation, the EOT will pass the recommendation to the President. Once authorization is granted to return to normal operations, notification will be made to the students, staff, and stakeholders, and all other applicable actions will be accomplished to ensure a smooth and orderly transition takes place.

APPENDIX E: ICS Planning P

Phase 3: Develop the Plan.

Phase 4: Prepare and Disseminate the Plan.

Phase 2: Establish Incident Objectives.

Phase 5: Execute, Evaluate, and Revise the Plan.

Phase 1: Understand the situation.

Tactics Meeting

Preparing for the Planning Meeting

Planning Meeting

Preparing for the Tactics Meeting

IAP Prep & Approval

Command & General Staff Meeting /Briefing

Operations Briefing

IC / UC Develop/Update Objectives Meeting

Execute Plan & Assess Progress

New Ops Period Begins

Initial UC Meeting

Incident Brief ICS-201

Initial Response & Assessment

Notification

Incident/Event

The Planning "P" depicts the stages in the incident action planning process. The leg of the "P" includes the initial steps to gain awareness of the situation and establish the organization for the incident management.

Although maintaining situational awareness is essential throughout the life cycles of the incident, the steps in Phase 1 are done only one time. Once they are accomplished, incident management shifts into a cycle that of planning and operations, informed by ongoing situational awareness.