Addressing Emergency Management Needs of The University of Texas Austin Campus Community
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABOUT US</td>
<td>4</td>
</tr>
<tr>
<td>DIRECTOR’S STATEMENT</td>
<td>5</td>
</tr>
<tr>
<td>ORGANIZATION</td>
<td>6</td>
</tr>
<tr>
<td>STATEMENTS</td>
<td>7</td>
</tr>
<tr>
<td>INNOVATION</td>
<td>8</td>
</tr>
<tr>
<td>TEAMWORK AND DIVERSITY</td>
<td>12</td>
</tr>
<tr>
<td>STEWARDSHIP AND INTEGRITY</td>
<td>14</td>
</tr>
<tr>
<td>SERVICE</td>
<td>16</td>
</tr>
<tr>
<td>DISASTER RESILIENT UNIVERSITY</td>
<td>18</td>
</tr>
</tbody>
</table>
OVERVIEW

ABOUT US

The Office of Emergency Preparedness (OEP) implements programs and projects for emergency and disaster planning, training, mitigation, response, and recovery. We are tasked with creating a comprehensive emergency management program for the University to save lives, protect property, promote continuity of operations, and reduce the overall effects of large-scale disasters. In addition to planning for the entire campus, OEP assists departments with developing their emergency plans and acts as the primary liaison between the University and outside government emergency management agencies.

OEP is part of the Office of Campus Safety and works closely with the other Campus safety departments, Environmental Health & Safety and Fire Prevention Services. OEP also works closely with other campus partners including, The University of Texas Police Department, Facilities Services, Athletics, Parking & Transportation Services, and the Dean of Students in order to build a disaster resilient university.

Although OEP is a small department, our team is passionate about and dedicated to ensuring The University of Texas is ready for whatever comes its way. With the help of our partners, we are building a disaster resilient university that can bounce back from anything so that our community can quickly get back to changing the world.

THE UNIVERSITY OF TEXAS STOPS FOR NO STORM

The picture on the left is the Chairman of the Board of Regent’s telegraphed response to a suggestion that UT Medical Branch close after the 1900 hurricane that hit Galveston Island. (See utsystem.edu/office/chancellor/blog/teans-stop-no-storm.) Today, this sentiment reflects the philosophy of the Office of Emergency Preparedness and the whole of the University to keep performing our mission no matter what.
Welcome to the 2020 Office of Emergency Preparedness Annual Report. In emergency management we talk a lot about resilience. This past year the COVID-19 pandemic has stressed our resiliency and has shown just how resilient The University of Texas at Austin is. This report will provide a glimpse into all of the programs and accomplishments of this office in 2020 as we navigated the pandemic. I invite you to learn from the successes and challenges the Office of Emergency Preparedness details in this report. I look forward to many more accomplishments and successes in 2021 as we continue to empower all aspects of emergency management across The University of Texas at Austin portfolio.

Jonathan

JONATHAN ROBB
DIRECTOR,
OFFICE OF EMERGENCY PREPAREDNESS
The Office of Emergency Preparedness is under the Campus Safety office within the Financial and Administrative Services portfolio. Units under this portfolio continually strive to improve service to the campus and the broader community while meeting compliance and reporting standards.

FINANCIAL AND ADMINISTRATIVE SERVICES
DARRELL BAZZELL, SENIOR VICE PRESIDENT AND CHIEF FINANCIAL OFFICER

CAMPUS SAFETY
JIMMY JOHNSON, ASSISTANT VICE PRESIDENT

OFFICE OF EMERGENCY PREPAREDNESS
JONATHAN ROBB, DIRECTOR
STATEMENTS

MISSION, VISION, AND VALUES

MISSION
The Office of Emergency Preparedness leads the university in becoming disaster resilient by enhancing capabilities required to prepare, respond, recover, and mitigate potential hazards and safety risks.

VISION
The Office of Emergency Preparedness enriches the university academic and research mission by being an innovative leader in emergency management both in higher education and the global emergency management field.

The Office of Emergency Preparedness is committed to the Financial and Administrative Services values of innovation, teamwork, diversity, integrity, stewardship, and service.

