

**BASIC
EMERGENCY MANAGEMENT
PLAN**

**FOR THE
UNIVERSITY OF TEXAS AT ARLINGTON**



UNIVERSITY OF
TEXAS
ARLINGTON

APPROVAL & IMPLEMENTATION

The University of Texas at Arlington

Emergency Management Plan

This Emergency Management Plan is hereby approved for use by The University of Texas at Arlington. This plan is effective immediately and supersedes all previous editions.

President

Date

Vice President Administration & Campus Operations

Date

Emergency Management Coordinator

Date

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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 5121
2. Emergency Planning and Community Right-to-Know Act, 42 United States Code Chapter 116
3. Emergency Management and Assistance, 44 Code of Federal Regulations
4. Hazardous Waste Operations & Emergency Response, 29 Code of Federal Regulations 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive-5, Management of Domestic Incidents
7. Homeland Security Presidential Directive-3, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Plan
12. Institutional Security Policies and Crime Statistics, 34 Code of Federal Regulations 668.46
13. Jeanne Clery Act 20 U.S.C. 1092(f), 34 CFR 668.46

B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004
11. *Subchapter, E, Chapter 51, Education Code, Section 51.217*
12. Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C, Rule 202.74 (Business Continuity Planning)

C. Local

1. Inter-local Agreements & Contracts. See the summary in Support Document 7, Summary of Agreements & Contracts
2. Texas Education Code Section 51.217
3. Joint resolution between the University of Texas System (UT System) and the University of Texas at Arlington dated 2009
4. UTS165, UT System Information Resource Use and Security Policy
5. UTS172, UT System, Emergency Management

II. PURPOSE

This plan outlines the University of Texas at Arlington's (UT Arlington or Institution) approach to emergency operations, and is applicable to UT Arlington. This plan represents a series of best practice guidelines and provides general guidance for emergency management activities and an overview of UT Arlington's methods of preparedness, response, recovery, and mitigation. Emergency management plans for Texas institutions of higher education are required by section 51.217 of the Texas Education Code. The plan describes UT Arlington's emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended only for the use of UT Arlington and not for any other agency or individual. This plan may not be used in court or in any other forum against the Institution or against any individual, except as allowed for by UT Arlington herein. The imposition of discipline by the Institution against any individual under control of UT Arlington is not proof of the failure to comply with a legal standard of care, but only with this Institution's practice, nor is it an admission of liability. In many cases, the best practices guidelines herein strive to exceed the standard practice. This plan provides a framework for more specific functional annexes that provide in more detail who does what, and when in the case of an emergency. The primary audience for this Plan includes UT Arlington president and his/her senior staff members, the emergency management staff, police department, the City of Arlington emergency management personnel, department and agency heads and their senior staff members, leaders of local volunteer organizations that support UT Arlington emergency operations, and others who may participate in mitigation, preparedness, response, and recovery efforts.

III. EXPLANATION OF TERMS

A. Acronyms

| | |
|--------------|-------------------------------------|
| DSL | Department Safety Liaison |
| EMS | Emergency Medical Services |
| EOC | Emergency Operations Center |
| FEMA | Federal Emergency Management Agency |
| HazMat | Hazardous Material |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| Institution | University of Texas at Arlington |
| NIMS | National Incident Management System |
| PIO | Public Information Officer |
| UT Arlington | University of Texas at Arlington |
| UT System | University of Texas System |

B. Definitions

1. Area Command (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 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. Disaster District. Regional state emergency management organizations mandated by the Executive Order of the Governor relating to emergency management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. Consists of a chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The Disaster District Committee chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations Center (EOC). Specially equipped facilities from which the Executive Policy Group and government officials exercise direction and control and coordinate necessary resources in an emergency.
5. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster, and include the following:
 - a. Incident. A situation that is limited in scope and potential effects. Characteristics of an incident include:
 1. Involves a limited area and/or limited population.
 2. Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 3. Warning and public instructions are provided in the immediate area, not community-wide.
 4. One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 5. May require limited external assistance from other local response agencies or contractors.
 6. For the purposes of the National Response Framework, incidents include the full range of occurrences that require an emergency response to protect life or property.
 - b. Emergency. A situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
 1. Involves a large area, significant population, 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. May require community-wide warning and public instructions.
 4. Requires a sizable multi-agency response operating under an incident commander.
 5. May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.

6. The EOC should be activated as directed by the Executive Policy Group to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
 7. For the purposes of the National Response Framework, an emergency is “any occasion or instance for which, in the determination of the US President, federal assistance is needed to supplement state and local efforts and capabilities to save lives, to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States,” (defined by the Stafford Act).
- c. Disaster. Involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
1. Involves a large area, a sizable population, and/or important facilities.
 2. May require implementation of large-scale evacuation or shelter-in-place and implementation of temporary shelter and mass care operations.
 3. Requires community-wide warning and public instructions.
 4. Requires a response by all local response agencies operating under one or more incident commander (IC).
 5. Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 6. The EOC should be activated as directed by the Executive Policy Group to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
 7. For the purposes of the National Response Framework, “a *major disaster* is any catastrophe, regardless of the cause, which in the determination of the US President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance” (defined by the Stafford Act).
- d. Catastrophic incident. For the purposes of the National Response Framework, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
6. Hazard Analysis. A document, published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
 7. 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. It is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. It includes toxic substances, certain infectious agents, radiological materials, and

other related materials such as oil, used oil, petroleum products, and industrial solid waste substances. Examples of HazMat are found in Subpart Z of the Occupational Safety & Health Administration 29 Code of Federal Regulations 1910, Environmental Protection Agency's Resource Conservation Recovery Act rules, and the Agency for Toxic Substances and Disease Registry list.

8. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by 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.
9. Inter-local Agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergencies where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that should be performed to control the situation. Commonly referred to as mutual aid agreements.
10. Public information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
11. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act 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.
12. Best Practice Guidelines. A best practice is a technique, method, process, activity, incentive, or reward that is more effective at delivering a particular outcome than any other technique, method, process, etc. when applied to a particular condition or circumstance.

IV. SITUATION & ASSUMPTIONS

A. Situation

UT Arlington is exposed to many potential hazards; any and all of which can disrupt the University community, causing casualties, and damaging or destroying property. Once a year the hazard analysis is reviewed and recommendations are made by the review committee, Action 10 Group (see below which individuals represent the group). Any significant findings are compared to this plan and updates are implemented as appropriate. A risk analysis is provided to allow more detailed information as set forth in Support Document 1, Hazard Summary.

Action 10 Group representatives:

UT Arlington: Apartment & Resident Life, Health Services, Office of Facilities Management, Environmental Health & Safety, Office of Emergency Management, Police Department, Office of Information Technology, Division of Student Affairs, and Office of University Communications.

City of Arlington: Arlington Office of Emergency Management

B. Assumptions

1. UT Arlington 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. UT Arlington cannot plan for every single hazard, but rather practices an all hazards approach to be better prepared for most hazards that should affect UT Arlington.
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 UT Arlington community and implementation of increased readiness measures may be possible. However, most emergencies occur with little or no warning.
3. Outside assistance should be available in most emergencies. Since it takes time to summon external assistance, it is essential for UT Arlington to be prepared to carry out the initial emergency response on an independent basis for up to 72 hours.
4. Proper mitigation actions, such as flood protection, fire inspections/drills, code conforming construction, and appropriate fire suppression systems 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 respond to emergencies.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of UT Arlington's emergency management program are to protect the health and safety of students, faculty, staff and visitors and preserve and recover UT Arlington's property to the best of UT Arlington's ability.

B. General

1. UT Arlington has the primary role in identifying and mitigating hazards, preparing for, responding to, and managing the recovery from emergencies that affect UT Arlington.
2. It is impossible for UT Arlington to foresee everything that is required to protect the lives and property of its community. Students, faculty, staff, and visitors have the responsibility to prepare themselves and their families to cope with emergencies and manage their affairs and property in ways that should aid UT Arlington in managing emergencies. The Institution should assist the campus community in carrying out these responsibilities by providing public information and instructions prior to, during, and after emergencies to the best of UT Arlington's ability and capability. Members of the UT Arlington 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. UT Arlington should provide and support training to faculty, staff, and students who respond to disasters on campus by either offering classroom training or opportunities of independent self-study through the Federal Emergency Management Agency (FEMA) website.

3. UT Arlington Office of Emergency Management, along with UT Arlington Police Department, Environmental Health & Safety Office, and Office of Facilities Management are responsible for organizing, training, and equipping campus emergency responders, providing appropriate emergency facilities (e.g., EOC, shelters, Incident Command Post (ICP)), providing suitable warning and communications systems, and for contracting emergency services (e.g., fire service, HazMat, clean-up, and Emergency Medical Services (EMS)). The state EOC offers programs that provide technical assistance.
4. To achieve its objectives, UT Arlington has organized an emergency management office that is both integrated (employs the resources of university, government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of its 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 and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn UT Arlington during any emergency, whatever the cause.
6. Departments and tasked in this plan are expected to develop and keep current best practice guidelines that describe how emergency tasks should be performed. Departments and 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 should be performed by many departments 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 emergencies. 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 should be redirected to accomplish emergency tasks.
8. UT Arlington has adopted the National Incident Management System (NIMS) in accordance with the Homeland Security Presidential Directive-5. UT Arlington's adoption of NIMS provides a consistent approach to the effective management of situations involving natural or man-made disasters or terrorism. NIMS allows UT Arlington to integrate its 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 National Response Framework 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 Homeland Security Presidential Directive-5, UT Arlington will strive to integrate operations with all levels of government, private sector, and nongovernmental organizations

using the National Response Framework coordinating structures, processes, and protocols as deemed appropriate.

C. Operational guidance

UT Arlington will employ the six components (Command and Management, Preparedness, Resource Management, Communications and Information Management, Supporting Technologies, and On-going Management and Maintenance) of the NIMS in all operations, which should provide a standardized framework that facilitates operations in all phases of emergency management. *See* Support Document 8, National Incident Management System Summary.

1. Initial response

UT Arlington emergency responders are likely to be the first on the scene of an emergency situation. They should normally assume command and remain in command of the incident until it is resolved, establish a unified command with mutual aid agencies, pass command to help victims or transfer command to those who have legal authority, experience in ICS and want to assume responsibility for the incident. Emergency responders should seek guidance and direction from our local officials and seek technical assistance from local, county, state and federal agencies and industry where appropriate.

2. Implementation of ICS/unified IC

- a. The first emergency responder to arrive at the scene of an emergency should implement the ICS and serve as the UT Arlington IC until relieved by a more senior or more qualified individual or passes command to help victims. Support agencies (e.g., Arlington fire and police) will support the UT Arlington ICS and therefore the ICS will become unified command. The IC should establish an ICP and provide an assessment of the situation to UT Arlington officials, identify response resources required, and direct the on-scene response from the ICP.
- b. For some types of emergencies, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the UT Arlington community. As the potential threat becomes clearer and a specific impact site or sites identified, an ICP may be established, direction and control of the response transitioned to the IC. A staging area may also be set up at this time to coordinate resources and provide a check-in location for authorized personnel and responders.
- c. For infectious disease outbreaks or certain bioterrorist event scenarios, the onset of the emergency may be less apparent. As infection rates exceed expectation or baseline rates, the IC will be activated under the direction of Tarrant County Public Health or Department of State Health Services in coordination with the Arlington Public Health Authority.

