

**1. Title**

Emergency Management

**2. Policy**

Sec. 1 Policy Statement. It is the policy of The University of Texas System that each institution develops and maintains a multihazard emergency management program that is approved by the president of the institution. Each institution's emergency management program will incorporate the National Incident Management System (NIMS) and make use of the Incident Command System (ICS). For those institutions with on-campus hospitals, those hospital emergency management programs will also incorporate NIMS and may make use of the Hospital Incident Command System (HICS). For institutions with on-campus hospitals, the senior leadership will appoint an individual to intervene whenever environmental conditions immediately threaten life or health or threaten to damage equipment or buildings. Members of the incident command team must be trained. The senior leadership of the institution should participate in planning, training, and exercises.

Sec. 2 State and Federal Requirements. State law requires that U. T. System institutions develop multihazard emergency operations plans, implement a safety and security audit program, and submit audit results to the U. T. System Board of Regents and the Texas Division of Emergency Management every three years. The Department of Education (34 CFR 668.46) requires that higher education institutions maintain emergency, evacuation, and notification plans. Health institutions with hospitals are required to maintain emergency management programs by accrediting and licensure agencies as well as by federal grant requirements.

Sec. 3 Policy Implementation.

3.1 The U. T. System Office of Risk Management (ORM) will assist institutions in coordinating efforts and in compiling reports to the U. T. System Board of Regents and the Texas Division of Emergency Management. Operational control for emergency management will continue to reside at the institutions.

3.2 The following are the basic steps in implementing this policy.

(a) U. T. System and the institutions will design and form a U. T. System Emergency Management Committee and any necessary subcommittees needed to implement this policy.

- (b) Institutions will appoint an individual responsible for emergency management.
- (c) Each institution will develop and implement an emergency management program.
- (d) The U. T. System Emergency Management Committee will develop audit tools and services and schedule audits at the request of institutions to assist those institutions in complying with audits mandated by State law.
- (e) In accordance with State laws, each institution will conduct an annual review of its emergency management program. The institution may request support from the other institutions in conducting this review. The institution will decide on the mechanism of this review.
- (f) As required by State law, at least once every three years an audit will be conducted by each institution. The institution is responsible for designing the mechanism of the audit. The institution may make use of standards, best practices, and review mechanisms (to include peer reviews) developed by the U. T. System Emergency Management Committee.
- (g) Results of the three-year audit will be submitted to ORM for consolidation and reporting to the U. T. System Board of Regents and the Texas Division of Emergency Management.
- (h) The U. T. System Emergency Management Committee will conduct at least one U. T. Systemwide emergency management exercise. The committee may choose to maximize the benefits of this exercise by, for example, conducting training sessions, encouraging certification in emergency management, and conducting analysis of performance on exercises or real events.
- (i) The U. T. System Emergency Management Committee will develop mechanisms to coordinate and manage incidents with regional or U. T. Systemwide effects and develop contingency plans to support continuity operations (e.g., academic continuity) that could be deployed after a major event.
- (j) U. T. System Administration and institutions will coordinate prevention, preparedness, mitigation, response, and recovery activities with local, State, and federal agencies.

Sec. 4 Emergency Management Programs.

- 4.1 Institutions must develop, implement, and maintain an emergency management program to address prevention, preparedness, mitigation, response, and recovery. The program must provide for the following:
  - (a) employee training in responding to an emergency;
  - (b) mandatory drills to prepare students, faculty, and employees for responding to an emergency;
  - (c) measures to ensure coordination with the Texas Department of State Health Services local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency;
  - (d) the implementation of a safety and security audit;
  - (e) completion of a hazard vulnerability analysis or risk assessment; and
  - (f) development and maintenance of an all-hazards emergency management plan.
- 4.2 Institutions shall comply with the U.S. Department of Education regulations concerning emergency response, evacuation, early warning, and emergency notification. These elements must be included in the emergency management program.
- 4.3 Health institutions with hospitals or clinics shall develop and maintain emergency management programs that meet the requirements set out by their accreditation and licensing organizations, and by grant obligations.
- 4.4 If a hospital is part of an institution, the appropriate administrators should be regularly briefed on the hospital's emergency preparedness activities. These efforts should be integrated with the institution's emergency management program and, when possible, these efforts should be standardized to ensure a seamless institutional response when necessary.
- 4.5 The hazard vulnerability analysis or risk assessment and the emergency management program must be reviewed and updated at least annually. At least once every three years, an institution shall conduct a safety and security audit of institution

facilities. Institutions will follow to the degree feasible safety and security audit procedures developed by a U. T. System Emergency Management Committee in consultation with the Texas Division of Emergency Management. The institution audit reports will be consolidated by the U. T. System Administration ORM and reported to the U. T. System Board of Regents and to the Texas Division of Emergency Management.

Sec. 5 Training and Education. ORM will facilitate the acquisition of training so as to foster consistency across institutions and leverage purchasing power. The U. T. System Emergency Management Committee will suggest specific training opportunities that would add to the effectiveness of emergency management programs. Training and exercises should be well integrated.

### 3. Definitions

Emergency Management - the coordination and integration of all activities necessary to build, sustain, and improve the capability to prepare for, protect against, respond to, recover from, or mitigate against threatened or actual natural disasters, acts of terrorism, or other manmade disasters.

<http://www.fema.gov/emergency/nrf/glossary.htm#E>

Incident Command System (ICS) - the Incident Command System is a standardized, on-scene, all-hazards incident management approach that

- allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure;
- enables a coordinated response among various jurisdictions and functional agencies, both public and private; and
- establishes common processes for planning and managing resources.

<http://www.fema.gov/emergency/nims/IncidentCommandSystem.shtm>

Mitigation - activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

<http://www.fema.gov/emergency/nrf/glossary.htm#M>

Mutual Aid/Assistance Agreement - written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate

rapid, short-term deployment of emergency support prior to, during, and/or after an incident. <http://www.fema.gov/emergency/nrf/glossary.htm#M>

National Incident Management System (NIMS) - system that provides a proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, 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.

<http://www.fema.gov/emergency/nrf/glossary.htm#N>

Preparedness - actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

<http://www.fema.gov/emergency/nrf/glossary.htm#P>

Prevention - actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

<http://www.fema.gov/emergency/nrf/glossary.htm#P>

Recovery - the development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents. <http://www.fema.gov/emergency/nrf/glossary.htm#R>

Response - immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.

<http://www.fema.gov/emergency/nrf/glossary.htm#R>

U. T. System Administration - the central administrative offices that lead and serve the U. T. System institutions by undertaking certain central responsibilities

that result in greater efficiency or higher quality than could be achieved by individual institutions or that fulfill legal requirements.

U. T. System Institution - the nine academic institutions and the six health institutions of the U. T. System.

**4. Relevant Federal and State Statutes**

*Texas Education Code Section 52.217*

[34 CFR 668.46](#)

Joint Commission on Accreditation of Healthcare Organizations, Emergency Management Planning Standard

Hospital Incident Command System

National Incident Management System

National Fire Protection Association (NFPA) 1600

National Response Framework

**5. Relevant System Policies, Procedures, and Forms**

[UTS165, UT System Information Resources Use and Security Policy](#)

**6. System Administration Office(s) Responsible for Policy**

Office of Risk Management

**7. Dates Approved or Amended**

May 10, 2010

July 21, 2011