The rest of this report shows how our program areas and accomplishments for the 2020 year fulfill those values.
CORE VALUE

INNOVATION

We are creative and innovative in our service to the campus community.

The University is a unique environment because of our special population, resources, and geography. As a result, we must constantly innovate in how we approach emergency management.

In 2020, we adopted new and innovative practices to help protect our community from an emergency while dealing with a global pandemic. OEP’s COVID-19 response included:

- Creating a COVID-19 Crisis Team.
- Activating a virtual Emergency Operations Center.
- Acquiring and Issuing of Personal Protective Equipment.
- Implementing facility decontamination procedures. Creating limited on-campus operation procedures for campus.
- Developing and leading COVID-19 Vaccination Operations on campus.

In 2021, we look forward to continuing to address the emergency preparedness needs of our community in innovative ways.

Home football games are just one of the special events we help make safer with our innovative mobile vehicle barricades. Darrel K Royal Texas Memorial Stadium at Night by Brint03. Licensed CC BY-SA 3.0.
COVID CRISIS TEAM

The Associate Vice President of Campus Safety along with the Director of Emergency Preparedness quickly determined a need for a core group of University stakeholders and decision makers who consisted of Campus Safety, University of Texas Police Department, University Health Services, Student Emergency Services, Facilities, University Housing and Dining, and Environmental, Health and Safety (EHS). As we learned more about the spread of the virus, in-person meetings quickly shifted to virtual meetings. This core group was quickly assembled and met virtually for the first time on March 6, 2020 to assess the situation and plans moving forward.
PERSONAL PROTECTIVE EQUIPMENT

Stakeholders in the Virtual EOC determined the requirement for face masks, disposable gloves, and hand sanitizer for essential workers and set to the task of acquiring inventory. In total 12,000 masks were obtained with 5,050 being issued to essential workers on campus. Four thousand pairs of gloves were provided as well as hand sanitizer in varying quantities and configurations. OEP staff recognized a need to track PPE inventory collaborating with Facilities Central Supply to use Trello, an online tracking system, to track incoming and outgoing inventory. Criteria for the issuance of PPE was also established to ensure the equitable distribution of very limited quantities of PPE.

FACILITY DECONTAMINATION PROCEDURES

Due to the contagious nature of the COVID-19 virus, procedures needed to be established to first decontaminate spaces within buildings where a positive COVID case had been identified. In collaboration with EHS, University Housing and Dining, and Facilities Services, procedures were developed to decontaminate spaces. As the pandemic persisted and the need rose for limited in-person activities, procedures were developed for pre and post-activity decontamination of spaces, as well as procedures for those employed during in-person gathering and operations.

COVID-19 CAMPUS OPERATIONAL PROCEDURES

Not all university activities, such as critical research, were capable of closing during the pandemic. The Office of Emergency Preparedness, in collaboration with University stakeholders, developed procedures for in-person course instruction for those courses that could not be provided virtually and research that needed to take place in university labs. Number of people per square foot, distancing, PPE requirements, and pre and post-instruction or research cleaning procedures were developed. The Director of Emergency Preparedness served as a key member of the Health and Wellness COVID-19 Task Force and the Campus and Workspace Reopening Task Force, which was responsible for classroom, building, and office spaces reopening with appropriate safety measures in place.
UT READY: EDUCATION AND OUTREACH

With the constant turnover of students, educating our community on emergency procedures and personal preparedness is a constant challenge. UT Ready is just one of the ways we help mitigate a disaster on campus by helping make sure everyone on campus is prepared to act in the event of an emergency. Our unique Emergency Preparedness Pocket Guides and Classroom Emergency Guides are just two of our strategies to educate our community and help reduce any loss of life in an emergency. In 2020, the University held virtual orientation and we provided electronic versions of our pocket guides, along with virtual orientation presentations to students and families.

MOBILE VEHICLE BARRICADES

The changing public safety landscape makes it ever more challenging to protect attendees at any event. At The University of Texas at Austin, we hold many large events all across campus throughout the year, creating an added challenge. In response to these unique challenges, we identified a creative solution in the form of mobile vehicle barricades.