3. Source and use of resources

- a. UT Arlington will attempt to use its own resources to respond to emergencies, purchase supplies and equipment if necessary, and will request assistance if its resources are insufficient or inappropriate. UT Arlington needs for state resources should come through its normal procurement process. In times of declared local emergency or disaster declarations, local government and the regional disaster district chairperson at the Department of Public Safety located in Tarrant County should provide resources to the greatest degree possible. UT Arlington should follow the process of requesting local resources first as directed under §418.102 of the Government Code. If local resources are inadequate, then UT Arlington will generally request assistance from the county/region. If additional resources are required, then UT Arlington will, as appropriate:
 1. Request those resources available pursuant to UT System agreements. *See* Support Document 7, Summary of Agreements & Contracts, which summarizes the agreements and identifies the officials authorized to request those resources.
 2. Request assistance from volunteer groups active in disasters.
 3. Request assistance from industry or individuals who have resources needed to respond to the emergency.
- b. When external agencies respond to an emergency on its campus, UT Arlington expects them to conform to the guidance and direction provided by the IC, which should be in accordance with NIMS.

D. ICS

1. UT Arlington intends to employ ICS, an integral part of 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 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 (*see* Support Document 8, National Incident Management System Summary).
2. UT Arlington's IC is responsible for carrying out the ICS function of command 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 offices, from UT Arlington may be assigned to separate staff sections charged with those functions.
3. An IC using response resources from one or two departments or offices from UT Arlington can handle the majority of emergencies. Departments or offices participating in this type of incident response should normally obtain support through their own department or agency.
4. In emergency situations where other jurisdictions, the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a unified or area command structure. This arrangement helps to ensure that all participating agencies are involved in developing

objectives and strategies to respond to the emergency (*see* Support Document 8, National Incident Management System Summary).

E. ICS - EOC interface

1. For major emergencies and disasters, the EOC should 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 and managing the emergency resources committed there.
 - c. Warning the University community of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or shelter-in-place) for 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 the following, non-inclusive activities:
 - a. Providing resource support for the IC operations.
 - b. Issuing UT Arlington warning(s) through the public information officer (PIO) and president.
 - c. Issuing instructions and providing information to UT Arlington through the PIO and president.
 - d. Support ICS in implementing large-scale evacuation.
 - e. Support ICS in damage assessments.
 - f. Organizing and implementing shelter and mass arrangements for evacuees.
 - g. Support ICS in implementing traffic control for large-scale evacuations.
 - h. Support of campus restoration and recovery activities.
 - i. Providing direction and support in business continuity activities.
 - j. 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 IC 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. If local resources (local, county, regional) are inadequate to serve UT Arlington's immediate needs, UT Arlington should request assistance from the state. Requests for state assistance

(e.g., resources and technical assistance) should be made through the UT System mutual aid agreement process.

2. Other assistance

- a. If resources 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 FEMA.
- b. For disasters and catastrophic events for which a presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The National Response Framework describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The Nuclear/Radiological Incident annex of the National Response Framework addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.
- d. The National Response Framework applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, National Response Framework implementation is possible under a greater range of incidents.

G. Emergency authorities

1. Key federal, state, and local legal authority pertaining to emergency management are listed in Section I of this plan.
2. Texas statutes and executive orders of the governor relating to emergency management provide local government, principally the chief elected official, with a number of powers to control emergencies. If necessary, UT Arlington will use these powers during emergencies. These powers include:
 - a. Emergency declaration. In the event of riot or civil disorder, the county judge and/or mayor may request the governor to issue an emergency declaration for their jurisdiction and take action to control the situation. Use of the emergency declaration is explained in UT Arlington's Annex U, Legal.
 - b. Disaster declaration. When an emergency has caused severe damage, injury, or loss of life or it appears likely to do so, the county judge and/or mayor may by executive order or proclamation declare a local state of disaster. The county judge and/or mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain

emergency powers granted the governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:

1. Suspending procedural laws and rules to facilitate a timely response.
2. Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
3. Restricting the movement of people and occupancy of premises in and around the University.
4. Prohibiting the sale or transportation of certain substances.
5. Implementing price controls.
6. Force evacuation to include the campus community.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. All legal activity is routed to the university attorney.

- c. Authority for evacuations. 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, including areas surrounding University property. The City of Arlington and UT Arlington personnel would work cooperatively to ensure efficient evacuation of the campus community.

H. Actions for each phase of emergency management

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

- a. Mitigation

UT Arlington will conduct mitigation activities as an integral part of its 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. The mitigation program is outlined in Annex P, Mitigation.

- b. Preparedness

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

1. Providing limited emergency equipment and facilities.
2. Emergency planning, including maintaining this plan, its annexes, and appropriate best practice guidelines.
3. Conducting or arranging appropriate training for emergency responders, emergency management personnel, UT Arlington, other local officials, and volunteer groups who assist us during emergencies.

4. Conducting periodic drills and exercises to test our plans and training.

c. Response

UT Arlington will respond to emergencies effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency while minimizing casualties and property damage. Response activities include warning, 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, UT Arlington will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to UT Arlington and provide for the basic needs of the UT Arlington community. Long-term recovery focuses on restoring the University 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, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. UT Arlington recovery program is outlined in Annex J, Recovery. A disaster event of catastrophic magnitude would be beyond UT Arlington's capability and it would likely impact the surrounding community.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

Some departments and offices within UT Arlington have emergency functions in addition to their normal day-to-day duties. During emergencies, the Institution's normal organizational arrangements are modified to facilitate emergency operations. The emergency governmental organization at UT Arlington includes an Executive Policy Group, Emergency Services Group, and Support Services Group, see Support Document 4, Organization for Emergency Operations Center.

2. Executive Policy Group

Provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Policy Group includes the president of UT Arlington, provost, and vice president for administration & campus operations, vice president for business affairs, vice president for student affairs, vice president for communication, police chief, university attorney, emergency management coordinator, director of environmental health & safety, assistant vice president for facilities & campus operations, director for counseling and director for student health services.

3. Emergency services group

This group includes the IC, those departments, agencies, and groups with primary emergency response actions. The IC is the person in charge at an incident site. The group includes management personnel from UT Arlington Police Department, Environmental Health & Safety and Office of Facilities Management.

4. Emergency support services

This group includes other departments and outside support agencies that supplement and sustain emergency responders and 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 (e.g., UT Arlington Department Safety Liaisons (DSLs), Community Emergency Response Team, Medical Reserve Corps) and businesses that have agreed to provide certain support for emergency operations.

B. Assignment of responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from UT Arlington's administration in addition to a number of departments, outside agencies, and groups. To facilitate a coordinated effort, administration, department directors and staff, and other personnel may be 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 that has organizational responsibility for that function or possesses the most appropriate knowledge and skills. Other officials or agencies may be assigned support responsibilities for specific emergency functions. Support Document 5, Emergency Management Functional Responsibilities.

2. Annex functions

The individual having primary responsibility for an emergency function coordinates preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Support Document 6, Annex Assignments. Listed below are general responsibilities assigned to the Executive Policy Group, emergency services, support services, and other support agencies. Additional specific responsibilities can be found in the functional annexes.

3. Executive Policy Group responsibilities

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

2. Monitor the emergency response during disaster situations and provides direction where appropriate.
 3. With the assistance of the vice president for communications, keep the university community informed during emergencies.
 4. With the assistance of UT System, declare a “university state of emergency.”
 5. Request assistance from other local governments or the state when necessary.
 6. Direct activation of the EOC.
4. UT Arlington chief of police
1. Implement the policies and decisions of the UT Arlington governing body relating to emergency management.
 2. Coordinate with the emergency management coordinator to organize the emergency management program and identify personnel, equipment, and facility needs.
 3. Assign emergency management program tasks to departments and agencies.
 4. Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
 5. Coordinate the operational response of local emergency services.
 6. Coordinate activation of the EOC and supervise its operation.
5. Emergency management coordinator
1. Serve as the staff advisor to the university administration on emergency management matters.
 2. Keep the UT Arlington administration informed of preparedness status and emergency management needs.
 3. Coordinate university planning and preparedness activities and the maintenance of this plan.
 4. Ensure a resource inventory has been developed by appropriate departments and included in Annex M, Resource Management.
 5. Arrange appropriate training for mission critical and emergency responders.
 6. Coordinate periodic emergency exercises with the UT Arlington Police Department, Environmental Health & Safety Office, Office of Facilities Management, and other appropriate departments to test this plan, UT Arlington training levels and capabilities.
 7. Facilitate in the EOC, assist in developing procedures for its operations, and provide training opportunities for those who staff it.
 8. Activate the EOC when required.
 9. Perform day-to-day liaison duties with the state emergency management staff and other local emergency management personnel.
 10. Coordinate with organized volunteer groups and businesses regarding emergency operations.
6. Common responsibilities for all emergency & support service staff
- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
 - b. Develop and maintain best practice guidelines for emergency tasks.

- c. Provide trained personnel to staff the ICP, EOC, and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Support Document 1 to Annex M, Resource Management. Provide updated emergency response team personnel contact information.
- e. Report information regarding emergency situations and damage to facilities and equipment to the IC or the EOC.

7. Emergency services

- a. The IC is the first person that arrives on scene until otherwise relieved by someone of higher authority or command experience.
 - 1. Manage emergency response resources and operations at the ICP to resolve the emergency. Keep the EOC staff informed of the situation until the incident has been resolved.
 - 2. Determine and implement required protective actions for response personnel and the public at an incident site.

C. Annex functions

Annex A, Warning

Internal: Primary responsibility for this function is the vice president of the Office of Communication. Supporting departments and/or offices include: Network Operations, UT Arlington police, Environmental Health & Safety, emergency management, facilities and campus operations. The Office of Communications should prepare and maintain Annex A, Warning to this plan and supporting best practice guidelines.

External: The City of Arlington's community warning system for tornado events should be activated by the City of Arlington's emergency management. At the same time or immediately following the City's warning system activation, UT Arlington should activate its system. Currently, there are two pole mounted sirens and one building mounted siren located on campus.

Emergency tasks to be performed include:

- a. Receive information on emergencies from local government or by local news media.
- b. Alert key officials of emergencies.
- c. Disseminate warning information and instructions to the university community through available warning systems.

Annex B, Communications

Primary responsibility for this function is assigned to the vice president of Communications with support from the communications supervisor, UT Arlington police chief, director of Network Operations, assistant vice president of Media

Relations, and the emergency management coordinator. The vice president of communications should prepare and maintain Annex B, Communications to this plan and supporting best practice guidelines.

Emergency tasks to be performed include:

- a. Identify the communications systems available with the local area, determine the connectivity of those systems, and ensure their interoperability.
- b. Develop plans and procedures for coordinated use of the various communications systems available at UT Arlington during emergencies.
- c. Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.

Annex C, Shelter & Mass Care

Primary responsibility for this function is assigned to vice president for Student Affairs or designee with support from the: assistant vice president for facilities & campus operations, assistant vice president and director Campus Recreation, executive director of Auxiliary Services (housing), director of Environmental Health & Safety, assistant vice president of Media Relations, vice president of Administration & Campus Operations, UT Arlington chief of police, director of Students with Disabilities, director of Food Services, director of Counseling Services, director of Mental Health Services, director Health Services, director of Network Operations, assistant vice president of Media Relations, and the emergency management coordinator for Annex C, Shelter & Mass Care to this plan and supporting best practice guidelines.