These barricades are not commonly used in our area but are perfect for our needs. The barricades collapse to be stored in a trailer and can be deployed to an event. They protect attendees from someone with a malicious intent but are easy to move to allow access to emergency vehicles. Adding these barricades to our events improves safety for attendees and sets us apart as a public safety leader in our area.
We work collaboratively across our organizations on common objectives and develop efficient and cost-effective systems and processes for campus.

DIVERSITY

We believe the best ideas are born from sharing viewpoints, opinions, and perceptions from colleagues with varied backgrounds and experiences.

We work with the entire university community to prepare for and respond to any emergency we might face. It is critical that we work effectively as a team with everyone from Facilities Services to the Austin Police Department during an emergency. We value the input and opinions of the entire university community as well as our regional partners. In 2020, we worked with our partners to plan and coordinate COVID-19 operational procedures, and vaccine preparations, and we opened a virtual emergency operations center. We held new training opportunities to bring our many partners together, and continued to build our Building Emergency Management teams to ensure that the entire campus is involved in preparing for any emergency during a pandemic.

When activated, the Emergency Operations Center is staffed by partners from many fields, including law enforcement, emergency medical services, facilities services, and more. The Emergency Operations Center is where everyone comes together to respond to an incident or manage an event. In 2021, some attendees were virtual to reduce the chances of spreading the virus.
SPECIAL EVENTS

When large events like home football games or commencement happen on campus, we work with our diverse network of colleagues both within the University and in the local area to ensure that every event can happen. To do this, we bring together partners in law enforcement, emergency medical services, campus safety, campus services and more in the Emergency Operations Center. Assembling in one location helps make sure that everyone can quickly coordinate efforts to solve problems and respond to incidents during the event.

Activation of the University’s first-ever Virtual Emergency Operations Center (EOC) stood up on March 6, 2020. The virtual EOC provided the COVID Crisis Team the platform needed to coordinate, collaborate and execute the University’s response to the ever expanding COVID-19 pandemic. The virtual EOC was in operation from March 6 through the end of 2020.

BUILDING EMERGENCY MANAGEMENT

Every building on the main campus has a dedicated team to respond to any emergency that happens in a building. Each building’s team represents the unique departments that occupy the building and understands their specific needs. We work with each of these teams to develop an emergency plan for the buildings, help train them on the plan, and facilitate exercises that see how the plan works in action. We were able to develop many Building Emergency Plans in 2020 and look forward to expanding this program.

VACCINE PREPARATION

Texas Department of Emergency Management (TDEM) initiated the first COVID-19 Vaccine Virtual Planning Meeting for Higher Education on October 9, 2020. The Director of Emergency Preparedness and the Director of Practice Innovation and Wellness Clinics for the School of Nursing were tasked with leading the university’s vaccine operations. The vaccine operations began as a small-scale clinic in the Health Discovery Building (HDB). Having a throughput capacity of approximately 500-750 patients per day, the vaccine leadership team identified the need to expand our vaccine operations on campus. The Director of Emergency Preparedness used OEP’s Point of Dispensing (POD) framework to develop a large-scale vaccine operation site. The university applied for and became one of two large-scale vaccine hubs in Austin, Texas. In collaboration with UT Health Austin, School of Nursing, College of Pharmacy, University Health Services, Recreational Sports, Office of Campus Safety, and School of Social Work, OEP was able to initiate the large-scale vaccine point of dispensing plan at Gregory Gym. This site provided COVID-19 vaccines to the university population and the general public for five months, administering over 120,000 COVID-19 vaccines.
In the Office of Emergency Preparedness, we believe it is our duty to ensure that the university is prepared to respond to and recover from any emergency or disaster that may come our way. We cannot control the weather or the nefarious intentions of bad actors, but we can control how prepared we are and what we do if the worst should happen. It is our job to take care of the resources entrusted to the university in a time of crisis and adhering to the compliance requirements set upon us helps us do that. Overseeing the University’s Emergency Plans, safety hubs, and emergency notifications are just some of the ways we ensure that we are ready for anything.