Emergency tasks to be performed include:

- a. Determine appropriate building(s) to designate as temporary shelter(s) for the university with assistance from Environmental Health & Safety, Office of Facilities Management, and Apartment & Residence Life.
- b. Arrange for social service assistant in the management of shelter and mass care operations through the Texas Division of Emergency Management, UT Arlington Counseling Services, relief agencies, and volunteer groups (e.g., American Red Cross, The Salvation Army, Community Emergency Response Teams, and Victim Relief).
- c. Arrange for food services through Aramark or established mutual aid agreements. *See* Support Document 7, Summary of Agreements & Contracts.
- d. Ensure that information is clear, concise and accurate.

Annex D, Radiological Protection

Primary responsibility for this function is assigned to the director of Environmental Health & Safety who should prepare and maintain Annex D, Radiological Protection to this plan and supporting best practice guidelines. The following departments will support efforts in planning: UT Arlington police, vice president of Administration & Campus Operations, and the emergency management coordinator. The City of

Arlington Fire Department's Special Operations Division has the primary responsibility of coordinating radiological protection for the City of Arlington.

Emergency tasks to be performed include:

- a. Maintain inventory of radiological equipment and inventory as required.
- b. Ensure UT Arlington personnel have current training in radiological monitoring and decontamination and requirements for transportation and handling as appropriate.
- c. Respond to radiological incidents, terrorist incidents involving radiological materials and as appropriate being the point of contact to Arlington and other agencies as necessary regarding radiological incidents.
- d. Make notification concerning radiological incidents to state and federal authorities.

Annex E, Evacuation

Primary responsibility for this function is assigned to the UT Arlington police with support from the vice president of administration & campus operations, emergency management coordinator, Office for Students with Disabilities, director of transportation, assistant vice president of Media Relations, director of Environmental Health & Safety, and City of Arlington Office of Emergency Management if necessary. The Office of Emergency Management should prepare and maintain Annex E, Evacuation to this plan and supporting best practice guidelines and should coordinate with the City of Arlington as necessary.

Emergency tasks to be performed include:

- a. Identify areas where evacuation has occurred, if any, or may be required in the future and determine if population is at risk.
- b. Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
- c. Develop simplified planning procedures for ad hoc evacuations.
- d. Determine and recommend emergency campus information requirements.
- e. Perform evacuation planning for special needs facilities.

Annex F, Firefighting

Primary responsibility for this function is to the responsibility of the City of Arlington Fire Department when there is a major fire or disaster on campus, as stated in Annex F Firefighting to this plan. The following departments/offices should support the function and response efforts and develop and maintain the supporting best practice guidelines to this plan: UT Arlington police, Environmental Health & Safety.

Tasks for which to contact City of Arlington Fire Department include:

- a. Fire prevention activities

- b. Fire detection and control
- c. Hazardous material and oil spill response
- d. Terrorist incident response
- e. Evacuation support
- f. Post-incident reconnaissance and damage assessment
- g. Fire safety inspection of temporary shelters
- h. Prepare and maintain fire resource inventory
- i. Search and rescue operations

Annex G, Law Enforcement

Primary responsibility for this function is assigned to the UT Arlington chief of police, who should prepare and maintain Annex G, Law Enforcement to this plan and supporting best practice guidelines. Support to this function includes the following individuals: vice president of Administration & Campus Operations, assistant vice president of facilities & campus operations, emergency management coordinator, and director of Environmental Health & Safety.

Emergency tasks to be performed include:

- a. Maintenance of law and order
- b. Traffic control
- c. Terrorist incident response
- d. Provision of security for vital facilities, evacuated areas, and shelters
- e. Access control for damaged or contaminated areas
- f. Warning support
- g. Post-incident reconnaissance and damage assessment
- h. Prepare and maintain law enforcement resource inventory

Annex H, Health & Medical Services

Primary responsibility during a major event or disaster for this function is assigned to the director of Health Services, who should prepare and maintain Annex H, Health & Medical Services to this plan and supporting best practice guidelines with assistance from the emergency management coordinator, director of Counseling Services, director of Students with Disabilities, the director of Mental Health Services and City of Arlington EMS if necessary.

Emergency tasks to be performed include:

- a. Coordinate and support health and medical care and EMS as necessary and /or requested by the City of Arlington or other agencies during emergencies. They will liaison with local hospitals and public health offices.
- b. Provide mental and physical health information and education to faculty, staff and students.

Annex N, Direction & Control

Primary responsibility for this function is assigned to the president of the university or his/her designees, as outlined in Annex N, Direction & Control to this plan and supporting best practice guidelines. UT Arlington president's responsibilities parallel those of the City of Arlington mayor's responsibilities during a disaster or catastrophic incident. Individuals that should support efforts of this function include: vice president of Administration & Campus Operations, UT Arlington chief of police and the emergency management coordinator.

Emergency tasks to be performed include:

- a. Direct utilization of university resources and assets
- b. Maintain direct line of communications with UT System
- c. Maintain direct line of communications with the City of Arlington mayor's office
- d. Oversee the EOC in an operating mode
- e. Assemble departmental directors and their staff when needed at the EOC
- f. Monitors the duties of the staff, use of message forms, and procedures for EOC activation with assistance from the emergency services groups

Annex Q, Hazardous Materials & Oil Spill

The primary responsibility for this function is assigned to UT Arlington Environmental Health & Safety office, who should prepare and maintain Annex Q, Hazardous Material & Oil Spill Response to this plan and supporting best practice guidelines. Once the situation is beyond UT Arlington's response capability, UT Arlington should contact and serve as liaison and support to the City of Arlington Fire Department/Hazardous Materials. *See Annex Q.* Supporting individuals of this function are: UT Arlington chief of police, assistant vice president of facilities & campus operations, vice president of Administration & Campus Operations, and the emergency management coordinator.

Emergency tasks to be performed include:

- a. In accordance with UTS172 Emergency Management and Homeland Security Presidential Directive 5 establish ICS to manage the response to HazMat incidents.
- b. Establish the HazMat incident functional areas (e.g., hot zone, warm zone, cold zone, etc.)
- c. Determine and implement requirements for personal protective equipment for emergency responders.
- d. Initiate appropriate actions to control and eliminate the hazard in accordance with established HazMat response guidance and best practice guidelines.
- e. Determine areas at risk and which public protective actions, if any, should be implemented.
- f. Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
- g. Determines when affected areas may be safely reentered.

Annex R, Search & Rescue

The primary responsibility for this function is outside UT Arlington and is the responsibility of the City of Arlington Fire Department/Search & Rescue, as stated in the City of Arlington's Annex R, Search & Rescue to this plan and supporting best practice guidelines. Secondary support to this function is as follows: UT Arlington chief of police, assistant vice president of facilities & campus operations, director of Environmental Health & Safety and the emergency management coordinator.

Emergency tasks to be performed include:

- a. Check-in at the UT Arlington ICP or other designated location
- b. Serve as technical advisor to the IC
- c. Conduct search and rescue activities in hazardous zones and locations
- d. Identify requirements for specialized resources to support rescue operations
- e. Coordinate external technical assistance and equipment support for search and rescue operations

Annex V, Terrorist Incident Response

Primary responsibility for this function is assigned to the UT Arlington chief of police, who should prepare and maintain Annex V, Terrorist Incident Response to this plan and supporting best practice guidelines. Support from the following individuals is expected: City of Arlington emergency management liaison, City of Arlington Police Department, UT Arlington emergency management coordinator, director of Environmental Health & Safety, and assistant vice president of facilities & campus operations.

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.

Annex I, Emergency Public Information

Primary responsibility for this function is assigned to the vice president of Communications, with support from assistant vice president for Media Relations, vice president of Administration & Campus Operations, UT Arlington chief of police and the emergency management coordinator, who should prepare and maintain Annex I, Public Information to this plan and supporting best practice guidelines.

Emergency tasks to be performed include:

- a. Establish a Joint Information Center.
- b. Conduct ongoing hazard awareness and public education programs.
- c. Pursuant to the Joint Information System, compile and release information and instructions for the media during emergencies and respond to questions relating to emergency operations.
- d. Provide information to the media during emergencies.
- e. Arrange for media briefings.
- f. Compiles online, print and/or photo documentation of emergencies.

Annex J, Recovery

Primary responsibility for this function is assigned to Office of Facilities & Campus Operations for the initial assessment of damage to facilities and equipment. Request for public assistance may be applied for separately from the City of Arlington Office of Emergency Management or combined. Collaboration with the City of Arlington on recovery efforts is critical for a timely recovery process. Support in the development of Annex J, Recovery includes the vice president for administration & campus operations, director of Environmental Health & Safety, UT Arlington chief of police, vice president for Business Affairs and Controller, emergency management coordinator, and the provost. The UT Arlington emergency management coordinator should prepare and maintain the annex and serve as a liaison or supporting role and prepare best practice guidelines.

Emergency tasks to be performed include:

- a. Arrange for damage assessment training and assign team(s).
- b. Assess and compile information on damage to property. If damages are beyond the capability of UT Arlington and the City of Arlington to assess, then information should be compiled for use by the university's president and elected officials in requesting state or federal disaster assistance.
- c. If it is determined that UT Arlington is eligible for state or federal disaster assistance, then it should coordinate with state and federal agencies to carry out authorized recovery programs. UT System will be notified as appropriate.

Annex K, Public Works (streets, water, sewer, electrical, and facilities)

Primary responsibility for this function is outside UT Arlington and is the responsibility of the City of Arlington Public Works. The Vice president for facilities & campus operations will prepare and maintain Annex K, Public Works to this plan and supporting best practice guidelines. The City of Arlington's Annex K should be referred to for infrastructure operations not operated by UT Arlington and/or shared by the City of Arlington.

Emergency tasks to be performed include:

- a. Protect facilities and vital equipment

- b. Assess damage to streets, bridges, traffic control devices, and other public facilities
- c. Direct temporary repair of vital facilities
- d. Restore electrical infrastructure
- e. Restore damaged roads and bridges
- f. Restore waste treatment and disposal systems
- g. Arrange for debris removal
- h. Building inspection support
- i. Provide specialized equipment to support emergency operations

Annex M, Resource Management

Primary responsibility for this function is assigned to the vice president of Business Affairs & Controller (e.g., Procurement and Purchasing Services). The City of Arlington, through the Office of Emergency Management, can assist with unmet needs of UT Arlington, when there is a major declared disaster that goes beyond the resource management ability. Those to support this action include: vice president of Administration & Campus Operations, vice president Human Resources and assistant vice president for facilities & campus operations, UT Arlington chief of police, assistant vice president for Procurement Services, emergency management coordinator, and director of Food Services, who should prepare and maintain Annex M, Resource Management to this plan and supporting best practice guidelines.

Emergency tasks to be performed include:

- a. Maintain and coordinate inventory of emergency resources with the emergency management coordinator.
- b. During emergency operations, locate 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 labor 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 emergencies.
- g. Establish staging areas for resources, if required.
- h. During emergency operations, notify Arlington's donations management coordinator goods, services, and personnel that are needed.
- i. Maintain records of emergency-related expenditures for purchases and personnel.
- j. Identify emergency feeding sites, secure emergency food supplies and coordinate with Arlington for additional services.