Incident Action Plans and Operational Plans are critical components of our emergency preparedness program.
UNIVERSITY EMERGENCY PLANS

Texas Education Code and University of Texas System policy requires that we have an Emergency Operations Plan that addresses the emergency management needs of the university. We are committed not just to meeting this compliance standard, but to ensuring that our plans are the best possible quality. We review our Emergency Operations Plan annually to make updates, changes, and revisions. In 2020, we added additional operational plans that address specific situations or hazards not directly addressed in the Emergency Operations Plan.

SAFETY HUBS

Safety Hubs are just one of our creative programs designed to reduce any loss of life on campus. Each Safety Hub contains an Automated External Defibrillator, bleeding control (tourniquet) kits, a sign with the building’s name and address, and an emergency call box with a direct line to the University Police Department’s 911 center. In 2019, we completed the installation of the safety hubs on the main campus and expanded the program to the Pickle Research Campus.

AED PROGRAM MANAGEMENT

The Office of Emergency Management, in collaboration with Fire Protective Services (FPS) transitioned the inventory control of AED devices to the Campus Optics System allowing OEP to capture the location of AEDs on campus, track the expiration date of batteries and pads, and log monthly inspections of AEDs.

EMERGENCY NOTIFICATIONS

Federal statute requires that we notify the campus community in the event that a situation poses an immediate threat to campus. Our office is responsible for the maintenance, testing, and upkeep of many of our emergency notification technologies. Taking care of these resources is one of our most important functions and we always try to go above and beyond the minimum requirements. In 2019, we had the exciting opportunity to host a symposium on Emergency Notification in Higher Education. This gave us the opportunity to collaborate with and learn from other institutions what the best practices are to ensure we can provide timely information to our community in the event of an emergency.
CORE VALUE

SERVICE

We are customer service oriented and offer responsive, reliable and seamless support.

The Office of Emergency Preparedness is proud to serve as the subject matter expert for emergency management at the University. We are always happy to help share our knowledge with other departments, partners, and groups with questions about what they need to do to make sure they’re prepared. We work hard to be accessible and offer timely support that our colleagues can trust.

TEXAS WILDFLOWER CENTER EMERGENCY PLAN

The Office of Emergency Preparedness was commissioned to assist the Texas Wildflower Center in the creation of the center’s first-ever Emergency Plan. Modeled from the standardized university Building Emergency Plan, but unique to the Wildflower Center, OEP helped customize an emergency plan that fit the unique needs of the Wild Flower Center which spans over 350 acres in southwest Austin.

Emergency Preparedness, Environmental Health and Safety, and the University of Texas Police Department respond to an incident on campus.
TRAINING AND EXERCISES

The Office of Emergency Preparedness facilitates and participates in various exercises, both internal and external to the university throughout the year. In 2020, the program area participated or facilitated five exercises.

--OEP provided staff in support of the bi-annual Mass Casualty CAPSTONE exercise for the School of Nursing.

--OEP provided staff in support of the School of Nursing Point of Dispensing Exercise in advance of/in preparation for the COVID-19 vaccine deployment and vaccine operations on campus.

--OEP provided staff in support of a Radiological Materials Exercise involving NETL, UTPD, and 6th Civil Support Team.

--OEP facilitated an Active Shooter Table Top exercise for UTPD.

--OEP facilitated a Communications Table Top exercise for university communicators.

Participants attend the Radiological Materials Exercise.
BECOMING DISASTER RESILIENT

OUR ULTIMATE GOAL

Disasters can occur at any time and cause a wide range of damage. Many times, the damage could be limited or prevented through comprehensive pre-disaster planning and mitigation. Resiliency is the ability to minimize the potential impact hazards have to a particular area. The Office of Emergency Preparedness strives to develop and implement resiliency efforts across campus to make the University of Texas at Austin a disaster resilient university.

A disaster resilient university recognizes the threats that are posed to its particular campuses, and develops, and implements actions that will minimize or mitigate these threats. The commitment to become a disaster resilient university cannot be completed without an extensive partnership and collaboration with many on-and off-campus stakeholders. The programs, plans, and actions that our office develops and implements are designed to withstand the effects of the possible hazards by limiting the losses and interruptions to the University, thus leading to a disaster resilient university.
Celebrating Commencement and the Class of 2019. UT Austin Facebook.