Annex O, Human Services

Primary responsibility of Annex O, Human Services is assigned to the director of Counseling Services with support from director of Mental Health Services, assistant dean Student's With Disabilities, and the emergency management coordinator who should prepare, maintain and should assist in the coordination of this plan and supporting best practice guidelines Annex O, Human Services.

Emergency tasks to be performed include:

- a. Coordinate with American Red Cross special care requirements for disaster victims such as special needs students, staff, and others as needed.
- b. Coordinate the provision of disaster mental health services with UT Arlington Counseling Services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

Annex P, Hazard Mitigation

The primary responsibility for this function is assigned to the assistant vice president for facilities & campus operations and should receive assistance from the Office of Emergency Management, Environment Health & Safety and the UT Arlington Police Department. The Office of Emergency Management should prepare and maintain Annex P, Hazard Mitigation to this plan and supporting best practice guidelines.

Emergency tasks to be performed include:

- a. Review the regional hazard analysis as offered by the North Central Texas Council of Governments, referred to as HAZMAP. Create and maintain UT Arlington hazard assessment/summary.
- b. Identify beneficial pre-disaster hazard mitigation projects.
- c. In the aftermath of an emergency, collaborate with Arlington to mitigate the situation and coordinate implementation of those actions.
- d. Coordinate and carry out post-disaster hazard mitigation program.

Annex S, Transportation

The primary responsibility for this function is assigned to the UT Arlington Police Department/transportation director with support from Arlington's Office of Emergency Management, and UT Arlington chief of police, who should prepare and maintain Annex S Transportation to this plan and supporting best practice guidelines. Requests for transportation services during disasters should be made through the UT Arlington Police Department. Outside (other than UT Arlington resources) emergency contracts for transportation are implemented and should be directed by the EOC manager as appropriate.

Emergency tasks to be performed include:

- a. Coordinate with Arlington's Office of Emergency Management in identifying local public and private transportation resources and coordinates their use in emergencies.
- b. Coordinate deployment of transportation equipment to support emergency operations.
- c. Establish and maintain a reserve pool of drivers, maintenance personnel, parts, and tools.
- d. Maintain records on use of transportation equipment and personnel for purpose of possible reimbursement.

Annex T, Donations Management

The primary responsibility for this function is assigned to the vice president of Development along with the vice president of Business Affairs, assistant vice president of Accounting Services, UT Arlington police, and emergency management coordinator. Arlington will collaborate and integrate donations management if the disaster affects both UT Arlington and Arlington. The emergency management coordinator should prepare and maintain Annex T, Donations Management under the direction of Development & Business Affairs.

Annex U, Legal

The primary responsibility for this function is assigned to the UT Arlington university attorney. The university attorney will liaison with the UT System, Office of General Counsel on a case-by-case basis.

Emergency tasks to be performed include:

- a. Advise UT Arlington president and administration on appropriate measures to take in the event of a declared disaster or major emergency.
- b. Review and advises UT Arlington officials on possible legal issues arising from disaster operations.

Annex W, Overarching Business Continuity Plan

The primary responsibility for this function is assigned to the emergency management coordinator, who should prepare and maintain Annex W, Overarching Business Continuity Plan to this plan and support best practice guidelines. All mission critical departments are to support this function by developing, testing, implementing and updating their plan as appropriate.

Department and agency managers not assigned a specific function in this plan should be prepared to make their resources available for emergency duty at the direction of UT Arlington's president.

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 local government.
 - a. Tarrant County Voluntary Organizations Active in Disaster *See* Support Document 10 for listing of members.
 - b. Radio amateur civil emergency service

The Radio Amateur Civil Emergency Services provides amateur radio support for emergency operations, including communications support in the EOC.

VII. DIRECTION & CONTROL

A. General

1. The president along with other members of the Executive Policy Group are 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.
2. The president or designee should provide overall direction of the response activities of all departments. During major emergencies and disasters, he/she should normally carry out those responsibilities from the EOC.
3. The vice president of Administration & Campus Operations should manage the EOC.
4. The IC, assisted by a staff sufficient for the tasks to be performed, should manage the emergency response at an incident site.
5. During emergency operations, department managers retain administrative and policy control over their employees and equipment, to the extent not required 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.
6. If UT Arlington's resources are insufficient or inappropriate to respond to an emergency, it may request assistance from the City of Arlington, Tarrant County, UT System or the state of Texas.

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 should be established in the vicinity of the incident site(s). As noted previously, the IC should be responsible for directing the emergency response and managing the resources at the incident scene.
2. EOC. When major emergencies and disasters have occurred or appear imminent, an EOC will be activated, which will be located at a site to be determined by the chief of police, the

university president or designee. The following positions are authorized to activate the EOC:

1. University president or designee
2. Vice president for administration & campus operations
3. Assistant vice president for facilities
4. Chief of police
5. Director of Environmental Health & Safety
6. Emergency management coordinator

Responsibilities of the EOC:

1. Assemble accurate information on the emergency and current resource data to allow local officials to make informed decisions on courses of action.
2. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
3. Provide resource support for emergency operations.
4. Suspend or curtail university services, recommend the closure of campus operations and other special events.
5. Organize and activate large-scale evacuation and mass care operations.
6. Provide emergency information to the university community and UT System administration.

Representatives of those departments and agencies assigned emergency functions in this plan should staff the EOC. EOC operations are addressed in Annex N, Direction & Control. The interface between the EOC and the ICP is described in section V. E. above.

3. Vehicles. The mobile command and control vehicle, operated by UT Arlington Police Department may be used as an ICP.

C. Line of succession

1. The line of succession for the president is:
 - a. Provost
 - b. Vice president for administration & campus operations
 - c. Vice president business affairs & comptroller
2. The line of succession for the provost is:
 - a. Vice president for administration & campus operations
 - b. Vice president of business affairs & comptroller
 - c. Vice president for research
 - d. Vice provost
3. The line of succession for emergency management is:

- a. Emergency management coordinator
 - b. Emergency management specialist
 - c. Chief of police
 - d. Director of Environmental Health & Safety
4. The lines of succession for each of department head should be in accordance with the best practice guidelines established by the departments.

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. UT Arlington uses a four-tier system. Readiness levels should be determined by the UT Arlington chief of police. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions should be detailed in departmental or agency best practice guidelines.
- B. The following readiness levels should be used as a means of increasing the Institutions alert posture.
1. Level 4: Normal conditions
 - a. Emergency incidents occur and local 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 government are not affected.
 2. Level 3: Increased readiness
 - a. 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 and has the potential to impact the local area. Readiness actions may include monitoring the weather via weather channels and the National Weather Service website, or local television. Communication between the university and Arlington EOC may be necessary if the threat is such that the community warning sirens are activated for a tornado event.
 2. Tornado watch. This weather condition indicates the possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 3. 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 3” should generally require the initiation of the “Increased readiness” activities identified in each annex to this plan.

3. Level 2: 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 should normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
 1. Severe weather. A severe weather system may impact the local area within 3 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment.
 2. Tornado warning. Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying UT Arlington campus by activating the outdoor warning sirens. When the threat has passed, another message should be broadcast to the campus stating the threat has passed.
 3. 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.
 4. 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 standby and continuous situation monitoring.
- b. Declaration of a “Level 2” should generally require the initiation of the “High readiness” activities identified in each annex to this plan.

4. Level 1: 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 warning. Readiness actions may include continuous situation monitoring, activation of the EOC, recommending precautionary actions for special facilities.
 2. Tornado warning. Tornado has been sighted especially close to the campus or moving towards the campus. Readiness actions may include taking immediate shelter.
 3. Mass gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the Disaster District Committee that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
- b. Declaration of “Level 1” should generally require the initiation of the “Maximum readiness” activities identified in each annex to this plan.

IX. ADMINISTRATION & SUPPORT

A. Agreements & contracts

1. Should UT Arlington resources prove to be inadequate during an emergency, requests should be made for assistance from the City of Arlington, Tarrant County, the state of Texas, UT System, or other agencies, and/or industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements should be entered into by authorized officials and should be in writing. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents and expectations of outcome, liable agency and monetary responsibility.
2. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Support Document 7, Summary of Agreements & Contracts.

B. Reports

1. HAZMAT spill reporting. If UT Arlington is responsible for a release of HazMat of a quantity that should be reported to state and federal agencies, the department responsible for the spill should make the required report. See Annex Q, Hazardous Materials & Oil Spill Response for more information. If the party responsible for a reportable spill cannot be located, the IC should ensure that the required report(s) are made.
2. Initial emergency report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and UT Arlington may need assistance from other local governments or the state. See Annex N, Direction & Control for the format and instructions for this report.
3. Situation report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters see Annex N, Direction & Control.
4. Other reports. Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record keeping for emergency operations

UT Arlington 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 should be done in accordance with the established university fiscal policies and standard cost accounting procedures.

- a. Activity logs. The incident command post and the EOC should 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 should maintain records summarizing the use of personnel, equipment, and supplies during the response for accountability and 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 should maintain detailed costs for emergency operations to include:
1. Personnel costs, especially overtime costs
 2. Equipment operations costs
 3. Costs for leased or rented equipment
 4. Costs for contract services to support emergency operations
 5. Costs of specialized supplies expended for emergency operations

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

2. Records protection

- a. In order to continue normal government operations following an emergency disaster, vital records should be protected. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan should include protection of vital records in its best practice guidelines.
- b. If records are damaged during an emergency, UT Arlington should seek professional assistance to preserve and restore them.

D. Training

Each department head should be responsible for department personnel possessing the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill in accordance with NIMS. Students who live in residential apartments or residence halls should have a fire drill each semester to ensure they know how to evacuate facilities. Responder training should include at least one drill/exercise each year unless a significant incident occurs on campus, as defined by UT System, vice president of administration & campus operations or Texas Division of Emergency Management that provides such training experience.

E. Post-incident & exercise review

The chief of police/emergency management coordinator is responsible for organizing and conducting an After Action Report following the conclusion of a significant emergency event/incident or exercise. The report should entail both written and verbal input from all appropriate participants. An improvement plan should be developed based on the deficiencies identified, and an individual or department should be assigned responsibility for correcting the deficiency and a due date established for that action.

X. DEVELOPMENT & MAINTENANCE

A. Plan development

The Office of Emergency Management is responsible for developing and maintaining emergency management plans. UT Arlington president is responsible for approving and promulgating this plan.

B. Distribution of planning documents

1. The chief of police/emergency management coordinator should determine the distribution of this plan and annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should be set-aside for the EOC and other emergency facilities.
2. The Basic Plan includes a distribution list (see Support Document 2, Distribution List for Plan & Annexes) that indicates who receives copies of the Basic Plan and the various annexes. In general, individuals who receive annexes to the Basic Plan should also receive a copy of this plan.

C. Review

The Basic Plan and its annexes (revising and updating) should be reviewed and revised annually. The Office of Emergency Management should establish an assignment for review of planning documents. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex.

D. Update

1. This plan should be updated based upon deficiencies identified during actual emergencies, exercises, changes in laws, rules or regulations, when changes in threat hazards, resources and capabilities, or government structure, or personnel changes occur.
2. Revised or updated planning documents should be provided to all departments, agencies, and individuals tasked in those documents.

E. Safety & security audit

In accordance with Texas Education Code Section 51.217 Subsection C, this plan is required to have a safety and security audit every three years. UT System receives the results of the audit and submits to the Board of Regents. The audit dates are March 2011 & Sept 2014.